

**BETH EMETH EARLY
CHILDHOOD CENTER
PARENT HANDBOOK
2011 – 2012**

Rev 11/2011

Welcome to Beth Emeth Early Childhood Center (BEECC). Our school staff and program offer a warm, nurturing, Jewish environment in which your child can learn, play, and interact with peers. Established in 1990, BEECC is an integral part of Congregation Beth Emeth (CBE). Our school offers small classes led by professional teachers and experienced assistant teachers.

Good communication with you, the parents of our students, is important to our staff and administration. Please read this Handbook for an overview of the school policies and programs. If you have questions or concerns--now or later--please contact your child's teacher, or the BEECC Director. The CBE phone number is (703) 860-4515. The extension for the BEECC Director is 115, and for the BEECC Administrative Assistant, the extension is 114.

SCHOOL PHILOSOPHY AND GOALS

Beth Emeth Early Childhood Center offers small classes in a stimulating and loving environment. It provides the atmosphere, facilities and the professionalism that give preschoolers a foundation in secular and Jewish education. Our teachers seek to ease the separation process that occurs as young children leave their parents, often for the first time. The foundation for all our activities is to build the children's self-esteem as they learn the responsibilities and rewards of group membership. Our program always strives to be in keeping with, and sensitive to, the needs and limits of the children.

The program fosters the natural curiosity of each child, while challenging his or her intellectual, physical and social abilities. The curriculum meets the developmental needs of the individual child. It provides a wide range of experiences, including the use of art materials, music appreciation, movement and dance, storytelling, cooking, field trips, and discovery in nature and science. Jewish customs, traditions, holidays and the Hebrew language provide a rich and enthusiastic introduction of Judaism to the preschoolers at BEECC. Our school follows a Jewish curriculum based upon the conservative principles of the United Synagogue of Conservative Judaism. We hope to inspire the children with good feelings about themselves and others.

LICENSURE

Under Section 63.1 – 196.3 of the Code of Virginia, which exempts child day centers operated under the auspices of a religious institution, BEECC is exempt from licensure. In order to maintain this exemption, we comply with filing the annual documentation with the Virginia Department of Social Services. The manual containing all Virginia codes and requirements is maintained in the School Office.

STAFF

Our staff's goal is to provide a happy and productive nursery school experience for your child. The staff consists of a Director, an Administrative Assistant, and a head teacher and an assistant teacher for each classroom. Teachers are required to have a Bachelor's degree, or equivalent experience. Assistant teachers must be at least 18 years of age, and must have at least two years experience in childcare. We also provide and support ongoing training of staff members to maintain quality education. Our staff is certified by a physician annually to be free from any disability that would prevent them from caring for children. These records are maintained in the School Office.

FACILITIES

Congregation Beth Emeth is located at 12523 Lawyers Road in Herndon, Virginia. It is a one-story physical plant of approximately 21,000 square feet. The original structure was completed in 1988, and the addition was completed in 1997. Our school uses twelve permanent classrooms, and the Flex Space for music and exercise. We also use these multi-purpose areas on inclement weather days for gross motor activities, and we have an outdoor fenced-in playground area. We are limited to a combined total maximum daily enrollment of one hundred children. All areas of the premises that are accessible to the children are free of obvious injury hazards. There is cushioning material under the playground equipment, replaced as necessary.

SECURITY

Congregation Beth Emeth is equipped with an electronic security system. This system includes cameras and an intercom system, which are located at the four primary entrances of the synagogue – the front entrance, the school entrance, the playground, and the back kitchen entrance. When BEECC is in session, all doors are locked. To gain entry to the building, please push the intercom button next to any of the primary entrances. When asked, please identify yourself with both your first and last names.

