

**TEMPLE
TRAGER EARLY CHILDHOOD
EDUCATION CENTER**

FAMILY HANDBOOK

2020-2021

Andrea Melendez
Director

Twila Massey
Assistant Director

5101 U. S. Highway 42
Louisville, KY 40241
(502) 423-1444
Fax 212-2049

Website:
www.thetemplepreschool.org

TABLE OF CONTENTS

PHILOSOPHY	2
ATTENDANCE AND HEALTH	3
BACKPACKS	3
BEFORE/AFTER SCHOOL PROGRAM	3
BIRTHDAY CLUB	3
BIRTHDAYS AND HOLIDAY PARTIES	3
BIRTHDAY AND HOLIDAY APPROVED LIST OF SNACKS	4
CARPOOL	5
CHILD ABUSE	6
CHILD AND PARENT RIGHTS	6
CLASS ASSIGNMENTS	7
CLOTHING	7
DISASTER DRILLS	7
DISCIPLINE STATEMENT	7
EARLY DROP OFF/SIGN OUT FOR CHILDREN	8
EMERGENCY EVACUATION PLAN	8
ENROLLMENT PROCEDURE	8
FAMILY CRISIS	9
FIRE DRILLS	9
FOOD PROGRAM	9
INFANT / TODDLER PROGRAM	9
JUDAIC PROGRAMMING	9
KINDERTALES	9
LATE PICK UP FEES	10
LUNCH ONLY PICKUP	10
MEDICAL EMERGENCY PROCEDURE	10
MEDICAL FORMS	10
MEDICATION	10
MOVEMENT CLASS	11
NAP TIME	11
NEWSLETTER	11
OPERATING HOURS	11
PACIFIERS AND BLANKETS	11
PARENT COMMITTEE	12
PARENT TEACHER CONFERENCES	12
PEST CONTROL	12
PHOTOGRAPHS AND PUBLICITY	13
PROBLEM SOLVING	13
SCHOOL OPENING/CLOSING INFORMATION	13
SECURITY CODE	13
SECURITY PLAN	14
SIGN-OUT	14
THERAPISTS	14
TOILET TRAINING	14
TOYS AND TREASURES	14
TUITION	15
VISITING	15

PHILOSOPHY OF THE TEMPLE TRAGER EARLY CHILDHOOD EDUCATION CENTER (ECEC)

Believing in the development of the whole child, the process of the mind as well as the foundations of personality and character, The Temple Trager ECEC fosters a learning environment that encourages intellectual, social-emotional, spiritual and physical experiences for the preschool child.

The daily curriculum is based on the idea that the child learns through exploration and experimentation and with creative guidance the child begins to understand his/her importance in the world. No single educational approach meets the needs of every student. Therefore, an eclectic and individualized curriculum is maintained. Each teaching strategy encompasses five important criteria for the development of a child:

1. Fostering a positive self image
2. Promoting decision making and self direction in learning
3. Allowing for growth of social skills and facilitating social interaction
4. Allowing for flexibility to meet special individual needs
5. Providing a warm, non-critical, nurturing environment

The curriculum provides the development of basic skills and the foundation for academic skills required for success in school.

The Temple Trager Early Childhood Education Center (ECEC) is a liberal Jewish preschool. It presents a broad-based curriculum within the context of moral and ethical values. Our students study the Jewish holidays as they arise throughout the year. At the Temple Trager ECEC, we learn about the Biblical and historical basis as well as the songs, foods, symbols and games associated with each holiday.

While we welcome students from a variety of religious and cultural backgrounds, we neither teach nor observe holidays of other religions. All families are encouraged to share their ethnic heritage as a positive enhancement to our program. At the Temple Trager ECEC, we try to make all of our students comfortable and knowledgeable about the Jewish faith as a valued part of the patchwork of religious and cultural diversity that makes our common nation great.

Because parents make an enormous contribution in the development of the child, parental involvement and parent education are an integral part of the total program.

As a program, The Temple Trager ECEC strives to change along with the changing needs of preschool children in the community. Commitment to the present and planning for the future are an integral part of the program. Detailed information concerning goals and curriculum at different group levels is available in consultation with the teachers and the director.

ATTENDANCE AND HEALTH

School is for well children only. Children showing symptoms of illness will not be admitted and children becoming ill during the day must be picked up immediately. Please call the school if your child will be absent.

Children may not be brought into school with any of the following: skin rash or sores, vomiting, sore throat, chills, diarrhea, inflamed or swollen eyes, flushed or unusual pallor of the face; severe headache, listlessness, nausea, temperature above 100 degrees, or any communicable disease. When your child is sent home because of fever or illness, he/she is not allowed to return to school the next day. Your child must be fever free without medicine 24 hours before returning to school.

Please let the office know if your child contracts a contagious illness. If your child contracts one of the following, a note will be sent alerting all families: Covid19, Conjunctivitis (Pink Eye); Hand, Foot and Mouth; Lice; Rotavirus; Pinworm; Ringworm; Scabies or Fifth disease.

