



Simcha Preschool

at Temple Beth El

3055 Porter Gulch Road

Aptos, CA 95003

(831) 479-3449

Simcha Family Handbook

2011-2012 School Year

Simcha Preschool

Where Learning And Fun Come Together! 

3055 Porter Gulch Road • Aptos, CA 95003 • (831) 479-3449 • www.simchakids.org

August 2011

Dear Simcha Families,

As you may know, simcha is a beautiful Hebrew word meaning joy! Simcha Preschool is one of Santa Cruz County's few early childhood programs accredited by the National Association for the Education of Young Children (NAEYC), a status we have held since 1995. We offer a high quality early learning experience, with flexible schedules for children 2 - 5 years of age. The history of our program stretches over thirty years and has always maintained the same commitment to providing a loving, nurturing and respectful experience for our children. I continue to be blessed by the wisdom and guidance of both Wilma Gold, Simcha's founder, and Rabbi Paula, my supervisor and previous Simcha parent and teacher. Simcha is committed to sharing the living legacy of Jewish values and traditions with young children. We welcome families of all denominations who embrace our values and educational philosophy.

It is my honor, as the Director of Simcha for the past four years, to take this opportunity to welcome your entire family into our Simcha community. May your time with us be special and may your children begin their lifelong journey of learning and forging friendships within the Simcha family. For some of you who are embarking on this preschool experience for the first time, I understand how new this experience can be. I encourage you to always feel free to come to me with any questions, concerns or suggestions. I know you will find this same openness and availability from everyone on our staff. Also please know that you are always welcome to visit any area of the facility at any time during the program's regular hours of operation.

I hope this Family Handbook will be a good reference and will help to clarify our policies and procedures in a clear and concise manner. Our staff and I look forward to working together with you and your children as we embark on this exciting journey!

Shalom,



Silvia Ferguson, MS Early Childhood Education
Simcha Director

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Simcha Holiday 2011-2012 School

Simcha	Red
Holiday, Simcha	Orange
Parent Committee	Yellow
Simcha Party - All Families Are	Light Blue
Tot Shabbats - All Families Are	Green
Conference	Light Green
Temple	Purple
Back-to-School	Dark Purple

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	1
1	1	1	1	1	1	1
1	1	2	2	2	2	2
2	2	2	2	2	3	

September Calendar
 Sept. 1,2 Closed for Labor
 Sept. 5 Closed for Labor
 Sept. 9 Rock Shabbat 7:30
 Sept. 20th Back to School
 Sept. 27 Parent
 Sept. 28 Erev Rosh
 Sept. 29 Closed Rosh

March						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	1
1	1	1	1	1	1	1
1	1	2	2	2	2	2
2	2	2	2	2	3	3

March Calendar
 Mar. 4 Jewish-A
 Mar. 7 Erev
 Mar. 8
 Mar. 11 Purim
 Mar. 16 Rock
 Mar. 23 Tot
 Mar. 27 Parent

October						
S	M	T	W	T	F	S
1/	3	4	5	6	7	8
9	1	1	1	1	1	1
1	1	1	1	2	2	2
2	2	2	2	2	2	2
3	3					

October Calendar
 Oct. 8 Yom
 Oct. 12 Erev
 Oct. 13-19
 Oct. 14 Simcha Sukkot Dinner
 pm Oct. 14 Rock
 Oct. 16 Jewish-A
 Oct. 21 Simhat
 Oct. 25 Parent

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	1	1	1	1	1
1	1	1	1	1	2	2
2	2	2	2	2	2	2
2	3					

April Calendar
 Apr. 1 Jewish-A
 Apr. 6 Simcha
 Apr. 6 Erev
 Apr. 7-14
 April 9-13 Spring
 Apr. 20 Rock
 Apr. 22 Mitzvah
 Apr. 24 Parent

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	1	1	1
1	1	1	1	1	1	1
2	2	2	2	2	2	2
2	2	2	3			

November Calendar
 Nov. 4 Tot
 Nov. 6 Jewish-A
 Nov. 7-11 Parent
 Conferences
 Nov. 15 Parent
 Nov. 18 Rock
 Nov. 24,25

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	1	1	1
1	1	1	1	1	1	1
2	2	2	2	2	2	2
2	2	2	3	3		

May Calendar
 May 6 Jewish-A
 May 11 Rock
 May 14-18 Parent Teacher
 May 21 Erev
 May 22, 23
 May 22 Parent
 May 28 Memorial

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	1
1	1	1	1	1	1	1
1	1	1	1	1	1	1
2	2	2	2	2	3	3

December Calendar
 Dec. 4 Jewish-A
 Dec. 13 Parent
 Dec. 15 Simcha Chanukah Party 6
 Dec. 19 - 30 Closed Winter
 Dec. 20 Erev
 Dec. 21-28

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
1	1	1	1	1	1	1
1	1	1	2	2	2	2
2	2	2	2	2	2	3

June Calendar
 June 3 SIMCHA
 June 26 Parent
 June 29 Simcha End-of-Party and

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	1	1	1	1	1
1	1	1	1	1	2	2
2	2	2	2	2	2	2
2	3	3				

January Calendar
 Jan. 8 Jewish-A
 Jan. 16 Closed MLK
 Jan. 20 Rock
 Jan. 24 Parent

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	1	1	1	1	1
1	1	1	1	1	2	2
2	2	2	2	2	2	2
2	3	3				

July Calendar
 July 4th Simcha

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	1	1
1	1	1	1	1	1	1
1	2	2	2	2	2	2
2	2	2	2			

February Calendar
 Feb. 7 Erev Tu
 Feb. 8 Tu
 Feb. 10 Rock
 Feb. 12 Jewish-A
 Feb. 20 Closed President's
 Feb. 28 Parent

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	1	1
1	1	1	1	1	1	1
1	2	2	2	2	2	2
2	2	2	2	3	3	

August Calendar
 August 12 Parent
 August 21 Simcha
 August 27 - 31 Simcha for

SCHOOL ADDRESS, EMAIL AND PHONE NUMBERS

Simcha Preschool
at Temple Beth El
3055 Porter Gulch Road
Aptos, CA 95003
www.simchakids.org

Simcha Office phone: 479-3449
Classroom phones: 479-3448
Temple Office phone: 479-3444
Fax: 475-7246
Email: director@simchakids.org

***For your tax records,
Our Federal Tax ID # is:***

94 – 6139655

OUR MISSION AND PHILOSOPHY

Simcha Preschool provides the highest quality in care as an accredited, developmental, participation preschool. We nourish early Jewish identity by celebrating Jewish heritage and traditions, while embracing the rich diversity of our larger Santa Cruz community.

