

Adat Reyim Preschool Parent Handbook

The Adat Reyim Preschool is a Jewish preschool sponsored by Congregation Adat Reyim.

Mission Statement

Adat Reyim Preschool seeks to provide children with a safe and nurturing environment. Adat Reyim Preschool will place emphasis on Jewish experiences and values while helping to provide a gateway to the Jewish community and the Congregation Adat Reyim. The preschool will focus on meeting the early childhood needs of children, as well as their families. The children will be encouraged to explore and develop the necessary social skills, problem solving and decision making skills as well as physical awareness, fine and gross motor skills.

Our Program Highlights

- Small student/teacher ratio in every classroom
- Experienced teachers and assistants whom have been with Adat Reyim Preschool for many years.
- Developmentally and age appropriate programming that allows children to learn at their own rate
- Enrichment programs after school focusing on art, music and physical movement
- Generously sized classrooms with child sized bathroom facilities
- Shabbat celebration each week with activities including challah baking, stories with Rabbi Bruce Aft, and songs led by Miss Gail.
- Computers in each classroom
- Newly built playground with facilities built especially for 2-5 year olds
- Large gross motor room with bikes, roller skates, parachutes, balls and hula hoops.
- Field trips for the 3, 4, and Pre-K classes

Additional Program Offerings

- Adult education programs
- Mommy and Me weekly playgroup
- Breakfast for parents twice a month
- Parent Programs in partnership with Jewish Social Services (JSSA)
- Monthly “Young Family Shabbat Service” and oneg
- Preschool Camp
- Family celebrations for Thanksgiving, Passover and an end of the year Graduation ceremony
- Chanukah Party and Purim Carnival

CONGREGATION ADAT REYIM MEMBERSHIP

Adat Reyim Preschool is a wonderful extension to the Adat Reyim Congregation. Adat Reyim members receive a special reduced rate for their child to attend the preschool, as well as receive an additional reduced rate to be a member of the Congregation as long as a child is enrolled in the Preschool Program. Please contact Gail Froehlich, our Preschool Director, to learn more about Congregation Adat Reyim and the special membership rate offered to our preschool families.

ENROLLMENT

Enrollment is open to all children ages 21 months, by the beginning of September, through five, regardless of race, religion or ethnic background. The Director reserves the right to alter class placements if appropriate.

CLASS SCHEDULE

Programs Available

Two Year Olds:	9:30-12:30*	Monday and Wednesday
Two Year Olds:	9:30-12:30*	Tuesday and Thursday
Two Year Olds:	9:30-12:30*	Monday-Thursday (or any configuration of days)
Three Year Olds:	9:30-12:30*	Monday, Wednesday and Friday
Four Year Olds:	9:30-1:30***	Tuesday-Friday
Pre-Kindergarten:	9:30-1:30***	Monday-Friday
*Lunch Bunch	12:30-1:30	Monday-Friday

***Lunch Bunch included in day

*Enrichment Classes offered periodically

(Times and Days may vary throughout the year)

ABSENCES

The Director should be notified of children's absences, whether through a written note or by calling (703) 455- PLAY and leaving a message.

LATE POLICY

Please understand that we must respect the time commitments of our dedicated staff. The preschool has instituted a strict LATE FEE POLICY. If you are not at the school to pick up your child by 12:30 pm, (1:30 pm for Lunch Bunch and for the 4/Pre-K Classes, 2:15 pm for Enrichment Classes), you will be fined \$1.00 per minute, with a maximum of \$10.00. Of course we will be flexible regarding emergency situations. This policy will be strictly enforced starting the second week of school.

ARRIVALS AND DEPARTURES

There are two options for dropping off and picking up your child:

Walking in: Children should be brought to the classroom **no earlier than five minutes before class is scheduled to begin.** When picking up children, **please wait outside** the classroom and they will be brought out to you.