If a child has been treated for head lice he/she will not be admitted to school until the Director has checked his/her hair. The hair must be totally nit free before the child will be admitted to school. An email will be sent to the school if a child in the building has lice.

If the child is well enough to come to school, the child should be able to participate in the regular indoor/outdoor activities. We do not have staff to supervise children who are unable to participate in outdoor activities.

BACK PACKS

Each preschool child should have a backpack to bring to school everyday. Make sure it is large enough to fit a folder. This bag will be used for personal items, artwork, and notes. Look through your child's bag after school each day. Correspondence from the school will be sent home in the backpacks. Please remember to keep a diaper pin attached to the outside of the backpack at all times. **NO BACKPACKS ON WHEELS/ROLLERS, PLEASE.** We do not have space to keep them in the classroom.

BEFORE/AFTER SCHOOL PROGRAM

Our Lunch Bunch and Before/After School Program will be divided into two semesters: August 1 - December 18, 2020 **AND** January 4 - May 21, 2021. A late payment fee of \$10.00 will be charged to your account if not paid by the 10th of each month.

By July 15, 2020 parents will provide school with their child's continuing weekly schedule for Lunch Bunch **and/or** Before/After School Program for the first semester. The establishment of a weekly schedule binds you to that schedule for the entire semester.

By December 1, 2020 you will then provide us with a schedule for second semester. If you **do not** provide a second semester schedule, you will be billed the same as first semester.

Parents will be billed monthly for the schedule chosen. You will not be billed for the days that school is scheduled to be closed. Days may not be changed or deleted from your established schedule anytime during the semester.

We will be glad to **add** days to your child's existing schedule or add a child who did not sign up by August 1st or December 1st if space is available.

BIRTHDAY CLUB

Birthday Club – To celebrate your child's birthday a \$10 check may be sent to the school office and a book or toy will be purchased for your child's classroom **OR** you may purchase a "birthday gift" to send to your child's classroom. Ask your teacher if you need an idea.

BIRTHDAYS and HOLIDAY PARTIES

During the school year, each child's birthday may be celebrated in the classroom. If your child's birthday falls during vacations or summer you may make arrangements with your child's teacher for an alternate date.

The celebration should be simple. We encourage nutritious snacks. Please do not send candy snacks. State licensing regulations will not permit home-baked items served at school. You may order school baked cookies or cupcakes for your child's school celebration. Please do not bring party treat bags or balloons. If invitations are sent to school to go home in backpacks, all children in the class should receive an invitation.

BIRTHDAY AND HOLIDAY APPROVED LIST OF SNACKS

Temple Trager Early Childhood Education Center recognizes that food allergies can cause serious life threatening conditions for some children. To keep all our children safe, we will strive to limit those foods that have been determined to cause allergic reactions in children, acknowledging that we cannot guarantee a nut free environment. Peanuts and tree nuts can be an especially difficult food to limit; however, we will strive to be a nut sensitive environment.

Each student with a diagnosed food allergy will have a physician's authorization for medication to be immediately administered to help counteract any possible reactions to food allergies, but these medications can only do so much. Your help and participation is vital to make this policy work.

As of October 31, 2019 the following is an approved list of foods. Please check any food you bring to school as processing procedures may change.

***Fresh baked goods (cakes, cupcakes, etc.) from local groceries or local bakeries cannot be brought to school.

Fruits/Vegetables (must be cut in the store or school kitchen)

Apples, oranges, bananas, pears, melons	Applesauce cups
Raisins	Vegetable dips
Baby carrots, celery sticks, cucumber slices, broccoli, pepper strips,	

Cheese/Dairy

Yogurt (no granola)	Pudding in individual cups
Jell-O in individual cups	String cheese/cheese cubes

Cookies/Cakes

Graham Crackers (Kroger or Honeymade)
Oreos (Regular) & Thins
Nabisco Chips Ahoy
Kelloggs Rice Krispy Treats
Keebler Fudge Stripes, Deluxe Grahams, E.L. Fudge
Animal Crackers (Kroger, Barnum, Austin Zoo or Keebler brands) PLAIN ONLY
Teddy Grahams (cinnamon, chocolate, chocolate chip, honey)
Kroger brand Mini Donuts/Donuts Holes (Powdered sugar, glazed, plain, cinnamon sugar) & prepackaged donuts. Kroger bakery prepackaged glazed donuts
Entenmann's little bites blueberry and chocolate chip muffins, and fudge brownies, donuts
Hostess mini muffins, donuts

Ice Cream/Popsicles

Popsicles	Whole Fruit Bars
Juice Bars	Breyers Vanilla Ice Cream
Kroger brand ice cream sandwiches and sundae cups	

***Classroom cooking – Only Pillsbury and Betty Crocker brand cake mixes, frosting, refrigerated dough.

Families with children turning 2 or older will have the opportunity to purchase school baked cupcakes or cookies for your child's birthday celebration at Temple Trager ECEC. An order form will be sent home prior to your child's birthday. You can choose from white, confetti or chocolate cupcakes with white or chocolate icing, or sugar or chocolate chip cookies.