ENROLLMENT

Enrollment is open to all children, regardless of race, religion, or ethnic background. BEECC will not discriminate against children with special needs where reasonable accommodation can be made without undue hardship on the school. The CBE Board of Directors, or its designee, will make enrollment decisions in accordance with the policies and procedures contained within the special needs section of the BEECC Policy Manual. In order to make an informed

decision, information may be requested from you, your child's physician, and the BEECC Director. Your child's right to privacy will be respected, and personnel will be advised of your child's circumstances on a need-to-know basis.

The school has two-day, three-day, four-day and five-day classes, which are generally grouped by age. All children must be age appropriate by September 30.

No more than 5 children between the ages of 2 and 2 ½ may be present in the school at any one time. As each student turns 2 ½, another student between the ages of 2 and 2 ½ may join the class, until the maximum number of students is reached.

If your child has been accepted to BEECC but is unable to attend at the start of the school year, you may guarantee his/her placement by making full payment for months not in attendance. For children who will be unable to attend because they do not meet the age requirement, you will not be required to pay tuition until your child begins school.

Congregation Beth Emeth (CBE) members in good standing (as defined by the CBE Board of Directors) are given priority for registration during the month of February. The order of preference for enrollment and class placement is as follows:

- 1) Returning CBE member students
- 2) Siblings of present CBE member students
- 3) Siblings of alumni CBE member students
- 4) Other CBE member students
- 5) Returning non-CBE member students
- 6) Siblings of returning non-member students
- 7) Siblings of non-member alumni students
- 8) Others

Students who have completed at least one full year at BEECC regardless of class level are considered alumni. Returning students are those who are enrolled in BEECC at the time of registration.

Registration starts on February 1 for classes beginning the following September. All applications that are postmarked on or before February 1 will bear the receipt date of February 1. During February, acceptance into BEECC is based on a first-come-first-served basis within each priority category. If waiting lists must be generated during the month of February, a separate waiting list for each priority category will be maintained. Openings will be filled from names on waiting lists in sequential order.

Acceptance into BEECC and waiting lists for all other applications received on or after March 1 will be handled on a first-come basis regardless of CBE membership. An acceptance letter will be mailed to you in March.

Upon acceptance, you must submit the following forms and payments to BEECC:

By June 1:

- 1) A signed and completed copy of the Parent-School Contract
- 2) First Tuition Payment
- 3) The Building Fund Fee (if non-members of CBE)
- 4) The Program Fee

By First Day of School:

- 1) School Entrance Health Form
- 2) Emergency Information and Release Form
- 3) Personal Information Form
- 4) Authorizations Form
- 5) Proof of Identity and Age (Initial BEECC registration only)
- 6) Food Allergy Action Plan (if applicable)

No child will be allowed to attend BEECC until all his/her documentation has been received.

Class Placement We will not honor personal requests for a child to be placed with a specific teacher or other student.

TUITION AND OTHER FEES

A registration fee of \$80 for each child must accompany each application and is non-refundable.

Tuition is charged on a school year basis; however, payments may be made in annual, bi-monthly, or monthly installments. Ten percent of the annual tuition is non-refundable. The first payment is due by June 1, the second payment by September 15, and the last payment by May 15. Payments are due on the fifteenth of the month. A late fee of \$15 per month is charged for tuition payments made after the 25th of the month. A fee of \$25 is charged for each check returned by the bank for any reason. All BEECC payment checks, including electronic ones, should be made payable to BEECC (Beth Emeth Early Childhood Center).

In the event that payments are 2 months in arrears, your child will be suspended from BEECC for one week. If payment in full (including all late fees) is not made during this time, your child will be expelled from BEECC.

The BEECC Families-In-Crisis Fund was established in 2004. It is funded solely by donations, and is designed to provide limited tuition assistance to BEECC families during times of extreme hardship, such as the loss of a spouse or

unemployment. It is your responsibility to inform the BEECC Director of such difficulties promptly. Applications to the BEECC Families-In-Crisis Fund may be made at any time during the school year. The CBE Treasurer, the CBE Executive Director, and the BEECC Director will make the approval for tuition assistance.

