



Edward & Thelma Glantz Early Childhood Learning Center

ENROLLMENT PACKET CONTENTS

The attached forms need to be completed & returned to school no later than Wednesday, May 20.

1. Enrollment Form
2. Verification Form
3. Discipline Policy
4. Nutrition Agreement
5. Authorization Form
6. Influenza Virus Signature Form (within brochure)
7. Single Parent Form (only return if applicable)
8. Getting to Know Your Child Form
9. Group Request Form
10. Florida Waiver Form

PLEASE MAIL THESE COMPLETED FORMS OR DROP THEM OFF TO:

Glantz Early Childhood Learning Center
Attention: Jennifer Thaw
8500 Jog Road
Boynton Beach, FL 33472

**CHILDREN CANNOT BEGIN SCHOOL IF THESE FORMS
HAVE NOT BEEN COMPLETED AND RETURNED**

The required Medical & Immunization Forms: HRS-H form 3040 (yellow form) and the Florida Certification of Immunization 680 (blue form) are **obtained from your pediatrician's office**. These **must be** returned to the school office with the completed enrollment forms.

If your child is currently enrolled at our school and we have the valid and current medical forms to the preschool office, you do not have to submit additional forms. If you are unsure if your forms are current, please check with the office.

Also included in this packet:

- Mark Your Calendar – Events leading up to the first day of school
- Calendar
- Everything You Will Need To Know Before School Begins
- Know Your Child's Daycare Flyer (required by our licensing agency, the Health Department)

FOR ENROLLMENT PURPOSES, WE REFER TO CAMP AS "SCHOOL."



Edward & Thelma Glantz Early Childhood Learning Center

ENROLLMENT FORM

Child's Last Name	First Name	MI	DOB	Home Phone #
-------------------	------------	----	-----	--------------

Home Address	City	Zip Code
--------------	------	----------

Parent's Name	Business Phone #	Cell Phone #	Email Address
---------------	------------------	--------------	---------------

Parent's Name	Business Phone #	Cell Phone #	Email Address
---------------	------------------	--------------	---------------

Please list at least two people to call (other than parents) in case of an emergency:

Name	Relationship to Child	Home #	Cell #
------	-----------------------	--------	--------

Name	Relationship to Child	Home #	Cell #
------	-----------------------	--------	--------

AUTHORIZATION FOR EMERGENCY MEDICAL AND/OR SURGICAL TREATMENT

*****Important – This box must be complete for attendance*****

We ask that you complete this consent form to be used in the event of any emergency. It is our hope and expectation that we will never have the need to use this form. Of course, every effort will be made to contact you, your spouse and/or the emergency contact person if an emergency arises.

Parent Authorization: I hereby give permission to the Jewish Community Center of the Greater Palm Beaches to provide routine health care, administer prescribed medications, and seek emergency medical treatment for my child. I agree to the release of any records necessary for treatment, referral, billing or insurance purposes. I give permission to the Jewish Community Center of the Greater Palm Beaches to arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the hospital or physician to which my child is brought to secure and administer treatment, including hospitalization or the administration of any necessary emergency procedure or operation for the child named above. This completed form may be photocopied as needed.

Child's printed name: _____

Signature of parent or guardian: _____ Date: _____

Printed name of parent or guardian: _____

ALLERGIES (all known, including food allergies)

Describe reaction and management of the reaction

MEDICATIONS BEING TAKEN

Please list ALL medications (including over- the -counter or non-prescription drugs) taken routinely.

_____ This child takes NO medications on a routine basis **OR** _____ This child takes medications as follows:

Med # 1 _____ Dosage _____ Time of Administration _____

Reason for taking _____

Med # 2 _____ Dosage _____ Time of Administration _____

Reason for taking _____

For additional medications, please attach a separate piece of paper.

Family Physician: _____ Office Phone #: _____

Insurance Carrier: _____ Subscriber ID: _____

Policy Holder: _____ Relationship to Child: _____

THE FOLLOWING PEOPLE HAVE MY PERMISSION TO PICK UP MY CHILD:

Please print the names of everyone allowed to pick up your child.

NAME	HOME PHONE	CELL PHONE	WORK PHONE
1. _____			
2. _____			
3. _____			
4. _____			

PASSWORD

Please write a password on this line.
Pick a password that you can easily remember.
Please make sure everyone on your pick up list knows the password.

Signature of Parent/Guardian

Relationship to Child

Date



Edward & Thelma Glantz Early Childhood Learning Center

VERIFICATION FORM

Child's Name: _____

Please read, initial all items and sign this verification form.

_____ I give permission for my child to participate in all activities organized by the Edward & Thelma Glantz Early Childhood Learning Center staff in its entire campus, i.e. gymnasium, social hall, multi-purpose rooms, swimming pool, etc. The mentioned activities can be considered "Field Trips."

_____ I have read the HRS pamphlet "Know Your Child's Day Care."

_____ I agree to provide a complete, current physical and immunization record on a Florida HRS form prior to the start of school.

_____ I have read and agree to abide by the Arrival and Departure Procedures.

_____ I have read and agree to abide by the Opening and Closing Procedures.

_____ I have read and agree to abide by the Health and Illness Policy.

_____ I have read and agree to abide by the Medication Policy.

_____ I have read and agree to abide by the Emergency Policy for Inclement Weather.

_____ I have read and agree to abide by the Clothing Policy.

_____ I have read and agree to abide by the Birthday Celebration Policy.

_____ I have read and agree to abide by the Dismissal of Child by School Request Policy.

_____ I have read and agree to abide by all of the policies and procedures stated in the "Everything you Need to Know" handout.

