

**BETH EMETH EARLY CHILDHOOD
CENTER**

POLICY MANUAL

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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. The 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. The 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. The 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, annual documentation with the Virginia Department of Social Services must be filed. The manual containing all Virginia codes and requirements is maintained in the School Office.

Staff

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. Ongoing training of staff members is provided to maintain quality education. The staff is certified 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. The school uses twelve permanent classrooms, and the Flex Space for music and exercise. The multi-purpose areas are used on inclement weather days for gross motor activities, and there is an outdoor fenced-in playground area. The total maximum daily enrollment is limited to 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, which is 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, auditory identification with both first and last names is required. Unfamiliar people must show photo identification and state the nature of their business before entering the building.

Enrollment

Enrollment is open to all children, regardless of race, religion, or ethnic background. BEECC will not discriminate against children with disabilities where reasonable accommodation can be made without undue hardship on the school. The CBE Board of Directors, or its designee, will make this decision in accordance with the procedures and policies contained within the special needs section of this document. In reaching their decision, the Board may consult with the child's physician, the BEECC Director, and the parents. The child's right to privacy will be respected, and personnel will be advised of the child's condition 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.

As stated in the Commonwealth of Virginia 2009 Construction Code, Section 308.5.2, page 3-14, 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 a maximum number of students are reached.

Children who have been accepted into BEECC but are unable to attend at the start of the school year may guarantee their placement by making full payment for months not in attendance. For the children under 2 ½ who will be unable to attend because they do not meet the age requirement, tuition payment will be not required until the 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

Registrations for those in Categories 1-7 will be accepted on February 1. 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 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. Acceptance letters are mailed in March.

Applications for students, who turn 2 ½ between the start of school and December 31, will be processed beginning March 1 using the priority categories described previously.

Upon acceptance, the following forms and payments must be submitted 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 or her documentation has been received.

Class Placement

Parents will not be permitted to make personal requests for their child to be placed with a specific teacher or other student.

Tuition and Other Fees

A registration fee of \$80 for each applicant must accompany each application and is non-refundable unless BEECC is not able to place your child by September 1.

Non-member families of Congregation Beth Emeth pay an annual building maintenance fee of \$200, which accompanies the first tuition payment and is non-refundable. If the non-congregant family joins CBE during the school year, or a CBE family drops their membership, this fee will be pro-rated.

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.

All fees shall be paid in full no matter when the child starts school.

Tuition is charged on a school year basis; however, payments may be made in annual, bi-monthly or monthly installments. Ten percent (10%) 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.

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

The BEECC Families-in-Crisis Fund was established in 2004. It is funded solely by donations. It 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 the parent's 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 (Application can be found in Appendix B).

If a family's 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. It is the responsibility of the parents to inform the BEECC Administrative Assistant of a change in membership status.

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

Children of BEECC employees who are CBE members will receive a 5% tuition discount. Children of BEECC employees who are non-CBE members will receive a 5% discount at the non-member rate. There will be no additional employee discounts, other than the 5% discount, for second and subsequent children who attend BEECC at the same time. This discount does not apply to special program teachers (i.e., Music, BEECCercize, etc.).

Non-members with two or more children enrolled in BEECC will pay one building maintenance fee.

Parents will be charged a late pick-up fee of \$5 for every five minutes of lateness after 1:20 p.m. The fee is paid to the staff person in charge at the time of pick-up.

Withdrawals, Suspensions and Expulsions

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

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

If a parent(s) 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 the child(ren), parent(s) 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 for non-payment of tuition, in which instance the President, the Treasurer, and the Executive Director of CBE make the decision. The parent(s) may appeal an expulsion decision, for reasons other than non-payment of tuition, to the BEECC Committee. If a child is expelled and the contract terminated, the parent(s) will not be responsible for remaining tuition payments, but shall continue to be responsible for any unpaid tuition through the date of expulsion.

Food

Each child brings a dairy (non-meat/non-poultry or pareve) lunch and drink to school, that does not require refrigeration or heating. 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. This also applies to any food, snack or lunch, consumed off property at a BEECC sanctioned function during school hours, i.e. field trips.