A 5% tuition discount is given for subsequent children attending BEECC at the same time.

If your CBE membership status changes during the year, the adjusted tuition rates become effective the following month. If tuition has been paid in full for the year, the difference in tuition between member and non-member rates will be reimbursed to the parents, or paid to BEECC, based on the change in membership status. As stated in the Parent-School Contract, it is the responsibility of the parents to inform the BEECC Administrative Assistant of a change in membership status.

Building Maintenance Fees Non-member families of Congregation Beth Emeth must pay an annual building maintenance fee of \$200, which is non-refundable and must accompany the first tuition payment. Non-congregants with two or more children enrolled in BEECC will pay one building maintenance fee. If your membership status changes during the school year, this fee will be pro-rated.

Program Fee Parents must pay an annual program fee for each child based on their class enrollment, which is non-refundable and must accompany the first tuition payment.

Late Pick-up Fees A staff member is responsible for your child until you, or your caregiver, arrive. For every five minutes past 1:20 P.M. you, or your caregiver, fail to arrive, you will be charged a late pick-up fee of \$5.00. The fee is to be paid at the time of pick-up to the staff person in charge.

WITHDRAWALS, SUSPENSIONS AND EXPULSIONS

In the event that a child is withdrawn from BEECC, tuition payments are expected for the term of the contract. You must give BEECC written notification by completing the BEECC Student Withdrawal Notification Form. If, however, BEECC is able to fill the opening created by withdrawal, you will be notified in writing and released from the remaining tuition installments.

In order to reserve your child's place during a period of extended absence, tuition must be paid in full during this time.

If your family moves and is no longer within a reasonable commuting distance, as determined by BEECC, after giving BEECC 30 days written notice of the

withdrawal of your child, you will not be responsible for the tuition period following the date of withdrawal.

The decision to suspend or expel a child is made by the BEECC Director, except in the case of non-payment of tuition. The President, the Treasurer, and the Executive Director of CBE make the decision pertaining to tuition issues. You may appeal an expulsion decision, for reasons other than non-payment of tuition, to the BEECC Committee. If your child is expelled and the contract terminated, you will not be responsible for remaining tuition payments, but you will be responsible for any unpaid tuition through the date of expulsion.

ORIENTATION AND BACK-TO-SCHOOL NIGHT

In August, a welcome letter from the Director, along with the annual BEECC calendar, will be sent to you. Then, in September before school begins, you and your child will meet with the teacher in the classroom. You will receive a school roster at this time. Children are more comfortable on the first day of school when they already have met their teachers and explored their classroom a bit. Your child's teacher will contact you at the end of the summer to arrange a mutually convenient time for this individual visit.

You are encouraged to attend our annual Back-to-School Night near the start of the school year, so that you can see the school, meet the staff and other parents. You will also hear from your child's teacher about the program.

CALENDAR

BEECC follows the Fairfax County Public Schools calendar for most federal holiday closings. In addition, school is closed on the following Jewish holidays: erev Rosh Hashanah, Rosh Hashanah, erev Yom Kippur, Yom Kippur, the first and last two days of Sukkot, Simchat Torah, the first and last two days of Passover, and Shavuot. Please refer to the annual school calendar for a specific list of school closings.

Since BEECC is a Conservative Jewish pre-school, we do not celebrate holidays such as Halloween or Valentine's Day, which originally commemorated Christian saints. Parents and students are prohibited from distributing items related to these days, such as candy or cards, on school grounds.

SCHOOL CLOTHES, PERSONAL PROPERTY AND BAGS

Dress your child in comfortable, washable play clothes for school. Each day, send your child to school with a school bag or knapsack. This school bag will be used to carry home art projects and notes to parents. Rubber-soled shoes (as opposed to hard soles) are preferred. Please do not send your child to school in open-toed shoes or sandals. Since the children go outside all year, appropriate outerwear should be worn. Please be sure all clothing is marked with your child's name. On the first day of school, parents must send a labeled Ziploc bag containing a complete change of clothing (shirt, pants, underpants, and socks) that will remain at school for emergency use. Please remember to restock the bag when soiled clothes are returned to you.

