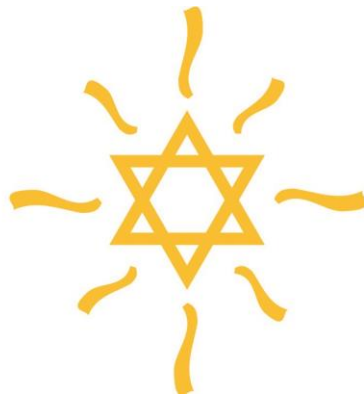


**JUDY GORDON
EARLY LEARNING
CENTER
PARENT
HANDBOOK**



2019 – 2020

Temple Israel
145 Hartford Street
Natick, MA 01760
508-650-3521 x122

TABLE OF CONTENTS

Administration of Medication	7
Allergies	7
Arrival Procedures	8
Behavior Modification	14
Birthdays	8
Classroom	9
Clothing	9
Communication	5
Conflict Resolution Procedures	14
Confidentiality and Distribution of Records & Information	19
Daily Schedule	4
Discharge of Student	14,15
Drop-Off/Pick-Up	5
Enrollment Procedures	6
Emergency Contingency Plan	17,18,19
Emergency Telephone Numbers	22
Extended Care Hours	13
Family Programming	12
Financial Responsibility Contract	7
Food	8
General Information	4
Health	7
Jewish Curriculum	11,12
JGNS Parent Association	20
Judy Gordon Nursery School Fund	20
Lunch	8
Mission Statement	3
Non-Discrimination Statement	6
Optional Days Programming	13
Progress Reports/Parent Conferences	5
Philosophy	3
Procedures for Emergencies and Illness	18,19
Referral Process	16
Secular Curriculum	10,11
Show and Tell	9
Snow Days	4
Summer Program	20
Teacher Gifts	20
Telephone Numbers	21
Temple Membership	12
Termination and Suspension	15,16
Toilet & Diapering	16,17
Tooth brushing	13-14
Toys	9
Transitions	16
Transportation	4
Welcome	3

Commonwealth of Massachusetts

Department of Early Education and Care – licensing agency

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Children and Families by oral communication. The written report must then be completed with 48 hours of making the oral report and should be sent to the Department of Children and Families.

WELCOME TO THE JUDY GORDON EARLY LEARNING CENTER

We are delighted that you have chosen to enroll your child/children in the Judy Gordon Early Learning Center. This handbook is designed to be your guide during the ELC year. Please read it carefully, it will introduce you to our philosophy and policies. Your feedback is important to us. If you have any questions or concerns, contact the Director, Administrative Assistant, or Educators.

The Judy Gordon ELC has highly qualified and nurturing professional staff, who are dedicated to enriching the development of each child. We have an open door policy and welcome parent visits whenever your child/children are in school. We encourage you to arrange a time when you can help in your child's classrooms.

Because children learn through play and exploration, we provide 'hands-on' experiences as a basis for expanding knowledge about the world around us. Our curriculum is based on developmentally appropriate practice and curriculum. We believe that growth and development happens best in a supportive, safe, orderly environment where rules, limits, expectations and plans are known.

Please note that we will not allow your children to participate in any activities unrelated to the direct care of your children without your written, informed consent. These activities include, but are not limited to fund raising, publicity, screening, research or unusual treatment. We will not allow anyone to produce or distribute a likeness of any child in our program without the parents' written informed consent.

The Commonwealth of Massachusetts Department of Early Education and Care is our licensing agency and may be contacted at any time for information regarding the Judy Gordon Nursery School's regulatory compliance history.

STATEMENT OF PURPOSE

At Judy Gordon ELC, we are a community of learners that work together, ask questions, and explore big concepts that help to promote the growth and development of each child. We see children as active learners who engage in exploring the world around them to make discoveries and foster skills that build the foundation of developing a love of learning.

Jewish values are woven into our daily curriculum and it is our hope that children develop a positive Jewish identity through exploring the richness of Jewish holidays, traditions and values. We guide children and families in exploring these basic principles: 1. We take care of ourselves 2. We take care of our community and 3. We take care of the world.

