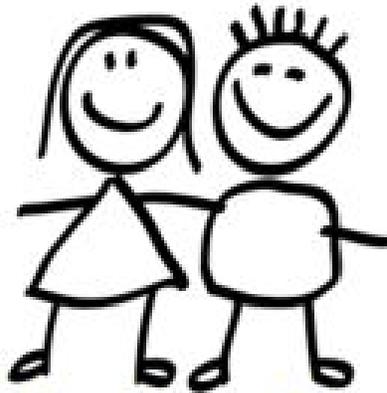


BET SHALOM YELADIM PRESCHOOL

PARENT HANDBOOK

*Learning & Growing Together as a Family of Friends*

**Bet Shalom**



**Yeladim**

**Preschool**

Bet Shalom Congregation  
13613 Orchard Road  
Minnetonka, Minnesota 55305  
(952) 933-8525



Revised October 2019

## Welcome to Bet Shalom Yeladim!

This handbook is intended to serve two purposes:

- To provide useful information for parents
- To provide additional information that is required by our licensor

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## Section 1 General Information

### Services

Location: Bet Shalom Congregation  
Address: 13613 Orchard Road  
City, State, Zip: Minnetonka, MN 55305

Ages of Children Served: 6 weeks thru Pre-K  
Licensing Capacity: 59  
Days of Operation: Monday through Friday  
Hours of Operation: 7:00am – 6:00pm Monday-Thursday  
7:00am – 5:00pm Friday  
Program Hours: Full day or half day of 9:00am-1:00pm  
Program Options: 2, 3, 4 or 5 days as long as there is an age appropriate class

Children in our half day program can sign up for extra care hours.

Bet Shalom Yeladim's Director, Amber Brumbaugh, can always be reached via the following ways:

Email: [abrumbaugh@betshalom.org](mailto:abrumbaugh@betshalom.org)

Phone: 952.426.6652

### Licensing

Bet Shalom Yeladim is licensed and registered in the state of Minnesota as a religiously exempt preschool. The preschool is currently licensed for 16 infants, 14 toddlers and 29 preschool to pre-k age children with an eventual capacity to serve up to 59 students. If you have any questions regarding the licensing you may call **DHS Licensing at (651)431-6500**. The license number for Bet Shalom Yeladim is **#1028873**.

### Child Care Plan

Parents may review the *CHILD CARE PLAN* at anytime by visiting with the Director. It is always located in the Director's office.

### Staff and Teacher Qualifications

The staff is hired and evaluated by Bet Shalom Yeladim's Director. All hired staff meets the licensing requirements outlined by the Department of Health and Human Services for Rule 3 child care licensed programs.

All members of the Bet Shalom Yeladim staff are trained early childhood professionals. All teachers have completed training in child development and early Jewish education. The assistant teacher may have similar credentials. Each staff member is trained in pediatric CPR and pediatric first aid every two years and abusive head trauma and the reduction of sudden unexpected infant death every year. Staff members meet or exceed licensing requirements for their position.

### Staff/Child Ratios

All of our classrooms are staffed in accordance with Minnesota's Department of Human Services Child Care Center Statutes and Rules. According to section 9503.0040 the child to staff ratios are as follows:

<b>Age Category</b>	<b>Minimum Staff: Child Ratio</b>	<b>Maximum Group Size</b>
Infant	1:4	8
Toddler	1:7	14
Preschooler	1:10	20
School-Aged	1:15	30

It is always our goal to staff our classrooms and extra care under the required ratio.

### **Confidentiality**

Each staff member signs a confidentiality guideline stating that information discussed between a teacher and assistant or other program personnel regarding a specific child is confidential.

### **Mission Statement**

Bet Shalom Yeladim provides an excellent educational experience for young children six weeks to five years of age through Jewish values, literacy, mathematics, and science to prepare them for Kindergarten and a lifetime of educational development. Professional teachers and rabbis welcome children of diverse backgrounds into the Bet Shalom family of friends.

### **Vision**

Your child benefits from daily rabbinic involvement, small class sizes, and qualified teachers in a program strong in kindergarten preparedness and formation of Jewish identity.

### **Philosophy**

At Bet Shalom Yeladim Preschool, children explore and develop natural curiosity through play and hands-on experiences. These experiences are carefully designed to develop large and small muscle coordination, language, scientific and mathematical concepts, a sense of independence and positive self-esteem. Children are encouraged to work in groups and as individuals to solve problems creatively and respectfully.

Families have a variety of options for scheduling, toilet training, and enrichment opportunities so that Bet Shalom Yeladim becomes an extension of their family's culture and dynamics. At the same time, they receive information on health and development that enhances their unique parenting style.

### **Curriculum**

The curriculum is child-centered with developmentally appropriate activities and practices. Through careful observation of children within the classroom setting and actively using their ideas and interests to help plan, the curriculum themes become a collaborative effort.

Judaism is interwoven throughout the year in all curricular areas. The goal is to nurture in each child a strong identity, love of learning and love for Judaism. Your child will grow and develop emotionally, cognitively, socially and spiritually.

*Curricular areas engaged in with each child may include but are not limited to:*

#### **Art**

Self-expression, experimentation with various types of art media (coloring, drawing, molding, sculpting, mixing, painting), awareness and appreciation of sensory experiences

#### **Dramatic Play**

Encouraging imagination using dress-up clothes and accessories, toy vehicles, housekeeping center, puppets, etc.

### **Fine Motor Skills**

Cutting, molding, rolling, tearing, folding, sewing, threading, tracing, drawing, painting, puzzles, stacking, construction toys, building blocks, writing

### **Gross Motor Skills**

Walking, skipping, jumping, climbing, hopping, bouncing, throwing, catching, riding, rhythmic body movements, following and using directional concepts such as stop/go, up/down, high/low, in/out, over/under, forward/backward

### **Interpersonal**

Listening to teachers, listening to peers, taking turns, friendship, engaging in cooperative play, showing concern for others, kindness, assertiveness with peers, expressing needs to teachers and adults, using problem solving skills, respecting the rights and property of others, sharing and self-control  
Preschool and Pre-K learn through the Second Early Learning Program

### **Mathematics**

Sorting, counting, classifying, identifying, number recognition, shape recognition, one-to-one correspondence, simple addition and subtraction, sequencing, money, telling time, time concepts such as today, tomorrow and yesterday, comparison of sizes and shapes, parts and wholes, measuring, quantitative concepts such as tall/short, little/big, colors, shapes and sizes

### **Music/Dance/Movement**

Singing, musical games, games to introduce concepts of rhythm/tonal patterns, puppet play, instrument exploration, marching band, movement to music and instructions, dancing to promote spatial concepts and body awareness, listening to different sounds, learning songs, Jewish songs, transition activity songs

### **Reading Readiness**

Listening, telling stories, retelling stories, visual identification, identifying consonant and alphabet sounds, identification of designs, pictures, letters and engagement in a print rich environment

### **Science**

Nature, seasons, weather, shadows, the body, nutrition, plants, animals, cooking, gardening, the five senses, water play, measurement, concepts such as sinking/floating

### **Self Help, Hygiene and Safety**

Dressing and undressing self and dolls (buttoning, snapping, zipping, tying shoes), independence in the restroom, washing hands before meals and after using the restroom, cleaning up toys and spills, expressing when feeling ill, wiping own nose, covering mouth when coughing or sneezing, knowing first and last name, beginning to learn own address and phone number

### **Sensory Motor Integration**

Engaging with materials such as sand, water, sandpaper, rice, seeds, pasta, clay, etc.

### **Social Studies**

Self-awareness, awareness of family members, family events, peer relationships, friendship, community, American Holidays such as Columbus Day, Thanksgiving, Martin Luther King Day, President's Day, (see HOLIDAYS AND VACATIONS)

### **Speech and Language**

Finger plays, stories, puppet plays, listening to and learning rhymes and poems, sharing in the classroom, casual communication with peers and staff, articulating the alphabet, describing personal artwork, creating stories, telling stories, pretending in dress-up center

### **Parent Conferences**

We schedule two formal parent conferences during the year. Parents may wish to schedule an intake conference for those children who are new to the program. A written assessment of each child's intellectual, physical, social/emotional and overall development will be reviewed. The first conference will take place in late fall. The purpose of this conference is to establish a dialogue of communication between home and school as well as to review your child's transition to school. The second conference is scheduled in spring. Parents and/or Teachers may feel free to schedule conferences at additional times as needed.

### **Inclusion/Special Needs**

Bet Shalom Yeladim accommodates children with special needs to the best of its ability. As a congregation and a preschool, we strive to be as inclusive as possible of all preschool children with disabilities who wish to join us as learners. We will work with each family to offer support and resources within the community in order to better serve children with unique needs. If your child is receiving any outside services we will need a Special Needs Child Care Plan filled out by the outside service before child is able to start at Bet Shalom Yeladim as well documentation of any individual child care program plan (ICCPP) needs for the child.

As a child care provider, we continually monitor the development of all children in our care through ongoing observation and recording. We want the best outcomes for all children. Child care providers are considered a primary referral source for early intervention under federal IDEA special education law. We are required to refer a child in our program who have been identified as having developmental concerns or a risk factor that warrants a referral as soon as possible, but in no case more than seven days after the identification. While this is a mandate, we want to keep open communication with parents and caregivers about their child and any concerns we have before a referral is made. We can assist the parent with the referral or partner with them in the referral process.

Children of all faiths will be welcomed into our school with the understanding that only Jewish and American holidays are celebrated. As a part of our Jewish heritage, we celebrate Jewish holidays and Shabbat with songs, stories, special foods and traditions. We incorporate Jewish values into our curriculum throughout the year.