Kiss and Ride: “Kiss and Ride” is a wonderful alternative to coming into the building to drop off/pick up your child/children. Those interested in Kiss and Ride can drop their child/children off at the front of the school, on the Kiss and Ride line, where a teacher will meet and escort your child/children into the building. The first two cars in the line up will be helped by the teacher/teachers on duty that day. **Please only allow your child/children out of the car if you are in the first or second spot on the Kiss and Ride line.**

For pick up- you will receive a folder to hold up outside your window, in clear view for the teacher on duty, when picking up your child/children. The teacher seeing your child's name will go inside the preschool and bring your child out to your car. Additional information regarding these procedures will be provided. Everyone will receive a folder with their child's name on it; whether you use it and take advantage of our Kiss and Ride alternative is your choice.

If you are picking up a child that is not yours, you will need to have a signed note from their parent allocating you as the person picking them up that day.

There is NO PARKING allowed in the circle of the parking lot! There is NO PARKING allowed in the handicapped spaces, Rabbi's assigned parking space, or the area where the garbage is kept. We use the circle for pick up and drop off of our children, as well as deliveries and emergencies only. If you would like to chat with other parents, please park your car in the parking lot and stay as long as you would like, or come inside the building. If you are dropping off, or picking up your child, and chose not to use Kiss and Ride, please park your car and bring your child inside, or pick your child up. **UNDER NO CIRCUMSTANCES DO WE ALLOW CHILDREN TO BE LEFT IN THE CAR UNATTENDED!** If you need

to come into the building and you want to leave a child/children in your car (i.e. - your child is asleep) please contact the Director at 703-455-PLAY, and she will come out to watch over your child/children.

For everyone's safety, cars SHOULD NOT BE LEFT RUNNING or WITH THE KEYS IN THE IGNITION.

Safety in the parking lot is imperative! We insist that every child have a hand held by an adult at all times in our parking lot.

LUNCH BUNCH

Lunch Bunch, a one hour addition to the school day, is available to the 2 and the 3 Year Old groups Monday through Friday. Children should bring their own lunches (see Kosher guidelines below.) **On occasion, if a lunch is forgotten, the school will provide an alternate sack lunch of a bagel with cream cheese or peanut butter, juice and cookies, for a charge of \$3.00. If this becomes a continuous problem, we will need to reevaluate your ability to use the lunch bunch program.**

Activities, when the children are finished with their meal, will be low key and play oriented.

Parents wishing to use the Lunch Bunch program on a regular basis can pay monthly, separately from their tuition payment, at a rate of \$6.00 per Lunch Bunch (i.e.- leave a check for \$60.00 in an envelope in the preschool mailbox in the Director's office, labeled with your child's name, to pay for ten Lunch Bunch sessions).

Parents may also use the Lunch Bunch on a drop in basis at a rate of \$6.00 per day, and must notify the Director on the morning they wish to use the Lunch Bunch program to make sure there is adequate space for their child. A maximum of 17 children will be allowed to participate on a first come, first serve basis.

ENRICHMENT CLASSES

Enrichment Classes will be offered to all children following Lunch Bunch on different days. Classes will begin at 1:30 p.m. and run until 2:15 p.m. A maximum of 12 children will be permitted to participate on a first come, first serve basis.

BEHAVIOR POLICY

It is our policy to reinforce good behavior, but should a child misbehave, the teacher will attempt to “redirect and distract” in order to remedy the situation. If a child intentionally causes harm to another, the child will be given a “time-out”. “Time-out” is a behavior management technique used to remove a child from a negative situation. During a “time-out”, the child will sit away from the group for the number of minutes equivalent to his/her age (2 minutes for a 2 year old, 3 minutes for a 3 year old, etc.). This gives the child the opportunity to think about his/her behavior and then discuss it with the teacher.

Adat Reyim reserves the rights to discharge, at any time, any child whose behavior, in the judgment of the faculty and the Director, is inconsistent with the philosophy of the school.

Any questions regarding the policy and procedures involved should be discussed with the Director.

TUITION PAYMENTS

Tuition can either be paid in full, or on a monthly schedule. If paying on a monthly schedule, tuition payments are due the first of each month, beginning with the September payment (since the first payment was prepaid in June.) Payments will continue on the first of each month, ending on May 1st, 2010. **A 10% surcharge will be required for any payments not received by the 10th of the month.** Checks should be made payable to Adat Reyim Preschool and can be dropped off at the school in the tuition box in Director’s office.