Our community is warm, caring and inclusive. All children and families are welcome.

PHILOSOPHY

Our program is based on the needs of the individual child. Research shows that children learn best through play and experimentation. Therefore, we provide a variety of experiences in our bi-cultural curriculum to foster children's development of new skills and self-confidence. We strive to be an inclusive community and recognize the strengths and talents all children and families bring to our school.

GENERAL INFORMATION

Prior to or on the first day of school, the following must be completed:

1. Child's Enrollment Form
2. Developmental History and Background Information
3. Medical information Form
Updated yearly physical examination.
Proof of yearly lead test until four years of age.
4. First-Aid Emergency Medical Care Consent Form
5. Permission Slips: Walk, Photo
6. Transportation Plan
7. Toothbrushing Permission Slip
8. Tuition – Payment is Required

DAILY SCHEDULE

Pre-School Hours

Drop Off: 9:00-9:10 a.m.
School Day: 9:00-1:00 p.m.
Dismissal: 1:00pm

Extended Care Hours

Early Care 7:30-9:00 a.m.
Extended Day 1:00-4:00 p.m.
Late Care 4:00-6:00 p.m. (M-TH)
Late Pick Up 4:00-5:30 p.m. (F)

- Parent cooperation regarding school hours is appreciated. If you experience a delay, please notify us so that we can reassure your child.
- Parents who are consistently late at dismissal time will be charged at the rate of \$10.00 per 10-minute intervals.

SNOW DAYS

The Judy Gordon ELC will TYPICALLY be cancelled when the Natick Public Schools are closed due to inclement weather. In case of a two-hour delay by the Natick Public Schools, the Judy Gordon Nursery School will open at 10:00 a.m. There will be no reimbursements or make up days for the morning or the optional program. Please check your email and REMINI for school closing announcements.

TRANSPORTATION

It is important to note that teachers will not release a child to an adult other than a parent or designated car pool driver unless requested in writing by the child's parent. In the event of an emergency, please call the school to notify the staff of a change in

drivers. All drivers should be prepared to show a photo ID, if requested by the staff, for identification purposes.

Remember:

- The law requires children to be seated in a properly installed car seat.
- The Speed Limit in the Parking Lot is 5 M.P.H.
- Be aware of pedestrians in the parking lot
- Please report any violations to the school office.

DROP-OFF AND PICK-UP PROCEDURES

Please bring your children directly to their classroom at the scheduled time. Make sure that a teacher is in the room before leaving. Establish a good-bye routine including a hug and kiss. Reassure your child that you will be back or name the person who will be picking up your child. Leave the room as quickly as possible, unless otherwise requested by the teacher. Please do not leave a sibling unattended in the classroom.

Under no circumstances should you leave children unattended in your car. Do not leave your car engine running.

Please note the following: The emergency dismissal authorization is for extreme emergency purposes only; it is not for occasional pick-up. Please send a written permission note if your child will be going home with a friend or relative other than the usual car pool list. In case of a problem, please call the school to give verbal authorization. No child will be dismissed to anyone other than the normal car pool list without written or verbal permission. No child will be dismissed to an older sibling.

COMMUNICATION

We strive to keep our parents informed of the children's activities, as well as upcoming events. Your child's teacher will e-mail the class on a weekly basis. Please check your e-mail daily for communications from JGELC, as well as your child's backpack for important notices. Watch for the monthly calendar with upcoming events listed. We also use the Remini app for your phone or computer.

Please notify the school of any changes or problems at home, no matter how small, as they often affect the child. This includes illness, new babies, death, divorce, vacations, etc. We are concerned about each child.

PROGRESS REPORTS/PARENT CONFERENCES

Formal parent conferences are scheduled once a year. Written progress reports are scheduled in January and June of the school year. If you have any questions, problems, concerns, or simply want to find out how your child is doing, please feel free to talk directly with the teachers. It is important to schedule a time to talk rather than talk "on the fly".