### **Non-Discrimination Policy**

Bet Shalom Yeladim Preschool shall admit students of any race, color, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. Bet Shalom Yeladim Preschool does not discriminate on the basis of race, color, sexual orientation and national or ethnic origin in the administration of its religious, educational, administrative policies.

### **Bet Shalom Congregation Membership**

Although open to non-members, Bet Shalom Yeladim exists first as a service to member families of Bet Shalom Congregation. In order to receive *Member Rates*, the prospective applicant family needs to be members in good standing at Bet Shalom Congregation.

### **Holidays and Vacations**

Bet Shalom Yeladim Preschool will be closed on all dates noted on the year-long calendar. Please mark your calendars and make alternate child care plans as necessary.

Bet Shalom Yeladim Preschool celebrates the following Jewish holidays: Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Chanukah, Tu B'shevat, Purim, Passover and Shavuot. The following American holidays are celebrated: Labor Day, Thanksgiving, Memorial Day and Independence Day.

### **School Closings**

#### **Inclement Weather**

In the event of severe weather during the preschool hours, parents will be called and asked to pick up their children early. Bet Shalom Yeladim follows the Hopkins School district for early closing. If Hopkins Schools close early or cancel afternoon activities, it is likely that Bet Shalom Yeladim will close early as well.

During inclement weather, children will be kept inside and staff will remain with them until everyone is picked up.

In the event of severe weather before school hours, Bet Shalom Yeladim follows the Hopkins School district. If Hopkins Schools are closed it is likely that Bet Shalom Yeladim will be closed as well. Bet Shalom Yeladim's Director and Bet Shalom's Executive Director will make the decision by 6am.

#### **Utility Failure**

In the event of a power failure, the school may need to close but would attempt to use other parts of the building first. If the power failure is prolonged, parents will be notified to pick up children and the school would close. Should the power outage last longer than one day, Bet Shalom will work closely with the city to ensure a plan is in place to restore the power. Should the power not be restored by 5pm CST, school will not take place the next day. If the power is restored before 5pm CST school will resume the following day. Bet Shalom Yeladim's Director will be in constant contact with families to ensure the situation is being taken care of.

#### **Arrival and Dismissal**

When you bring your child or carpool to Bet Shalom Yeladim, you must accompany your child into the building. As you enter the building, do not leave any child in a classroom until a staff member has seen him/her. When picking up children, please follow the same procedure. Teachers will sign your child in once your child has entered the classroom and they will sign your child out once you have taken your child from the classroom. Once you have picked up your children, their supervision is your responsibility. Please do not let siblings (of any age) roam or allow children to leave the building without an adult or to run in the parking lot.

If someone other than a parent or designated carpool driver is picking up your child, you must communicate this change in writing (handwritten and signed note or email) and make sure the Director and/or classroom Teachers receive the note. That person will be asked to show photo ID before your child is released to him/her.

If for some reason your child will not be attending on any particular day due to illness or otherwise, please call the office or classroom by 9:30am to let a Teacher know.

Should you need to pick your child up early please send a note to the Teacher advising him/her of the change. Parents are requested to come into the school to sign their child out. No student may leave the building during the day unescorted.

It is important that each child be picked up on time at the end of the school day or their school day if part time. This enables the school to run efficiently, maintain proper child-adult ratios, and offers respect to the teaching staff to leave on time. If for any reason you may be delayed, please call or email the preschool. If a child is not picked up **within one hour** of school closing and all emergency numbers have been called, the school is then obligated to call the police. The police will then pick up the child and notify the Child Protection Agency.

*The fees for late pick-up will be as follows: (Late pick up is 1pm for Part-Time families, 6pm (5pm on Fridays) for Full-Time families.*

0-5 minutes	Grace Period
5-10 minutes	\$2.00 per minute
10+ minutes	\$5.00 per minute

### **Lost and Found**

Please mark all clothing and items with your child's name. Any articles left will be placed in the lost and found box in the office. Items left for a month or more may be donated to a family shelter.

## **Section 2 Program Information**

### **Adjustment to School**

It is normal for a child to have some fears and misgivings about separating from parents. Children, like adults, need adjustment time to get used to new situations. Parents are asked to try and prepare children for the changes in advance. Talk about the new people and friends each child will meet and the new things that will be done. A positive and enthusiastic parent helps a child become positive and enthusiastic as well.

If this is a first experience for separation from a parent, it is natural for him/her to be hesitant. A cheerful goodbye hug and kiss, a smile and a reassuring word that you will return in a few hours is all a parent needs to do. Some children will cry when the parent leaves but most will settle down within a few minutes after the parent leaves.

### **Ages**

Children attending Bet Shalom Yeladim are categorized by age in any combination as follows:

- *Infant: 6 weeks to 15 months*
- *Toddler: 16-36 months*
- *Preschool: 33 months by September 1st*
- *Pre-K: four years old by September 1st*

Children may remain in the program until their first day of attending public school. Licensing allows a two-month variance in age groupings.

**Attendance**

Attending school on a regular basis will give your child the structure and life predictability that they need. Regular attendance will also allow your child to not only feel safe and secure at school but will also allow for optimum learning and growing. We highly encourage consistent attendance.

If your child is going to be absent, please call and notify the school. You may leave a message for the Director in her voice mailbox. Please report illnesses immediately to the Director or Teacher so we can notify parents of the presence of a contagious disease.

**Calendar**

A yearly calendar featuring important school dates will be available for each family. Please contact the school Director for access to the Google Document.

**Security**

Bet Shalom Yeladim has a key card entry system installed in order to keep everyone safe. Families will receive two key cards to enter the building. If your card is lost or you need to replace your key card there is a \$5.00 replacement fee. If you need more than two key cards, the additional cost is \$5.00 per card.

If you forget your key card, please ring the buzzer, give your name, child's name and the classroom that your child is in. If someone else is picking up your child, please have them do the same.

**Communication**

Clear and consistent communication is a key part of Bet Shalom Yeladim. We will always aim to answer your questions and concerns as quickly as possible. The school Director and school teachers will answer all emails within 24 hours upon receipt.

*Toddler Daily Reports*

For children 16-33 months Daily Reports will be filled out through Daily Connect. This program can be utilized through your web browser for free. You can also pay a one time fee of \$4.99 to purchase the app for your Android or iPhone. This software allows us to electronically track your child's food intake, elimination, sleeping patterns, general behavior and/or special needs. When your child enrolls, we create a specific profile for them through Daily Connect and attach it to the email address you have provided for us. Simply visit their website and create an account with the same email address and the two accounts will be linked.

*Weekly Curriculum*

Each month classroom Teachers will develop, in conjunction with the monthly theme, Teacher directed curriculum. Curriculum will be posted outside each classroom on or before the first day of the week. They are intended to provide information on what the children will be learning throughout the week.

*Classroom Weekly Notes*

Each classroom Teacher is required to provide a weekly note each week. This weekly note will be on our website, betshalom.org and may feature two to three questions pertaining to what the children did that day. These questions are intended to provide a conversation starter for parents so they can engage their children in conversation about happenings at school.

*Weekly Updates*

Bet Shalom Yeladim's Director will send out a Weekly Update email to all Bet Shalom Yeladim families. These emails will highlight what happened that week at school in all classrooms. They will also provide reminders of school dates, closings and school events.

### **School Supplies**

All children should have a backpack /book bag for daily use. The backpack should be large enough to hold all the necessary items that will go to and from school including lunch bags. Please clearly print the name of your child on the outside of the bag.

An art supply fee will be collected for each child to purchase supplies for the classroom. The fee will be prorated to children registering later in the school year.

### **Breakfast/Lunch**

If your child is here before 8am, you have the option to send them with a well balanced breakfast. Parents and/or guardians are required to send their children to school each day with a well balanced lunch. Children will eat together at a table in their classroom and practice self-help skills, table manners and meal time conversation during the lunch period. Lunches will be refrigerated and maintained at 40 degrees Fahrenheit. The microwave is not available to heat meals. We will provide milk and water at lunch. Other types of drinks must be supplied.

We ask that you follow these suggested guidelines:

- **Label your child's lunch bag or box with his/her first AND last name.**
- *Send healthy foods that your child enjoys.*
- *No candy or high sugar snacks, please.*
- *While we are not kosher at Bet Shalom, we do ask that refrain from sending pork or shellfish.*
- *We are a peanut and nut sensitive school.*
- *Please do not send glass beverage holders.*
- *Uneaten lunches will be sent home unless otherwise advised.*
- *We allow children to eat their lunch in the order of choice. If you wish to pack dessert, please know that your child may select to eat that first. It is a good idea to send fruit.*
- *Please cut foods at home so they are ready to eat.*
- *A bag lunch meal must provide one third of the child's daily nutritional needs as specified by the USDA. (See below)*
- *No hot liquids.*
- *Juice sent should be 100% and no more than 4oz.*

Please note the following items are considered the most hazardous choking foods and should be portioned as indicated.

- Hot Dogs – cut lengthwise
- Grapes – cut in half and remove all seeds
- Carrots – shred or cook them until soft
- Apples – cut into small pieces
- Nut butters – always serve with a drink
- Popcorn – avoid sending in lunch if possible or send a puff corn instead

### **Breakfast Recommendations from USDA**

Please remember we are a peanut & nut sensitive school. Also refrain from sending pork and shellfish. Should you need any help with breakfast ideas, please speak with the Director as there are numerous options.