CARPOOL

All children enrolled in the Infant and Toddler class should be walked into their classroom each day. ****See Infant Toddler Section****

Preschool A.M. drop-off 8:45 – 9:00 a.m. Children should be dropped off between 8:45 and 9:00 a.m. at the school entrance where a staff member will accompany each child to his/her classroom. Children enrolled in the morning care program should be walked into the building between 7:30 – 8:45. Carpool will end at 9:00 a.m. as staff members are needed in the classroom. If you arrive between 9:00 a.m. and 9:10 a.m., bring your child up the steps and a staff member will be there to open the door. After 9:10 a.m. please bring your child to the office and he/she will be taken to the classroom. Do not let your child walk to his/her classroom unattended.

Due to safety issues and security we ask that the carpool steps and entrance door be used only by children arriving and leaving school between 8:45 a.m. – 9:00 a.m. and 11:45 a.m. – 12:15 p.m. During these times, parents should enter school through the playground.

Noon pick-up - 11:55 p.m. - 12:10 p.m. Carpool drivers will be assigned a carpool number. This number should hang from your rear view mirror.

Car seats must be placed on the passenger side of your automobile. According to the Kentucky Revised Statutes (KRS 189.125): Any driver of a motor vehicle, when transporting a child under the age of seven (7) years who is between forty (40) inches and fifty (50) inches in height in a motor vehicle operated on the roadways, streets, and highways of this state, shall have the child properly secured in a child booster seat.

JK/Kindergarten Carpool – 8:45 a.m. and 3:00 p.m. JK/Kindergarten students can be dropped off in regular carpool between 8:45 and 9:00 a.m. To pick up JK/Kindergarten students please drive to the back parking lot of the Temple.

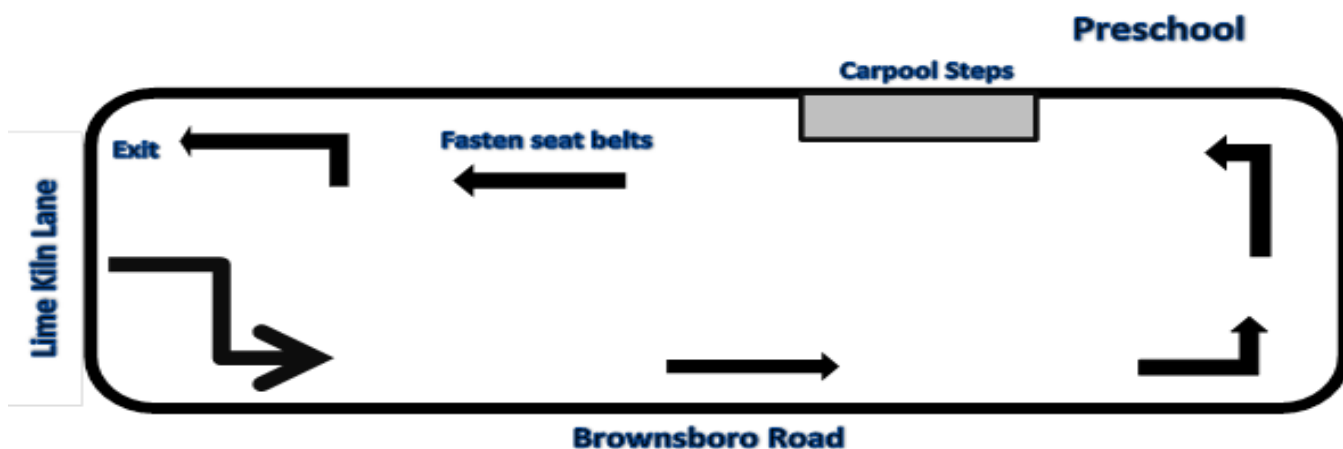
To Enter - Cars should enter the parking lot from Lime Kiln Lane entrance ONLY. You may not enter parking lot from U. S. Highway 42 (Brownsboro Road).

To Exit - After picking up children, proceed to area just beyond the school entrance by grass median. Stop to adjust the seat belts for the children. Turn right to exit.

NOTE: Please obey Kentucky State seatbelt laws.

If your child is not going home with the regular carpool, you must send an email stating with whom your child is to leave school. For your child's safety, NO exceptions will be made.

