

EARLY LEARNING CENTER

Temple Israel
200 State Street
Portsmouth, New Hampshire 03801
www.templeisraelnh.org
603-436-5301, ext. 23

2018-2019 PARENT HANDBOOK

Tammy Labonte
Director/Lead Teacher

Elian Tackeff
Assistant Teacher

Rabbi Ira Korinow
Spiritual Leader

A Jewish Early Childhood Preschool
Welcoming Children of all Faiths

Licensed by the State of New Hampshire

Philosophy

The philosophy of the Early Learning Center is to develop the complete child: socially, emotionally, spiritually and physically, in a learning community that provides a sense of belonging, so that each child can reach his or her full potential.

Mission Statement

The Early Learning Center promotes creative play, fosters academic growth and invites parental involvement. We provide a nurturing and stimulating environment, with hands-on experiences that are meaningful, purposeful and developmentally appropriate. Jewish values and concepts are integrated into everyday activities and Jewish holidays are woven into the curriculum. We welcome diversity and children of all faiths.

To accomplish our mission we provide:

- Small group size
- Low student/teacher ratio
- Experienced, degreed, First Aid and CPR-certified staff
- A curriculum anchored in inquiry and exploration
- Developmentally appropriate activities and materials, balancing Judaic and secular content
- Field trips in historic downtown Portsmouth

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Contact Information

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Elian Tackeff Assistant Teacher	603-436-5301, ext 23 603-969-2984 (cell)	EGT9@aol.com
Rabbi Ira Korinow Spiritual Leader	603-436-5301, ext.12	
Seth Wizwer VP Education		swizwer@gmail.com
Heather Tomlinson Administrative Director	603-436-5301, ext.10	templeoffice@templeisraelnh.org

Policies and Procedures

Age:

A child must be 2 years, 9 months no later than September 1 of the new school year to be enrolled. Mid year enrollments will be evaluated on a per case basis. All children must be completely toilet trained prior to their first day of school. As per New Hampshire Childcare Licensing Rules, **pull-ups and diapers are not allowed.**

Allergies:

Parents of a child with allergies must fill out an **Emergency Health Care Plan** for staff to follow in case of an emergency.

If your child has a prescription for an Epi-Pen, it must be in the original container with the prescription attached.

Attendance:

Parents are requested to phone the school at 436-5301, ext. 23, or phone or text the Director at 603-475-3101 prior to 8:30 a.m. if their child will be late or absent. We will contact the parents by 9:30 if we have not heard from them.

Birthdays:

We would like to honor your child's birthday. Please have your child bring in photos depicting each year of their life. You are welcome to bring a healthy snack for the class on your child's birthday.

Cancellations:

If Portsmouth Public Schools are cancelled due to inclement weather, we will be closed. If Portsmouth schools have a delayed opening, we will also be closed.

Information on school cancellations can be found on channel 9 and on the web at www.wmur.com/weather/closings. An email and/or text will also be sent informing families of a school closing.

Discipline and Dismissal:

In order for young children to have a successful early learning experience they must be able to exercise self-control, cooperation and decision-making. Positive interactions in a preschool classroom promote an environment that is joyful and equitable to all.

Our classroom management strategies include consistent classroom rules, praise for appropriate behavior and a stimulating curriculum that promotes autonomy and self-direction.

When a child exhibits inappropriate behaviors on a repeated basis, the following steps will be taken:

- A verbal warning to the child
- Note or phone call to the parent
- Parent/Teacher conference (phone or in person)
- Suspension from school (1-2 days).

If the behaviors continue, compromise the safety of the class as a whole, and require intervention and/or expertise beyond the qualifications of our staff, we reserve the right to dismiss this child from the program. Tuition will be pro-rated and refunded accordingly.

Dress:

Please have your child wear clothes appropriate for active play, as well as for easy removal when using the toilet. Please bring indoor shoes that will be kept at school for the year. Also, please bring 2 extra sets of clothing (including underwear). All clothing must be labeled.

Drop Off and Pick Up:

School begins at 8:45 a.m. Please arrive at the classroom no earlier than 8:35 a.m. and encourage your child to independently hang up coats and backpacks, and to put their snack and lunch in the designated bins. Please wait in the Temple lobby for your child at the end of the day, and we will meet you there at 1:00 p.m.

Please provide in writing (the notebook above the cubbies) any change in the routine dismissal of your child, granting permission for them to go home with another parent, relative or sitter.

The Temple is often a busy place during dismissal and appropriate behavior is required of the students and their siblings during dismissal.

Emergency Evacuation:

In case of an **incident at Temple Israel** that would require evacuation of the building for an extended period of time, the children and teachers will seek shelter at **South Church, 292 State Street, Portsmouth, NH**. Parents will then be notified and may pick up their children.

In the case of a **major emergency** (such as flood, hurricane, tornado, toxic chemical spill, or an incident at Seabrook Station), parents will be notified immediately, and will be advised to **pick up their child at school**.

In the event that the child cannot be picked up at school, the child and teachers will be bussed to **Rochester Middle School, Rochester, NH**. This is the designated Reception Center for the city of Portsmouth. Information will be broadcast on **97.5 FM, the Emergency Alert System Radio Station**.

Forms:

A current **Health Form** (including an immunization record) and an **Emergency Contact Form** must be on file for your child to be admitted to school.

Health:

Please do not send your child to school if your child has a cold or is in the early stages of one. If your child has been out sick, he or she **must be fever free for 24 hours** before returning. If your child has had the stomach flu and vomiting, he or she **must be free of symptoms for 48 hours** before returning. If your child becomes ill during the day, we will contact you immediately so that you can take your child home.

Medication:

As per New Hampshire Childcare Licensing rules, all prescription medication must be in its original container with the prescription label having the following information: child's name, medication name, strength, the prescribed dose and method of administration. Parents must provide written permission allowing staff to administer medication, (this includes non-prescription medication as well, i.e. children's Tylenol, Calamine lotion, etc.).

Parent Conferences/Communication:

Formal parent conferences are scheduled in January and May. However, you are welcome to schedule a conference any time during the year should concerns or questions arise. In addition, please let us know when changes occur in your home environment that may affect the emotional well being of your child. All information will be kept confidential.

Snack and Lunch:

Your child will need **two** separate containers for lunch and snack, one to hold the contents for snack and the other to hold the contents for lunch. All food items must be **dairy or vegetarian**. All packaged items must be **kosher**. Please pack a variety of healthy food items, as well as a **water bottle**.

Registration and Payment:

Registration forms for returning students and their siblings will be sent out in late February, due **March 15th** along with a **\$100 non-refundable deposit**. The \$100 deposit will be applied towards tuition. After this date, registration will be open to new families.

Temple Israel's Administrative Director will send tuition billing in **July** and payment must be paid in full by **August 15th**, or an **approved payment plan must be in place**.

Toilet Training:

All children must be **completely toilet trained** prior to the first day of school. As per New Hampshire Childcare Licensing rules, **pull-ups and diapers are not allowed**. Occasional accidents do occur, and we make provisions for these. However, if staff deems the child is not completely toilet trained, they will be asked to leave the program until they are trained.

Verification/Acknowledgement of Receipt:

By signing below, I acknowledge that I have read and understand the contents of this handbook and agree to abide by the policies and procedures set forth in this document.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date