The school provides a daily morning snack and a Shabbat Kiddush for Friday snack time. CBE makes a good faith effort to purchase products for BEECC that represent themselves as nut-free. Special snacks will be incorporated into the classroom whenever appropriate. BEECC also provides a special snack for classroom birthday celebrations.

In accordance with synagogue policy, students are prohibited from bringing in food for general consumption that has been made in private kitchens.

During Passover, no food will 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 an Food Allergy Action Plan Form, and provide a photograph to be kept with that form. If applicable, parents must also complete an Epi-Pen Authorization form. These 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 to bring their own snack to school. In this case, parents must complete a snack authorization form indicating that they will provide a snack for their child. 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.

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.

Food sharing

There is to be no food sharing among students. All teachers and assistants, regardless of classroom designation (i.e. “nut-free”), must enforce this policy.

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.)

Arrivals, Departures, 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 a child is picked up early from school, the child must be signed out in the BEECC office. Students will only be released to authorized drivers.

Late Pick-up Fees

Parents will be charged a late pick-up fee of \$5.00 for every five minutes of lateness past 1:20 P.M. The fee is to be paid at the time of pick-up to the staff person in charge.

Carpools

Before school begins, the BEECC Administrative Assistant will distribute a school roster, listing all students' names, parents' names, addresses and telephone numbers.

This list may be used by parents to form carpools. Teachers will be informed of all carpool arrangements. If parents do not wish their phone number to be published, they must inform the BEECC Director 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.

Records

Parents must submit a Commonwealth of Virginia health form, completed and signed by the child's physician, on or before September 1. The health form must be completed and signed by a physician no longer than 90 days prior to admission. Updated immunization records must be submitted by the parents each year thereafter. All children at BEECC must be 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 admitted to school without this form on file. Parents are responsible for completing, submitting, and keeping current the emergency information, teacher information, snack authorization, and field trip release forms. The school will keep these records on file.

Parents are also required to provide proof of a child's identity and age. Proof of a child's identity and age may include a certified copy of the child's birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, or passport. Note that this proof is only required for initial registration into BEECC and not for each subsequent year.

Illness

Children should be kept home if they are not feeling well enough to participate in school activities. Unless a physician's note states otherwise, children 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 their 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 a child has head lice, parents are asked to notify the school so that other children in the class may be checked. When a case of head lice is suspected while a child is at school (i.e. the child is frequently scratching their head), the teacher will perform a scalp check, and notify the child's parent 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.

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

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

When a child has symptoms of illness while at school, the teacher will call the parent(s) to pick up the child. If neither parent can be reached, the emergency person listed on the emergency form will be contacted. Emergency contact people listed on the form **MUST** be local. Ill children must be picked up promptly.

Parents are to notify the teacher if their 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 that a child must take medication during school hours, the Medication Administration Form must be completed and signed by the child's parent. The medication must be in its original container with the child's name on it. A teacher will administer the medication.

BEECC follows CBE's infectious and communicable disease guidelines for students in the Religious School and Early Childhood Center (see Appendix A).

Accident and Incident Reports

Accidents and incidents demonstrating inappropriate behavior will be documented on the Incident or Accident Report Form. One copy will be submitted to the parents of all children involved and one copy will be kept in the child (ren)'s files at school.

If a child repeatedly exhibits unacceptable behavior, a conference between the teacher, the BEECC director, and the child's parent(s) will take place and a plan of action will be devised. Continued behavior problems are grounds for suspension and/or expulsion

Behavior

When a child exhibits a problem behavior on a continual basis that is not resolved through appropriate behavior management strategies, the teacher will document the problem behavior and meet with the Director to ask for further guidance.

If the behavior problem is still not resolved, the teacher shall request a meeting with the child's parent(s), to discuss the problem behavior. The Director, the teacher and the parent(s) will collaborate on the development of strategies to resolve the problem behavior. During this process, the classroom staff will keep the BEECC Director and child's parent(s) informed of progress in resolving the behavior problem. The teacher will provide information to the parent(s) in written form with copies kept in the child's file. If a child's behavior results in an injury to another child or staff member, the aggressive child's parents will be notified as soon as possible and written documentation of the incident will be provided to the parent(s) and placed in the child's file.

