



## Barbara & Jack Kay Early Childhood Learning Center

### **ENROLLMENT PACKET CONTENTS**

The attached forms need to be completed & returned to school no later than Friday, May 15.

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
11. Lunch Order Form

**PLEASE MAIL THESE COMPLETED FORMS OR DROP THEM OFF TO:**

Mandel JCC  
Attention: Jeanne Moskowitz  
5221 Hood Road  
Palm Beach Gardens, FL 33418

**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
- Nut Free Zone
- Know Your Child's Daycare Flyer (required by our licensing agency, the Health Department)
- Carpool Procedures

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



**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



**Barbara & Jack Kay 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 Barbara & Jack Kay 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 Barbara & Jack 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**



## Barbara & Jack Kay Early Childhood Learning Center

### DISCIPLINE POLICY

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**

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**Parent/Guardian Signature**

**Date**



Barbara & Jack Kay 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:**

Lunches can contain meat or can contain dairy products; however both cannot be combined in the same lunchbox. Some examples are:

- |                |  |
|----------------|--|
| Acceptable     | Turkey sandwich and veggies<br>Cheese sandwich and yogurt<br>Tuna sandwich and yogurt            |
| Not Acceptable | Turkey and cheese sandwich<br>Turkey sandwich and a yogurt<br>Turkey sandwich and a cheese stick |

**Summer Camp is a Nut Free Zone!**

Pork and shellfish products are not acceptable.

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:

<b>P</b> - Parent provides	<b>C</b> - 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.

Veronica Maravankin  
Signature of Director

05/16/2015  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



Barbara & Jack Kay 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, journey binders 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 Kay 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 Kay 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](http://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**



**Barbara & Jack Kay 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



Barbara & Jack Kay 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.):

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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? \_\_\_\_\_  
\_\_\_\_\_

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.

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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.

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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**

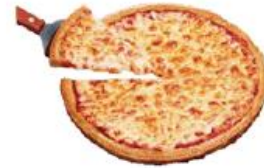
\_\_\_\_\_  
Individually and as Parent and/  
Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individually and as Parent and/  
Legal Guardian

\_\_\_\_\_  
Date

# CAMP YELADIM LUNCHES



Don't want to have to pack a lunch? No problem! Camp Shalom Yeladim will be using the Gourmet Deli House to cater lunches Wednesday, Thursday & Friday every week this summer! Water will be served with lunch. All proceeds go to the Camp Shalom Special Events Fund.

\$6/lunch prior to June 8. \$8/lunch after June 8.

## Wednesday

Pasta Day!

Choice of pasta (plain, butter, marinara or mac and cheese) with garlic knot, fruit cup and a string cheese

## Thursday

Quesadilla Day!

Cheese quesadilla with carrots, ranch dip and Gogurt

## Friday

Pizza Day!

Cheese pizza and ice cream  
(no pizza Week 4—Friday, July 3)

You may sign-up for 1, 2 or 3 days of lunches.  
Please be advised that the same day must be purchased for every week your child attends camp.  
All weeks must be prepaid in advance.  
Please complete the attached order form.





# CAMP YELADIM LUNCH ORDER FORM

\$6/lunch prior to June 8. \$8/lunch after June 8.

Camper Name: \_\_\_\_\_

Camper Unit: Yeladim

Week 1: June 8-12

Week 2: June 15-19

Week 3: June 22-26

Week 4: June 29-July 2

Week 5: July 6-10

Week 6: July 13-17

Week 7: July 20-24

Week 8: July 27-31

Week 9: August 3-9

Sign up my camper for the following Wednesday Pasta Day Lunches:

**Circle choice of pasta:** plain, butter, marinara or mac & cheese

Week 1     Week 2     Week 3     Week 4     Week 5

Week 6     Week 7     Week 8     Week 9

Sign up my camper for the following Thursday Quesadilla Day Lunches:

Week 1     Week 2     Week 3     Week 4     Week 5

Week 6     Week 7     Week 8     Week 9

Sign up my camper for the following Friday Pizza Day Lunches:

Week 1     Week 2     Week 3     Week 5

Week 6     Week 7     Week 8     Week 9

## PAYMENT:

Cash enclosed     Check # \_\_\_\_\_ enclosed     Charge my cc below:

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Total: \_\_\_\_\_

Signature: \_\_\_\_\_





**Barbara & Jack Kay Early Childhood Learning Center**

## **MARK YOUR CALENDAR**

**These events lead up to the first day of school:**

**Thursday, June 4<sup>th</sup> - 7:00 – 9:00 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 5<sup>th</sup> - 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.