**FOLLOW THIS TRAFFIC PATTERN, EXITING ONLY FROM THE EXIT DRIVEWAY ON LIME KILN LANE.
DO NOT ENTER FROM BROWNSBORO ROAD (U. S. Highway 42)**



PARENTS ARE ENCOURAGED TO USE CARPOOL

Follow these guidelines for drop-off and pick-up to prevent accidents and confusion:

1. Enter from Lime Kiln Lane only. There is no entrance from US HIGHWAY 42 (Brownsboro Road)
2. Parents and children crossing in the pick-up areas cause pedestrian traffic for carpool drivers. Please use caution when entering the building during carpool.
3. If you find it necessary to enter building, park in parking lot. Do not park in carpool lane. Please cross at the crosswalks and be aware the cars entering and leaving the area.
4. If you come into the building during carpool, please enter through the playground.
5. Cross at crosswalk only.
6. If you need to pick up child before 12:00 p.m. please contact the office.
7. Remain in your car in the carpool line. Pull up to buckle your child safely.
8. Do not leave your car unlocked, motor running or leave a younger sibling alone in your car when you come in school.
9. Morning carpool – please have your child seated in the car (not leaning out the window or sun roof) when waiting in the carpool line.
10. Afternoon carpool – please be sure your child is buckled in his/her seatbelt before leaving The Temple. It is the responsibility of the driver of the car to be sure child is securely fastened. This is not the responsibility of the Temple staff.
11. Please wait for the cars in the carpool line to empty or fill before moving your car. Do not leave the carpool lane to pass other cars. This may take a few minutes longer, but the safety of our children is most important.
 - Use extreme caution when driving through the Temple parking lot.
 - Please put your cell phone away when you are in our lot, so your full attention is on the safety of all children
 - **Please no texting, checking your email, or phone calls when you are in the parking lot**
 - Be aware of families walking through the lot, and stop to let them cross safely
 - No honking in carpool
 - Please do not pull around a car that is loading or unloading
 - Please be patient as we try to get everyone in/out safely
 - Watch your own child when walking through the parking lot...hold his/her hand until you enter the building

CHILD ABUSE

State law requires that any suspected case of child abuse must be reported to the teacher or Director. In Kentucky, the law protects a person when a case of child abuse or neglect is reported. The person reporting is protected from any criminal liability. The Center will take affirmative steps to protect children from abuse or neglect.

1. If abuse by a staff member is suspected, the staff person will be removed from direct supervision of children.
2. The child will be examined for injuries. The Director will talk to child to hear child's account of incident.
3. The Child Abuse Hotline will be notified if abuse is suspected.
4. Child's parents will be notified.
5. If abuse occurred, the Licensing Division of the Cabinet for Human Resources will be notified within 24 hours.

CHILDREN AND PARENT RIGHTS

KRS 199.898: Rights for Children in child care programs and their parents, custodians, or guardians; posting and distribution requirements.

- (1) All children receiving child care services in a day care center licensed pursuant to KRS 199.896, a family child care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse;
 - b. The right to not be subjected to abusive language or abusive punishment; and
 - c. The right to be in the care of adults who shall meet their health, safety and developmental needs.

- (2) Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:
 - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
 - b. The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards and how to file a complaint;
 - c. The right to file a complaint against a child care provider without any retribution against the parent, custodian, guardian or the child; and
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The child care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

CLASS ASSIGNMENTS

Class assignments will be made by the Director and staff according to each child's individual needs. Serious consideration will be given to each placement. Specific assignment requests will not be accepted.

CLOTHING

Children should be dressed in comfortable and easily managed clothing. Shoes should be sturdy and suitable for running and climbing. We strongly suggest your child wear tennis shoes. **No flip flops, crocs, sandals, rain boots or clogs.** All removable items of clothing should have nametags.

Promoting independence is a major goal; therefore, avoid belts, snowsuits, overalls, jumpsuits and boots. If you use snow boots, send another pair of shoes for inside wear. Mittens are preferable to gloves. Children will spend time outside on the playground daily. Please dress your child accordingly. **Avoid hats or hoods with string ties as they may become entangled on play equipment.**

A complete change of clothes, labeled with your child's name, must be provided. Place in a plastic ziplock bag and send the first day of school. Label all items and the ziplock bag. Please remember to send a change of clothes appropriate for the weather. If your child does not have underwear at school and needs dry underwear he/she will be given a new pair of underwear.

DISASTER DRILLS

EARTHQUAKE DRILL - drills will be held four times each year in accordance with regulations of The Cabinet for Health Services.

TORNADO DRILL - children will move with teacher to assigned area. Flashlight and radio will be brought to assigned area. Back up batteries, bulbs, emergency cards and Licensing and Regulation phone numbers will be available.

DISCIPLINE STATEMENT

In accordance with our policy, which emphasizes fostering a learning environment that promotes positive self-growth, we strive to make our discipline methods encourage self-discipline. The following are goals for all our children:

1. To encourage sharing and a sense of all people's self-worth, children will learn to sit quietly in small groups and to raise their hand to contribute.
2. To develop a sense of responsibility children are encouraged to put materials back in the proper areas and to play with toys appropriately.
3. In an effort to encourage suitable manners at mealtime, all children are expected to talk in low voices, raise their hand if they need assistance, and clean their own area.