Simcha Preschool was established in relationship with Temple Beth El Jewish Community Center, as a way of offering Temple members and the Jewish community at large a program that would meet the following needs:

- ~ Provide Quality Childcare and Enrichment for Families with Young Children
- ~ Promote Jewish Education
- ~ Foster TBE Core Community Bonding and Jewish Community Building
- ~ Embrace Anti-Bias Education and an Appreciation of Diversity
- ~ Develop and Promote a Preschool Program as an Integral Part of the Temple Beth El Jewish Community
- ~ An Avenue for Temple Membership

We provide high quality care by constructing a safe, nurturing, and stimulating environment, promoting the physical, social, emotional and cognitive development of each child while responding to the individual needs of our families. Our curriculum, adult-child interactions and home/school relationships are based on developmentally appropriate practice as defined by the NAEYC. Because we respect children as people with changing needs, we feel strongly about building a flexible, adaptable curriculum based on the developmental stage, unique personality and special family life of each child. In developing curriculum, we consider both the typical developmental milestones that occur at each stage of a child's life and each child's individual strengths, interests and needs. Thus, children practice newly acquired skills as well as having a chance to work at their individual capacity.

For more information on our educational philosophy and an outline of our developmentally appropriate practices, please ask for a copy of our Simcha Education Handbook.

CALIFORNIA STATE LICENSING INFORMATION

Our school is licensed through the Department of Social Services, Community Care Licensing Division, and is subject to annual, unannounced licensing inspections. We maintain state licensing files that families may request to review at any time. In addition, families can contact our licensing agency for further regulatory information at:

Department of Social Services, Community Care Licensing Division
2580 N. First Street #300
San Jose, CA 95113
(408) 324-2148

BUILDING SECURITY

Simcha Preschool is housed in a very attractive modern facility at Temple Beth El. The entire building is locked at all times and is accessible by a video and buzzer system to allow for monitoring and safety for the children at all times.

HOURS AND DAYS OF OPERATION / SCHEDULE OPTIONS

Simcha is a year round early childhood program operating from 7:30 am until 5:30 pm, Monday through Friday. These are our hours for our full day program. The full day option is currently only available for children in the Preschool and Pre-K classrooms. Families can choose a two, three or five day a week schedule including: Tuesday/Thursday or Monday/Wednesday/Friday or Monday through Friday.

Our half day program runs from 9:00 am – 1:00 pm (and has the same a two, three or five days a week schedule as listed above. Based on availability and prior arrangement, you may come early, stay late or add an unscheduled day at our **\$10 per hour drop-in rate**.

TUITION

We receive no outside support, other than from fundraising, so rely entirely on tuitions to fund our program. Our monthly rates are based on a full twelve month school year, and take school closures into consideration. This total is then divided into 12 monthly payments. This fee structure provides the program stability necessary to provide a year round program and ensure staff salaries. If you do not plan to attend in the summer, it is expected that you will pay your tuition to hold your spot for your return. Tuition is due the first of every month and is considered late as of the 10th of the month. Payment can be made by check or money order.

TUITION RATES FOR THE 2011-2012 SIMCHA SCHOOL YEAR

Toddler	Tuition	Discounts	
		Temple Member	Sibling
M/W/F Half Day	\$520	\$26	\$52
T/Th Half Day	\$395	\$20	\$40
M-F Half Day	\$755	\$38	\$76

Preschool and Pre-K	Tuition	Discounts	
		Temple Member	Sibling
M/W/F Half Day	\$495	\$25	\$50
M/W/F Full Day	\$860	\$43	\$86
T/Th Half Day	\$370	\$18	\$37
T/Th Full Day	\$655	\$33	\$66
M-F Half Day	\$730	\$37	\$73
M-F Full Day	\$1,250	\$63	\$125

CHANGES IN FEE SCHEDULE

Families will be given a 30-day written notice before any tuition changes are implemented. Any anticipated changes in tuitions will be brought to the Parent Committee first for discussion.

PRIORITY ENROLLMENT DISCOUNTS

We offer priority enrollment and a 5% monthly tuition discount to Temple members, a 10% sibling discount, and a 25% discount for employees. To receive the ***Temple member discount***, you must provide us with current proof of membership and pay at least \$175 a year for membership

dues. The **Temple employee discount** is for an employee who either works at least 20 hours a week for the Temple in some capacity or is a Temple School teacher.

REGISTRATION / DEPOSIT FEES AND REFUNDS

A non-refundable registration fee of **\$150.00**, and a refundable deposit equal to one month's tuition is due prior to enrollment. Your deposit will be refunded in full after withdrawal from the program if there is no outstanding balance. Any remaining unpaid balance will be subtracted from your deposit.

LATE FEES / MISSED PAYMENTS / RETURNED CHECKS

- There will be a **\$20.00** late fee charged for tuition payments **received** after the 10th day of the month it is due. This charge will appear on the following month's statement. If, for any reason, this payment schedule creates a financial hardship for you, please speak with the director in advance.
- If there are missed tuition payments without a prior arrangement made with the director, further actions, including possible termination of services, will be pursued.
- There is a **\$20.00** fee for all checks returned "insufficient funds". This charge is in addition to the \$20.00 late fee incurred.

DROP-IN AND LATE PICK-UP CHARGES

- For your convenience we offer the option of additional drop-in hours beyond your contracted schedule with prior approval, based on space available for that day and time. The drop in rate is \$10.00 per hour.
- For families registered for the half day program, drop -in charges apply between 7:30 and 9:00AM and after 1:00PM and will appear on your following month's statement.
- We strongly encourage you to pick up your child on time! After 1:00 or 5:30 pm,(depending on your schedule) **there is a charge for late pick-ups at a rate of \$5.00 per five minutes.** This charge will appear on your next month's statement. We understand that emergencies can occur and request that you call if you anticipate being late.
- If your child becomes ill at school and needs to be sent home, you or a designated contact must pick up your child within one hour. After one hour from the initial contact call, or if we are unable to contact anyone, the late pick-up rate as above will apply.
 - The above charge will appear on the following month's statement.

FAMILY NON PARTICIPATION CHARGES

- All Simcha families are required to participate in the school the equivalent of four hours per month (\$40.00) for one child and six hours (\$60.00) for two children. If you do not participate during a given month, a participation fee will be added to the next month's statement. For a full description of parent participation opportunities please refer to the Parent Participation section (p.7-8, 16)

SIMCHA CONTRACT / WITHDRAWAL NOTIFICATION REQUIREMENTS

- Upon enrollment in the program you will sign and receive a copy of your contract with your child's schedule and the monthly fee amount.
- Full tuition is charged for the month of August based on our twelve monthly fee schedule. Please note the program is closed for In-service Training the last week of August.

- Families must give Simcha a **30-day notification in writing of a change of schedule request**. Although you can communicate with us by e-mail, we would appreciate written backup to ensure clarity. We will make every effort to honor your request based on space availability.
- **Between April 1st and August 1st, families must give 60-day notification in writing of a last day or change of schedule**, in order for us to facilitate summer enrollment.
- Simcha Preschool requires a 30 day written notification of your child's last day at school. **PLEASE NOTE: There shall be no full deposit refunds without the required 30 day written notice (prior to April 1st) and a 60 day prior written notice (between April 1st and August 1st) in order to receive a full deposit refund.**
- Full tuition is charged for the month of August based on our twelve monthly fee schedule.
- We understand sometimes a 30 day notice is not possible. In that situation we will prorate your deposit refund based on the written date of notification.

MONTHLY FAMILY PARTICIPATION REQUIREMENTS

All families are required to participate 4 hours per month, and track that participation on the *Participation Log Form* located in each classroom. Every one hour of participation or \$10 spent on the program is equal to one participation credit. Families with one child in our program must earn 4 participation credits each month, and families with more than one child at Simcha must earn 6 participation credits per month.