We understand that sound early childhood education can be achieved more effectively when parents participate and are involved in the learning process. Therefore, when we enroll our child in the Edward & Thelma Glantz Kay Early Childhood Learning Center, we pledge our own support of the activities planned and the values taught to our children.

Print Parent/Guardian Name _____

Signature Parent/Guardian

Date



Edward & Thelma Glantz Early Childhood Learning Center

DISCIPLINE POLICY

Child's Name: _____

Good discipline is based on respect, honesty, trust, caring and love. Discipline is what we do for and say to children to help them develop and internalize self-control, self-respect, self-esteem, self-awareness and self-determination. The result of a "good discipline approach" is a child who learns to conduct himself in a socially acceptable way.

We view discipline as positive learning experiences for children, not as punishment. Children need boundaries so they can feel safe and protected. The goal is to teach children how to do the right thing.

As a relationship - based school, we believe in assisting the children to identify feelings and use language to process through challenging situations.

With the above in mind:

- The school faculty is responsible for establishing routines and setting clear expectations and boundaries. Each classroom, as a result of a collaborative work between the children and the teachers, creates a *brit* (contract) at the beginning of the year. As children are involved in the process of creating the *brit*, they understand what acceptable behavior is and what is not and why.
- Expectations and boundaries are based on an understanding of the children's needs and stage of development and are designed to help them develop self-regulation and confidence in their abilities. The teacher's role is to facilitate and model the development of the child's problem solving skills.
- We anticipate and minimize situations which may result in negative outcomes.
- The children and teachers are expected to follow up with the expectations and follow through with natural or logical consequences, redirection and positive language when boundaries are being crossed. This will send the message and the children will learn that their words and the teacher's words (their contract) matter. A child will not be allowed to hurt himself, others or the school property.
- It is here that we will strive to create positive learning situations that take into account developmental stages, feelings, wants, needs, fairness and cooperation. Our ultimate goal is to give children the tools they need to solve conflicts on their own.

Sometimes a child needs to be removed from a situation for a short period of time to take a "time-away." This is not "time-out", and it has specific goals:

- It gives everyone a chance to regain control in a safe place so that when the child reenters the group he or she is capable of success
- Teaches children to recognize when their emotions are building to a dangerous level and to recognize when they are ready to function again
- Allows the rest of the group to continue its activities

If this occurs on a consistent basis, parents will be contacted and a meeting will be scheduled. Under NO circumstances is corporal punishment or verbal abuse tolerated.

The goals of this meeting will be to:

- Share information based on observations, both at home and at school
- Brainstorm suggestions for solving challenges
- Decide on a plan for ways teachers/administrators and parents can work together to help resolve challenges
- Agree to commit to the plan until behavior ceases or improves
- Clinical team will be present along with the director and the leaders

It is critical to keep in mind that we are here for the children and want only the very best for them. If there are specific situations that call for further intervention, we expect parents to work with us to decide what is best for the individual child.

Children experience success when supported by an honest and cooperative child – teacher - parent relationship. We expect that parents will inform the school if a child had a previously diagnosed developmental delay or disability.

In case of the need for a one-on-one support staff, the school reserves the right to request financial compensation from the family.

Although the school is committed to meeting the needs of every child enrolled, the school might have to consider dismissing a child, either because the school's resources are not adequate to meet the child's needs, or because the child's behavior presents a direct threat to the health or safety of himself, others or school property.

I have read the above Discipline Policy

Parent/Guardian Signature

Date



Edward & Thelma Glantz Early Childhood Learning Center

NUTRITION AGREEMENT

In accordance with the Palm Beach County Care Ordinance, parents and the childcare facility are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility.

ARTICLE XII, B. PBC Rules require the parents and the center to complete an **Alternate Nutrition Plan Agreement** if the meals or snacks are furnished by the child's parent.

Alternate Nutrition Plan Agreement:

Special Dietary Requirements:

You must follow these guidelines of our Kashrut policy - which is "dairy and parve only":

- All dairy foods are allowed: milk and milk products, such as cheese, yogurt, cream cheese, and cottage cheese.
- All parve foods are allowed: including peanut butter, eggs, beans and fish (such as tuna, salmon, and fish sticks).
- All fruits and vegetables are allowed (fresh or canned).
- All bread and grain products are allowed: bagels, pita bread, pastas, white or brown rice, corn chips, tortilla chips and baked goods (made without lard or animal shortening).
- All condiments are allowed (dressings, mayonnaise, ketchup, mustard, salsa and jelly).
- No Pork or Shellfish of any kind is allowed.
- No Meat of any kind is allowed - including kosher meat, beef, salami, turkey or chicken, pork or shellfish.

I understand and approve the use of the **Alternate Nutrition Plan**. I agree to provide the following meals to meet my child's nutritional and dietary needs:

P - Parent provides	C - Center provides:
Breakfast	P
Morning Snack	C
Lunch	P
Afternoon Snack	C

If my child is still on formula and baby food, I agree to provide the appropriate amount of food for the time my child is in school.

I agree to provide the parent with a suggested meal patterns and menus and to discuss any problems which might develop in the use of an Alternate Nutrition Plan.

Sandra Blasberg-Imar
Signature of Director

05/11/2015
Date

Signature of Parent/Guardian

Date



Edward & Thelma Glantz Early Childhood Learning Center

AUTHORIZATION FORM

CHILD'S NAME: _____

Sunscreen

I DO ___ I DO NOT ___ authorize the Jewish Community Center of the Greater Palm Beaches staff to apply sunscreen to my child. Provision of sunscreen will be the parent's responsibility and must be labeled with the child's name.