In guiding children's growth in positive social development, we believe in emphasizing positive approaches. Well-prepared and orderly classes will reduce areas of possible conflict. Nevertheless, there are moments when the staff is confronted with a situation that is in conflict with our goals and therefore infringing on other

children's rights. Such situations include aggressive behavior, inappropriate language, biting, etc. In those situations, the following guidelines are to be used:

1. Ask the child quietly and in a direct non-threatening manner to cooperate; or
2. Child will sit away from the group for a short period of time appropriate to age of child.
3. Take child outside the classroom with a co-teacher or the Director to conference with the child.
4. The staff will not use a loud, aggressive tone of voice or do anything physically threatening.
5. Discipline will not take the form of withholding rest, toileting, or food.

If necessary "Thinking Time" will be used. "Thinking Time" in the classroom will be for a time appropriate to age of child. The teacher will talk with the child, encourage positive behavior and warmly welcome the child back to the group. Parents will be contacted if a child's behavior is consistently disruptive. It is our goal to work with parents and their child to resolve any conflict. We, at all times, strive for a warm, non-critical, and nurturing environment.

Temple Trager ECEC reserves the right to terminate service if a child is unable to benefit from the program, if the program is unable to meet the special needs of a child or family, or if the child or family is disruptive to the program or aggressive toward other children or adults.

EARLY DROP OFF/SIGN OUT FOR CHILDREN

Early drop off (7:30 – 8:45 a.m.) fee is \$10 per day. Call for pre-arrangement.

Children, who are picked up, other than at carpool, need to be signed out by the responsible adult on the sign-out sheet bearing the child's name. Children will not be released to siblings under 18 years old. The sign-out book is in the Big Room on the table by Tara's office. State law requires sign-out be done only by a responsible adult. Children may not write in the sign-out book. For your child's safety please do not share the entrance code to the building with your child.

EMERGENCY EVACUATION PLAN

In case of such emergency that the Temple Trager ECEC requires evacuation, please look for a text from school to let you know where to pick up your child. Our emergency evacuation plan is on file in the school office for parents to review, and will be given out during our Parent Orientation.

ENROLLMENT PROCEDURE

The Director will set class size before registration.

Children will be placed in Kindergarten according to the following order:

1. Temple members
2. Current enrollees (not Temple members)
 - a. The number of years he/she has been enrolled in Temple Trager ECEC
 - b. A sibling registered at Temple Trager ECEC for the same school year
 - c. Oldest birthdate

Children will be placed in the Infant, Toddler, Transitional 2's, 2's, 3's, 4's classes according to the following order:

1. Temple members
2. Current enrollees (not Temple members)
3. Siblings of current enrollees
4. Siblings of former Temple Trager ECEC students
5. Children whose parents are members of another Jewish Temple/Congregation
6. Children from the community at-large

A developmental screening will be done within 90 days of enrollment and a referral (if needed) will be made within 30 days of screening.

FAMILY CRISIS

From time to time families in our school may encounter divorce, death of a family member or a hospital stay by parent or child. This can cause great trauma for children and alter their behavior at school. Because of this and because our staff can lend emotional support to children during these times, we request that you discuss any situations of this nature with your child's teacher or the Director.

FIRE DRILLS

We will have monthly fire drills to acquaint the children with the proper procedures in case such a situation should occur.

FOOD PROGRAM

Appropriate snacks and a hot lunch are provided. A menu will be emailed and also posted on the Parent Bulletin Board in the Big Room. Special requests will be honored for medical and/or religious reasons. See the Director for a food allergy form. The children are served a nutritious lunch and may not bring an individual lunch or snack from home. Infants and Toddler families will provide bottles with formula/breast milk in prepared bottles. All bottles and jar food will be labeled for each individual child. Once toddlers can eat solid food, snacks and meals will be provided.

INFANT / TODDLER INFORMATION

DAILY ROUTINES – A Daily Log is maintained for each child. Each day parents will record:

- Time of last meal, bottle, diaper change, sleep
- General mood so far
- Any "out of ordinary" happenings since we last saw your child

Our staff will maintain the Daily Log each day in order to communicate with parents about your child's day.

DROP-OFF AND PICK-UP – Parent/Caregiver will walk Infant and/or Toddler to their classroom each morning. Parents will be asked to fill out a daily log upon arrival. Parent/Caregiver will walk in to pick-up Infant/Toddler in the classroom. If your child is not going home with their regular caregiver, you must send a note stating with whom your child is leaving school.

FOOD – Infant and Toddler parents will provide bottles with formula/breast milk in prepared bottles. All bottles and jar food will be labeled for each individual child. Once toddlers can eat solid food, snacks and meals will be provided.

SLEEPING PROCEDURES – The American Academy of Pediatrics recommends that infants be placed on their backs to sleep; but when infants can easily turn over from the back to the stomach, they can be allowed to adopt whatever position in which they prefer to sleep. Every infant, 12 months or younger, will be placed on his/her back for sleeping, unless otherwise noted by physician in writing. Feel free to discuss your child's sleeping position with a staff member.

JUDAIC PROGRAMMING

Each Jewish Holiday receives special attention. A variety of creative experiences are offered to enrich the child's awareness of Jewish culture and customs.