Must serve all 3 components

Food Item	Age: 1-2	Age: 3-5
<b>Fluid Milk</b>	4 oz	6oz
<b>Grains: (oz eq)</b>		
Whole grain-rich or enriched bread	1/2 slice	1/2 slice
Whole grain-rich or enriched bread product, such as a biscuit, roll, or muffin	1/2 oz eq.	1/2 oz eq.
Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, and/or pasta	1/4 cup	1/3 cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry,cold)	Flakes or Rounds - 1/2 c Puffed Cereal - 3/4 c Granola - 1/8 c	Flakes or Rounds - 1/2 c Puffed Cereal - 3/4 c Granola - 1/8 c
*Meat and meat alternatives may be used to meet the entire grains requirement a maximum of three times per week. One ounce of meat and meat alternatives is equal to one ounce of equivalent of grains. *Breakfast cereals must contain <6g of sugar per dry ounce		
<b>Vegetables and/or Fruit</b>	1/4 cup total	1/2 cup total

### Bag Lunch Recommendations from USDA

Please remember we are a peanut & nut sensitive school. Also refrain from sending pork and shellfish. Should you need any help with bag lunch ideas, please speak with the Director as there are numerous options.

Must serve all 5 components

Food Item	Age: 1-2	Age: 3-5
<b>Fluid Milk</b>	4 oz	6 oz
<b>Meat/meat alternates - no pork</b>		
Lean meat, poultry, fish, cheese, tofu, soy product or alternate protein products	1 oz.	1.5 oz.
Large egg	1/2	3/4
Cooked dry beans or peas	1/4 cup	3/8 cup
Soy or seed butter	2 Tablespoons	3 Tablespoons
Yogurt, plain or flavored unsweetened or sweetened	4 oz. or 1/2 cup	6 oz. or 3/4 cup
*Yogurt must contain no more than 23 grams of total sugars per 6 oz		
<b>Vegetables</b>	1/8 cup	1/4 cup
<b>Fruits</b>	1/8 cup	1/4 cup
*A vegetable may be used to meet the entire fruit requirement. When two vegetables are served, two different kinds of veggies must be served.		
<b>Grains (oz eq)</b>		
*At least one serving must be whole grain-rich. Grain-based desserts do not count towards the grain requirement		
<b>Whole grain-rich or enriched bread</b>	1/2 slice	1/2 slice
<b>Whole grain-rich or enriched bread products, such as biscuits, roll or muffin</b>	1/2 serving	1/2 serving
<b>Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain and/or pasta</b>	1/4 cup	1/4 cup
*Breakfast cereals must contain <6g of sugar per dry ounce		

### **Snacks at School**

Children are provided with a mid-morning and mid-afternoon snack. Snacks typically include yogurt, applesauce, crackers with cheese, fruit, vegetables, cereal and milk, etc. Unflavored milk will be served. Children less than two years of age will receive whole milk and children two to five years of age will receive fat-free (skim) milk. Friday snack will be pasteurized full-strength juice and challah. Before eating, a prayer is said. **If there are dietary restrictions or food allergies please advise the staff upon enrollment. Please do not send candy or gum to school.**

### **Clothing for School**

Children come to school to actively learn and play. Many activities are unavoidably messy such as paint, outdoor play, glue, clay, etc. They should be dressed in clothing that will not interfere or inhibit their experiences. The clothing that children wear needs to be *comfortable, sturdy and washable*.

*ALL clothing should be labeled.* It is also suggested that children wear *rubber-soled and closed-toe shoes or sneakers* for their safety during outdoor play. We ask that children not wear clogs, sandals, open-toed shoes, costume clothing such as capes, etc. Clothing should be easy for children to get on and off to encourage toileting and independence. Clothing with zippers, buttons and snaps may be difficult to manage independently.

We ask that you send a **complete** change of clothing for your child that is **labeled**. A complete change of clothing includes: pants, shirts, underwear, sneakers and socks. The extra clothing will be kept in each child's cubby. When dirty or wet clothing is sent back home we ask that you return another set of replacements the next day. Parents are asked to periodically check the clothes to assure the size and season are correct. We provide smocks but if you wish your child to wear a different type of cover up for messy projects you must provide it. Please label it and we will only use it for your child.

### **Cubbies**

Each child will have a designated coat hook and cubby in which to hang his/her clothing. The cubby area is clearly marked with his/her name. Parents are asked to please check the cubby each day when they come into the classroom. Book bags will be hung there and any additional items to take home: notices, flyers, art projects, information, etc. Please do not leave any hazardous items in your child's cubby. If you are not sure, ask your child's teacher or the Director.

### **Learning Environment**

Our class sizes are small in order to provide your child with as much one on one time with the teachers as possible. This provides the optimum learning environment to meet the needs of each child. There is a balance of activities each day that includes outside/inside, large group/small group, Teacher directed/child initiated, planned experiences/emergent experiences, active/quiet. Each classroom provides a variety of work centers and stations to stimulate individual learning. Classrooms are filled with an abundance of learning materials that encourage exploration, creativity and curiosity.

### **Learning Stations**

Classrooms at Bet Shalom Yeladim focus on learning centers, circle time and work stations. Centers may include blocks, dramatic play, puppetry, housekeeping, art, building, science, library, music, math, Judaics, puzzles, listening and technology. These centers are designed to promote a child's natural tendency to explore and experiment with the given items. Children will have both structured time and free time in the classroom learning centers.

### **Outdoor Play**

Children are required to have outdoor play weather permitting. We follow the Child Care Weather Watch guide. This guide compares wind speed and air temperature to determine the wind-chill factor during the winter months and the relative humidity and air temperature to determine the heat index during the summer months.

Children will not go outside during the winter months if the wind-chill factor is 9 degrees Fahrenheit or lower. Children will not go outside during the summer months if the heat index is higher than 89 degrees Fahrenheit. The Child Care Weather Watch is posted in all classrooms as well as in the Director's office.

Children should be dressed appropriately for the weather each day (i.e. mittens, hats, scarves, etc.).

### **Screen Time**

Screen time is defined by any time that a child interacts with an electronic device (iPad, television, computers etc.). As we are a group child care facility with a philosophy of learning through play, screen time must be limited in order to maintain this vision. Should the teacher choose to use screen time in the classroom it must follow this protocol:

- Videos must not last longer than 30 minutes and only one video can be shown per month.
- Computer/iPad screen time must be kept to a maximum of 10 minutes per week.
- If the children watch a video they may not engage in iPad time that week.
- All screen time must be incorporated into the weekly curriculum and be educationally based.
- Children will not be allowed to access any websites that are not prescreened by Teachers. Children will also not be allowed to visit YouTube, or play any games that involve violent (shooting, hitting, killing etc) actions while at school.

### **Toileting**

Children may vary in their developmental readiness for independent toileting. Each child will develop at his/her own rate. Children are not required to be toileting independently and we are trained to work with each family to reach this goal together.

Diapers will be changed when the child has a bowel movement, is wet and at break times in the designated changing area. Gloves are worn by staff whenever changing diapers. It is requested that children who are not toileting independently only wear diapers and not Pull-Ups. Pull-Ups give children mixed messages about staying dry and being in underpants.

If a child is not toileting independently, parents are asked to send in one box of baby wipes and one package of diapers. If Desitin, Balmex, or other items are used for your child's changes please send them as well. A signed permission form is required to use this on your child. All items should be clearly marked with your child's first and last name. Replenishments will be requested as needed.

Children should be sent to school in underpants only after three successful days of toileting independently in a row. Parents are asked to please be realistic about the child's ability to use the potty when sending him/her to school in underpants. It is important that the child be able to verbalize his/her need to use the toilet in order to be successful at school.

Sitting a child on the potty or toilet to "catch him/her" does not mean he/she is ready. Please understand that the staff does not have the luxury of time to always "catch the moment" with each child. It is helpful for parents to discuss the toileting experience in advance with the staff at school.

Often, children have a setback in toileting independently when a new baby arrives or family event occurs that changes the usual family routine. This is not a time to be discouraged. The toileting routine can be reestablished.

The staff is sensitive to accidents that do happen and are prepared to deal with them in a loving and kind way. However, if a child has more accidents than successes, parents and staff need to consider if underpants are appropriate for school at that time. Newly independent children are taken to the restroom frequently. Parents are asked not to be alarmed if children are less successful at school than at home.

Children that use or are practicing using the potty need to be dressed in clothing that is easily taken on and off. Overalls, jumpsuits, belts, suspenders and one piece type clothing is not appropriate. Elastic waistbands are easier for a child to manage than snaps and zippers. The easier the clothes are to go on and off the quicker the child will gain independence.

Any individual concerns medical or personal issues should be discussed with the Director.

### **Nap and Rest Policy for Infants**

Infants in Bet Shalom Yeladim's infant program will rest in a napping room. Each infant room has their own napping room. The napping room is separate from the eating and playing space and will be kept warm, dark, quiet and features a soothing sound machine. The cribs will be placed so that clear aisles are present. Access to at least one side of the crib will be available at all times. Every infant will have their own crib to be used only by them. The crib will be labeled with their first and last name. The cribs will always be placed directly on the floor. The nap room is monitored by a video and sound machine and the teacher checks the nap room every 5-10 minutes.

Typically infants take two naps per day, one during the morning hours and one during the afternoon hours. Each infant will be required to rest their bodies in their crib for at least 30 minutes per day per MN licensing rule 9503.0050. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain in their crib.

All cribs are constructed of safe and sturdy materials and conform to the Code of Federal Regulations, title 16, part 1219 for full sized baby cribs, or part 1220 for non-full sized baby cribs. Monthly crib checks are performed and documented to ensure crib safety and that they continue to meet Federal Regulations and all regulations outlined in Minnesota Statutes Section 245A.146.

Pursuant to Minnesota Statutes, section 245A.1435 all staff members place infants in their cribs on their backs. Should you require an alternative sleeping position for your child, written and signed documentation must be provided directing an alternative sleeping position for your infant. The physician's directive must be on a form approved by the commissioner and will remain on file in the director's office. An infant who independently rolls onto their stomach after being placed to sleep on their back may be allowed to remain sleeping on their stomach if the infant is at least six months of age or we have received a signed statement from the infant's parent(s) indicating that the infant regularly rolls over at home.