*****A “Non-participation” fee** will be added to your monthly invoice if you do not fulfill your monthly participation requirements. The nonparticipation fee is \$40 for families with one child, and \$60 for families with more than one child. In addition, remember to log your participation on your classroom log form so as to avoid a participation fee!

Volunteer to Co-op in the classroom, lead a classroom circle-time or project, share job expertise (doctors, firefighters, etc.), read or tell circle stories, do a cooking project, etc.

- Help teachers by washing toys, or cleaning in the classrooms at the end of the day.
- Take laundry home to wash, or toys home to disinfect in the dishwasher.
- Help repair, sand, build or fix equipment at a Simcha workday.
- Volunteer to come in and take photos for the teachers to use in class with the kids.
- Chaperone on a field trip, or host a field trip where you work.
- Shop for groceries or classroom supplies.
- Attend a parent committee meeting or join a sub-committee.
- Order books for your child's classroom through scholastic books, donate books they have grown out of.
- Repair broken toys, torn books or pillows, etc.
- Help out in one of our fundraisers.
- Bring the family to an evening potluck or holiday get together.
- Attend an education night workshop offered through Simcha.
- Research info or materials on Jewish festivals or culture to share with Simcha teachers.
- Make a fiscal donation to Simcha, or have your family make a donation in your child's name.

CLASSROOM CO-OP POLICIES

One of the options for fulfilling your 4 hours of monthly program participation is to co-op in your child's classroom. We offer an annual co-op training (mandatory for all classroom co-ops) at the September Simcha Parent Committee Meeting. This will help you prepare for your time co-oping in your child's classroom.

When you are ready to co-op, please let your child's teacher know, so we can help you sign up on the co-op calendar in your child's classroom. We ask that you in sign up for no more than one (1) two-hour co-op shift per week, unless you have specifically arranged for something different with your child's teacher or the director. This two-hour co-op shift will include some specific tasks to assist the teachers and children, as well as time to observe, to learn techniques from the teachers and to simply enjoy spending time with the children.

PARTICIPATION IN FUNDRAISING REQUIREMENT

All families are required to participate in Simcha's two major annual fundraisers: The Temple Beth El Resource Directory (selling ad space) in the fall, and the spring fundraiser (to be determined). There is a \$40 non-participation fee for families who do not participate – this is in addition to your regular monthly participation requirements. There may also be additional fundraising plans throughout the year; your support on these projects is greatly appreciated.

STAFFING / TEACHER TO CHILD RATIOS

Our teachers are professionally trained and experienced early childhood professionals who both meet and exceed licensing standards and are continuing to pursue professional development in Early Childhood Education. To facilitate adult-child interaction and constructive activity among children, we offer a **1:6 adult / child ratio in the Toddler class with a maximum group size of 6**. (For part of each day a second teaching staff provides support in the classroom). **The Preschool Classroom maintains a 1:6 adult/child ratio, with a maximum group size of 12. In our Pre-K classroom, the adult/child ratio is 1:8 with a maximum group size of 16.** These ratios meet NAEYC requirements and are maintained at all times during the day, including both inside and outside time as well as field trips, when we also have parent support.

CLASSROOMS

Our program is designed to meet the developmental needs of children 2 – 5 years of age. We have 3 concurrent classrooms: our Toddler classroom, which serves children 2 – 3 years, our Preschool classroom, which serves children 3 - 4 years, and our Pre-K classroom, serving children 4 – 5 years. Children are with their own groups normally but may combine with other classes for special occasions such as singing with the Rabbi on Shabbat. At these times the children are still with their own teachers.

In our Toddler classroom we strive to help children gain a sense of autonomy, become familiar with social experiences and begin learning self-care. In our Preschool classroom we aim to help children gain a sense of independence, learn new social skills and expectations, and further learn self-care. In our Pre-K classroom we strive to help children become inter-dependent, further develop their negotiation and problem solving skills, and begin mastering self-care. Exposure to pre-reading, pre-math and pre-science concepts are provided in a developmentally appropriate format in each classroom.

In addition, our underlying school-wide goals include helping each child develop a strong sense of self and self-competence, while exposing all our children to Jewish rituals and culture within the context of anti bias concepts. For more information on our program philosophy and practices, please request a copy of our Simcha Education Handbook.

A TYPICAL DAILY SCHEDULE (Subject to modification as staffing and classroom needs arise; updates will be posted)

- 7:30 – 8:45 Before school care, provided in room 9 for our early arrivals. Children who arrive early engage in free play activities, and small group time.
- 8:45 – 9:15 Morning arrivals, families check in with teachers and each other, **sign in their children to the appropriate classroom binder, and leave phone numbers and any other important notes for the day.**
- 9:15 – 10:15 Morning activities, special projects with teachers, free choice play and care giving.
- 10:15 – 11:00 Clean-up time, morning snack, circle time, and Shabbat celebration (on Thursdays & Fridays).
- 11:00 – 12:00 Outdoor activities and exploration with special outdoor projects for the older children. Classrooms sometimes join each other for play during this time.
- 12:00 – 12:15 Children head back inside the classrooms for clean up, and circle time.
- 12:15 – 12:45 Lunch, followed by clean up and diaper changes for the younger children, and turns to go to the bathroom for the older children.
- 12:45 – 1:00 Morning children get ready to go home; families arrive to pick up their children, families check in with teachers. Also, full day children get ready for nap/rest time.
- 1:00 – 2:00 Full day children take a nap or rest in a calm nurturing environment.
- 2:00 – 3:00 Quiet indoor activities occur and then snack is served.
- 3:00 – 3:15 The rest of the napping children are gently woken up for snack. Children use the toilet or get a diaper change, inside and outside play is offered.
- 3:15 – 5:30 Outside and inside time is offered, children get ready to go home. Families arrive to pick up their children, and help their children to clean up what they are doing and go home.

TRANSITION INFORMATION

The decision to transition a child from one class to the next age group is a joint decision made between the teachers and the child’s family, based on observation and developmental readiness. Usually transitions happen before summer or in the fall, and can only be made if there is space available in the group they are transitioning into.

ARRIVAL POLICIES

- Please arrive no earlier than five minutes before your contracted arrival time, unless you have made drop in arrangements. Staff needs time to prepare the environment for the children.
- Make sure that you sign your child in using the appropriate classroom binder. **State licensing laws require that you sign your full name and time of arrival each time you drop off and pick up your child.** We also provide room on the sign in page to leave contact phone numbers where we can reach you during the day.
- Make sure that a teacher sees that your child has arrived. This is a good time to check in and give the teacher any information that will help to support your child’s needs throughout the day. This check in also assures a more comfortable drop off for your child.

PICK UP POLICIES

- Please be on time to pick up your child.. Late pick-ups after 1:00 or 5:30pm, will incur a charge for late pick-up at a rate of \$5 per five minute. This charge will appear on your following month’s statement.
- Please allow for at least 5 minutes at pickup time for your child to get ready to leave, as s/he may be actively engaged with other children, an activity, or clean up when you arrive. Take this time as an opportunity to check in with your child’s teacher.