Children should not be sent to school with valuable items, or in clothing that is special and cannot be dirtied. BEECC staff members make every effort to ensure that children are sent home in the same state in which they arrived, but this is not always possible. BEECC is not responsible for any lost personal items (clothing, jewelry, toys, etc.).

No play weapons (toy guns, water guns, swords, etc.) will be allowed at BEECC. BEECC staff members have the discretion to ban certain toys deemed inappropriate for a safe learning environment.

Parents are not allowed to distribute material in backpacks that promotes business for personal profit. Material must be related to BEECC, Congregation Beth Emeth, or an accredited or established Jewish institution.

ARRIVALS, DEPARTURES AND CAR POOLS

Morning drop-off begins promptly at 9:15 A.M. Parents/caregivers may use the designated carpool lane or may walk their child(ren) to the school entrance. The student(s) will be met at the entrance by a teacher or an aide and escorted into the building. If they wish, parents/caregivers may accompany their child(ren) to the classroom.

Due to traffic and safety issues, parents walking their children to the door must arrive prior to the doors opening at 9:15 A.M. After 9:15, children may not use the crosswalk while the carpool line is in session. The only exception to this is for parents walking in with toddlers for the Budding BEECCer classes. If a parent arrives after 9:15 and wishes to walk their child to the door, they must wait until the carpool line is completed for the morning (usually around 9:30 A.M.).

The procedures for the carpool line are as follows: The first car in line should pull up along the white curb line in front of the school entrance, only as far as the crosswalk. Stopping along the yellow curb line is prohibited, as this is the building's fire lane. Parents/caregivers and students are to wait in their cars for a teacher or an aide to escort the student(s) into the building. Cars should be put in "park" and the parking brake should be engaged while waiting in line. Once the students have safely exited the cars, drivers may slowly move forward to the parking lot exit, being careful of adults and children crossing in the crosswalk. The teachers or aides will take children from the first four or five cars in line that are parked along the white curb area. Children should not be unloaded before their car has reached the curb. When using the carpool lane for drop-off, drivers must remain in their cars at all times. Drivers may not pull around cars that are in front of them in line.

Umbrellas should not be used by children during the drop-off process.

For late arrivals, parents/caregivers must park in the parking lot and escort students to the office.

Afternoon dismissal Parents/caregivers are asked to wait in the lobby of the synagogue if they arrive prior to 1:10pm. At 1:10pm the doors to the school wing will be open and parents can proceed to their child's classroom for pick-up.

Note – For children attending the BEECC Adventures after school programs, parents may proceed directly to their child's classroom.

During the first few weeks of school, until the staff is familiar with parents and caregivers, personal photo identification will be requested through verification with the list of approved drivers submitted by parents at the start of the school year. This procedure is performed to ensure the safety and security of the children. Personal photo identification will be checked any time an unfamiliar driver arrives to pick up a child.

If a child is to go home with someone other than the regular driver, the child's parent must send a written note to school on that day. If a child is going home with another BEECC student, parents of both students must send written permission. No student will be released to an unauthorized driver.

Drivers are responsible for the installation of car seats and restraining children in their vehicles.

Early Pick-up If you or your caregiver is picking up your child early from school, you must sign your child out in the BEECC office. Your child will be released only to an authorized driver.

Carpools Before the first day of classes, the BEECC Administrative Assistant will distribute a school roster, listing all students' names, parents' names, addresses,

telephone numbers and e-mail addresses. Parents who wish to form carpools may use this list. Teachers must be informed of all carpool arrangements. If you do not wish your phone number and/or e-mail address to be published, you must inform the BEECC Administrative Assistant in writing by June 1.

Note: The BEECC school roster is distributed for personal use only. It may not be used for business or solicitation purposes.