NON-DISCRIMINATION STATEMENT

The Judy Gordon ELC shall not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, toilet training status or disability.

ENROLLMENT PROCEDURES

The Judy Gordon ELC is soundly administered by qualified persons designated with specific administrative and program responsibilities. We will admit children only in accordance with the provisions of our license authorized by the Department of Early Education and Care

Children will be accepted into the Judy Gordon ELC based on age appropriateness.

- Children who are 4 by the first day of school will be enrolled in the Pre k classes.
- Children who are 2 years 9 months by August 31st will be enrolled in the multi age classes.
- Children who are 16 months by August 31st will be enrolled in the Toddler classes.

PLEASE NOTE, YOUR CHILD'S ASSIGNED CLASS WILL BE FOR THE ENTIRE SCHOOL YEAR.

Enrollment forms and deposits will be accepted anytime after the birth of your child, and the date of your application will be noted. The class list will be officially filled on a first-come, first-serve basis from September 1 through November 30 for the next school year, with priority given to students currently enrolled, siblings of students, and members of Temple Israel of Natick. Enrollment for families that are not JGELC families or Temple Israel members will be open beginning December 1.

When 2 or more children in the same family are enrolling in the same school year the non-refundable Registration Fees are as follows.

- The first child registered is \$200.00 non-refundable.
- The second child's Registration Fee is \$125.00 non-refundable.
- The third and subsequent child in the same family is \$75.00 non refundable.

ALL REGISTRATION FEES ARE MADE IN GOOD FAITH AND ARE NON REFUNDABLE.

FINANCIAL RESPONSIBILITY CONTRACT

1. Judy Gordon ELC at Temple Israel of Natick has expenses of a continual nature and is therefore dependent upon annual income from committed tuition agreements. If a child reduces their hours or withdraws from JGELC, prior to the end of the contracted time (School or Full Year), no refunds will be given. Families will incur an early termination fee equal to one month's tuition. Also, please note that there is no tuition reimbursement for closed days or student absences.
2. A detailed school calendar will be published prior to the summer of 2019, and will include closings for vacations, legal holidays, Jewish holidays, and teacher professional days. School may be cancelled periodically for inclement weather and other unforeseen circumstances and no refunds will be provided.
3. A \$25 charge will be assessed for returned checks or declined credit card.
4. Please be advised that after June 10, 2019, any changes you make to your agreed upon schedule will result in a \$250 service fee. **All changes must be put in writing.**

I understand the above and agree to comply with the fee policies and terms of payments. I understand that failure to adhere to the payment schedule and/or policies may result in termination of services.

HEALTH

- a) Please call the school, 508-650-3521 ext. 122, if your child will be absent.
- b) b) If your child has a contagious illness such as a fever, vomiting, diarrhea, suspicious rash, strep throat, etc., they must be symptom free for 24 hours before returning back to camp.
- c) c) If your child is not feeling well at school the staff will assess the situation and decide whether or not he/she shall remain at school. If the director and staff determine that the child is not well enough to remain at school, you will be contacted and asked to pick your child up.

Emergency contact telephone numbers and cell phone numbers should be updated so that we can notify you if your child becomes ill during the school day. It is important that you keep your cell phone turned on during school hours in case of emergency.

Please inform us of allergies, special diets, chronic health conditions and/or any special limitations or concerns, including medications your child is taking at home or school and possible side effects of these medications. Parents of children who have allergies or chronic health issues are required to meet with Faye to discuss the Individual Health Care Plan that we are required to have in place.

HEALTH AND SAFETY

Please apply suntan lotion/and or bug spray before your child comes to school in the morning. If you would like us to reapply sunscreen, please send a signed permission slip naming the specific product that you have provided for your child.

ADMINISTRATION OF MEDICATION

All medication must be given to the Head Teacher or Director. Parents must complete and sign the Authorization to Administer Medication Form for both prescription and non-prescription medications.

Prescription medication must be in the original labeled container, which indicates the child's name, name of drug, and dosage. Non-prescription medication will be administered only with a physician's signature on the Authorization to Administer Medication Form.