Each infant will be provided with at least two tightly fitted sheets for their crib. These sheets will be washed once a week and immediately if they become soiled or wet. We ask that parents provide a sleep sack for their infant as blankets and other loose items are not permitted inside the crib. Loose items inside the crib are a choking hazard. We will never placed anything other than the infant and a pacifier in the crib with the infant as defined in the Code of Federal Regulations, title 16, part 1511.

Each infant will be placed in their crib on a firm mattress with a fitted sheet that is the appropriate size for the mattress, fits tightly on the mattress and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort.

If an infant falls asleep before being placed in their crib, the infant must be moved to their crib as soon as practicable and must be kept within sight and sound until they are placed in their crib. If an infant falls asleep while being held, we must consider the supervision needs of the other infants. In good practice, whenever an infant falls asleep, they should be placed in their crib as soon as possible. A sleeping infant may never be placed in a position where the airway may be blocked or with anything covering its face. Infants at Bet Shalom Yeladim will never be swaddled.

### **Nap and Rest Policy for Toddlers and Preschoolers**

Each child is provided with his or her own labeled cot. The cot will be placed directly on the floor and placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Children are helped to remain quietly on their cots for a 30 minute rest period. If a child has rested quietly for 30 minutes and is almost asleep, the staff may allow the child to continue to lie on the cot and complete his/her nap. If the child does not fall asleep, he or she may be allowed to get up and choose a quiet activity away from the other resting children.

When a child falls asleep during our quiet rest period it is because his or her body is tired and needs a nap. If the child's parent(s)/caregiver are concerned the child is sleeping too much at Bet Shalom Yeladim, we will help the child wake up gently but only after at least ½ hour of sleep and only if the child awakens to a gentle approach of awakening by the Teacher. If the child does not awaken with the first try, another gentle approach will be tried after another ½ hour of sleep. Staff will not forcibly awaken a child because it may look and/or feel abusive, not only to the individual child, but to other children and adults as well.

It is required that all nap blankets and/or sheets be taken home at least once a week and washed. If any blanket or sheet becomes soiled, that item must be taken home that day, washed and returned the following day.

### **Behavior Guidance**

Children do things to see what will happen. Children learn from such actions, and from others' reactions. At Bet Shalom Yeladim appropriate and positive behaviors are recognized daily. Teachers respond to inappropriate or negative behavior by reasonably discussing the problem with the child, and firmly redirecting the behavior by offering alternate words or behaviors that will encourage the child to express her/him in more positive ways.

Clear and positive verbal communication with the child is our primary guidance practice. This form of guidance helps children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively in the classroom activities. Teaching staff model language and appropriate ways for the children to express their feelings and emotions ensure that each is provided with a positive model of acceptable behavior. All children are encouraged to "use words" to explain what they want, what they need, and how they feel. Positive problem solving skills include adults: narrating what is happening, suggesting optional behaviors to children before a "mistaken behavior" occurs, and following through with redirecting children and groups away from problems toward constructive activity in order to reduce conflict and acknowledgement of successful problem solving situations. Teaching children how to use acceptable

alternatives to problem behavior in order to reduce conflict. Guidance is tailored to the developmental level of the children that we serve.

Bet Shalom Yeladim strives to meet Rule #3 requirements by “providing immediate and directly related consequences for a child’s unacceptable behavior.” Setting a limit of expected behavior (ex. keep water in the water table), and defining consequences if behavioral expectations are not met (if you continue to pour water on the floor, you must leave the water table), immediate consequences related to unacceptable behaviors. Consequences must never include deprivation of nap, comforts, outside play, food, light, warmth, clothing, or medical care, or untimely consequences that refer to earlier misbehavior.

In such a situation, teaching staff will narrate what is happening so that the child, other children, and other adults are fully aware of what is happening: “I’m helping you keep your body safe,” or “You hit \_\_\_\_\_ I will sit with you until I know it is safe for you to play,” or “I don’t feel safe when you are throwing toys. I will sit with you until my body feels safe.”

### **Unacceptable Behavior**

Some behaviors, such as tantrums, refusal to participate, and those that require individualized attention can be typical behaviors at various development stages. We can predict that children will have these behaviors at some point in their development and it usually corresponds with stress. Typical stressful events can be:

- Life changes
- Times of parental absence
- Disruption of normal routine
- Overstimulation
- Illness
- Home environment stress
- Lack of sleep

At Bet Shalom Yeladim we provide a space that is safe, predictable, stable and developmentally appropriate. We always make every effort to provide extra support to children facing these times of stress. In a typical development process these behaviors will cease when the stressor is no longer present and/or the child has learned appropriate coping strategies.

### **Persistent Unacceptable Behavior**

Should the child exhibit the following behaviors over a prolonged period of time in a day and/or the intensity becomes excessive, a behavior plan will be implemented.

- A child repeatedly refuses to participate in necessary program activities (hand washing, resting/napping, bathroom breaks, meals, staying within sight and sound of the group) and they require one-on-one teacher assistance.
- A child becomes dependent on direct teacher assistance in order to cope with their typical emotional needs or to prevent unacceptable behaviors.
- A child displays age inappropriate tantrums that last longer than twenty-minutes and/or occur more than three times in one day.
- A child needs to be separated from the group more than two times in one day.
- A child displays consistent hurtful behavior four times in one day.

The behavior plan is as follows. The parent/caregivers will be contacted to remove (within one hour) the child from the Center for the remainder of the day. This is not a discipline measure and will not be conveyed in that way to the child. The child is obviously having a difficult time that day in our program

and to remain in the program would be a negative experience for them. This would be communicated to the child by stressing that we are trying to help them be successful in school, have a positive and safe experience, and that it is important to us that he/she enjoy being here. We can tell them that being at school today is not working and so a parent/caregiver is going to take them home and give them the space they need. The child also must leave in order to ensure that our quality of care for the other children is not compromised by continual one-to-one care for which we are not staffed to accommodate.

Physically harming behaviors such as biting, hitting, kicking, pinching, scratching, and hair pulling are normal behaviors for young children. There are many reasons why young children hurt, including...

- Frustration
- Teething
- Anger
- Needing attention
- Anxiety/stress
- Impulsivity
- Tiredness/fatigue
- Exploration
- Defending property or space
- Lack of motor control
- Overcrowding
- Lack of social skills
- Overstimulation
- Lack of verbal skills
- Boredom
- Peer interaction
- Not feeling well
- Cause and Effect
- Lowered Coping Ability
- Hunger

At Bet Shalom Yeladim we have a specific way of handling harmful incidents. We acknowledge the feelings of the child who did the hurting, while emphasizing that hurting is not acceptable behavior. For example, "It looks like you are very angry with Jared, but it is never o.k. to hit another person. That hurt Jared's body. That made him very sad!" We then try to help the child find a more appropriate way of expressing his/her anger: "If you are mad you can use your words to tell Jared 'I'm mad!' or you could stomp your foot if you are mad." The child who did the hurting is then redirected to an area away from the area where the hurting occurred. The child who was hurt is given the appropriate first aid when necessary and is always given more attention than the child who did the hurting. This process varies slightly between individual children and individual circumstances. When hurtful behaviors occur these are documented in a log, which is kept in the Director's office. Because of confidentiality issues, no information about the child who did the hurting is given to anyone other than the parents of that child and the staff working with the child. If the child intentionally harms or attempts to hurt other children or staff more than four times in one day, the parent/caregiver will be contacted to remove the child from the center for the remainder of the day. This is not a discipline measure and will not be conveyed that way to the child.

Through hurtful behavior, the child is communicating that this environment is not working for him/her today. Continual and/or serious hurtful behaviors are not compatible with group care for a number of reasons. Firstly, the safety and well being of the other children and staff persons need to be protected. Secondly, this behavior requires a significant amount of one-on-one attention from the classroom's

primary teachers, and therefore effectively puts the classroom out of ratio. This puts a stress on the whole classroom, as teachers are not able to provide the other children with the attention that is essential for quality care.

If the hurtful behaviors are identified by teachers as a recurring or ongoing pattern of behavior the classroom teachers will begin to document the behavior (actions, reasons, dates and times) and communicates concerns with the Director. The Director will then conduct observations during program hours and report all of the findings to the child's parents. The Director will work with the parents to find the most appropriate services (either inside or outside Bet Shalom Yeladim) that are best for their child.

### **Prohibited Actions**

Licensing Rule #3 9503.0055, subpart 3 prohibits:

- Subjection of a child to corporal punishment, which includes but not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking. Whether physical contact is a slap or a tap is irrelevant if the intent was punitive.
- The use of verbal or emotional threat (name calling, ostracism, shaming, making derogatory remarks about a child or a child's family, using any language that threatens, humiliates or frightens a child) are never used in this program and are not legal responses by adults in any child care program. Separation of a child from the group except within rule requirements.
- Punishment for any lapses in toileting are never allowed at Bet Shalom Yeladim.
- The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm.
- The use of mechanical restraints such as tying are never allowed at Bet Shalom Yeladim.

Any such behavior by any staff member is cause for immediate suspension and/or termination from employment.

### **Separation from the Group**

When necessary, a child may be removed from a group activity for a short separation period, but is never isolated out of view or sound of a teacher or classroom. Rule #3 Licensing guidelines mandate that separation may occur ONLY after teaching staff has tried less intrusive methods of guiding the child's behavior which have been tried and ineffective and the child's behavior threatens the well being of the child or other children. When separation from the group is used as a behavior guidance technique this involves:

- Teacher explanation of the behavior to the child, usually in the "quiet space" that is within an unenclosed part of the classroom where the child can be continuously seen and heard by the program staff person
- The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation
- The child may return to the group activity as soon as the behavior that precipitated the separation abates and the child is perceived by the teaching staff not to be harmful to herself/himself, other children, or staff.