HEALTH

Records Your child's health form (Commonwealth of Virginia School Entrance Health Form) must be completed and signed by the child's doctor and returned to the school by September 1. The physician must have completed the health form no earlier than 90 days prior to your child's initial admission to BEECC. You must submit update immunization records each year thereafter. We ensure that all children at BEECC are in compliance with the provisions of Commonwealth of Virginia code 32.1-46 regarding the immunization of children against certain diseases. In accordance with Virginia law, no child will be permitted to attend school without this form on file. In addition, you must complete, submit, and keep current the Emergency Information and Release Form, Personal Information Form, and Authorizations Form, which are also kept on file at school.

You are also required to provide proof of your child's identity and age. Proof may include a certified copy of your child's birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, or passport. This proof is required only for initial admission into BEECC and not for each subsequent year. It must be submitted on or before the first day of class for your child.

Illness It is our desire to provide a healthy and safe environment for students at BEECC. We ask for your cooperation, good judgment, and consideration of the other children and their families when deciding if your child is well enough to attend school. Unless a physician's note states otherwise, your child should remain home from school, BEECC PA and synagogue functions until symptom-free for twenty-four hours after the following:

- a. heavy nasal discharge, frequent sneezing, and/or coughing (unrelated to allergic rhinitis) that is accompanied by a change in his usual behavior and/or other symptoms of illness
- b. fever
- c. vomiting
- d. diarrhea
- e. conjunctivitis (pinkeye), on antibiotics for 24 hours and symptom free
- f. skin rash with fever or other symptoms of illness
- g. strep throat (until 24 hours after treatment, and without fever)
- h. mouth sores

- i. impetigo (until 24 hours after treatment)
- j. varicella (chicken pox) until all lesions are dried and crusted

In the event that your child has head lice, you should notify the school so that other children in the class may be checked. When a case of head lice is suspected while your child is at school (i.e. he is frequently scratching his head), the teacher will perform a scalp check, and notify you if an infestation is visible. A note will be sent home to the parents of all the children in a class with a confirmed case of head lice, so that each student may be checked as well.

If your child is diagnosed with head lice, he must be treated prior to returning to school. We ask that you reassess your child 10-14 days following his initial treatment. A variety of treatments are available. Please discuss these options with your child's physician.

You should call the school no later than 9:30 A.M. if your child will be absent.

If your child has symptoms of illness while at school, the teacher will call you to pick up your child. If neither parent can be reached, we will call the local emergency person listed on the emergency form will be contacted. For the sake of your child's comfort, please respond promptly. Ill children must be picked up promptly.

You must notify the school if your child contracts an infectious disease (e.g., strep virus, chicken pox, "pink eye"). Notification of an infectious disease will be made to other students in the same age group, without disclosing the name of the child infected.

Staff members do not routinely administer medications. Special circumstances must be addressed to the Director. In the event your a child must take medication during school hours, you must complete and submit the Authorization for Medication Form, which is located at the back of the Handbook. The medication must be in its original container with your child's name on it. A teacher will administer the medication.

For more information on infectious and communicable diseases, please refer to the CBE Guidelines in Appendix A.

ACCIDENT AND INCIDENT REPORTS

Incidents demonstrating inappropriate behavior, as well as accidents, will be documented on an Incident or Injury Report Form. A copy will be sent to the parents of all children involved. You will receive this report in your child's backpack the day of the accident/incident. A second copy of the report will be

kept in your child (ren)'s file(s) at school.

FOOD

Lunches Each child must bring a dairy (non-meat, non-poultry, or pareve) lunch and drink to school that does not require refrigeration or heating. Please keep in mind that products made with animal shortening are not acceptable. Soy products that have the appearance of meat, i.e chicken nuggets, hot dogs, etc. may not be brought to BEECC, even for personal consumption. Some suggestions for lunches include the following: fish (except shellfish), yogurt, hard-boiled eggs, pasta, and cheese. To help keep lunches cold, parents may put a cold pack (labeled with the child's name) in the lunch box. This also applies to any food, snack or lunch, consumed off property at a BEECC sanctioned function during school hours, i.e. field trips.