2015/ 5774  
Yeladim (Preschool) Camp Calendar

Weeks	Mon	Tue	Wed	Thu	Fri
	1 	2	3	4 Parent Orientation 7:00 pm—9:00 pm	5 
Week 1	June 8 First Day of Camp 	9	10 Magical Moments Show & Going on a Mission Day 	11	12 Shabbat 
Week 2	15  	16 	17 The Daniel Show 	18 	19 Shabbat 
Week 3	22 	23 	24 The Mr. Al Show & Mud Day 	25 	26 Shabbat & Circus Show 
Week 4	29 	30	July 1 Fantastic Fire Truck & Water Carnival 	2 	3 Camp Closed 

\* Weekly specials such as gymnastics, cooking, swimming, sports and Israeli dance will continue throughout all 9 weeks of camp. Calendar events are subject to change.

2015 / 5774  
Yeladim (Preschool) Calendar

Weeks	Mon	Tue	Wed	Thu	Fri
<p>Week 5</p> <p>Camp Shalom מחנה שלום</p>	6	7	8 Ziggy the Clown Show & Crazy Art Day	9	10 Shabbat
					
<p>Week 6</p> 	13	14	15 Ooey Gooley Day	16	17 Shabbat
					
<p>Week 7</p> 	20	21	22 Maccabiah Games	23	24 Shabbat
					
<p>Week 8</p>	27	28	29 Magical Moments Show & Carnival	30	31 Shabbat
					
<p>Week 9</p> 	Aug. 3	4	5 The Mr. Brian Show & I-Spy Day	6	9 Shabbat & Last Day of Camp
					

\* Weekly specials such as gymnastics, cooking, swimming, sports and Israeli dance will continue throughout all 9 weeks of camp. Calendar events are subject to change.





## **Barbara & Jack Kay 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 or when carpool is over, your child will be sent to the after-care program and you will be charged \$15 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 \$15 per hour and will be due at pick-up time at the school office.

***\*Infants and Toddlers 3:00 pm Pick-up: Infant and toddler parents must park and walk in to pick-up their children.***

### **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 [Jeannem@jcconline.com](mailto:Jeannem@jcconline.com) or fax to 561-712-5290. 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**

**There is no carpool for AM arrivals. Kindly park your car in an appropriate spot and walk your child into his/her classroom.**

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

Children enrolled in the extended day program may drop off anytime from 7 .am. – 9 am 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.

*\*Infants and Toddler parents may drop off between 7:00 am – 9:00 am*

- **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.

- **Rainy Day Drop- Off: Between 8:45 am - 9:00 am ONLY**

In the event of heavy rain, preschool staff will be available for carpool drop-off between 8:45 and 9:05 am. Sign-in books will be brought to your car and a staff member will escort your child to his/her classroom. If you wish to drop off your child at carpool but still bring him/her into the classroom, your child will wait for you in the lobby while you park your car.

**Cars are not to be left unattended under any circumstances in the carpool line.**

Check for staff members standing at carpool line for rainy day drop-off.

**PICK-UP**

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

**2 YEAR OLDS TO PRE-K:**

**Half Day** – 12:30 pm pick-up is in the school's lobby. Kindly park your car and walk in to pick up your child.

**Full Day** – 4:00 pm pick-up.

Due to high volume traffic during camp car pool hours, 2, 3, and 4 year olds, as well as upper camp siblings, must be picked up in the car pool line, as parking is extremely limited.

**Carpool begins at 3:50 pm and continues until 4:10 pm. The carpool procedures are as follows:**

- Place sign on dashboard. It is color-coded for specific lane.
- Remain in your car and drive up to the lane in front of the preschool. Please wait in the line of cars. Do not cut in front of other cars or pull around other cars in line.
- Once your child is brought to your car, kindly help him/her into the car. **TEACHERS ARE NOT PERMITTED TO BUCKLE YOUR CHILD INTO THEIR CAR SEAT.**
- **FOR THE SAFETY OF YOUR CHILD, DO NOT TALK ON YOUR CELL PHONE WHILE IN THE CARPOOL LINE.** If you are on the phone, you'll be asked to keep driving and come back to the end of the line. Thank you for your cooperation.