Adat Reyim Preschool reserves the right to discharge any child whose tuition and fees are past due and the family has not made an effort to resolve the situation.

The presence of a special needs aide in the classroom is acceptable in our Preschool Program. The 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.

FACILITY

Adat Reyim Synagogue at 6500 Westbury Oaks Court is home to our preschool and offers many great advantages. The building has a total of 11 classrooms, 3 restrooms, a kitchen and large multi-purpose areas that can be used for indoor play. The kitchen is kosher and is available for making snacks and special preschool activities such as challah baking. Additionally there is a 2600 square foot outdoor playground designed for the preschool children.

Our Preschool addition, completed June 2002, offers two classrooms primarily designed for the Preschool, as well as two other classrooms shared with the Religious School. The Two Preschool rooms offer individual child-sized bathrooms, sinks in the classrooms, changing tables, windows, and easy access to our beautiful playground.

Congregation Adat Reyim's kitchen is used by the preschool on occasion with very rigid supervision. Because of the different equipment, we ask that no one brings any children inside the kitchen, for safety reasons. If you need to go inside the kitchen for any reason, please ask a staff person to help you.

KOSHER POLICY

Congregation Adat Reyim is a primarily a kosher facility. This means that care must be taken in what food may be brought into the building.

A lunch brought by a child for his/her own consumption does not have to be kosher, but must be dairy or pareve (no meat, chicken, shellfish, etc.).

Appropriate lunches would be cheese sandwiches, peanut butter and jelly, tuna fish, yogurt, bagel and cream cheese, fruit, vegetables, etc.

Each child (parent) will have a turn to bring a kosher snack and drink for the class' snack time. Please send nutritious snacks and juices. A snack brought in to share with class **must be labeled kosher**. Only sealed, packaged foods with K or U symbols may be used; for example Entenmanns, Giant brand animal crackers, pretzels, applesauce, etc. These packages **must be unopened**. **NO food** may be prepared at home. Fruits sent should be **UNCUT**. If you wish to provide a prepared snack, please use the Adat Reyim kitchen for preparation- this includes baked goods and cut fruit.

HEALTH

Our staff is required to have annual check ups with a practicing physician to certify their ability to care for the children.

Prior to attending class, each child must have on file at the preschool:

- Completed Health Form required by the state of Virginia
- Emergency Care Card
- Birth Certificate

All children must be properly immunized and free of communicable diseases. Please keep the health form and emergency care card up-to-date and **be sure to notify the school and teacher if your child has a particular allergy or allergies.**

We want all our children and teachers to remain healthy. If your child is not well, please keep him/her home. **Fever of 100 degrees within the past 24 hours, vomiting, diarrhea and thickly running noses are all reasons for children to be at home.** (Adat Reyim Preschool follows the sick Child Care Policy prepared by the Fairfax County Office for Children, in the pocket of this folder.) **If your child is not well enough to be outside then he/she should be at home!** Please be considerate of others! The Preschool Director has the right to refuse to allow a child to enter class if he/she appears to be ill, or to require a doctor's release before the child returns to preschool. The teacher **will dispense NO medicines of any kind.** The teacher should be notified if your child/children contract a communicable disease. This information is vital, so that we may inform the other parents.

CONFERENCES

Communication between parents and teachers is a crucial component of our preschool program. In addition to a teacher's conference scheduled twice per year for all of the classes, the Director is available to schedule a conference with you any time. Parents are welcome to address any issues regarding their child's individual needs. Feel free to request a phone call or conference with your child's teacher or Director at any time. **It is always best to make a scheduled appointment with your child's teacher, or the Director, so that they can devote their full attention to you. Please do not approach a teacher in the hallway to talk about your child, please schedule an appointment.**

INCLEMENT WEATHER

The Preschool follows the lead of the Fairfax County Schools (F.C.S.)in determining our operations during inclement weather. If F.C.S. are closed, the preschool is closed. On days when F.C.S. delays two hours, the preschool will operate from 11:30 a.m. – 1:30 p.m. Phone calls to pick up your children will be made if this occurs. All children should bring their lunch and will eat with their class. If F.C.S. close early, the preschool will still operate until 1:30 p.m. though if the weather is changing quickly and travel, etc., may seem dangerous, the preschool may close early at our discretion. Enrichment Classes will be cancelled for that day.