This practice is rarely applicable to toddlers and is never applicable to any children who are six weeks old to 16 months of age as a means of behavior guidance.

### **Separation Report**

All separations from the group must be noted on a daily log that must include the following:

- The child's name
- The staff person's name
- Time of separation
- Date of separation
- Information indicating what less intrusive methods were used to guide the child's behavior

- How the child's behavior continued to threaten the well being of the child or other children in care
- If a child is separated more than three times in one day, parents will be notified and notification will be logged
- If a child is separated five or more times in one week, eight times or more in two weeks, the plan outlined in Persistent Unacceptable Behavior will be followed.

The separation log is kept in the Director's office.

### **Biting**

Biting another child is one of the more unacceptable aggressive behaviors in society. Periodically, in even the best child care programs, outbreaks of biting may occur amongst toddlers and sometimes even amongst preschoolers. Should this problem occur interventions will immediately be established between home and school with procedures to eliminate the problem. Parents of the child who was bitten and the child who conducted the biting will be contacted within one hour of the incident. Due to the nature of biting, bloodborne pathogens can be shared. Should the bite break the skin, parents are encouraged to take their child (both the biter and the bitten) to their physician for further consultation.

### **Nurturing Policy**

Physical touch is an important part of caring for young children. Children feel loved, accepted and supported through the sensation of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and their permission. Except for safety reasons, children will always have the right to refuse touch. Children are also taught to respect adults and other children's touch preferences. The most common categories of touch used with young children are described below:

- Nurturing touch is necessary for every child's emotional growth. Specific styles may differ and appropriate touch depends in part on the age of the child. Affectionate nurturing of children is expressed through such interactions as: hugging, holding on lap, rocking, kissing, carrying and rubbing/patting backs. Children always have the right to refuse touch of any kind. While tickling is frequently an appropriate playful touch, it is kept to a minimum because of its potential of getting out of hand.
- Personal care touch includes cleaning and dressing, and nap time routines and is done in a gentle and respectful manner. Children learn respect and appreciation for their bodies and respect for others' privacy needs from adults' physical caregiving and modeled attitudes. We encourage independence in toileting and children are encouraged to their own needs. Gentile areas are touched gently for purposes of cleaning only. First aid is administered as gently as possible and accompanied by verbal explanation and appropriate comfort.
- Disciplinary touch is used only to protect the safety of children and staff to provide the least restrictive guidance necessary in a given situation. Children are taught modeling and verbal guidance, to use words rather than physical interaction to settle their differences with others. Corporal punishment, which means the non-accidental infliction of pain on a child by an adult is **NEVER** used.

### **Shabbat**

One of the highlights of the week is Shabbat. Each class selects Shabbat helpers for our Shabbat service with the Rabbis. A mini-service is held, and blessings are recited. Shabbat snack is always challah and juice.

### **Challah Program**

As a service to our families, we offer a delivery of challah on Fridays for home celebrations of Shabbat. If you would like to order sliced or unsliced challah, contact the Director. Each Friday, the challah is tagged with the name of the child and placed in their cubby.

### **Tzedakah**

Each school year our classrooms participate in a Tzedakah program. Children will have the opportunity to bring money from home for the Tzedakah box on Fridays. Please do not feel obligated to bring large amounts of money. Children may donate a penny or some other small amount of change each week. The school will decide a specific cause like Mazon Hunger, a food pantry, a shelter for families, to donate to at the end of the school year. Please help your child practice the gift of Tzedakah by providing some money or coins. A small collection of coins can be kept in their cubby for convenience's sake.

### **Parents as Partners**

We believe that an effective school is based on a philosophy of partnership. Each member of our school team is a partner with each parent. Each partner brings something unique and special to the partnership. Teachers provide knowledge of child development, skills to create an inviting classroom and the knowledge to implement teaching strategies and objectives for each child. Parents, as their child's first Teacher, provide a wealth of information about their individual child. The hopes and dreams of each parent for his or her own child will be respected and embraced at Bet Shalom Yeladim.

Parents are invited to be partners in education. We encourage volunteers and assistance with programs, activities and fundraising efforts. We provide opportunities for involvement and participation. Open communication provides the link to success for each partner. Families are an integral part of a child's education. We seek to build bridges of understanding and a strong sense of community among parents, staff, children and community.

Any time parents are going to be out of town without their children, we request that additional emergency numbers, the name of the babysitter or caretaker, the planned length of time away from home, cell numbers or pagers be sent to school. Sharing this information allows the Teacher to understand behavioral changes in children during parental absence.

### **Outside Services**

It is not unusual for preschool children to be receiving outside services. Frequently, it is important that the school have access to information regarding these services. This helps facilitate the child's adjustment to preschool as well as maximizing his/her social experiences. Bet Shalom Yeladim may ask parents to sign a release of information to allow the Director and Teacher to communicate directly with the provider. The exchange allows the school to understand the child's needs, to be consistent with the approaches suggested and used at home, and to focus on developmental areas of needs. All information exchanged is treated with complete confidentiality.

### **Birthday Celebrations**

The celebration of a birthday at school occurs with the child wearing a crown or hat on his/her birthday. Parents may have the option of providing a birthday celebration at school during snack. Parents are asked to discuss the time and date with the classroom Teacher in advance. The Health Department requires parents **purchase food** to be served and not make the items. A list will be provided to parents of any special food considerations for classmates. Please do not bring any red or purple drinks to avoid stains. **Please remember we are peanut & nut sensitive.**

It is appropriate to reinforce the concept of tzedakah (charity) at this special time when children may be receiving gifts from family members. Children can better understand the concept by applying it in their

own lives. In lieu of favors, families may opt to purchase a book or special gift for the class (i.e. a special puzzle, toy, etc.). This should be discussed with the classroom Teacher in advance. The purpose of this act of tzedakah is to lay a foundation for the child to incorporate tzedakah into life by giving to others. Teachers will be happy to distribute home party invitations **only** if the entire class is invited. **Please do not plan to distribute party invitations at school if the entire class is not invited.**

### **School Celebrations**

Throughout the year there are special events to celebrate together. Specific dates will be noted on the year-long calendar and weekly email updates.

### **Field Trips**

Throughout the year we will have “in –house” field trips and bring high quality programming from various locations from the Twin Cities to Bet Shalom Yeladim.

### **Pets**

Bet Shalom Yeladim does not have classroom pets. Please do not bring pets to school. There are many children with allergies and fears. We also cannot predict the reaction of pets to a large group of children.

### **School Pictures**

Each year your child will have the opportunity to have his/her individual photo taken by a professional photographer on Picture Day. These photos will be available for purchase after Picture Day. Individual photos are not a requirement. School pictures are offered in the fall and spring.

### **Research and Public Relations**

Bet Shalom Yeladim will obtain written parental permission before a child is involved in experimental research or a public relations activity involving the child while at school. The form will be kept in each child’s record.

### **Special Information from Home**

In the event that there is a significant change within the family, please consider sharing the information with school personnel as soon as possible. Information regarding family issues and personal lives are always handled confidentially.

### **Visitors/Volunteers**

Many visitors want to observe or participate in the program in a variety of ways. It is a requirement that all visitors except parents/caregivers of enrolled children must check in with the Director.

*School age children:* A child under the age of 13 years who has attended a kindergarten program is, by State Rule 3 daycare licensing standards, “considered a school age child and cannot be present in the child care center unless the program is licensed for school aged children.” The only exceptions are when the child accompanied the parent/caregiver or staff person into the classroom to drop-off or pick-up an enrolled child. School aged children may visit the facility if they are supervised and accompanied by the parent/caregiver or other authorized adult at all times, but they cannot be present in child care program areas of Bet Shalom Yeladim during operating hours while enrolled children are present.

*Teenagers over the age of 13:* If a teenager requests to participate in the program, prior approval by the Director and Teachers is required. A volunteer who is not counted in the ratio may be between the ages of 13 and 18 but cannot be left alone with the children and must be closely supervised at all times by a Teacher.

*Preschool age child:* A child who has never attended kindergarten is, by state licensing standards, defined as a preschool age child. Visits must not exceed ½ hour and must have prior approval of the Director and Teacher(s). The parent or other authorized adult designated by the parent must accompany and supervise the children at all times, since that child is not legally enrolled and thus may not be cared for by Bet Shalom Yeladim staff.

**BET SHALOM YELADIM RESERVES THE RIGHT TO DENY VISITATION TO ANYONE BUT PARENTS AT ANY TIME FOR THE PURPOSE OF PROTECTING THE RIGHTS OF CHILDREN, PARENTS AND STAFF AND ITS PROGRAMMATIC INTEGRITY.**

Parents are welcomed and encouraged to visit the school at any time during Bet Shalom Yeladim's hours of operation and participate in special events and activities.

### **Toys from Home**

Bet Shalom Yeladim asks parents not to send toys from home to school. Children often have a hard time sharing items from home which can lead to a number of social conflicts in classrooms. Toys also get lost, broken or damaged at school which can be very upsetting to a young child. Should a child bring a toy from home it is required that it remain in their cubby until pick-up time. On occasion Teachers can plan special days (show and tell, toy from home day) and ask for items to come from home to give children this opportunity.

Should a child need a soft toy or "lovie" for rest time or to provide for a secure connection to home it is requested that the parent label the soft toy and alert the child's Teachers of its importance.