Snacks The school will provide a daily morning snack that is dairy or pareve. Snacks will also be nut-free. CBE makes a good fair effort to purchase products that represent themselves as nut-free. However, CBE bears no responsibility or liability for the claims of these products. The Snacks Section of the Authorizations Form, which either gives BEECC permission to provide snack, or states that you will provide snack for your child, must be returned to school no later than the first day of classes each year.

Challah will be provided for Shabbat Kiddush at snack time. Also, special snacks will be incorporated into the classroom curriculum whenever appropriate (e.g. hamentaschen for Purim).

We appreciate your desire to send homemade goodies; however, the synagogue kashrut policy prohibits bringing in food for general consumption that has been made in private kitchens, even kosher ones. To celebrate your child's birthday, a special snack provided by BEECC will be distributed to your child's class.

During Passover, no food shall be brought into the school. When school is in session during Passover, school will be dismissed one hour early (which is prior to lunch).

ALLERGIES AND SPECIAL DIETARY NEEDS

Parents of children with any serious allergies and/or special dietary needs must notify the BEECC Director via the Personal Information Form. Parents of a child with a severe food allergy must complete Food Allergy Action Plan Form, and provide a photograph to be kept with that form. If applicable, parents must also complete the Epi-Pen Authorization form. This will inform the teachers and administrators of the appropriate response in the event of a reaction by your

child during school hours. This form must be completed prior to the first day of school. One copy will be kept in the school office; another copy will be kept in the child's classroom.

An allergy list, recording all children with food allergies enrolled in BEECC with their respective allergies, will be posted in each classroom. Children with special dietary needs (allergies or sensitivities) may elect via the Snack Section of the Authorizations Form to bring their own snack to school. Parents may leave a supply of these snacks with the teacher to ensure availability when needed. Parents will be informed when this supply needs to be replenished.

Parents of children with allergies or sensitivities will be notified in advance of any special "party" or celebration so they can provide appropriate treats for their child.

Food allergy identification and forms Children with severe, life-threatening allergies will be identified early in the application process. Parents will sign a waiver releasing BEECC/CBE and staff from any liability, should their child experience an allergic reaction during school hours.

For children with other, non-life threatening food allergies, special accommodations will be considered on a case-by-case basis.

BEECC will not serve any food items/snacks that contain nuts or traces of nuts during school hours. There will be no food sharing among the students.

Parents of a child with a severe nut allergy must sign a snack form permitting for their child to consume snacks offered at BEECC during school hours.

BEECC is not responsible for food items served outside of school hours at events where BEECC children may be present. CBE is not a nut-free zone; therefore food served at such events may contain nut products.

Allergies and Class Placement Accommodations in a nut-free classroom will be made for children with severe nut allergies. In addition to dietary restrictions, the BEECC staff will take into account developmental, emotional and academic needs when forming classes for a grade requiring a nut-free classroom. In the event that several children require placement in a nut-free classroom, the entire grade may be designated "nut-free". This will ensure that all children are placed in an environment that best suits their ability to learn.

A nut-free classroom will be defined as follows: All children in nut-free classrooms will bring a nut-free lunch to school. Nut-free classroom will be clearly identified with signs in the doorway, so that cross-contamination is minimized (i.e. someone inadvertently disposing of nut-products in the trash of a

nut-free classroom.) Due to the fact that most of our classrooms are shared with other CBE organizations, extra care will be taken in regard to cleaning tables, chairs, and trash bins in designated nut-free classrooms. If the classroom is shared with another grade on alternating days, it is possible that the other grade may be asked to become nut-free as well.

BEECC will provide an extensive list of nut-free lunch ideas to parents with children in a nut-free classroom.