Face Paint

I DO ___ I DO NOT ___ authorize the Jewish Community Center of the Greater Palm Beaches staff to put face paint on my child for special activities or events.

Bug Spray

I DO ___ I DO NOT ___ authorize the Jewish Community Center of the Greater Palm Beaches staff to apply bug spray when needed. Provision of bug spray will be the parent's responsibility and must be labeled with the child's name.

Diaper Cream

I DO ___ I DO NOT ___ give permission for the Jewish Community Center of the Greater Palm Beaches staff to apply diaper cream to my child, which is provided by the parent and labeled with child's name (when applicable).

Personal Information Release

I DO ___ I DO NOT ___ authorize the Jewish Community Center of the Greater Palm Beaches to include my name, my child's name, address, telephone number and email address on the classroom list for distribution to parents in the classroom and in the school's directory.

Photos

I DO ___ understand that it is the regular practice of the school to take photos of the children on a daily basis to be included in the daily reflections and weekly photo albums, which are public to all families of the school. When using and downloading photos from Dropbox or similar venue, please remember that photos often contain other children or Glantz Early Childhood Learning Center staff. Photos are shared for private use only and may not be sold or reproduced for business purposes. No photo containing Glantz Early Childhood Learning Center staff or children other than your own may be posted to social media forums, including but not limited to Facebook, Instagram, and Twitter.

I DO ___ I DO NOT ___ authorize my child's picture to be taken and used as stated below:

Photographs and videos may be used in the media and by our in-house marketing department to promote the Jewish Community Center of the Greater Palm Beaches in newspapers, magazines, on television, Facebook or other social media outlets, or in Jewish Community Center promotional materials. These pictures and videos are strictly to promote our programs and are not sold in any publications.

Child Abuse

I DO ___ understand the procedures for suspecting and reporting child abuse/neglect and that the Jewish Community Center of the Greater Palm Beaches staff is legally obligated to report any suspicions to the appropriate authorities.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.

What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>



What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**



Edward & Thelma Glantz Early Childhood Learning Center

SINGLE PARENTS ONLY

I _____ agree to provide the Jewish Community Center of the Greater Palm Beaches with custody and/or any legal documents regarding my child. These papers will explain all visitation rights. This policy is for the safety of my child. I understand that the Director or other JCC staff members has no responsibility in this matter, unless such papers are on file. I understand that the Director and other JCC staff will act in good faith when any such matters are brought to their attention.

Child's Name

Parent's Signature

Date



Edward & Thelma Glantz Early Childhood Learning Center

GETTING TO KNOW YOUR TWO, THREE & FOUR YEAR OLD

Please fill out this form for to help us get to know your child better. For returning students, please complete those sections with updated information that you find relevant to share with teachers. Thank you.

Child's First Name	Last Name	Date of Birth
		Male () Female ()
Child prefers to be called	Child's Hebrew name	Gender

DEVELOPMENTAL HISTORY

Please share with us any specific information regarding the way in which your child joined your family (e.g. adoption, surrogacy, foster care, prematurity); delivery experiences (NICU, on time, etc.):

How many siblings does your child have? _____ What is your child's birth order? _____

Is your child aware of his/ her way of joining the family? _____

At what age did your child:

Say his/her first words? _____ Repeat short sentences? _____

Does your child need help with:

dressing _____ undressing _____ going to the bathroom _____ eating _____ washing _____

At what time does your child get up in the morning? _____

Does your child nap? _____ If so, for how long? _____

At what time does your child go to bed at night? _____

Does your child usually sleep well? _____

Does your child nap? _____ If so, for how long? _____

How many times has your child moved in the past? _____

Does your child have his/ her own room? _____

If not, with whom does he/ she share? _____

Does your child play primarily:

alone? _____ with siblings? _____ with adults? _____ with other children? _____

Do other adults live with your family (i.e. grandparents, uncles, aunts, cousins, friends, etc.)?

Please describe the activities that your family does together:

Is English the primary language spoken at home? _____

If no, what is the primary language? _____

Does your child understand/ speak English? _____

At what age was your child toilet trained? _____

(We understand most of the two year olds are not yet trained)

Does your child need to be reminded to go to the bathroom? _____

What terms are used in your household in reference to going to the bathroom? _____

Please describe any bathroom challenges (i.e. constipation, prone to rash, prone to infection, etc.):

How many hours daily does your child watch TV? _____

What programs does he/she typically watch? _____

Does your child primarily watch TV:

alone? _____ with adults? _____ with other children? _____

What kinds of discipline has each parent used with your child that are:

Most effective: _____

Least effective: _____

How do you know when your child is tired? _____

How do you know when your child is not feeling well (i.e. fever, behavior, not eating, emotional, etc.)?

How does your child handle separation from you? _____

How do you help your child cope with separations in general? _____

How does your child react to strange and new situations? _____

In what religious traditions were the child's parents raised? _____

In what religious traditions is your child being raised? _____

What schools has your child previously attended? _____

What types of organized play has your child previously participated in (i.e. swim class, gym, library hour, dance class, summer camp, etc.)? _____

Describe your child's general health (frequent colds, ear infections, fevers, ear tubes, etc.):

Child's favorite foods: _____

Child's least favorite foods: _____

General eating habits: _____

What religious traditions were the child's parents raised? _____

In what religious traditions is your child being raised? _____

Explain any of your child's particular fears: _____

Please list dates for any surgery, overnight hospital stays, or serious accidents, if applicable:

Has your child been diagnosed with any special needs or development delays? If so, please describe.

Has your child received or has been recommended for any therapies? If so, please describe.

In the following space, please describe your child's strengths and weaknesses, your special attitude towards parenting, and any comments which you feel would help us become better acquainted with you and your child.