-
-
-
-
-
-
-
-
-

- We ask that you please call if you know you will be late or if there is a change in who will pick up your child. You can call the office at 479-3449 or the classrooms at 479-3448.

While we know it can be fun to observe your child's social interactions or check in with other families, we must try and limit the number of adults and adult conversation in the classrooms. To help with this, we ask that you please limit your morning and afternoon check in time to 5 minutes. We also ask that conversations among adults in the classrooms be limited to information relevant to the children. We welcome you, however, to utilize space in the lobby, outside, or downstairs in the Temple to catch up and socialize with each other. And, we encourage you to sign up for a co-op shift in the classroom!

DROP IN

We ask that you maintain your assigned schedule. You may request to drop your child in on days or at times other than their scheduled times. Check availability with the director and/or the teacher in charge, and if space and staffing permit, they will add them to the schedule. There is a separate \$10 / hour drop-in fee (see Tuition Schedule). This charge will show upon your following month's statement.

EMERGENCY CARDS

VERY IMPORTANT – Emergency Card information must be kept up to date at all times. If you move, change jobs, get a new phone number, or want a new person listed as authorized to pick up your child, let us know immediately, and we will assist you. It is your responsibility, however, to keep your child's emergency card and information current.

DRESSING FOR SCHOOL

Please send your child in clothes that are ok to get messy, as we will be using art materials and playing with messy materials such as sand and water. Pockets make great places to store treasures and necessities. Shoes with a gripping surface are the safest for climbing, running and jumping. Because of safety issues, flip flops are **NOT** allowed at school. Bring a complete change of clothes for your child daily. We do our best to keep track of your child's clothing, but you're your help! Please label your child's things – including shirts, pants, jackets, hats, underwear, socks, shoes and bathing suits.

LOST AND FOUND

There is a lost and found area in the foyer by the director's office. Please check this area weekly, as unclaimed clothing are kept and permanently labeled as Simcha extra clothing.

TOYS FROM HOME

Please help your child leave his / her personal toys at home, as they may wind up lost, broken, or become too difficult for the children to take turns with and cause extra conflict at school. If your child has a comfort item such as a stuffed animal or blanket, they may bring this to school to use for nap, resting, or as a classroom security item.

DIAPER POLICY

If your child wears diapers, please bring enough disposable diapers and wipes for the week. We will always provide a school diaper or use school wipes when your child has run out, and will ask you to replace school items used.. We are not equipped for your child to have cloth diapers.

NAP AND REST TIME

Children enrolled for a full day are required to either nap or rest. If your child no longer takes naps, they will be provided with a 20-minute comfortable rest time with the afternoon teacher. Children who do nap are given their own mat to sleep on while listening to lullabies or a story on tape. Nap begins at 1:00, Children are woken up between 2:30 – 3:00, at which time they have a snack and get their care-giving needs met. We will provide the bedding (sheet and blanket) for your child during naptime. If your child has a special comfort item they use to nap or rest, please bring it to school for them to rest with.

OUR FOOD POLICIES

SNACKS

Simcha believes that eating together should be a happy and meaningful part of your child's day. Simcha provides nutritious morning and afternoon snacks for all the children. Food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. Our snacks are vegetarian and will always include a choice of soy or cow milk as well as fresh fruits and or vegetables. We are always conscious of cleanliness and safe storage practices. Weekly menus are posted in each of the classrooms. Sometimes the children prepare their own snack as a cooking project. Snacks may include traditional holiday foods. At Simcha, no child will ever be denied food or threatened, as punishment.

VERY IMPORTANT - Make sure to let us know if your child has any dietary restrictions due to allergies, kashrut or other family choices. We post a weekly menu of the foods we serve for snack, and will post allergy and food restriction information for all teachers and substitutes to abide by.

LUNCH

Simcha does not provide a lunch for your child. You are required to bring a lunch (with a small ice pack to keep the food cold) in unbreakable food containers for your child each day. We encourage you to send a balanced lunch. Pre-packaged, sugared foods (i.e. candy, soft drinks, etc.) are not allowed. We allow children to eat the foods in their lunches in the order they choose, and will not take any food away from them. All food and beverages brought from home should be labeled with the child's name and dated. (This is a new requirement from NAEYC)

Simcha abides by the Temple's reformed Jewish Kosher food laws. Below are lists and examples of foods, which, according to a modern interpretation of the Torah, are not kosher. Please refrain from bringing any of the following to school:

- All foods from animals without split hooves (pork, ham, bacon, lard, pork ribs, etc)
- Shellfish, and fish that do not have scales and fins (shrimp, oysters, clams, prawns, scallops, lobsters, calamari, eel, shark, monkfish, catfish, crab)
- Processed foods if they contain any lard, pork or shellfish (processed cakes, cookies, crackers, etc, processed meats, clam chowder, bouillabaisse, etc)

BIRTHDAY CELEBRATIONS

While we enjoy celebrating birthdays at Simcha, we ask that you don't bring any sugary snacks into your child's class as part of their birthday celebration. You are welcome to speak with your child's teacher if you'd like to bring in a special treat of fruit or other food that does not have high sugar content. One of the new NAEYC requirements stipulates that foods that come to school to be shared among children can only be whole fruits or commercially prepared packaged foods in factory sealed containers. We will honor their special day with activities, songs, artwork, etc, and are happy to include you in their birthday celebration.

OUR HEALTH POLICIES

PHYSICAL EXAMINATION

Children must have a physical exam by their physician sometime in the 12 months prior to admission in order to enroll at Simcha. The doctor must also complete and sign a health evaluation form that we will provide you during the registration process. This form, along with a health history form that you will complete, as well as other licensing required forms, is kept in a confidential file in the director's office. All forms must be complete, signed and returned no later than the first day of attendance in order for your child to start school.

IMMUNIZATIONS

Your child must have their immunizations complete and up to date according to California law. There is an immunization log at the bottom of the health evaluation form that your child's physician must fill out for you. This information must also be transferred to our state required blue immunization form, and be authorized with a staff signature. It is your responsibility to keep your child's immunizations current, and show proof of new immunizations to the director as they happen. Their immunizations must include:

- DTP, 4 doses
- Polio, 3 doses
- MMR, 1 dose after age 1
- HIB, 1 dose after age 1
- Hepatitis B, 3 doses
- Varicella (Chicken Pox), 1 dose after age 1

Provision is made in California law for the waiver of immunizations for religious or personal choice. Should you choose not to immunize, there is a place for you to sign in the back of the blue immunization card. If your child is not immunized and there is an outbreak of an illness such as measles, your child will be excluded from attending school until danger of contagion is passed.

EXCLUSION FOR ILLNESS POLICY

Keeping children healthy is a partnership between families, childcare providers, the children themselves, and your medical provider. Some illnesses require exclusion to ensure the ill child's protection, and to protect the other children, families, and staff.

Families are expected to observe their child each morning for any signs of illness and to call with any questions or problems. Please call in as early as you are able, to let us know if your child will be staying home for any reason, especially in the case of illness.