If there are extenuating circumstances and other changes are needed to the schedule, every attempt will be made to notify parents as soon as possible. Call the preschool at (703) 455- PLAY for an update during inclement weather, or listen to WTOF.

Preschool policy is that no make up classes will be scheduled, as the school calendar already allows a week for that purpose.

BIRTHDAYS

We encourage birthday celebrations at Adat Reyim. Any treats for the class to share must be Kosher (refer to Kosher policy) and sent in unopened. If your child is celebrating with a party at home, please **do not bring invitations to school unless the entire class is included-** preschool teachers are not permitted to attend their student's birthday parties.

If you would like to commemorate your child's birthday in a special way, we keep a supply of reasonable-priced Jewish children's books, which you may purchase and donate to the preschool. Nameplates with the child's identifying information will be placed in them. Please ask the Director for further information.

CLOTHING

Be sure to label **ALL** of your child's possessions in order to avoid confusion and lost items.

Children should be dressed in comfortable play-clothes and shoes or sneakers- **NO JELLIES OR CROCS OR SANDALS**. Make sure children are dressed appropriately for the weather, such as boots or snow pants when necessary, since they will be going outside most days. All outer garments and boots should be labeled. If you dress your child in a shoe that is not appropriate for play on the playground, please put a pair of sneakers or appropriate shoes into their backpack so that they can change into them before gross motor play.

We have many messy activities, so please dress your child accordingly.

An extra set of easily visibly labeled clothing (including socks and/or tights) should be brought in to be kept at the school in the child's cubby. Please make sure these clothes are weather appropriate- long sleeves and pants during fall and winter...shorts and t-shirts during spring. **Please be sure to check your child's extra clothing periodically to make sure that size clothing still fits.**

BICYCLE HELMETS

Each child is **required to bring a bicycle helmet to school**, to be used during play with bicycles/tricycles, skates and riding toys throughout the year. The helmet can either be brought in each school day, or left in the child's cubby. Please label your child's helmet. **Make sure the helmet fits your child properly...a wrong sized helmet may be more dangerous than no helmet!**

CLASS LISTS

A class list with names, addresses, phone numbers and email addresses will be provided to parents on the first day of class. If you do not want your phone number, address, or email listed, please let the Director know as soon as possible.

FIELD TRIPS

To broaden the educational and fun experiences, the Three Year Old, Four Year Old, and Pre-K Classes will be going on field trips throughout the year. Permission slips will be sent home and must be signed and returned before your child will be permitted to participate. In some cases a nominal fee may be necessary.

We will need parent volunteers to drive during these trips. All children will need to have car seats, booster seats or seat belts according to their age and weight. Unfortunately we will not be able to accommodate siblings on field trips. We will be sending home permission slips to be signed by the parents allowing their child to go in another parent's car, if you chose not to be a driver for a particular field trip.

PARENT PARTICIPATION

Parental involvement in our school is a vital part of the program. Your participation will integrate you into the educational program of your child.

Each family is expected to sign-up and volunteer at two of the preschool's annual fundraising activities. This fundraising enables us to keep tuition reasonable and to purchase new materials and activities for the preschool. The Preschool Chair may also call you upon throughout the year. Please volunteer if possible when called!

If you feel that you will not be able to volunteer your time and would like to give a monetary contribution of \$118 instead, please fill out the volunteer form and give your check to the Director with the form. If we do not receive your form filled out, another will be sent. We will assume that the contribution of \$118 is going to be brought into the school by November 1st if the volunteer form is not returned, and filled out.

Separate from this form is the Preschool Volunteer form asking for involvement in the Preschool activities, not related to fundraising. We hope that everyone will be available to give some time in the classroom sharing a special talent, skill or hobby, acting as a Room Parent, aiding with our Enrichment Program, aiding with Preschool social events, etc.

We at Adat Reyim Preschool look forward to a fun-tastic year together with you and your family!