Signature: _____ Relationship to child: _____

Date: _____

FLORIDA MINOR RELEASE AND WAIVER OF LEGAL LIABILITY

THIS IS YOUR RELEASE AND WAIVER OF LIABILITY (the "Release"). You individually and on behalf of your minor child, release the Jewish Community Center of the Greater Palm Beaches, Inc. "JCC", its officers, directors, board members, employees, volunteers, agents, independent contractors, other participants and/or others acting on its behalf (collectively, "JCC"). You agree that this Release is effective immediately.

NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF THE JCC USES REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM THE JCC IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND THE JCC HAS THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

MEDICAL RELEASE: I hereby give permission for emergency medical treatment be administered to my child as deemed appropriate.

INSURANCE: YOU ARE EXPECTED TO HAVE YOUR OWN HEALTH INSURANCE FOR YOU AND YOU MINOR CHILD. You should understand that the JCC does not carry health insurance to cover injuries and losses that may befall you.

PHOTOGRAPHIC RELEASE: I consent to be photographed and to allow JCC's use of any photos of myself or my minor child at its sole discretion.

ARBITRATION: You individually and/or on behalf of your minor child and we agree that any controversy, dispute, or claim ("Claim") by either you or us against the other, or against the employees, agents, or assigns of the other, whether based on contract, tort, or any other legal basis or theory, that arises from or relates to (a) this Agreement, (b) services rendered by us pursuant to this Agreement, or in connection with any JCC programs and/or activities you or your minor child participate, (c) the relationships that result from this Agreement, or (d) the validity, scope, enforceability, or applicability for this arbitration provision to a Claim shall be resolved by binding arbitration. You individually and on behalf of your minor child or we may choose either the American Arbitration Association ("AAA") or a local Florida Arbitration Forum to conduct any Arbitration proceeding. If either is unwilling or unable to conduct the arbitration proceeding, or if you or we are unable to agree on another arbitrator, we will substitute another national or regional arbitration organization.

Name of Participant Child

Date

BOTH PARENTS MUST SIGN

Individually and as Parent and/
Legal Guardian

Date

Individually and as Parent and/
Legal Guardian

Date



Edward & Thelma Glantz Early Childhood Learning Center

MARK YOUR CALENDAR

Thursday, June 4th

6:00 – 7:00 p.m. – Parent Orientation

This is your opportunity to tour the school and see the classrooms.

You will meet fellow school parents, learn from your child's teachers about your child's classroom environment and program.

This evening is for parents only.

Friday, June 5th

3:00–5:00 p.m. – Children's Open House

Join your child as he/she visits his/her classroom for the first time and meets his/her teachers. You can arrive anytime between 3:00 and 5:00 pm.

This is a great opportunity for your child to become familiar with the new environment and will allow for an easier and smoother transition on the first day.



Edward & Thelma Glantz Early Childhood Learning Center

EVERYTHING YOU WILL NEED TO KNOW BEFORE CAMP/SCHOOL BEGINS

These are the policies and procedures that you need to be aware of before the first day.

- **OPENING AND CLOSING POLICY**
- **ARRIVAL AND DEPARTURE PROCEDURES**
- **HEALTH AND ILLNESS POLICY**
- **MEDICATION**
- **ABSENTISM**
- **SECURITY**
- **CLOTHING**
- **MEALS**
- **EMERGENCY POLICY FOR INCLEMENT WEATHER**
- **BIRTHDAY CELEBRATIONS**
- **CONFIDENTIALITY**
- **PERSPECTIVES ON BITING**
- **DISMISSAL OF CHILD BY SCHOOL REQUEST POLICY**
- **NON-DISCRIMINATION POLICY**
- **CLINICAL TEAM**
- **LIST OF SUPPLIES NEEDED**
- **CALENDAR**

OPENING AND CLOSING POLICY

The Early Childhood Learning Center is open from 7:00 am to 6:00 pm and 7:30 am to 6:00 pm during camp, Monday-Friday. Families are expected to pick-up their child by the designated time for their specific program or contract.

In order to emphasize the importance of prompt pick up, parents who arrive at the school past closing time will be charged accordingly (there will be no exceptions; payment of the late fee is due at time of pickup): \$10.00 for 1-10 minutes late, and \$1 per minute thereafter. If no cash is available, the amount will be automatically billed to your account. We reserve the right to terminate the child's contract with us for repeated, continued lateness.

Please help us by arranging alternate pickup when an emergency arises. Notify the school immediately so that your child might be informed of the change. If no arrangements have been made, and the school has not been notified, the people designated on your child's emergency contact list will be called to pick up your child and/or the Palm Beach County Sheriff Office will be contacted to assume custody. This will only take place if parents are more than one hour late and no authorized alternative can be made.

For 4:00 pm Pick-up * (3:00 pm for infants and toddlers):

If you arrive after 4:05 pm, your child will be sent to the after-care program and you will be charged \$10 per hour. This fee will be due immediately, in cash, when the child is picked up. If no cash is available, the amount will be automatically billed to your account. We reserve the right to ask you to enroll your child in the school's after-care program for repeated, continued lateness.

If an out-of-the ordinary need arises, you may request to sign up for extra hours (i.e. your child is enrolled in 9 am - 4 pm and you need hours past 4:00 pm or prior to 9:00 am). We will try to accommodate whenever possible, space and staffing permitting. Please check for availability with the school office. Extra hours are billed at a rate of \$10 per hour and will be due at pick-up time at the school office.

Sign In & Sign Out:

Parents are required to sign in their children at the start of the day and sign out at the end of the day. This is a legal document and is required by the Palm Beach County Health Department, our licensing agency.