Thorough hand washing and surface washing of tables will be done prior to, and following lunch. Hand washing will also be practiced prior to interaction amongst classes (i.e. centers, playground, etc.)

TOILETING PRACTICES

Children must come to school in diapers (or pull-ups with Velcro sides) until they are fully potty-trained. Teachers will work with parents while the child is in transition.

For children who wear diapers, parents must supply sufficient diapers and wipes.

SCHOOL CLOSINGS

BEECC inclement weather closing follows Fairfax County schools as follows:

- a. If Fairfax County schools are closed, BEECC is closed.
- b. If Fairfax County schools open one or two hours late, BEECC will open at 10:30 a.m. and close at 1:15 p.m. (or at 2:15 p.m. on BEECC Adventures days). Budding BEECCers classes will meet from 10:30 a.m. until 11:45 a.m.
- c. If Fairfax County schools close early, BEECC classes will end at their regular time and BEECC Adventures and extended day is cancelled.
- d. In the event of unusual circumstances, either the parent or emergency contact person will be notified of early closing.

At the discretion of the Director, school will be cancelled or closed early on any day that we feel the safety of our students and staff members is in jeopardy. This may be related to weather, health or safety issues within the building, or unforeseen circumstances. In this event, parents will be notified by telephone and/or e-mail as early as possible. When appropriate, a phone tree system is implemented.

BEECC does not make up or give refunds for the first five days missed due to inclement weather or other emergency circumstances. Days missed beyond five will be made up at the end of the year, not to exceed five additional days.

FIELD TRIPS

Field trips are fun and exciting learning experiences for the children. A permission form specifying the details of the field trip will be sent home prior to the trip. You must complete the form and return it to the school in order for your child to participate. You are encouraged to attend and help out as a driver/chaperone. Teachers assign children to the various cars. Each driver is responsible for the children in the driver's car. The driver and all passengers must wear seat belts. In accordance with Virginia law, children under age four must use car seats. Children who are age four to age eight, and less than 4 feet 9 inches tall, must ride in a booster seat or a car seat. For the health and well being of the children, we ask that drivers who smoke do not drive on field trips. We also request that cell phones not be used while driving.

If the field trip includes the consumption of food, the guidelines outlined in the "FOOD" section must be followed.

We welcome suggestions for field trips.

CLASSROOM PARTIES

Classroom birthday celebrations will consist of a special dessert only, which will be provided by the school. (see FOOD section). Do not bring balloons, goody bags or favors.

HOME PARTIES

Many parents have private parties to celebrate birthdays and holidays. When planning activities outside of BEECC that include children from the school, we ask that observance of Shabbat and Jewish holidays be considered so that all children may be able to attend. In order to make your guests feel comfortable, please keep kashrut in mind when planning your menu.

Invitations for private parties and any related correspondence may not be distributed via backpacks or on school premises. Please mail, e-mail or otherwise circulate these items independent of BEECC.

PETS IN THE BUILDING

All pet visits must be approved by the school director. If a pet is brought into school, it must be accompanied by a responsible adult at all times.

PUBLICITY

During the year, there are many wonderful activities at BEECC, during school hours, which may merit media coverage. Often news media may want to include student photos and/or interviews in their coverage. Names of students may appear in media (newspapers, internet, newsletters). If you do not wish for your child to be interviewed, photographed, videoed, and/or on the CBE website for school publicity purposes, please indicate this in the Publicity Section of the Authorizations Form and return it to school before the first day of classes.

PARENT-TEACHER COMMUNICATION

Prior to the first day of school, you and your child will meet with the teacher in the classroom. You must bring your child's proof of age and identity to this meeting, if it has not already been seen by the BEECC Director or BEECC Administrative Assistant, in order for your child to be able to attend school.

Back-to-School Night is held near the beginning of the school year for you to meet the staff, see the school, and hear from your child's teacher.