If the Director and the teacher feel that they need further assistance in resolving the behavior problem, the program may, with the parental permission, request the assistance of an outside party. If the Director and the teacher feel that the problem may be a result of a special need, the program may, with parental permission, refer the child for evaluation. If the parental permission is refused and/or the problem behavior continues, the continued enrollment of the child will be reconsidered. At this point, the program may ask the parent(s) to discontinue attendance at BEECC in accordance with the Withdrawal, Suspensions, and Expulsions policy contained within this document.

Written documentation of all of the above steps will be provided to the parent(s) and placed in the child's file.

Special Needs

I. Consideration of Special Needs Children

Although BEECC is not a special education school and does not have a defined special education program, children who have been determined to have a special need, whether it is physical, mental, or psychological, may be accepted conditionally on a case-by-case basis into the program. In order to be considered for acceptance, the parents must supply a full medical history to the school including any existing protocols for special medical conditions. This background should include written reports from many different sources including physicians, psychologists, behaviorists, 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, although BEECC is in no way required to fulfill the plan set out in such a document. All such documentation submitted will be kept in strict confidence so that the student's right to privacy can be maintained. Acceptance into the school will be at the Director's discretion based on meetings with the parents, involved professionals, and the teacher responsible for the class in which the child will be placed. 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.

II. Acceptance of Special Needs Children

A conditional acceptance is valid for six weeks. During this time, the Director, the teacher, the Special Needs coordinator and any required aide (see below) will meet at a minimum of biweekly to assess the child's acclimation into the program. At the end of this period, the BEECC Director, the child's teacher, the Special Needs coordinator, the child's private aide, if one is required, and the parents will meet to discuss the practicality of the child continuing at BEECC. If the child continues as a student, the BEECC Director, the teacher, the Special Needs coordinator, the child's aide, and the parents, if they so desire, will meet on a biweekly basis to assess the child's progress and discuss any adaptation of the curriculum that may be required for the coming weeks. While the child attends BEECC, the parents are expected to avail themselves of any programs that may be available that might further enhance their child's educational experience.

III. Students Requiring Additional Assistance

If it is determined that the special needs of the child cannot be accommodated by the classroom teacher, the services of a private aide may be required as a condition of acceptance of the child into the program. This private aide must be a person employed by and responsible to the family who is trained to deal with the child's individual needs. The procurement of this aide, as well as the financial obligation for the aide, is the responsibility of the parents. The acceptance of the aide is at the discretion of the BEECC Director. The attendance of this aide, or a suitable replacement, is a requirement at each class session unless otherwise determined by the educational team. No child who is supposed to have such an aide will be allowed to attend class without his or her aide. The private aide will be under the supervision of the teacher in order to facilitate inclusion of the child throughout the school environment. However, BEECC will in no way be responsible for actions taken or omitted by the aide. If such a time is reached that the medical community responsible for the care of the child believes the services of the aide are no longer required, the BEECC Director will take their recommendation under consideration. However, removal of the private aide from the classroom is at the discretion of the Director with input from the classroom teacher.

IV. Role of the Private Aide

The private aide is in the classroom solely to support the special needs of the child to which he or she is assigned. Duties may include behavior management, instructional support, activities of daily living (e.g., toileting, dressing, hygiene, etc.), social skills training and task redirection. Although interaction with the other children in the class is both necessary and unavoidable, it is not the private aide's job to manage the classroom or the other students unless the special needs child is being endangered or endangering the other children.

V. Removal from Program

A child may be asked to leave the program if he or she is not performing within the parameters of the classroom. The BEECC Director, based on input from the classroom teacher, will make this determination.

VI. Miscellaneous

Due to the small physical size of our classrooms, the number of children requiring private aides will be limited to a maximum of 1 per class.