Pick-up Changes:

If your child is to go home with someone not listed on their pick-up list, the school office must be advised in writing. Please send in a written note or email with the name, relationship and phone number of the person that will be picking up your child. You may also email the note to JenniferT@JCOnline.com or fax to 561-732-7979. Please tell your child's teachers about the change in pick-up. Remember whoever picks up your child must be prepared to give the password and show photo identification. This policy is for your child's protection. If you are unable to send a written notification, your phone call will be documented.

ARRIVAL AND DEPARTURE PROCEDURES

FOR THE SAFETY OF OUR CHILDREN AND IN ACCORDANCE WITH PALM BEACH COUNTY LAW, CARS CANNOT BE LEFT UNATTENDED IN THE PRESCHOOL FIRE LANE ANYTIME DURING THE DAY.

DROP OFF

- **Before- Care: 7:30 am - 9:00 am Arrival**
***(7:00 am – 9:00 am Arrival for Infants and Toddlers)**

Please check with your assigned classroom teacher or the school office for your child's before- care room. The before- care classroom assignment is subject to change based on enrollment.

- **Half or Full Day: 9:00 am Arrival**

Children are to be dropped off at 9:00 am in their assigned classrooms. Classroom doors will open at 8:55 am and we ask you to please not enter the classroom before that time to allow the teachers to get the environment ready for the day. Whether you see a teacher or not in the class, please remain outside until the teachers are ready to welcome you and your child.

Please drop off your child no later than 9:15 am since late arrivals are disruptive to the group and to your child. It is important for your child's well-being to have a few minutes to transition in the morning so he/she can successfully start the day.

PICK-UP

INFANTS AND TODDLERS MAY BE PICKED UP FROM THEIR DESIGNATED CLASSROOM AT ANY TIME.

2 YEAR OLDS TO PRE-K:

Half Day: 1:00 pm pick-up. (2 and 3 year olds only)

Full Day: 4:00 pm pick-up

Due to high volume traffic during camp car pool hours, if a 2, 3, or 4 year old has an upper camp sibling(s), all children can be picked up in the car pool line as parking is extremely limited. Contact the office to arrange.

After-Care: 4:00 pm – 6:00 pm. Pick-up is in your child's designated classroom for the after-care program until 5:50 pm. From 5:50 pm – 6:00 pm pick-up is in the preschool lobby.

HEALTH AND ILLNESS POLICY

It is important that all children at the school are healthy and free from infection. The following is the Edward & Thelma Glantz Early Childhood Learning Center Illness Policy:

- **Mild Illness**

This includes: fever, cold, coughing, green/runny nose, vomiting, diarrhea, fatigue, irritability, unusual skin rash, etc. If your child shows any of these signs or should develop any illness symptoms during his or her day at school, the following steps will be taken:

- The teacher will assess if the child can reasonably participate in the activities. The following will be noted: symptoms, how much or how often, when they began, how long they lasted, temperature, behavior change, any other information.
- A parent will be contacted immediately.
- School leadership will determine if it is in the child's and the group's best interest to remain at school.
- The parent will be then given up to one (1) hour to pick up the child. If the parent is unable to come for the child, the parent will need to arrange for the child to be picked up by someone else.

Be aware that when a child is sent home with an illness, parents will be asked to sign an illness form indicating the guidelines for when a child may return to school. A child sent home with a fever MAY NOT RETURN the following day.

- **Potential Infections**

We reserve the right to protect our school environment from potential infections. Therefore, the Early Childhood Director will determine if a child can attend school. Even with a note from the physician, we still reserve the right to make the final decision if your child can remain in school.

- **Contagious Illness (such as conjunctivitis, chicken pox)**

We will follow the same procedures as above. The Health Department requires that communicable illness be reported to other parents and, in some instances, to the Health Department as well.

- **When Should My Child Stay Home?**

If your child is too sick to participate in any of our scheduled activities, or requires individualized or special attention due to their present health condition, the child should stay home until they are well enough to fully participate. Included in those parameters are conditions such as diarrhea, vomiting, fever, etc. If you have any doubts about your child's state of health prior to coming to school on any given day, please keep your child at home.

- **Returning to School**

If a child is absent due to an illness, they are accepted back into the school after 24 hours on an antibiotic (if applicable). **They must be symptom-free (fever, vomiting, diarrhea) for 24 hours.**

Kindly bring a doctor's note to the school in the following cases:

- If your child is absent for more than one week
- If your child requires a visit to the doctor's office
- If your child receives clearance from your doctor under any other circumstances

Every case is different and will be decided on an individual basis, by parents and staff together, with the well-being of the child and the whole school in mind. Please cooperate with our efforts to safeguard everyone's health.

- **Head Lice (Pediculosis)**

If your child is found to have head lice, you will be called and asked to pick up your child. Your child will only be readmitted to school after effective treatment and removal of all lice and nits. In order to return to school, the child must bring a clearance note.

MEDICATION

Per Florida State Department of Health Regulations, if your child has to receive medication while at school (including nebulizers), the following steps need to be taken:

1. The school office needs to receive written permission from both the parent and the physician.
 - Parent permission is given using a "Medication Form" which you can obtain in the school office.
 - Physician permission is given via the written prescription on the medication bottle or container. Medication must be in the original prescription bottle - no exceptions. The label must have the name of the child, name of the medicine, dosage, and the name of the doctor. It also must be dated.
 -
2. Hand the medication and form into the school office, verbally noting any specific instructions that are on the form (i.e. times to administer, etc.).