### **Private Babysitting**

Bet Shalom and Bet Shalom Yeladim does not endorse the hiring of our staff members as private babysitters for Bet Shalom/Bet Shalom Yeladim families. Bet Shalom Yeladim is not permitted to transport Bet Shalom Yeladim students in their private cars to and from Bet Shalom Yeladim sponsored events.

## **Section 3 Admissions/Enrollment**

### **New Students**

Upon completing an application and submitting the Registration fee of \$100.00, families will be offered a spot if their enrollment needs match our enrollment openings. If we currently do not have a spot available the family's application will be placed on our wait list. Before a child's first day all forms must be turned in and families are encouraged to visit their child's classroom with their child to assist with the transition process.

### **Waitlist Policies**

Should Bet Shalom Yeladim need to maintain a waitlist, the following procedures will take place. The date of application, preferred start date and the age of the child determine a child's position on the waiting list. As openings occur, enrollment of a child in one of the areas is determined by these criteria in the following priority order:

1. Internal movement (from classroom to classroom)
2. Siblings of currently enrolled families
3. Child of a Bet Shalom Yeladim staff member needing care

### **Continuing Families**

Enrollment is done on an annual basis. In January of each year, families will receive an application for the summer programming and in April for the school year programming. This application will provide families with current rates and enrollment options.

### **Movement Between Classrooms**

Parents will be notified prior to when a movement is going to occur. These movements generally only happen once a year in the fall (i.e. from Toddlers to Preschool). However, if a Teacher feels that the child is not placed in the correct class during the school year, a conference between the Teacher and Director will take place to analyze the most developmentally appropriate placement for this child. Should movement from one class to another happen during the year, the child's parents will be contacted and consulted first.

Children and parents will have the opportunity to visit the area to which they are moving prior to the movement actually taking place. Children will have scheduled visits during their school day to ease this transition.

### **Enrollment Forms**

#### Enrollment Information

This is a basic form requesting general information on your child, your family and your childcare needs.

#### Emergency Card

This is the most important part of your child's paperwork. This contains all of your child's emergency contact information and persons authorized to pick your child up. Parents are required to update this form any time information changes as well as sign off annually if information has not changed.

#### Health Care Summary

State law requires that each child's physician complete this form to verify the child's current physical status. An updated report is required annually for children under the age of 24 months and whenever a child advances to another age group. Families have 30 days from a child's start date or 30 days from transition to another age group to turn this form in .

#### Immunization Record

This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Immunization records must be updated whenever your child receives additional immunizations.

#### Intake Forms

Infant and Toddler families will complete an intake form providing Teachers with pertinent information about their child to ensure developmentally appropriate care is provided.

#### Authorizations & Creams

These forms allow Bet Shalom Yeladim to care for your child in the best way possible.

### **Termination of Enrollment**

If you decide to withdraw your child from care within the program period you must submit this in writing to the Director. Thirty days notice is required to terminate care.

## **Section 4 Health, Safety and Medical Information**

## **Health Consultant**

We are required by our licenser to engage a health consultant who advises our program. This health consultant will visit Bet Shalom Yeladim monthly. The company that we use is Health Consultants for Child Care. This consultant must review:

- First aid and safety policies and procedures
- Diapering procedures and practices
- Sanitation procedures and practices for food not prepared by or provided by the license holder

## **First Aid/CPR/AHT/SUID**

All teachers and assistant teachers are required to have pediatric first aid and pediatric CPR training every two years. All classroom teachers are also trained in the treatment of obstructed airways every two years.

If first aid is required, it will be administered by the first person on site. The second teacher/aid will remain with the rest of the children. If additional help is needed, the Director will be called. All first aid procedures administered will be documented and kept in the center.

All Bet Shalom Yeladim staff must also complete an annual Abusive Head Training and Sudden Unexpected Infant Death training yearly.

## **Emergency Procedures**

In a life threatening emergency, 911 is called first. In other emergency situations, parents are always contacted first. If the parent cannot be reached then the emergency contact list is implemented. If your pediatrician cannot be reached, then your child will be taken to the nearest hospital for prompt medical attention. The hospital is Methodist Hospital and the dentist is Blue Ridge Dental Center.

## Emergency Contacts

During registration, parents are asked to complete an emergency contact form. We ask for a list of at least two local people whom you authorize to pick up your child in the event of any kind of emergency. Please be sure the contact information is up to date at all times. If there are any changes, please notify the school office in writing. We ask that you provide home, work, cell numbers and pagers for all persons. Please update the office when needed.

## Drills

In accordance with state law, fire and tornado drills are held on a regular basis. The drills are generally unannounced. While it is ideal to have warm and dry days for drills that is not always possible. Parents should be aware that students may have to evacuate the building without coats to simulate an actual emergency condition. A fire drill generally lasts 2-4 minutes.

Lockdown drills will also be conducted throughout the year. Like tornado drills, the intention of these drills is to practice getting children to a safe place quickly and quietly. They also help children to practice the skill of listening and following directions in an emergency.

The staff is aware of the unsettling nature of these drills to some children. Every effort is made to prepare them by practicing with all classes to calm fears and help children understand safety procedures. Parents are asked to reinforce these concepts at home. If there are any unusual concerns please bring them to the attention of the Teacher and/or Director.

Please refer to our Child Care Emergency Plan attached.

### Evacuations

In the unlikely event of an emergency evacuation, students and Teachers will immediately evacuate the building. We have a safe spot that we will go and parents will be called and emailed to pick up at this location. This safe location is confidential. Please do not share with others. Please refer to our Child Care Emergency Plan.

### **Accidents**

Staff is informed of emergency and accident policies and procedures during orientation. The policies are reviewed annually. Accidents involving a child are reported to parents the same day. Our staff members are required to be trained in pediatric CPR, treatment of an obstructed airway and pediatric first aid. Trained staff will be present at all times.

All accidents or injuries that occur to children, staff or visitors at the school are recorded in an accident log on an accident report form. The accident log is kept in the Director's office. Prevention is the most important aspect regarding a safe environment. A regular inspection for potential hazards is done at the school by the custodian and documented on a checklist. Should any hazardous equipment or areas found, they will be removed, repaired or disposed of.

Accidents that may involve medical treatment will be reported to the parents by phone immediately. In the event parents can not be reached, emergency contacts will be called. A child requiring urgent medical attention will receive medical intervention as quickly as possible at the nearest hospital. Parents will sign emergency authorization forms during the registration process. All accidents will be documented on an accident form and filed at school. A copy will be in your child's cubby for parental signature.

### **Handling and Disposal of Bodily Fluids**

- Surfaces that come in contact with the following bodily fluids, including blood and vomit, will be cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11.
- Blood-contaminated material must be disposed of in a plastic bag with secure tie.
- Sharp items used for a child with special care needs must be disposed of in a "sharps container." The sharps container is stored in the director's office, out of the reach of children.
- Bodily fluid disposal supplies; disposable gloves, disposable bags and eye protection are accessible to teachers.
- All staff is trained in OSHA yearly.

### **Children's Health Records**

Prior to the first day of school, documentation of current immunizations for each child must be submitted to the Director and within 30 days of enrollment, a medical record (health care summary) must be submitted to the Director. It must include a current examination and it must be signed by each child's source of medical care. A health care summary is required annually for children under 24 months of age and whenever a child 25 months or older advances to an older age group.

### **Allergy Prevention and Response/Other health Issues**

Bet Shalom Yeladim must be informed by the child's parent or legal guardian or the child's source of medical care before the beginning of each school year if your child has any special health issues or allergies. Children who have an allergy or reactive airway disease such as asthma will not be allowed to begin the school year at Bet Shalom Yeladim without a current plan completed by a physician and maintain current information about the allergy in the child's record.

- The individual child care program plan will include but not limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction and procedures for responding to an allergic reaction, including medications, dosages, and a doctor's contact information. This completed plan must be submitted to school at least three weeks before classes begin.
- Each staff person who is responsible for carrying out the individual child care program plan will review and follow the plan. Documentation of staff person's review will be kept on site in the child's file and in the child's classroom in the Allergy Folder and Emergency Backpack.
- The individual child care program plan will be reviewed every six months or at least annually following any changes made to allergy-related information in the child's record. It must be updated or signed with "no change" by a physician. The director will update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. Documentation that a staff person was informed of a change will be in the child's file and in the child's classroom in the Allergy Folder and Emergency Backpack.
- Child's allergy information will be available at all times including on site and when on "field trips" in the Emergency Backpack. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.
- If there is an incident of exposure or allergic reaction that requires medication or medical intervention parents will be contacted as soon as possible. Emergency medical services will be called when epinephrine is administered to a child.

### **Medication**

Parents are required to sign and complete a medication permission form whenever there is a need to dispense medication at school. Medication may not be given without a signed and completed form. The following information is included on the form: *current date, name of medication, dosage required, time medication is to be administered and parent/guardian signature*. Parents must state the dosage, time and duration the medication is to be given. Parents will be informed by staff as to the last time the medication was given.

Medication sent to school needs to be in the **original bottle**. If the medication is in a liquid form, please attach a dropper, syringe or medicine spoon with a rubber band to the bottle. We ask that you place the medicine in a ziplock bag with your child's name clearly marked. We are only able to give medication to the child for which it was prescribed. Siblings cannot share medication.

Medications will not be given after the expiration date. Any unused portion will be returned to the parents or destroyed in a proper manner. All medications will be kept out of the reach of children in the Director's office. All controlled substance medications (i.e. Ritalin) will be locked. Medications requiring refrigeration will be stored properly on the bottom shelf of the refrigerator in a covered and labeled container. Medications will be administered in private to de-emphasize visibility to other children.

Over the counter medications that need to be given to your child must also have a signed permission form from the parent/guardian, the child's doctor and be in the original bottle. Parents are asked to give the medication **directly** to the Teacher, assistant or school Director each day the medicine is needed. Medicines should not be left in lunch bags or book bags. The medications will be kept in a locked cabinet or out of the classroom.