Please do not send your child to school on over-the-counter medications without first checking in with the director or your child's teacher. Fever reducers and antihistamines can mask real symptoms of a cold or flu, which contributes to the spread of illnesses. They can also cause behavior changes in children. Please inform your child's teachers when they are on any type of medication, so they we are best able to care for your child.

NOTIFYING STAFF OF ILLNESS

If your child comes down with a contagious illness, even if it occurs over the weekend, you are required to notify the director as soon as possible. We are required to report to public health, and to post an exposure notice, both of which are done while maintaining complete confidentiality. Examples of reportable illnesses are: measles, rubella, chicken pox, head lice, etc.

HEALTH CHECKS

Each time you arrive at school, your child's teacher will greet you and get information on how your child is that day. Please be ready to provide health information including sleep and eating patterns over the last 24 hours, change in health or change in behaviors over the previous 24 hours, any medications (prescription or over the counter) that they have taken, and if there is medication we are to help them with at school.

HAND WASHING

It is recognized that good hand-washing practices can help maintain a healthy environment. Correct hand washing procedures are taught to the children and practiced throughout the day, beginning upon arrival. **Please note, adults are asked to also wash their own hands with their children upon arrival in the classroom.**

Our program follows the following very detailed guidelines required by NAEYC:

- a. Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- b. Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- c. Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Children and adults wash their hands

- d. on arrival for the day;
- e. after diapering or using the toilet (use of wet wipes is acceptable for infants);
- f. after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit);
- g. before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- h. after playing in water that is shared by two or more people;
- i. after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
- j. when moving from one group to another (e.g., visiting) that involves contact with infants and toddler/twos.

Adults also wash their hands

- k. before and after feeding a child,
- l. before and after administering medication,
- m. after assisting a child with toileting, and
- n. after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include

- o. using liquid soap and running water;
- p. rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.

- q. Staff wear gloves when contamination with blood may occur.
- r. Staff do not use hand-washing sinks for bathing children or for removing smeared fecal material.
- s. In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

ADMINISTERING MEDICATIONS

In order to administer any medications at school, you must fill out a Simcha medicine release form and provide us with a note or copy of the prescription from your medical doctor. We can only dispense medicine that is in its original container, and prescribed for the present illness. This includes all over the counter medicines.

APPLYING SUNSCREEN

Our children play outside a lot throughout the day, so we ask that you apply sunscreen or sun block on your child before arriving to school. According to NAEYC standards, it is recommended that it have a UVB or UVA protection of SPF 15 or higher. In order for us to reapply sunscreen or sun block after nap or rest, or as needed, we will need you to sign our sunscreen permission slip, posted in each classroom.

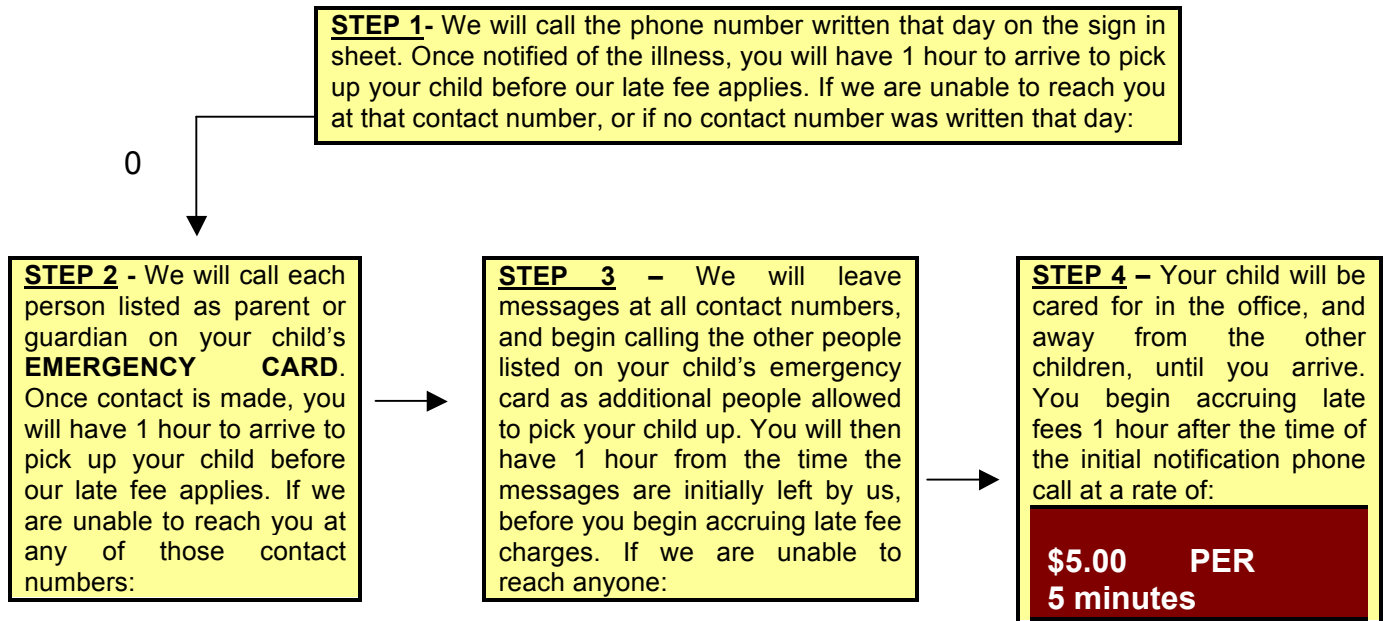
WHEN SHOULD MY CHILD STAY HOME SICK?

1. If the illness prevents my child from participating comfortably in our program.
2. If the illness requires more care than we can provide without compromising the other children
3. If the illness is any of the specifically diagnosed conditions listed below:

YOUR CHILD MUST STAY HOME IF S/HE HAS THE FOLLOWING SYMPTOMS:	YOUR CHILD MAY RETURN TO SIMCHA WHEN:	
Fever (100°F or higher under the arm, or an oral temperature of 101°F or higher) along with behavior change or other signs of illness such as sore throat, cough, new runny nose, rash, vomiting, diarrhea, earache, etc.	FEVER	Has had a normal temperature of less than 100°F for 24 hours, and other symptoms of illness have cleared and/or behavior has gone back to typical healthy behavior.
Has a new, clear or white runny nose less than 2 days old, or in combination with other symptoms.	COLDS	Has a runny nose with no other symptoms, that is no less than 3 days old. Has a runny nose with a doctor's note stating that it is an allergic condition.
Runny, watery or bloody stools, which are recurring (more than once) and/or uncontrollable.	DIARRHEA	Has had a normal bowel movement since onset of diarrhea, and has NOT had diarrhea for at least 24 hours.
Recurring vomiting or vomiting accompanied by fever.	VOMITING	No vomiting or accompanying symptoms for previous 24 hours.
Presence of unknown rash, body rash with fever, impetigo, scabies (raised red spots or lines), yellow skin, cold sores or fever blisters until scabbed over.	SKIN	Absence of skin condition symptoms, or doctor's note with permission. Children with heat or diaper rash may attend school. Child with allergy may attend school with a note from the doctor.
Yellow eyes, or thick or thin and watery mucus or puss draining from eye (may or may not be accompanied by redness and itching), will not be admitted with discharge, unless on medication or with doctor's note.	EYES	No signs of fresh discharge from the eyes, or discoloration. Doctor visit recommended
Head lice or nits (eggs) on child. Intense itching of scalp.	LICE	Treatment with lice shampoo or prescribed treatment. Removal of all eggs.