3. Do NOT put medicine in your child's back pack. You must hand it to the office staff member.
4. Medication will be kept refrigerated if necessary, or in the medication box in the school office. Please specify when providing the medication.
5. Inform your child's teacher if your child has been medicated at home, prior to coming to school, as it may affect your child's day at school.
6. It is your responsibility to ask the teacher or office staff for the medicine when you pick up your child. Do not depend on them to remember to give it to you.
7. Do not send in Tylenol, aspirin or any other non-prescription medicine. This includes cough syrups and cough drops.

**We will NOT administer non-prescription medicine,
as per Palm Beach County Health Department regulations.**

8. If your child has a prescription for an Epi-Pen, we recommend that you bring two of them; one to be kept in your child's classroom and the other to be kept in the medication box in the office. Be aware that if you provide the school with only one Epi-Pen, it will be kept in the office, and will have to be brought to your child's location in case of an emergency. This might delay the process of medication administration.

ABSENTEEISM

On any day that your child does not attend our program when they are scheduled to, please call 561-732-7620 and inform the office staff. We will forward this message to your child's teacher.

Refunds are NOT given for any absenteeism (sicknesses, vacation or any other reason).

SECURITY

The Mandel JCC is committed to having a safe and secure facility and campus for all its members and visitors. The following is a list of safety measures that the Mandel JCC currently has in place:

1. A G4S security guard on campus patrolling both the perimeter campus and the facility
2. A security system that is taped
3. School doors that are kept locked at all times and require access card for entry
4. Our campus is a gated campus; the gates are locked during times that the campus is closed

- **Access Cards**

Each family is issued 2 access cards to enter the school. Having your access card and using it each time you come to school is important for the safety of our children. Each card is programmed specifically for each family. This allows the JCC to keep a record of who is entering and leaving the school.

If you should need to purchase an additional access card, the cost is \$10. You must contact the front desk of the Mandel JCC at 561-740-9000 and ask for Membership. They will assist you with the additional card. If you lose your card, please see the front desk at the Mandel JCC and they will issue a replacement card for \$10.

If you are having a problem with your access card, leave it at the school front desk of the school and we will have it reprogrammed for you.

CLOTHING

PLEASE LABEL EVERYTHING WITH THE CHILD'S FIRST AND LAST NAME

(This will ease the process of returning lost items to you)

- Sneakers or closed-toed shoes with socks must be worn every day.
- **FLIP FLOPS & CROCS ARE NOT ALLOWED due to safety concerns.**
- Send your child to school in play clothes. Children will and need to get messy and dirty. Sometimes their creativity carries them away.
- Clothing should be comfortable, and easy to manage. Children like to be independent when dressing and undressing. Make sure there are no back zippers, difficult snaps, or hard to deal with overalls.
- Please place an extra change of clothes in your child's backpack, including underwear, socks, t-shirt, shorts, shoes and sweat shirt. Place it in a zip lock bag labeled with your child's name (as requested in the supply list).
- In the event of lost items, the JCC will not be able to reimburse for them.

MEALS

Snacks

A morning & afternoon snack with water will be served. The snacks we provide consist of choices such as crackers (for example wheat crackers, saltines, graham crackers, honey graham crackers or cheese crackers), pretzels, raisins, applesauce, fresh fruit, canned fruit, vanilla wafers, dry cereal & an occasional special treat.

Lunch

- Lunches are brought from home in an insulated lunch box.
- Please send a complete lunch including a drink.
- If your child drinks water, there is no need to send one. We have filtered water. Lunch time is one of the main opportunities your child has to develop self-help skills. Please send easy-to-open containers and the proper utensils to encourage your child's independence. Lunchboxes and each container within must be labeled with your child's name.
- We ask that you send in a nutritionally balanced lunch, including breads, fruits, and vegetables.
- Please limit the "junk food" items such as chips and cookies.
- Dessert can be included, and we suggest fruit or pudding.
- Please do not send in candy in your children's lunches.

Kashrut Policy

You must follow these guidelines of our Kashrut policy - which is "dairy and parve only":

- All dairy foods are allowed: milk and milk products, such as cheese, yogurt, cream cheese, and cottage cheese.
- All parve foods are allowed: including peanut butter, eggs, beans and fish (such as tuna, salmon, and fish sticks).
- All fruits and vegetables are allowed (fresh or canned).
- All bread and grain products are allowed: bagels, pita bread, pastas, white or brown rice, corn chips, tortilla chips and baked goods (made without lard or animal shortening).
- All condiments are allowed (dressings, mayonnaise, ketchup, mustard, salsa and jelly).
- No Pork or Shellfish of any kind is allowed
- No Meat of any kind is allowed - including kosher meat, beef, salami, turkey or chicken, pork or shellfish.

Suggested Menus

The following is a list of suggested lunches to send from home: that would fall within our Dairy/Parve Kashrut policy. This is only a suggested food list.

Main Course

Baba ganoush (eggplant spread)
Bagel & cream cheese
Bagel & butter
Cereal & milk
Cheese or vegetable pizza
Cottage cheese & fruit
Cream cheese & jelly sandwich
Fish sticks
Grilled cheese sandwich
Hard-boiled egg or egg sandwich
Hummus on pita bread
Macaroni & cheese
Pasta in butter sauce or tomato sauce
Peanut butter & jelly sandwich
Peanut butter & fluff sandwich
Rice: white or brown
Tuna fish or tuna melt sandwich
Veggie melt
Vegetarian soup
Yogurt & fruit

Salads

Egg salad
Potato Salad
Salmon salad
Tossed salad
Tuna salad

Vegetables

Corn
Cucumbers
Olives
Peas
Peppers
Potatoes: Baked, roasted, sweet
Tomatoes
Carrot & celery sticks
Broccoli & cauliflower florets

Fruit and snacks

Apple
Banana
Blueberries
Cantaloupe
Grapefruit
Grapes
Honeydew
Apples & peanut butter
Celery & peanut butter
Cheese of any kind
Cheese crackers
Cookies
Corn chips
Crackers & cheese
Granola & granola bars
Muffins
Potato chips
Pretzels
Raisins
String cheese
Tortilla chips & dip
Veggie nachos & salsa
Pineapple
Strawberries
Watermelon
Orange
Pear
Mango
Kiwi

Nut-Free Rooms

We reserve the right to designate any classroom, or the entire school, as being “Nut-Free,” in case of a severe nut allergy.