**Extended Day:** 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. Infant and toddler parents must walk to the classroom to pick-up.

## **HEALTH AND ILLNESS POLICY**

It is important that all children at the school are healthy and free from infection. The following is the Barbara & Jack Kay 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 712-5252 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 \$25. You must contact the front desk of the Mandel JCC at 561-712-5000 and ask for Melissa Engelberg. She 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 with an ice pack.
- Please send a complete lunch including a drink.
- 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.
- If your child drinks water, there is no need to send one. We have cold filtered water in each classroom. 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.
- Lunches can contain meat or dairy products; however both cannot be combined in the same lunchbox.

Some examples are:

Acceptable

Turkey sandwich and veggies  
Cheese sandwich and yogurt  
Tuna sandwich and yogurt

Not Acceptable

Turkey and cheese sandwich  
Turkey sandwich and a yogurt  
Turkey sandwich and a cheese stick

- Pork and shellfish products are not acceptable.

**THE ENTIRE CAMP/SCHOOL IS NUT-FREE**

## Suggested Menus

The following is a list of suggested lunches to send from home. This is only a suggested food list.

### Main Course

Baba ganoush (eggplant spread)  
Bagel & cream cheese  
Bagel & butter  
Cereal & milk  
Cheese or vegetable pizza  
Cold cut sandwich: chicken, turkey or beef with NO cheese. NO PORK.  
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  
Jelly sandwich  
Fluff sandwich  
Rice: white or brown  
Tuna fish or tuna melt sandwich  
Veggie melt  
Vegetarian soup  
Yogurt & fruit

### Salads

Egg salad  
Salmon salad  
Tossed salad  
Tuna salad

### Vegetables

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

### Fruit and snacks

Apple  
Banana  
Blueberries  
Cantaloupe  
Grapefruit  
Grapes  
Honeydew  
Kiwi  
Mango  
Orange  
Pear  
Pineapple  
Strawberries  
Watermelon

Apples & Yogurt  
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

## **EMERGENCY POLICY FOR INCLEMENT WEATHER**

Under severe weather conditions (i.e. hurricanes or storms), please follow these rules regarding whether the Barbara & Jack Kay 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 **712-5252** 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 Barbara & Jack Kay 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 licensed psychologist, Iris Kiner, Psy.D.

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, Dr. Kiner 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 Dr. Kiner 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 Dr. Kiner 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. **NUT FREE** lunch in an insulated lunch box with an ice pack.
  3. 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).
  4. Children who stay in the school after 12:30 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. **Please label all belongings.**
  5. \* One (1) box of tissues
  6. \* One (1) large box of wipes
  7. \* Two (2) packs of flushable wipes (not for infants or toddlers)
  8. \* One (1) Roll of paper towels
  9. One Swimsuit
  10. One Towel
  11. Sunscreen (to be left at camp labeled with name)
  12. Sneakers and Socks to be worn to camp every morning
  13. Change of dry clothes
  14. Plastic Bag
  15. Water shoes to be sent in your child’s backpack for swimming or water days. Teachers will change their shoes
  16. 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.**



## **CAMP SHALOM IS** **A NUT FREE ZONE**

Safety is Camp Shalom's top priority! In order to keep all campers safe, **Camp Shalom is a Nut Free Zone**. Please do not send nut products of any kind to camp for snack or lunch with your child. This includes peanut butter, almond butter, Nutella, soy butter and any protein or granola bars that have nuts. Peanut butter and soy butter look alike; therefore we ask that you please label the sandwich container if you send soy butter or other substitute in your child's lunch.

We realize this may be a challenge at first, but thank you so much for helping to keep all campers safe at Camp Shalom. Please understand that for some children this can be a matter of life or death.

Lunches can contain meat or can contain dairy products; however both cannot be combined in the same lunchbox. Some examples are:

- |                |  |
|----------------|--|
| Acceptable     | Turkey sandwich and veggies<br>Cheese sandwich and yogurt<br>Tuna sandwich and yogurt            |
| Not Acceptable | Turkey and cheese sandwich<br>Turkey sandwich and a yogurt<br>Turkey sandwich and a cheese stick |

Pork and shellfish products are not acceptable.