During the year, you will receive notices about what's going on in the classroom (class calendar, and upcoming events or activities). You'll find these notices, along with any other notes from the school or the synagogue, in a folder in your child's backpack. This folder should remain in your child's backpack. All written communication to the school (permission forms, RSVPs, etc.) should be returned to school in these folders. The assistant teacher in your child's class will check it daily.

You may subscribe to the electronic mailing list (e-mail) "BEECC announce" from Congregation Beth Emeth's web page. Weekly announcements about school closings and upcoming BEECC, and BEECC Parents' Association events can be found on this mailing list. To subscribe, go to <http://www.bethemeth.org>. Follow the directions for "join an e-mail list" contained in the "Get Involved at CBE" section on the web page. The BEECC Director and the Administrative Assistant also have their own e-mail addresses at BEECC (for questions, concerns about school, information about our program, or tuition payments). These e-mail addresses will be provided to you at the beginning of the school year.

BEECC strives to give your child the best possible start to a successful education. Parent-teacher conferences are scheduled in December and May. Conference dates for 2-day classes that begin later during the school year will be determined by the Director and the classroom teacher. In addition, you or your

child's teacher may request a conference for before or after school hours. Teachers are not available for discussions with parents during school hours.

Concerns specific to your child should be addressed directly to the teacher (not the assistant teacher). Any concerns about BEECC policies and curriculum should be addressed to the BEECC Director. Communication may be done through notes, e-mail, or phone calls, other than during morning drop-off or afternoon pick-up. Teachers cannot accept phone calls during school hours. If you leave a message, the teacher will return your call prior to your child's next school day. If it is impossible to resolve the issue at that time, an appointment may be made to discuss it. Upon request by the parent or teacher, the Director may be present at any parent-teacher conference.

It is expected that confidentiality will be maintained among all parties.

If issues are not resolved, teachers and parents can take their concerns to the BEECC Director and then to the BEECC Committee Chairperson.

Please remember that we do not conduct business, including via telephone and e-mail, on Shabbat.

All teachers observe the children to evaluate their progress. Results of these observations will be given to you at the Parent-Teacher conferences. Another goal of this observation process will be to assist in the identification of special needs. These findings may be presented to you at any other time during the year. If necessary, you may be requested to seek further evaluation.

SPECIAL NEEDS

Although BEECC does not have a defined special education program, children who have been determined to have a special need may be accepted conditionally on a case-by-case basis into the program. If your child has a pre-existing special need, you must supply a full medical history to the school. This should include written reports by physicians, psychologists, etc. If an Individual Family Service Plan (IFSP), Individual Service Plan (ISP), or Individual Education Plan (IEP) is available, this should be supplied as a reference item. All such documentation submitted will be kept in strict confidence so that your child's right to privacy can be maintained. As there is no professional nurse on staff at BEECC, we cannot accept students requiring the BEECC staff to provide regular administration of medication or maintenance of special equipment.

Acceptance of Special Needs Students Conditional acceptance is valid for six weeks of classes. Then you, the BEECC Director, your child's teacher, the BEECC Special Needs Coordinator, and your child's private aide (if one is required) will meet to discuss your child's continuation at BEECC. While your

child attends BEECC, you are expected to avail yourself of any programs that may be available that might further enhance your child's educational experience.

Students Requiring Additional Assistance If it is determined that the special needs of your child cannot be accommodated solely by the classroom teacher and assistant teacher, the services of a private aide may be required as a condition of acceptance into the program. You are responsible for the procurement, as well as the financial obligation, for the aide. Acceptance of the aide is at the discretion of the BEECC Director. The private aide will be in the classroom solely to support the special needs of your child.

BEECC PARENTS' ASSOCIATION

There is a Parents' Association (BEECC PA) open to all parents. This group provides a multi-faceted program to connect our BEECC families. It consists of a social component for parents and students, an educational component for parents, and a fundraising component. At the beginning of the school year, the Parents' Association will provide further information.