EMERGENCY POLICY FOR INCLEMENT WEATHER

Under severe weather conditions (i.e. hurricanes or storms), please follow these rules regarding whether the Edward & Thelma Glantz Early Childhood Learning Center will be open:

1. Listen to local radio and television stations to monitor the weather. In case of power outages, please listen to the radio.
2. If the Palm Beach County Public School System will be open, so will we. In the same regard, if the public schools are closed, so are we. Stay tuned, since operating policies may change rapidly.
3. **If our policy differs from the county’s, you will be notified by our professional staff.**
4. Call the school office at **561-732-7620** and listen for the recorded message that will be updated by 6:00 am on severe weather mornings. Please keep in mind that inclement weather might prevent us from recording an updated message.
5. If a weather emergency happens during the school day, and an early pick up is necessary, phone calls will be made to your home, work or cell until we contact someone and give them information about early pick up. It is therefore your responsibility to keep your emergency contact numbers current. Please do not forget to update cellular numbers. All individuals who are authorized to pick up your child must know your password.
6. If children are outside and there is inclement weather, they will be brought inside immediately.
7. Inclement weather includes lightning, tornadoes, hurricanes, thunderstorms, hailstorms, or hazardous air/outside conditions according to Department of Health guidelines.
8. If the inclement weather requires to protect the children in a safe place and away from windows, our children will be brought to a safe room within the building, and we will “protect in place” until local authorities give us clearance to leave the building.
9. In the event we lose phone service, most staff members have cellular phones, and the school has one as well. We will do all we can to contact you. However, during times of crisis, even cell phone lines may be unreliable (as in the case of a hurricane).
10. During an emergency, roads and parkways may be closed or impassable. You may be instructed by local authorities to remain in your house and therefore be unable to pick up your child from school.

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

NOTE: No refunds will be given due to closures related to inclement weather.

BIRTHDAY CELEBRATIONS

Children enjoy celebrating their birthdays at school. We welcome you to join us for a special celebration on your child's birthday. Parents should consult the classroom teachers to arrange a specific time and date to celebrate their *simcha* (celebration) in the classroom.

Since the Palm Beach County Health Department will not allow home-baked cakes and other goodies, all treats must be store-bought; the ingredient label needs to be legible.

Invitations to birthday parties outside of the school will only be distributed in children's backpacks when the entire class is invited.

CONFIDENTIALITY

All information relating to any incident that may occur is confidential, as we do not release names of children involved in any altercation, biting incident or other occurrence. If your child was involved in an incident, you will be notified verbally or in writing without mentioning the other child (ren)'s name(s).

PERSPECTIVES ON BITING

Only applicable for children 3 years old and older:

While biting is considered typical behavior for young children, it is detrimental to the safety and well-being of children in a school setting. Therefore, the Mandel JCC reserves the right to suspend a child who engages in repeated biting. Each individual case will be taken into consideration and the Mandel JCC Administration, with the best interest of the children in mind, will make the decision.

Addendum Biting Policy for children younger than 3 years old will be made available at the Parent Orientation and on the website.

DISMISSAL OF CHILD BY SCHOOL REQUEST POLICY

Dismissal will be at the discretion of the director in consultation with the leadership team and/or the school's psychologist and Mandel JCC leadership. A concerted effort will be made to consider possible ways the challenge can be overcome. If, however, dismissal of the child is the only option, the child's teacher will prepare the child and his friends for the departure in a supportive, non-judgmental manner, consistent with their ability to understand the situation.

Circumstances which would necessitate withdrawal include:

- Parent refusal to adhere to school policy
- A child who is not ready to enter a group situation at the present time
- Any other situation in which the child's attendance in our program is not in his or her best interest
- Failure to pay fees can also result in dismissal.

NONDISCRIMINATION POLICY

The Mandel Jewish Community Center of Palm Beaches Early Childhood Learning Center shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, political belief or marital status.

CLINICAL TEAM

Creating a preschool of excellence requires not only meeting the academic needs of our children, but responding to the social and emotional needs of the families we serve. To meet this goal, the Edward & Thelma Glantz Early Childhood Learning Center is pleased to be partnering with the Alpert Jewish Family & Children's Service to bring clinical consultation on site for our families. Through this partnership, the Mandel JCC has contracted the professional services of AJFCS mental health counselor, Sara Helfrich (LMHC).

Our goal is to facilitate each child reaching his or her potential through open dialogue. Toward that end there may be occasions that you are invited to join us to discuss certain behaviors or observations regarding your child. Similarly, we invite you to initiate such meetings to share information or concerns about your child that you feel might be valuable for our team. Typically, these meetings will include the parent or parents, teachers, director and consulting psychologist. The closer we work, and the more aligned are our goals and strategies, the more successful your child will be.

As our consulting psychologist, Sara is available to children, parents, and faculty alike. Part of her routine involves classroom observations and, as needed, consulting with teachers and parents to create individualized behavior plans.