KINDERTALES

Temple Trager ECEC will be utilizing Kindertales software for all online enrollments and billing purposes. Once you have received the email with online registration instructions, please set up your account with Kindertales. Please complete required forms, payment method, and any other users to your account.

LATE PICK UP FEES

We appreciate a phone call to let us know that you will be late, but a call does not negate late fees.

Preschool only (9:00 a.m. – 12:00 p.m.)

Pick up by 12:15

\$6.00 late fee for pick up after 12:15 p.m.

\$12.00 late fee for pick up after 12:20 p.m.

After School Care (until 4 p.m.)

Pick up by 4:00 p.m.

\$5.00 **plus** \$1.00 per minute late fee after 4 p.m.

Lunch only (12:00 p. m. – 1:00 p.m.)

Pick up by 1:15 p.m.

\$6.00 late fee for pick up after 1:15 p.m.

After 1:20 p.m. an additional \$6.00 late fee.

After School Care (until 6 p.m.)

School closes at 6:00 p.m.

\$10.00 **plus** a \$2.00 per minute late fee for

late pick up after 6 p.m. (This includes days we close early)

After 6:00 p.m. Pickup Policy

We do not maintain staffing beyond 6:00 p.m. If a parent does not pick up a child before the preschool closes at 6:00 p.m. the emergency names provided for the child will be contacted. If we are unable to reach any of the emergency contacts, we will use our best judgment to provide appropriate care. An initial \$10.00 per child late fee will be charged at 6:01 p.m. **plus** a \$2.00 per minute late fee. Please be aware that repeated late pickups after 6:00 p.m. is reason for nonparticipation in the After School Program. We appreciate a phone call to let us know that you will be late, but a call does not negate late fees. Parents will be billed for late fees.

LUNCH ONLY PICKUP

The children who stay for lunch only will be in the carpool hall by the parking lot at 1:05 p.m. Please come up the steps to the door to meet your child. Teachers will be with the children at this door until 1:15 p.m. After 1:15 p.m. the children will wait for pick up in the office. There is a \$6.00 charge for pick up after 1:15 p.m. After 1:20 p.m. there is an additional \$6.00 late fee.

MEDICAL – EMERGENCY PROCEDURE

Minor cuts and scrapes will be washed with antibacterial soap and warm water, and a band-aid applied, if necessary. A note explaining the incident will be sent to parents and a copy will be put in the child's file.

When we feel an accident requires emergency care, (1) we will use first aid (2) call 911 (3) contact parent or guardian listed on emergency card, notifying him/her which hospital the child is being taken to or contact parent from emergency room (4) the Director or the adult person in charge of school will accompany the child (5) any expense incurred will be the responsibility of the child's family.

MEDICAL FORMS

State law requires a **current Kentucky** immunization certificate for each student be on file by the first day of school. Children without immunization certificates will not be admitted back to school until a current certificate is given to the office.

MEDICATION

Medication will be administered at noon to children enrolled in the Before/After School Program. Medication must come in it's original packaging with dispensing instructions. The parent is responsible for completing a medication instruction sheet each day the medicine is to be given. If the school is to administer medication, the medication must be in the original container and clearly labeled with the child's name, amount of dosage, and name of physician prescribing the medication.

Medicine must be signed in and picked up each day. When medicine is brought to school it is to be given to the Director or a staff member. PLEASE DO NOT SEND MEDICINE TO SCHOOL IN BACKPACKS. Medicine will be stored in a locked box or refrigerated, if necessary. Expired medication will be discarded.

Sunscreen and Diaper Ointment: The Temple Trager ECEC will apply sunscreen and diaper ointment, as needed. Parents are responsible for supplying the diaper ointment and must complete a permission form with the name of the ointment. Sunscreen is provided by The Temple Trager ECEC, but still requires signed permission to use. Sunscreen should be applied by parents in the morning before school. If sunscreen permission is provided by parents, preschool staff will apply it after nap.

MOVEMENT CLASS

Movement class is Wednesday or Thursday for children in the Transitional 2's – Kindergarten classes. Dress your child appropriately on these days – no boots, sandals, flip flops, or dress shoes.

NAP TIME

Children staying for nap should bring a small cot sized blanket which will be sent home every week for washing and one cuddly stuffed animal or doll. DO NOT SEND YOUR CHILD'S ONE AND ONLY TREASURED BLANKET OR DOLL FOR NAP TO SCHOOL. Please send a blanket and stuffed animal that does not have to be taken home each day. We do not have space to keep large blankets or pillows. School will furnish children a clean sheet, which will be sent home to be washed on Friday each week.

NEWSLETTER

Your child's teacher will distribute a monthly classroom newsletter and calendar. This will contain information on activities planned for the coming month, as well as special events, programs, etc.

OPERATING HOURS

The **Preschool Program** operates from 9:00 a.m. until 12:00 p.m., Monday through Friday.