External Resource Personnel

If the need arises for an external resource person to come to BEECC in order to observe or work with a BEECC student, written permission must be submitted to the BEECC Director via the necessary form(s) before such action will be allowed. The required form(s) can be found in Appendix A.

School Clothes, Personal Property, and Bags

Students carry a school bag or knapsack to be used to carry home art projects and notes to parents.

Children should be dressed in comfortable, washable play clothes and rubber-soled shoes with enclosed toes. Appropriate outerwear should be worn.

A complete change of clothing (shirt, pants, underpants, and socks) in a labeled Ziploc bag is provided by the parent and kept at school for emergency use. Parents are responsible for restocking and returning the bag to school when soiled clothes are sent home.

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.

Material distributed in backpacks or posted will be limited to the following:

- 1) Related to BEECC or Congregation Beth Emeth
- 2) Promotes Jewish community and is sponsored by or affiliated with an accredited or established institution

Parents, employees and congregants are not allowed to distribute material in backpacks that promotes business for personal profit.

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.

Toileting Practices

Children must come to school in diapers 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.

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, the first and second days of 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.

Since BEECC is a conservative Jewish pre-school, holidays such as Halloween or Valentine's Day, which originally commemorated Christian saints, are not celebrated. Students and parents are prohibited from distributing items related to these days on school grounds.

Classroom Parties

Classroom birthday celebrations will consist of a special dessert only, which will be provided by the school (see FOOD section). Balloons, goody bags or favors are prohibited

Home Parties

Many parents have private parties to celebrate birthdays and holidays.

When planning activities outside of BEECC that include children from the school, observance of Shabbat and Jewish holidays should be considered so that all children may be able to attend. The laws of kashrut should be considered when planning the menu.

Invitations for private parties and any related correspondence thereof (i.e. thank you notes) may not be distributed via backpacks or on school premises. Parents are asked to mail, email or otherwise circulate these items independent of BEECC.

School Closings

BEECC inclement weather closing adheres to 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 am, and the Budding BEECCers class will meet from 10:30 am – 11:45 am. If there is a group that normally meets in the late morning, they will meet from 12:00 noon – 1:15 pm. BEECC will close at 1:15 pm (or at 2:15 pm on BEECC Adventures days).
- 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.

Additionally, at the discretion of the Director, school will be cancelled when the safety of the students and staff is in jeopardy. This may be due to weather, health or safety issues within the building, or other 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

Prior to a field trip, a permission form will be sent home with each child specifying the details of the trip. During school field trips, the teacher is responsible for assigning children to the various cars. Each driver is responsible for the children in the driver's car. Drivers who smoke should not drive on field trips. Also, cell phones should not be used while driving. 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 or older must ride in a booster seat or a car seat.

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

Parent-Teacher Communication

Prior to the first day of school, each child with his/her parent(s) meets with the teacher in the classroom. Parents must bring the students 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 the student to be able to attend school.

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

School notices will be sent home in a school folder. This folder should remain in the 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 each child's class will check this folder daily.

Parent-teacher conferences are held in December and May. Additional conferences may be scheduled at the request of either the teacher or the parent. Upon request by the parent or teacher, the Director may be present at any parent-teacher conference.

Conferences will only be held outside of regular classroom hours by appointment. Teachers are not available for discussions with parents during school hours. Teachers may accept only emergency telephone calls during school hours.

There exists an electronic mailing list (e-mail) "beecc-announce" on the Congregation Beth Emeth web page to which parents may subscribe. Announcements about school closings, upcoming BEECC, Congregation Beth Emeth, or community events, which may be of interest to BEECC families, will be sent via this mailing list. The BEECC Director and the Administrator 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.

Multi-program Combinations

The BEECC Committee will consider requests for combination of various programs (3-day/2-day or 2-day/2-day). Such combinations will only be considered on a temporary basis due to personal emergencies.

Publicity

During coverage of a special event at CBE, news media may want to include student photos and/or interviews. Names of students may appear in media (newspapers, internet, and newsletters). If parents do not wish for their child to be interviewed, photographed, videoed, and/or on the CBE website for school publicity purposes, the **Publicity Opt-Out Form** must be completed and returned to school before the first day of classes.