PICK UP PROCEDURES IN THE EVENT OF ILLNESS

Sometimes a child first begins to first show symptoms of illness after they have arrived at school. If your child becomes ill during the day, the following contact procedures will take place:



Remember

Always leave us your daily contact number by writing it on the sign-in sheet as you sign in your child, and always write a return time, even if you think it may change, so that we know when to expect you. You can always call to inform us of a return time change!

The final decision whether or not to exclude a child from school is made by Simcha staff and the director.

MEDICAL EMERGENCIES

If a medical emergency should occur with your child, we will first call 9-1-1 or other appropriate contact (poison control, etc) and then contact you immediately with as much information as we can provide. A staff person will accompany your child to Dominican Hospital, and present them with your child's insurance coverage information and consent for medical treatment release form. We will wait for you at the hospital and stay as long as we are able once you arrive.

FIRST DAYS IN PRESCHOOL

You and your child are beginning an experience that will, among many other things, help them define their sense of self as a competent individual who is able to learn and grow. Playing with other children, learning to be part of a group, gaining empathy for others and asserting personal rights are valuable experiences in preparing young children for life.

Children adjust to preschool in various ways. If your child is experiencing separation anxiety, please speak with your child's teacher about creating a positive separation transition plan. There are a number of strategies that we have found successful in helping children with separation anxiety. The ideas your child's teacher will discuss with you will include:

Primary Caregiver: Each child will be assigned a primary caregiver when they begin our program. This primary care giving relationship supports you and your child in developing a strong bond with one consistent classroom teacher. This is especially helpful for children during difficult separation, as the nurturing relationship your child will develop with their primary teacher will help them establish the trust and security they need to understand the separation process and thrive at school. Your child's primary caregiver will be the person who checks in with you each morning to find out how your child is doing, and to discuss separation strategies with you. They will help your child with all their daily needs and transitions, will help your child through any difficulties during their time at school, and will closely monitor your child's experience and share information with you at the end of the day.

Home Visit: Home visits are a wonderful way to help support your child through separation anxiety. When children see their family welcoming their new teacher into their home, it sends a strong, clear message to the child that this teacher is an important person, that their family trusts this person, and that school is something their family values. Once a teacher visits a child at home, they often come to school with much more enthusiasm and comfort, and much less stress and fear.

Family Pictures: When children are able to look through a special family photo-book, or see their families' pictures on the wall, it can help them verbalize, understand and resolve the fear and sadness they may experience while you are not with them at school. Please ask your child's teacher about bringing photos into school to assist your child's transition.

CLASSROOM GUIDELINES

If you plan on spending any time in the classroom, whether it is to acclimate your child into the program or to co-op with the teachers, please use our teaching staff as role models for adult-child interactions. Our teachers are skilled at facilitating developmental growth, promoting self-help and negotiation skills, and redirecting children's behaviors so that they have successful peer interactions.

In addition, we ask you to please become familiar with our Classroom Guidelines (next page). These are the guidelines that we expect every adult entering into any of our Simcha classrooms to follow.

SUPERVISION OF YOUNG CHILDREN

- A primary role of adults in the child's environment is to **OBSERVE** their play. Avoid creating games, entertaining the children, or getting so involved with their play that you take over.
- Stay low. Children can feel overwhelmed when adults tower over them. Sit on the children's chairs, not the table, if you can't sit on the floor.
- Be aware of environmental safety. Prevent injuries rather than dealing with the aftermath.
- Place yourself where you have the best view of the area you are supervising. Move to areas requiring the highest level of adult intervention, such as climbing apparatus or situations involving power play.
- Talking with other adults and teachers is a valuable part of your experience. Please do so in quiet voices or outside the classroom, and be conscious of appropriate subject matter and supervision.
- Avoid making models for children with any materials. This often prevents children from freely exploring the materials in their own creative ways, and limits our understanding of their abilities.
- When speaking to children, assume their level and speak in a clear, calm, accepting tone. Talking to young children from across the classroom is not effective.
- Teach and model gentle actions and communication.
- Notice and reflect to children their thoughtful, creative and responsible play.
- Encourage children to do as much as they can by themselves. Provide the minimum amount of help (at times none is needed) so that children can experience a sense of accomplishment.
- Do not put children onto climbing structures. There is less chance of injury when children accomplish their own physical motor objectives.
- If you need to do something to or for a child, tell them first. "I'm going to check your diaper now." "I'm going to lift you up now." This prepares and includes them.
- Always stop children from hurting themselves, other children or adults.

LIMIT SETTING WITH YOUNG CHILDREN

- When limits are necessary, they should be clearly defined and consistently applied, so that the children know their adults can be counted on to maintain needed boundary lines.
- Tell children what they can do vs. what they cannot do: "Walk inside." vs. "Do not run."
- Offer safe alternatives to unsafe behavior: "Throwing blocks hurts, let's find some soft toys you can throw."
- Acknowledge children's ideas, feelings and age appropriate impulse behind the behavior.
- Never judge or label children's behavior subjectively (bad, nice, good, mean, selfish, etc.) Separate the child from the behavior: "I'm not going to let you hit Blake. Hitting hurts him."
- Give the child a choice only when you intend to leave the decision up to them. "Where do you want to park your bike before snack?" The child must come to snack but the choice of where to park is theirs.
- Encourage children to come up with their own mutually acceptable solutions to conflicts whenever possible.
- Avoid comparison and competition among children, it damages self-esteem and limits cooperation between children. "I saw you both hold onto the railing and climb the stairs fast."
- Ask another adult to take over in mediating a conflict between children if you become too upset to deal with the situation effectively.

All information concerning children and families is confidential. Never discuss a child within their or other children's hearing range.

The physical and emotional health and safety of the children is our primary concern!

ASSESSING YOUR CHILD'S PROGRESS

Although Simcha has a philosophical commitment to a play based developmentally appropriate program, we believe it is important to be able to give you feedback on your child's progress based on both informal and formal assessments. Regular ongoing face to face communication with families is one of our most valuable forms of information and informal assessment. We recognize the importance of respecting and understanding the cultural experiences and values that a child brings from home. As your child's parent, we very much value your insights. Teachers also gather assessment information through observing children in the classroom setting throughout their day,

sometimes recording anecdotal notes. We also gather rich information by keeping samples of your child's work throughout the year in the form of a portfolio that we share with you as a record of your child's progress. The formal assessment we are presently using is the Desired Results Developmental Profile. Again, the information is gathered in the context of your child's normal routines once your child has become at home and comfortable in the classroom. The information from both informal and formal assessments will be shared with you during your conference. This information is strictly confidential and will not be shared with any other person or agency without your written consent.

FAMILY / TEACHER CONFERENCES

Partnership between teacher and family is a very important aspect of a child's positive experience at school. One of the many ways we achieve this partnership is through conferencing. Teachers will invite you, twice a year, to make an appointment for a conference to discuss your child's development, answer any questions you might have, and to set goals for, your child. It is strongly recommended that all the primary adults raising the child attend conferences, so that everyone involved in the child's daily life has an opportunity to get and share important information. Conferences are held in the fall and spring. (See Simcha calendar) In addition we will check in with you quarterly, especially if there are any concerns.