The **Before/After School Program** operates from 7:30 a.m. until 8:45 a.m. and 12:00 until 6:00 p.m., Monday through Friday.

It is advantageous for your child to arrive on time in order to maintain consistency and to ensure that your child is not missing the classroom activities. It is very disruptive to the teacher and other children when children arrive at different times during the morning.

Children who arrive after 9:15 a.m. should be brought to the Director's office. The Director or another staff member will then escort the child to the classroom. This will help ease the confusion of late arrivals. When taking your child to the Director's office, please use the playground entrance.

PACIFIERS AND BLANKETS

CHILDREN AGES 2 AND OVER MAY **NOT** BRING PACIFIERS FOR SCHOOL TIME OR NAP TIME. Blankets or security toys should be used at naptime only. Help your child by reinforcing this as you prepare his/her bag for school.

PARENT COMMITTEE

The Board of Advisors consists of a group of parents who meet monthly to:

- * Make recommendations to the Temple Board and implement the policy and procedures of Temple Trager ECEC.
 - * Coordinate the fund-raising activities and parent programs of Temple Trager ECEC.
- Each member of the Board of Advisors will chair or co-chair the activities/programs planned by this Board. All parents are encouraged to be involved in school activities. For more information or to volunteer to serve on a committee, contact: Corey Buckman, President (859-619-1353).

PARENT TEACHER CONFERENCES

Preschool parent-teacher conferences will be scheduled in the fall. Parents will also receive a written evaluation at conference time. Sign-up sheets will be posted outside each child's room prior to the scheduled conferences. A written evaluation will also be sent to parents in the spring and a conference may be arranged with your child's teacher.

Our teaching staff is always available to answer your questions and to discuss the needs of your child. Please call the school if you need to talk with your child's teacher

Parent Orientation is held at the beginning of the school year in August. This usually happens in the evening 2 days before the first day of school. One parent from each family should plan to attend to meet teachers, discuss classroom expectations, and fill out any last minute paperwork.

Parent/Student Open House is held the day before school starts in August. Parents are invited to bring their child to school for one hour to see the classroom, meet the teachers and make for an easy transition to the new class.

PEST CONTROL

Regulations which impact the use of pesticides in schools, child care centers and health care facilities were implemented by the Kentucky Department of Agriculture, Division of Pesticides, effective July 1, 2002.

According to these regulations please be aware of the following:

1. Temple Trager Early Childhood Education Center has implemented a special program of Integrated Pest Management (I.P.M.), in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the I.P.M. program.
2. A regularly scheduled service for the control of rats, mice, roaches, ants and silverfish is scheduled for the **2nd Friday of each month**. On the scheduled date an inspection will be made at Temple Trager ECEC and, the appropriate pesticide will be applied when and where needed. Presently, the pesticides used are DEMON E.C., MAXFORCE GRANULAR INSECT BAIT, MAXFORCE ROACH BAIT GEL, MAXFORCE ANT BAIT STATIONS AND FASTRAC RODENT PLACE PACS. MSD's labels are on file with a list of the ingredients of the products.
3. There are copies of the PCO License/Certification/Identification cards for Gold Seal Pest Control Managers and Service Technicians who provide service to Temple Trager ECEC on file. The Certification recognizes that a person has demonstrated a level of competence by examination and continuing education units and is authorized to use or supervise the use of pesticides in the area of his certification. All Gold Seal employees are certified in 7(a), General Pest and Wood-destroying Organisms, and 7(b) Integrated Pest Management.

4. Pesticides are subject to periodical revisions and updating as a result of new or cancellation of old insecticide products and changes according to Federal EPA regulations. All are approved and applied according to the label directions of the manufacturer and the EPA.
5. **If you want to be notified twenty-four hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please send a note or you may register by phone by calling the school office at 423-1444**

If you have any questions or want more information, please contact the school office.

PHOTOGRAPHS AND PUBLICITY

Photos of children may be taken on numerous occasions and may appear in brochures, our website, Facebook, newspapers or other publicity sheets. Your permission for photos of your child to be used is assumed UNLESS you provide specific signed notification to the Director.

PROBLEM SOLVING

If, at anytime, you encounter a problem concerning your child, please talk with his/her teacher. If the matter cannot be settled satisfactorily, contact the Director of the School. If you cannot settle the matter with the Director, contact the President of the Board of Advisors or the Temple Administrator. Officers of the Board and phone numbers may be obtained in the office.

SCHOOL OPENING/CLOSING INFORMATION

School Closing If Jefferson County Catholic Schools are closed due to inclement weather; Temple Trager ECEC and our Before/After School Program will be closed. A text message will be sent to the parents. Please sign up for text messages through 'Remind' company by texting to 81010 and enter @templetr on the message line. An email will be sent to alert families of school closings and delays. From time to time, we may independently make a decision to open/close. Please look for our text and email to ensure you are aware of changes.