Appendix A

Parental Permission for Consultative Observation

Permission to Release or Exchange Information

As Parent/Guardian of _____, I hereby authorize the release and exchange of information between Beth Emeth Early Childhood Center and:

Person: _____

Agency: _____

Address: _____

Phone, Fax: _____

for the purpose of planning for the educational needs of my child.

I understand that this release allows for the non-BEECC personnel named above to observe my child within the school setting as well as discuss my child with any BEECC staff member for the purpose of gaining a better understanding of the physical, social, emotional and cognitive growth and development of my child.

I also understand that the above-mentioned person may verbally share suggestions about facilitating my child's educational success with the BEECC staff as well as with me.

I accept that BEECC is not responsible for discussions that approved non-BEECC personnel may have with each other.

This permission is valid until _____, or, if left blank, for the remainder of the school year during which it is signed.

Permission may be revoked by the Parent in writing at any time.

Signature of Parent/Guardian

Date

Appendix B

Date ___/___/___

BETH EMETH EARLY CHILDHOOD CENTER CONFIDENTIAL TUITION ASSISTANCE REQUEST FORM 2011-2012

Child's Name(s): _____

Father's Name: _____

Mother's Name _____

Primary Contact _____

Contact location Phone? No. _____ E-mail? Address _____

CBE member Yes _____ No _____

BEECC Children:	<u>Name (First/Last)</u>	<u>Age</u>	<u>Days/week</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Your total 2011-2012 BEECC Tuition: \$ _____

Amount of adjustment requested \$ _____

Your requested 2011-2012 Commitment is? \$ _____

Outstanding balance from prior year: \$ _____

Adjustment requested? \$ _____

Timeframe for making payments to BEECC: ___ monthly ___ quarterly ___
semi-annual ___ annually

Specific reasons for requesting a special financial arrangement (include the significant changes in your financial condition that will prevent you from meeting your obligation to BEECC). Feel free to attach additional sheets as necessary to explain your situation.

(OVER)

**BETH EMETH EARLY CHILDHOOD CENTER
CONFIDENTIAL TUITION ASSISTANCE REQUEST FORM**

FINANCIAL INFORMATION:

Current monthly household income (all sources): \$ _____

2007 Adjusted gross income-line 37 Form 1040 or Line 21 Form 1040A (If you were not required to file, write DNF)
\$ _____

2010 Tax exempt income-line 8B \$ _____

2010 Total amount of standard deduction or itemized deductions-line 40 Form 1040
\$ _____

Total amount of 2007 Child Care-Line 3 Form 2441 and tuition expenses (i.e., college, private school, etc.; do NOT include Religious School or Beth Emeth Early Childhood Center) \$ _____

Please list the dollars in each asset category. Include assets held as Joint or in either spouse's name.

Savings Accounts: \$ _____

CDs & Treasuries: \$ _____

Money Market Funds: \$ _____

Mutual Funds: \$ _____

Stocks, Bonds, Commodities: \$ _____

Retirement Accounts: \$ _____ (IRA, 401K, Keoghs, ESOP, etc)

Trust Funds: \$ _____

By requesting special arrangements I agree to the following:

1.If my circumstances change, I will notify the BEECC Director or CBE Executive Director as soon as possible.

2.By signing this form, I/(we) certify that all the information provided is complete and correct.

SIGNATURE(S) (Households with two spouses, both parties must sign):

Printed Name: _____ Printed Name: _____

PLEASE RETURN TO THE BEECC DIRECTOR IN A SEALED ENVELOPE MARKED CONFIDENTIAL.

Appendix C

BEECC Student Withdrawal Notification

Parent Name

Student(s) Name(s)

Class & Teacher

Withdrawal Effective Date:_____

As of the above date:

____ We are current members of CBE

____ We are not members of CBE

Reason(s) for Withdrawal:

Additional Comments:

Parent/Guardian

Signature of

Date

Cc: CBE Bookkeeper
Executive Director

Teacher(s)

BEECC Director

BEECC Administrative Assistant