If you have any questions regarding the **Nut Free Zone** please contact Jeanne Moskowitz at 561-712-5252 or at [JeanneM@jcconline.com](mailto:JeanneM@jcconline.com).

## 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 1-800-862-2873.

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



## Know Your Child Care Facility



CFPI 176-24, 10/2007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.312(5), F.S.

## 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](http://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 litter 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.



## **CAMP YELADIM CARPOOL PROCEDURES** **MORNING CARPOOL PROCEDURES**

Drive onto the campus and drive straight to the preschool parking lot. Park your car and walk your child to his/her classroom. This applies to any time you drop off your child for camp. You will need to sign the attendance book located at the front desk.

Parents dropping off a Yeladim camper who also have an Upper Camp camper will first proceed through the Upper Camp car pool line as specified in the car pool instructions for Upper Camp. After dropping off your Upper Camp child, you will proceed to the preschool parking lot. You will park your car and walk your Yeladim child to his/her classroom.

## **AFTERNOON CARPOOL PROCEDURES**

At the Camp Shalom Open House each family will be given a carpool sign. This sign is to be placed visibly on the dashboard of your vehicle during pick-up. If you are not able to attend the Open House you will be given your sign during pick-up on the first day your child starts camp. We will give each family 3 copies of your sign.

Carpool will begin at 3:50 pm and end at 4:15 pm. As you pull up to the car loop, your child(ren) will be brought to your car. Since Yeladim parents must sign their child in and out each day, the sign out book will be brought to your car for your signature. You must stay in your vehicle at all times to ensure the safety of our campers and staff and to help expedite the pick-up process (the only exception is to fasten your child into their car or booster seat). No vehicle is to be left unattended at any time. For safety and liability reasons, staff cannot fasten children into car seats or booster seats.

### **The pick-up carpool procedure is as follows:**

Upon entering the campus make an immediate right and drive to the first stop sign. Turn left and then an immediate left to travel back through the JCC parking lot. This will be the Yeladim carpool line.

Parents picking up Yeladim (preschool) children who have siblings in Upper Camp: your Upper Camp child(ren) will be brought by camp staff to the preschool so that they can be dismissed together with your Yeladim camper. Again, attendants will be in the lot to direct traffic and assist you.

If you need to pick-up your child prior to carpool, you must do so before 3:30 pm.

**Parking Will Not Be Accessible During Carpool.**

**Reminders:**

- **Absolutely No Cell Phone Use While in the Carpool Line**
- **The carpool procedures have been implemented for the safety of your children and our staff. We ask you to please be patient and allow some time for any adjustments that might be necessary. Please follow the directions of the staff in the parking lot.**



## **CAMP YELADIM CARPOOL PROCEDURES**

### **FOR INFANTS & TODDLERS**

#### **MORNING DROP OFF**

Drive onto the campus and proceed straight to the preschool parking lot. Park your car and walk your child to his/her classroom. You will need to sign the attendance book located at the front desk.

#### **AFTERNOON PICK-UP**

Drive onto campus and proceed straight to the preschool parking lot. Park your car and walk in to pick up your child from his/her classroom.

**NOTE:** Camp dismissal for both preschool camp and upper camp begins at 3:50 pm each afternoon and lasts until approximately 4:15 pm. Parking is extremely limited and the preschool lot will be very congested. Should you need to pick-up your child early from school, we highly suggest you arrive before 3:30 pm or after 4:15 pm to avoid the car pool traffic.

If you must pick-up during the car pool time frame (3:50 pm – 4:15 pm) please place the **\*\*Green Infant/Toddler carpool sign** on your dashboard and proceed onto campus and straight to the preschool parking lot. If you are able to find a parking spot as soon as you arrive on campus, we suggest you park and walk to the preschool entrance. **PLEASE BE AWARE THAT YOU WILL BE DRIVING AGAINST THE FLOW OF TRAFFIC DURING THIS TIME FRAME AND YOU MUST USE EXTREME CAUTION.**

**\*\* Infant and Toddler families will receive a green Infant/Toddler sign to be placed in your dashboard during pick up. This sign indicates to parking lot attendants that you may drive straight to the preschool parking lot, bypassing the afternoon car pool pick up lanes. Please be sure to have the sign visible on your dashboard.**