### **Emergency Medication**

If your child has asthma, allergies or any other potentially life-threatening conditions diagnosed by your child's physician please talk with the Director when registering. If this is the case, it will be necessary for

your child's physician to send a letter to the school providing detailed information necessary to assure your child's safety and well being. Parents will also be asked to sign a letter releasing the school from liability.

Emergency medications such as an epi-pen should be given to the Teacher. The medication will be worn by an adult staff member on all trips outside the building. A parent will be required to give a lesson to the classroom staff and Director on the medication application. Parents are asked to frequently check the expiration dates and order any replacements.

If a child has an epipen, inhaler, or other emergency medical equipment or prescription the school will also want it kept in the school as opposed to being brought back and forth from home and school. The safety and well being of each child is of great concern to all Bet Shalom Yeladim staff members.

### **Sources of Emergency Medical Care**

In all emergency situations, 911 will be called immediately.

On each child's emergency card, there is a space to provide your preferred location of emergency medical care. Should ambulance transport be required for medical care, your preferred source of medical care will be used. Should no preferred source be listed, the closest hospital, Methodist, will be used. The closest dentist, Blue Ridge Dental Center, will be used.

### **Immunization Forms**

Immunization records for each child are required upon admission.

POLICY STATEMENT: ALL THOSE WHO are seeking to or already attend or work at Bet Shalom Yeladim are required to have age-appropriate vaccines as recommended by the American Academy of Pediatrics (AAP), the Canadian Pediatric Society, and the Center for Disease Control (CDC), with the exceptions noted below.

- DTaP, DT, Td, or Tdap (Diphtheria, Tetanus and Pertussis)
- Tdap vaccine is now required for children over age 11
- IPV (Poliovirus)
- HIB (Haemophilus influenza type b bacteria)
- PCV 13 (Pneumococcal) vaccine
- Rotavirus vaccine
- Hepatitis B
- Hepatitis A- strongly recommended
- MMR (Measles, Mumps, Rubella) or serologic evidence of immunity. Adults born before 1957 are assumed to be immune to measles
- Varicella vaccine (Varivax – for Chicken Pox), or serologic or historical evidence of immunity
- Menactra (Meningococcal disease / Meningitis) - required for those age 11 and older than 2

POLICY EXCEPTIONS: We recognize that individuals, who have had a documented allergy or severe adverse reaction to a particular vaccine, may not be able to receive further doses of that particular vaccine. In addition, individuals with medical conditions such as congenital immunodeficiency or HIV, malignancies receiving chemotherapy, transplant patients, and persons receiving immunosuppressive drugs and chronic steroids, may not be able to receive certain vaccines.

In these instances, an exception may be granted.

To apply for such exception:

- The signed statement of a qualified physician (MD) documenting the problem and specifying the exact scope of the requested exemption of the child from further doses of that specific vaccine or vaccines must be timely furnished to Bet Shalom Yeladim.
- In addition, if an individual or his/her family believes that a specific situation poses extenuating medical circumstances, they may timely furnish the signed statement of a qualified physician (MD) substantiating these medical circumstances and specifying the exact scope of the requested exemption.

FINAL DECISION: The school and its governing body will review such situations on a case by case basis and make the final determination as to whether or not the requested exception will be granted.

### **Inadequately Immunized Children**

In a case of measles, mumps, rubella, pertussis, polio, diphtheria, rotavirus, or chicken pox, occurs in the child care setting, children who are inadequately immunized or incompletely immunized will be excluded for the incubation period of the disease. This exclusion is necessary because these children may become infected and contribute to further disease spread. This exclusion also applies to children who have not been immunized for conscientiously held belief or medical contraindications.

### **Ill Children**

Children should be kept at home if they have any of the following symptoms or illnesses:

- *Any child with a reportable illness or condition as specified by the health dept. that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.*
- *Chicken pox until all lesions are crusted over.*
- *Vomiting two or more times in one day.*
- *Diarrhea or abnormally loose stools two in one day or one uncontained stool.*
- *Undiagnosed rash or a rash attributable to a contagious illness or condition.*
- *Undiagnosed drainage from eyes and/ or excessive ear drainage that cannot be contained.*
- *Temperature of 100 degree Fahrenheit (auxiliary) or higher without fever reducing medication.*
- *Bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy.*
- *Significant respiratory distress: fast, difficult or different breathing, uncontrolled coughing, and /or wheezing.*
- *Unexplained lethargy.*
- *Any child who is unable to participate in child care program activities with reasonable comfort or who requires more care than the staff can provide without compromising the health and safety of the other children.*

Your child's health is very important to us. Here are some guidelines to follow when determining to keep your child at home:

- *Has had a fever in the past 24 hours.*
- *Has taken a throat culture for strep but does not have the results back.*
- *Fussy, cranky, generally not himself/herself.*
- *Symptoms of communicable diseases: sniffles, red eyes, green or yellow discharges from the nose, sore throat, diarrhea, abdominal pain, vomiting, fever, jaundice skin, suspicion of or confirmed head lice, persistent cough, eye discharge or severe pain and discomfort.*

If your child exhibits any of the symptoms above please keep him/her home and or seek medical attention. Please follow the 24-hour rule.

- *Wait at least 24 hours after starting antibiotics before sending your child back to school.*
- *Keep a child at home until he/she has been fever-free without the use of medications such as Tylenol and Advil for at least 24 hours.*

If your child has been diagnosed with a communicable illness (i.e. chicken pox, strep throat, fifth disease, conjunctivitis or head lice, etc.) please notify the school immediately. We will then notify families in the class in hopes of proper precautions being exercised. Confidentiality is always maintained when reporting illnesses to Bet Shalom Yeladim families. The school will notify the Public Health Department and the health consultant within 24 hours according to the guidelines set forth by licensing regulations.

### **Ill Children at School**

When a child becomes ill at school, parents will be called immediately to make arrangements to have the child picked up. An ill child will be kept comfortable and isolated from other children. In the event that parents cannot be reached, the emergency contacts will be called. It is essential that parent and emergency information be current at all times. Parents are asked to pick up their sick child within one hour of initial notification. A late fee will be charged past one hour.

It is our policy to send a child home for the following reasons:

- Two or more episodes of vomiting
- two or more loose stools/diapers or one blowouts
- An undiagnosed rash
- A fever of 100 degrees Fahrenheit or higher
- An inability to participate in general daily activities

### **Handwashing**

We take handwashing very seriously at Bet Shalom Yeladim. It is the single most effective way to reduce the spread of infection. The more often caregivers' and children's hands are washed, the fewer germs that are spread. Proper handwashing lasts for 20 seconds and includes vigorous rubbing with liquid soap. Chemical hand sanitizers are not allowed at Bet Shalom Yeladim due to the possibility of accidental poisoning.

All children and staff must wash their hands after diapering/toileting, coughing, sneezing or blowing their nose. All staff and children will wash their hands before and after preparing or eat any food. Staff will monitor and assist the children who need help. Hand washing procedures are posted at sinks.

It is also asked that parents help their children wash their hands upon entering the classroom each day. Should they forget to do so, staff members will help the children wash their hands before play.

### **Sunscreen**

It is recommended that children avoid exposure to the sun between 10AM and 3PM. Children will have the opportunity to play outside daily if the weather permits. Parents may wish to put sunscreen with an SPF of 15 or higher on children prior to arriving at school for protection. If staff applies sunscreen or insect repellent a permission form must be signed by a parent and the lotion supplied and labeled. All lotions and creams will be applied to the child by a gloved Teacher or assistant.

### **Missing Child Policy**

The following procedure will be followed in the unlikely event that a child should go missing.

- The Director will be notified immediately upon the discovery that the child is missing.
- A staff person will be assigned to search their classroom and other rooms throughout the building. All of the Bet Shalom staff will be notified
- The Director and other office staff will search the rest of the Bet Shalom building.

- If the missing child is found they will be comforted and returned to their classroom. The Director will call the parents and notify them of the situation.
- If the child is missing after these immediate searches (5-15 minutes) the police and the child's parents will be contacted. The Director will accompany the police to locate the missing child.
- **Never leave other children unattended while trying to locate a missing child.**

**Maltreatment of Minors Mandated Reporting**

In order for children to learn, play and grow they need a safe place to do so. Minimum needs of nutritious food, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate expectations and discipline, love and a feeling of importance must be met.

Bet Shalom Yeladim is committed to providing an environment that encourages safe learning and growth. If you feel that our staff is not meeting your child's needs, please speak with the Director. Should you have difficulty providing for your own child's emotional or physical needs, you are encouraged to ask for help. Our staff can help you find a community resource that can offer assistance. Some 24-hour community resources include:

Hennepin County Crisis Hotline	612.379.6363
Hennepin County Child Protection	612.348.3552
Ramsey County Child Protection	651.266.4500

Should we feel that your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting them. If you are temporarily unable or unwilling to meet your child's minimal needs, as described in the first paragraph of this section, our staff is mandated by Minnesota State Law to file a report with a county child protection agency. It then becomes the role of the child protection unit to work with your family to ensure that your child's needs are being met.

If a staff member suspects the abuse or neglect of a child, they are required by law to follow the following procedures:

**Who should report**

- Any person may voluntarily report abuse or neglect
- If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

**Where to report:**

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed facility by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency, Hennepin County Child Protection Services at 612-348-3552 or local law enforcement at 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at 651-431-6500.

**What to report:**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.566) and are attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known) and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

**Failure to report:**

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

**Retaliation prohibited:**

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil action that can be initiated by the mandated reports who believe that retaliation has occurred.