FIELD TRIPS

Simcha classrooms go on periodic fieldtrips to enrich the children's experience in learning about the world we live in. All field trip drivers must sign a form stating that they have adequate insurance and their car is sufficiently maintained to safely transport children, and must provide proof of documentation. The following guidelines are also followed for safety:

- Children will wear a Simcha field trip tee shirt.
- Emergency cards, medical release forms, allergy lists, and first-aid supplies will be taken on all trips.
- Field trips will have one adult for every 2-4 children, depending on their age.
- Adults will have children specifically assigned to them and will be responsible for them for the duration of the trip.
- Families must sign a field trip permission slip for each trip.
- Families will leave car seats to be used for their child under 6 years and 60 pounds.

PETS AT SCHOOL POLICY

Please check with the Simcha Director and your child's teacher before bringing any live animals to school. We know children like to share their pets with their friends. Visiting animals need to be in good health and have documentation from a veterinarian that the animal is fully immunized and that the animal is suitable for contact with children. We also need to consider the specific needs of individual children (and teachers) in terms of safety, allergies, comfort level, etc. If permission is given to bring an animal into the classroom, it must be either contained in an appropriate carry container or on a leash at all times. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. We ask that you not bring your dogs into the classroom at pickup times. Reptiles are not allowed as classroom pets because of the risk for salmonella infection.

CHILDREN'S RIGHTS

No form of physical punishment, psychological abuse or coercion is *ever* permitted at Simcha. Examples may include hitting, shaking, shaming, using terms such as "bad boy/girl" or yelling. State law requires all adults to report any cases of suspected child abuse to the appropriate authorities. All Simcha staff are mandated reporters. A child safety plan, describing policies and procedures for assuring that children experience no physical or emotional trauma while attending Simcha Preschool, is available for parents to read in each classroom and the Simcha office.

FAMILY RESOURCES AND REFERRALS

Simcha is committed to providing families with the support they need. If your family needs information or assistance with outside referrals, please meet with your teacher or the director. Simcha can help families with resources and referrals for developmental assessments, health care, housing, childcare vouchers and other social service assistance.

SIMCHA FAMILY ROSTER

Simcha maintains 2 school rosters, one that is kept in the office for licensing purposes, and one that is distributed to each of the families at Simcha. The distributed rosters include: each child's name, their classroom, their parent's / guardian's names, home address, phone number and email address. If you wish to have your family's information withheld from the distributed roster, please inform the director upon enrollment, by noting the appropriate line on your admission contract.

The distributed Simcha roster is intended for the personal use of Simcha families. It may not be used for solicitations of any kind without approval of the Simcha director. Our updated rosters are distributed every September, January and June, and upon request.

WEBSITE AND PHOTOS

We take many photos during your child's time at Simcha, to offer you a window into their experiences while you are away. We do use photos on our web site, as it is a great way for families to see their children at play. We will not post any photos on our website, or use a photo for advertising without your permission. Each family gets a permission slip in the enrollment paperwork, to decline or to sign and allow Simcha to use photos of your child.

PRIORITY ENROLLMENT POLICIES

Simcha offers priority enrollment to members of Temple Beth El. This prioritizes our fall wait list into the following order:

1. Returning children enrolled from the previous year.
- 2a. Siblings of children of Temple members concurrently enrolled.
- 2b. Siblings of children of community members concurrently enrolled.
3. Children of Temple members not already enrolled. Placement made in order of request by March 31st for the summer and for the following year.
4. Children of community members not already enrolled. Placement made in order of request by March 31st for the summer and for the following year.
5. The Simcha director reserves the right to enroll children in order to fill vacancies and maintain a balanced enrollment, as needed.

INCLUSION POLICY

Simcha strives to be an inclusive environment – serving children and families with a variety of special needs. Please let us know if you or your child will require any additional accommodations in order to participate in our program. We are happy to provide additional support in any ways that we can.

If we determine that additional accommodations are needed to support your child in our program, and we are unable to provide the type of accommodations needed, a conference will be held to discuss how to bring the support needed into our program. We will provide you with necessary resource information and assist you as your child transitions into other programs.

NON-DISCRIMINATION POLICY

No Simcha family member or employee will, on grounds of race, color, religion, national origin, disability, medical condition, marital status, gender, sexual orientation, age, height, weight, physical characteristics or veteran's status, be excluded from participation in, be denied benefits of, or be subjected to discrimination in any aspect of the program.

MEETING CHALLENGING BEHAVIORS AND SPECIAL NEEDS

We expect children enrolled in Simcha to be able to function well in a stimulating, changing environment specifically geared for their classrooms and age groups. We will pay special attention if we observe your child having a challenging experience in the classroom, either with teachers, other students, or on an individual level. The following protocols will be followed.:

1. As needed your child's teacher will confer with the Director for advice in specifically meeting your child's needs. You will always be kept informed of the situation and its progression.
2. If we cannot resolve the problem after initial classroom adjustments are made, a meeting will be set up with the parent and other options will be discussed. These may include, but are not limited to, seeking other professional advice after getting parent consent, implementation of an individualized behavior plan, having a one-on-one aide to shadow your child and help facilitate a positive experience at school, reduced hours for a period of time, being provided with resources for services outside of Simcha Preschool. Our full support is always given to every family to help their child have a happy, healthy, successful school experience.

TERMINATION OF SERVICES

Sometimes there are situations where, try as we may, a child and our school turn out not to be a fit. While this is very rare, every once in a while it happens. Some examples would be:

1. Children who are overwhelmed by large groups, noise and activity, and who would do better in a smaller group or quieter environment.
2. Children whose needs are not being met at Simcha, even after special attention and behavior plans have been implemented and would benefit from an alternative placement.
3. Children whose behavior disrupts the program, endangers him/herself and/or others, or who require constant one-to-one attention or intervention by teachers.
4. Families who decline help to work on their child's challenging behavior and/or their own parenting skills
5. Families who fail to comply with Simcha's policies, as described in the Parent Handbook (chronic late pick up, failure to pay bill, ignoring health guidelines, etc, see additional fee information, p.5).
6. Families whose behavior causes disruption, distress, or endangerment (boisterous actions or insensitivity to classroom conditions, verbal or physical abuse, intoxication, threats to children or other adults, etc). Such behavior could result in termination of services as well as intervention by the appropriate authorities.

There are 3 steps we follow in determining whether your child and our school are a fit:

1. Verbal Discussion at Onset of Problem
 - All documentation (*Incident Reports*) and information regarding the situation is given to the family.
 - Mutual feedback is shared, including strategies to redirect the behavior.
 - Staff documents the discussion.
2. Formal Conference, If Ongoing Incidents Occur
 - A meeting with the family is held, using our *Family / Teacher Action Plan* form.