To assist in the creation and implementation of behavioral strategies in the classroom, the Mandel JCC contracts services of professionals in the field of applied behavior analysis to complete the clinical team.

The presence of Sara on our campus will ensure a seamless connection to the many programs and services provided through Alpert Jewish Family & Children's Service. These services include but not limited to: therapy for adults, children, and families; psychiatric evaluation and medication for adults and children; psychoeducational evaluations (gifted testing and assessments for learning disabilities and ADHD; Mentoring 4 Kids; domestic abuse services, support groups; and senior services. Please do not hesitate to ask Sara questions or request a meeting for further information about any of these services.

LIST OF SUPPLIES NEEDED

1. Hanging Backpack. **Rolling backpacks will not be acceptable.** It is a matter of storage and safety. If you have already purchased a rolling backpack, now is the time to make the exchange to allow your child to get excited with the “new version.”
Please put your child’s name on it.
 2. Extra change of **labeled** clothes including: two underwear, socks, sneakers, shorts, shirt. Please place in a labeled zip-lock bag (to be left at school, in addition to the change of dry clothes on swimming days).
 3. Children who stay in the school after 1:00 pm are required to relax and rest without disturbing others. A crib fitted sheet and a favorite blanket is requested, and children might bring a small pillow, stuffed animal, or doll with them. Please be aware that the blanket & crib sheet need to fit into an 11” x 7” x 5” basket. The school provides the resting mats. Blankets and sheets will be sent home every Friday to be washed.
 4. * One (1) box of tissues
 5. * One (1) large box of wipes
 6. * Two (2) packs of flushable wipes (not for infants or toddlers)
 7. * One (1) Roll of paper towels
 8. One Swimsuit
 9. One Towel
 10. Sunscreen (to be left at camp labeled with name)
 11. Sneakers and Socks to be worn to camp every morning
 12. Change of dry clothes
 13. Plastic Bag
 14. Water shoes to be sent in your child’s backpack for swimming or water days. Teachers will change their shoes
 15. Hat or cap (for sun protection)
- * Please bring these items to the Open House or on the first day of camp.

Infants, Toddlers and 2’s (in addition to those items mentioned above): Bring in a package of diapers, and any other diapering necessities (cream, powder etc.). Bibs, pacifiers, and a favorite stuffed toy or “blankie.”

Other items may be requested by your child’s teacher.

Please put your child’s name on everything.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

For additional information, please visit www.myflorida.com/childcare or contact your local licensing office below:



CF/PI 175-24, 10/2007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.312(9), F.S.



Know Your Child Care Facility



Licensing Standards

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on ___/___/___

License Expires on ___/___/___

For more information regarding the compliance history of this child care provider, please visit: www.myflorida.com/childcare.

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25
- ✓ Maintain appropriate transportation vehicles (if transportation is provided).

- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.

Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of clutter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

Training Requirements

- ✓ 40-hour introductory child care training.
- ✓ 10-hour in-service training annually.
- ✓ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ✓ Director Credential for all facility directors.

Health Related Requirements

- ✓ Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping


























- ✓ Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Parent's Role









The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:

- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.

To report non-compliance with state licensing standards, please contact your local licensing office.

Weeks	Mon	Tue	Wed	Thu	Fri
	1 	2 	3 	4 Parent Orientation 6:00 pm—7:00 pm	5 
Week 1 Kef: Incredible Foam Dough 	June 8 First Day of Camp 	9	10 <i>The Daniel Show</i> Crazy Hair Day	11  	12 Shabbat 
Week 2 Kef: Stepping Stones 	15 	16 	17 <i>Mr. AI</i> Tie Dye Day	18 Worlds Largest Swim Lesson 3's & 4's 	19 Shabbat 
Week 3 Kef: Mini Volcano 	22 Bring your Stuffed Animal to Camp	23 	24 <i>Magical Moments</i> Wear Neon Colors	25 Volcano Explosion 	26 Shabbat 
Week 4 	29 	30 	July 1 <i>Ziggy The Clown</i>  Mix-Match Sock Day	2 Wear Red, White, Blue 	3 Camp Closed 

- Weekly specials such as gymnastics, cooking, weird science, kef, swimming, C.A.T.C.H., Israeli Dancing, and sports will continue throughout all 9 weeks of camp.
 - Calendar events are subject to change.

Weeks	Mon	Tue	Wed	Thu	Fri
Week 5 Kef: Sand Foam 	6 	7 WEIRD SCIENCE 	8 Fantastic Fire Truck & Water Carnival 	9 SUMMER SENSORY PLAY WIP UP SOME SAND FOAM Sand Foam 	Shabbat Shalom  
Week 6 Kef: Colored Ice Cubes 	13 Summer Fun 	14 RAINBOW WEEK 	15 Yeladim Carnival 	16 Getting Dirty MUD DAY! 	17 Jump Rope For Heart (3's & 4's) WEAR RED Shabbat Yeladim 
Week 7 Kef: Bubble Wrap 	20 Sports Pride Day Wear your sports team shirt 	21 	22 	23 	24 SHABBAT Just Do It 
Week 8 Kef: Watermelon Slime 	27 	28 	29 The Mr. Brian Show Crazy Hair Day 	30 Ooey Goey Day 	31 Shabbat 
Week 9 Kef: Glowing Playdough 	Aug. 3 	4 	5 Wear your favorite Costume Magical Moments 	6 End of Camp Dance Party 	8 Shabbat & Last Day of Camp 

- Weekly specials such as gymnastics, cooking, weird science, kef, swimming, C.A.T.C.H., Israeli Dancing, and sports will continue throughout all 9 weeks of camp.
- Calendar events are subject to change.