Delayed Opening If Jefferson County Catholic Schools have a delayed opening, **we will open at 9:30 a.m. for all students.**

Early Closing If Jefferson County Catholic Schools should announce an early dismissal time or if Louisville has announced "Operation Snow", we will send an email and a text message with our closing time. When the roads become hazardous we may close early so that children and teachers may arrive home safely.

PLEASE sign up for TEXT ALERTS so you are immediately contacted in case of a school closing, or other important message. **Text the message @templetr to 81010.**

Refunds, credits, or billing adjustments will not be given for days missed due to inclement weather, sickness or other circumstances and/or other natural disasters.

Make-up days will not be given to children in 2, 3, or 4 day classes by attending other days in the week due to inclement weather, sickness or other circumstances.

SECURITY PLAN

In consultation with the Jefferson County Metro Police Department, Temple Trager ECEC has devised a plan to help ensure the safety and security of all our students and staff.

1. If a verifiable terrorist attack **in our country** arises when **school is in session**.
 - a. We will conduct classes as usual until normal dismissal.
 - b. If parents want to pick up students early, they are welcome to do so.
 - c. Parents must call us to make provisions if they want someone else to be authorized to pick up their child.
 - d. Staff members will be stationed at the doors.
2. If a verifiable terrorist attack **in Louisville** arises when school **is in session**.
 - a. We will lock-down the building. If advised by local authorities children and staff may move to The Fenley Building or The Glenview. Arrangements have been made with these facilities for use by Temple Trager ECEC students in case of an emergency.
 - b. Parents should pick up children as soon as possible, with respect to their own safety.
3. If a verifiable terrorist attack **in our country** arises when school **is not** in session.
 - a. Please look for an email or text regarding school cancellations/changes.

SIGN-OUT

When a child leaves school early or during the Before/After School Program, the adult who is responsible for the child must sign the child out in the Sign-Out Book in the Big Room on the table by the office. Please do not let children write in the "sign-out" book.

THERAPISTS

SPEECH AND LANGUAGE PATHOLOGIST

We have a Speech and Language Pathologist at our school. They are at school as a resource for our teachers and families. The classroom teacher or parent may request a speech articulation and language screening. Results will be sent to parents. During the school year teachers may request the SLP to visit the classroom for further observation and suggestions for the child. Parents will be notified if further evaluation is recommended. Parents may choose to have services provided by one of our therapists or another licensed therapist. The parent will be notified before the child is taken out of the classroom for a screening or evaluation. The fee for the screening/evaluation will be discussed between the parent and therapist.

OCCUPATIONAL THERAPIST

We have an Occupational Therapist at school. She is a resource for our teachers and families. Parents and Teachers may request the OT to visit the classroom to observe a child and offer suggestions. The parent will be notified if further evaluation is recommended. Parents may choose to have services provided by one of our therapists or another licensed therapist. The parent will be notified before the child is taken out of the classroom for a screening or evaluation. The fee for the screening/evaluation will be discussed between the parent and the therapist.

TOILET TRAINING

For the child in the 2 year old class and under, toilet training prior to enrollment is not required. Parents should provide disposable diapers. Check with your child's teacher periodically to make sure your child has enough diapers. It is expected that children entering 3 and 4 year old classes will be out of diapers and/or pull-ups and be toilet trained.

TOYS AND TREASURES

Children in the 3's and 4's are encouraged to bring one special item to share with the group on "Show and Tell" day. Your child's teacher will designate the appropriate day. Make sure that the item is clearly marked with your child's name. Do not send money, valuables, gum or candy with the children. School is not responsible for lost or damaged articles that are sent to school.

TUITION

A non-refundable registration fee of \$225 for Infants – PreK(4's) or \$350 for Kindergarten is required at the time of registration. This fee does **not** apply toward tuition.

Deposit Due April 1st (\$300.00 for Infants, Toddlers, Transitional 2's, 2s', 3's and 4's) and (\$700.00 for Kindergarten). This amount will be deducted from your tuition.

Monthly payments Begin August 1st – Tuition and Before/After School Program fees

*Temple members receive a 15% discount on tuition – this does not include Lunch or the Before/After School Program.

*A late payment fee of \$10.00 will be charged if payment is not made by the 10th of the month. Please see the Director if you need to make other payment arrangements.

* Sibling Discount – 5% current sibling discount on tuition.

****** Only one form of discount may be applied per family

Any account not kept current will be reviewed and may result in termination of preschool and/or before/after school care.

VISITING

Parents are always welcome at school. Please notify the classroom teacher or school office that you will be visiting. We do, however, recommend that you postpone your visit until later in the fall, after your child's initial period of adjustment to school. Remember that when you are visiting your child's classroom, normal activity should be allowed to go on. Please do not visit with the teacher or assistant and remember that this is not the time for a conference. Please respect classroom time.

Each class (2's – Kindergarten) will schedule a 'Mom's Morning', 'Dad's Morning', and 'Grandparent's Morning'. You will be notified of the date and time by your child's teacher. The Spring Sing dates are listed on the 2020-2021 school calendar.