**Internal Review:**

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation whether:
  - Related policies and procedures were followed;
  - The policies and procedures were adequate;
  - There is a need for additional staff training;
  - The reported event is similar to past events with the children or the services involved; and
  - There is need for corrective action by the license holder to protect the health and safety of children in care.

**Primary and secondary person or position to ensure reviews completed**

The internal review will be completed by the Director and another appropriate Bet Shalom staff member. If this individual is involved in the alleged or suspected maltreatment, Bet Shalom's Executive Director will be responsible for completing the internal review.

**Documentation of internal review:**

Bet Shalom will document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

**Corrective action plan:**

Based on the results of the internal review, the license holder must develop, document and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals of the license holder, if any.

**Staff training:**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**Provide policy to parents**

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be available upon request.

**Reporting of Maltreatment of Minors Act Definitions**

**Mental Injury** means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

**Neglect** means the commission or omission of any of the acts as specified under clauses (1) to (9), other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs of safety of another child in their care.
4. failure to ensure that the child is educated as defined in sections 120A.22 and 260C.163, subdivision 11, which does not include a parent’s refusal to provide the parent’s child with sympathomimetic medications, consistent with section 125A.091, subdivision 5;
5. nothing in this section shall be construed to mean that a child is neglected solely because the child’s parent, guardian, or other person responsible for the child’s care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care; except when a parent, guardian, or caretaker, or a person mandated to report pursuant to subdivision 3, has a duty to report if lack of medical may cause serious danger to the child’s health. This section does not impose upon persons, not otherwise legally responsible for providing a child with necessary food, clothing, shelter, education or medical care, a duty to provide care;
6. Prenatal exposure to controlled substances, as defined in section 253B.02 subdivision 2, used by the mother for nonmedical purposes, as evidenced by withdrawal symptoms in the child at

birth, or medical effects or developmental delays during the child's first year of life that medically indicates prenatal exposure to a controlled substance.

7. "medical neglect" as defined in section 260C.007, subdivision 6, clause (5);
8. Chronic and severe use of alcohol or a controlled substance by a parent or persons responsible for the care of the child that adversely affects the child's basic needs and safety; or
9. Emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and state of development, with due regard to the child's culture.

**Physical abuse** means any physical injury, mental injury or threatened injury, inflicted by a person responsible for the child's care on a child other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized under section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result and an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by section 121A.582. Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child:

1. throwing, kicking, burning, biting or cutting a child;
2. striking a child with a closed fist;
3. shaking a child under age three;
4. striking or other actions which result in any non- accidental injury to a child under 18 months of age;
5. unreasonable interference with child's breathing;
6. threatening a child with a weapon, as defined in section 609.02, subdivision 6;
7. striking a child under age one on the face or head;
8. Striking a child who is at least age one but under age four on the face or head which results in injury;
9. purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child to medical procedures that would be necessary if the child were not exposed to the substances.
10. unreasonable physical confinement or restraint not permitted under section 609.379, including but not limited to tying, caging or chaining; or
11. In a school facility or school zone, an act by a person responsible for the child's care that is a violation under section 121A.58.

**Sexual abuse** means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child as defined in section 609.341, or by a person in a position of authority, as defined in section 609.341, subdivision 10, to any act which constitutes a violation of section 609.342 (criminal sexual conduct in the first degree), 609.343 (criminal sexual conduct in the second degree), 609.344 (criminal sexual conduct in the third degree), 609.345 (criminal sexual conduct

in the fourth degree), or 609.3451 (criminal sexual conduct in the fifth degree). Sexual abuse also includes an act which involves a minor which constitutes a violation of prostitution offenses under sections 609.321 to 609.324 or 617.246. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes child sex trafficking as defined in sections 609.31, subdivision 7a and 7b. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration as an offender under section 243.166, subdivision 1b paragraph (a) or (b), or required registration under section 243.166, subdivision 1b, paragraph (a) or (b).

**Substantial child endangerment** means a person responsible for a child's care, by act or omission commits or attempts to commit an act against a child under their care that constitutes any of the following:

1. egregious harm as defined in section 260C.007, subdivision 14;
2. abandonment under section 260C.301, subdivision 2;
3. neglect as defined in paragraph (g), clause (2), that substantially endangers the child's physical or mental health, including a growth delay, which may be referred to as failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
4. murder in the first, second, or third degree under section 609.185, 609.19, or 609.195;
5. manslaughter in the first or second degree under section 609.20 or 609.205
6. assault in the first, second or third degree under section 609.221, 609.222, or 609.223;
7. solicitation, inducement, and promotion of prostitution under section 609.322;
8. criminal sexual conduct under sections 609.342 to 609.3451;
9. solicitation of children to engage in sexual conduct under section 609.352;
10. malicious punishment or neglect or endangerment of a child under section 609.377 or 609.378;
11. use of a minor in a sexual performance under section 617.246 or
12. parental behavior, status, or condition which mandates the county attorney file a termination of parental rights petition under section 260C.503, subdivision 2.

**Threatened Injury** means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care, as identified in paragraph (j), clause (1) who has:

- (1) subjected a child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm, as defined in section 260C.007, subdivision 14, or a similar law of another jurisdiction;
- (2) been found to be palpably unfit under section 206C.301, paragraph (b), clause (4), or a similar law of another jurisdiction;
- (3) committed an act that has resulted in an involuntary termination of parental rights under section 260C.301, or a similar law of another jurisdiction; or
- (4) Committed an act that has resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative under Minnesota Statutes 2010, section 260C.201, subdivision 11, paragraph (d), clause (1), section 260C.515, subdivision 4, or a similar law of another jurisdiction.

#### **Alcohol and Drug Policies for Staff**

It is the policy of Bet Shalom Yeladim to inform individuals, employees, subcontractors and volunteers that Bet Shalom Yeladim and Bet Shalom Congregation prohibits such persons while directly responsible

for individuals served by the program, from abusing prescription medication or being under the influence of a controlled substance under state statutes, or use alcohol in any manner that impairs or could impair the person's ability to provide care or services. Signed documentation by individuals, employees, subcontractors and volunteers is obtained before direct responsibility is accepted for individuals served by the program. This document is kept in the employee's files.

## **Section 5 Grievance and Accounting Information**

### **Tuition Billing**

Families will be billed during the first week of each month for the following month's tuition. For instance, you will be billed the first week of October for November's tuition. Tuition costs depend on the enrolled days, age of the child and number of children. Additional fees may include extended care and fees for other activities or programs. Such additional fees will be billed at the then current rate. Please see the school Director for a list of additional services and related fees. Please note that the fee structure differs for members and non-members.

You are responsible for paying your child's tuition on time. FEES MUST BE PAID BY THE LAST BUSINESS DAY OF THE CURRENT BILLING MONTH. Failure to pay your invoice on time will result in a late fee of \$36 per month it is late. Bet Shalom is committed to making its preschool available to interested families, if at any time an issue arises related to your ability to pay, please contact us so we can work together to create a plan that meets both parties' needs.

### **Cancellation/Refund Policy/Change of Enrollment**

Cancellation or decrease in enrollment must be given a 30 day notice in writing or it will result in a loss of current month's tuition. Any decreases in enrollment will result in a \$100 charge after May 1st for Fall Enrollment and after March 1st for Summer Enrollment. The tuition registration fee of \$100 is non-refundable.

### **Vacation and Holidays**

No tuition credit is given for scheduled holidays, snow days, and vacation days or absence. If you would like to switch days in your child's schedule, please provide the Director one month notice in advance by the first of the month. If approved, the Director will notify you by mid month via email. (For example, if you would like to switch from Tuesday, November 8th to Friday, November 11th, please notify Director by October 1st. Director will let you know if it is approved by mid October.) This assures the required staff to child ratio. The Director will accommodate when possible based on teacher/child ratio.

\*\*Excludes scheduled holiday and school closures.

### **Parent Concerns**

We are a caring community of children, parents and staff. We all interact and share our lives together as a family of friends. It is a reality that at times we may experience conflicts, misunderstandings, miscommunication, mistakes and some concerns. We want you as parents to share your feelings, hopes and dreams for your child.

When you have a specific concern, please remember:

- *Talk directly to your child's Teacher first. Ask the Teacher if he/she has any specific concerns or issues regarding your child.*
- *Teachers will not retaliate and "take it out on the child." Should there be a complaint or concern. Our Teachers are expected to remain professional and caring at all times. We ask that parents remain respectful as well.*
- *Please share concerns as they occur. Allowing them to build up promotes stress.*

- *Talking on the phone or in person is preferable to writing a note. Please call the school to leave a message to set an appointment up or to talk via the telephone. You may send in a note requesting a call or conference as well.*
- *If after a conference call or appointment with the Teacher, the matter has not been resolved to your satisfaction, please contact the Director.*
- *If you have a concern about a Teacher, be assured the Director will investigate the matter thoroughly. The Teacher will be spoken to in a straightforward manner by the Director. The Teacher and Director will work together with parents towards an appropriate resolution to the matter.*
- *Sometimes the school may not be able to accommodate your request due to legal restrictions. Your suggestions are always welcome. Parent communication is always responded to promptly.*

### **Grievance Policy for Parents**

Parents have the right to initiate a grievance procedure at any time. Please follow the steps below should you need to issue a grievance.

1. Notify the Teacher or staff member of your grievance. In the event satisfaction is not reached go to step 2.
2. Notify the school Director in writing.
3. Set an appointment within 3 days to meet with the Director.
4. Work to resolve the issue at hand.
5. If the issue remains unresolved an appointment will be scheduled with The Executive Director of the Synagogue within 5 days. The Executive Director of Bet Shalom will make the final decision and recommendations.

### **Annual Review**

This handbook is reviewed yearly. All changes will be communicated with all parents.