- The discussion and agreements are documented by staff, including a plan and timeline for helping the child's behavior to shift.
 - In the most extreme of situations the family is informed of possible suspension and/or termination, depending on the results of the action plan.
3. Decision to Terminate
- Meeting between teacher and director; documentation of ongoing incidents is provided to the director.
 - Meeting is scheduled with the family, sharing all documentation; written notice is given to the family, with a timeline for terminating services, and any recommendations for services for the child. Notification is also copied to the child's file.

CONFIDENTIALITY

We adhere to California Childcare Licensing Standard #101221 relating to confidentiality. All children's files are kept in a locked drawer in the director's office. Disclosure of any information pertaining to a child, or his or her family, will be restricted to staff, for purposes related to administration of the program and/or for the well being of the child. No information pertaining to the child will be shared with anyone before obtaining written permission from the family.

SIMCHA AND TEMPLE BETH EL

Simcha Preschool enjoys a mutually supportive, collaborative relationship with Temple Beth El. The preschool is an affiliate of Temple Beth El, under the direction of the Temple Education Committee, and on a par with Temple School. Final decision-making power rests with the Temple Board.

SIMCHA PARENT COMMITTEE

Simcha Parent Committee members consist of family, staff and community members who are nominated and elected by the Simcha families and staff. The Simcha Parent Committee acts as a sub-committee to the Temple Beth El board of directors, to support Simcha in following its mission and achieve its goals in educating children and families, to aid in optimal marketing, fundraising and promoting of Simcha, to assist in managing the monthly and annual budget for Simcha's fiscal growth, and to assist the Simcha director in leading parent committee meetings, facing with the public as needed and assuming some administrative tasks as needed. Simcha staff has final decision-making power for curriculum development and implementation, in conjunction with parent committee and Temple input.

SIMCHA PARENT COMMITTEE MEETINGS

Simcha Parent Committee meetings are held monthly, in room 6, with childcare available across the hall in room 7. Meetings are held the fourth Tuesday of every month, at 6:30 pm, and an agenda is posted for Simcha families to review one week prior to the parent committee meeting. Parent Committee meetings are open for anyone to attend. All Simcha families are encouraged to attend and give feedback about agenda topics, school policies and procedures. Additional information on bylaws and articles of the Simcha parent committee is located in the director's office, and is available by request.

The Simcha Parent Committee is made up of all Simcha families, with an executive committee of position holders, and sub-committee members. The 2011-12 school year executive members are:

2011-2012 PARENT COMMITTEE ROSTER

TITLE/SUBCOMMITTEE	MEMBERS	RESPONSIBILITIES
Chair Person	Michael Berman	Chairs Parent Committee meetings, acts as ex-officio member of all committees, sets meeting agendas with the director, acts as chief liaison between families and staff, helps evaluate the director with the chair of the TBE Education Committee, chairs the nominations for next year's parent committee
Vice - Chair	Gilah Berman	Supports chair person, performs duties when chair is absent, helps secretary record policy changes and approved actions, attends Temple Board meetings as needed, chairs one sub-committee
Secretary	Robert Bartee	Records, keeps and assists director in publishing all records of all proceedings; maintains committee rosters
Treasurer	Jill Glassman	Chairs budget committee, proposes budgets for review, provides financial reports and input for committee decision
Class Reps	Toddler – Erin Brandon Preschool – Claudia Slane Pre-K – Andrea Izenstark	Represents interests of classrooms, contacts families to notify them of important events; support and represent classroom staff
Budget Committee	Silvia Ferguson Jill Glassman	Recommends tuition fees and fiscal budgets, sets financial policy, reviews monthly account statements
Marketing & Fundraising Committee	Silvia Ferguson Tracy Evleshin Hannah Stubblefield Andrea Izenstark (VACANCIES)	Markets school to TBE & community; coordinates and assists in all fundraising opportunities
Personnel & Liaison Committee	Silvia Ferguson Michael Berman	Assists director with staff reviews, provides membership for hiring committee, provides membership for Parent Liaison Committee
Education Committee	Hannah Stubblefield Jillian Brunelli Diana Weiler Bela Gupta Silvia Ferguson 23	Reviews and revises Parent Handbook, and Simcha personnel policy addendum as needed, supports ongoing curriculum and staff development as needed, manages education night series for Parent education with director, acts as liaison between Temple education committee and Simcha.

THE LIAISON COMMITTEE FOR REQUESTS AND GRIEVANCES

Requests for changes to or explanations of Simcha's policies or program, complaints about program procedures, policies or personnel, or any grievance on the part of family or staff members shall be addressed in writing to the Simcha director, who will take timely action to meet the request or resolve the dispute.

If the director is unable to meet the request or resolve the issue alone, the director will place the request, grievance, etc, on both the staff meeting agenda and the parent committee meeting agenda, if appropriate. Staff may also make recommendations to the parent committee on particular matters.

If it is deemed appropriate by an individual, because of the nature of the complaint or request, to surpass the director and go directly to a parent committee member, that committee member shall advise that individual to take their request or grievance to the Simcha parent committee chairperson in writing for direct action.

In any of these cases, the director or the parent committee chairperson may deem that before presenting the request or grievance to the full parent committee, it be taken to the Simcha Liaison Committee, for hearing and review, to decide on the most appropriate steps of action.

The Simcha parent committee wants to make sure that all families and staff are aware that the liaison committee exists as an aide to them to have feelings and ideas heard should any communication problems, or any other problems occur during a typical resolution process.

EMERGENCIES

In the event of an emergency, Simcha staff will follow the procedures outlined in the Temple Beth El Emergency procedures manual. Emergency procedures include steps to follow in case of fire, earthquake, and any other major disaster. Staff are well trained in facilitating safe building and grounds evacuations, and are trained in CPR and First Aid. Safety drills are also scheduled monthly, so that children are also familiar with evacuation and safety procedures.

Emergency supplies are stored on site. If there is an emergency that closes roads or bridges, or damages our building, children will be evacuated to a safe site designated by Red Cross or other official emergency personnel. Staff will care for your children at this location until you arrive.

If you are unable to pick up your child as scheduled due to a personal emergency, please call the Simcha director or classroom teacher immediately. We will keep your child at school until you or someone listed on your emergency card arrives.

SCHOOL CLOSURE POLICY

A variety of circumstances will be considered in making the decision whether to close Simcha in the event of a power outage, water shut-off or dangerous weather situation. Our goal is to remain open as much and as long as possible, but can only do so when the children's health, safety, and emotional needs can be adequately met and maintained. We will make every attempt to notify of any school closure as soon as we possibly can.

The director or acting director will decide whether Simcha will be closed or remain open, and will attempt to get a hold of you immediately should there be a power outage, water shut-off, or dangerous weather conditions. Please keep your child's emergency card and information updated at all times. Also, please keep a phone that does not require electricity available for use at your home during power outages, so that we may be able to reach you.

PARENT HANDBOOK AGREEMENT

Please feel free to speak with the Simcha director if you have any questions or need more information regarding any of our policies or procedures. We require you to also sign and return the bottom portion of this page for your child's file in order to begin attending Simcha.

I have read and understand the program policies and guidelines detailed in the 2011 - 2012 Simcha Family Handbook, and therefore by signing, agree that my family and I will abide by the terms contained within.

Child's Name

Print Full Name of Parent or Guardian

Parent or Guardian's Signature

Date