No educator will administer the first dose of medication to a child, except under extraordinary circumstances and with parental consent.

The staff at the Judy Gordon ELC has completed the one-hour e-training: 5 rights of Medication Administration. This allows the staff qualification in the administration of medication.

ALLERGIES

In order to protect all of our children, including the youngest groups the Judy Gordon ELC has adopted a nut-free and peanut-free policy. No products containing nuts, nut traces/residue, peanuts, or peanut butter, will be allowed in our classrooms. Read all ingredients carefully. Notify the staff of any allergies that your children may have. Children with specific food allergies may not be able to eat other foods; for example, fish allergies may prohibit the eating of kosher marshmallows. Snacks will be on display at our Open House, and any time parent's request such. Notify the staff immediately if your children are unable to eat any items served. All parents are required to check with the classroom teacher before bringing in food to the classroom.

ARRIVAL PROCEDURES

Our start times are 7:30 am for Early Care (please note, due to safety reasons, we will not be unlocking the back door until 7:27 am) and at 9:00 am for the core school day. If you arrive before your child's scheduled start time, we ask that you please refrain from entering the classrooms. Our teachers use that time for planning and classroom set up so that they are ready to welcome your child and start the day when the doors open. Your child may not be left unattended in any parts of our building. If your child is not registered for Early Care, you may not leave them in the Early Drop Off Room.

If your child will be arriving late to school, please alert us via email (nurseryoffice@tiofnatick.org) or phone (508-650-3521 ext. 122). For core day only children, if your child will be here past 10:30 am, we ask that you keep them out of school for the day. For our extended care children, we ask that you keep your child out if they will be here past 12:00 pm. We find that it is difficult for the children to transition into the program when they arrive later than these times.

FOOD

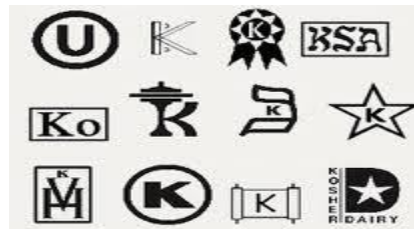
Snacks may include: Fruits, vegetables, cookies, crackers, or pretzels whose labels indicate no nut or peanut ingredients. All snacks will be stored in clean, covered containers. Water will be served.

LUNCH

Temple Israel follows the rules of Kashrut (Keeping Kosher) It is necessary to send a parve or dairy lunch, and snack with your child. No meat, chicken, or turkey is allowed. A list of suggested healthy lunches can be found with the summer packet of forms along with nutrition guidelines. We respectfully request that you refrain from sending candy with your child's lunch.

Please check the ingredients of the desserts as some of the well-known brands contain beef or animal fat or traces of nuts. If there are any questions, please feel free to contact us.

Some common symbols to look for are:



BIRTHDAYS

Parents are invited to provide a Birthday treat for their child's special day, but we are instituting a new NO FOOD policy. There are many ways to celebrate your children that do not involve food, such as a new book, game or art supplies. Please see your child's teacher if you have further questions.

CLOTHING

Children should be dressed in clothing appropriate to an active, messy, preschool day. Please do not send your child in clogs or sandals as they present a safety issue when playing outside or in our playground.

An extra set of clothing should be left at school including: a shirt, pants, underwear, and socks. These should be placed in a Ziploc bag with your child's name on the bag and on each piece of clothing. **Please replace clothing as the seasons change.**

Label all outdoor clothing, including hats, coats mittens, boots, sweaters, etc.

TOYS

We request that children do not bring toys from home, as they are easily lost or broken. We encourage the children to use our vast array of educational and fun equipment.

The exceptions to the above-stated rule are a) show and tell days and b) “special lovies”. Please speak to the classroom teacher about “special lovies” which a child may need.

CLASSROOM

Our classrooms are arranged in educationally appropriate centers of learning. The children are encouraged to choose areas of interest. With very young children, this may change frequently. Children perform at their own rate, and according to their own needs.

Each classroom has a dramatic play area, art center, fine motor area, quiet space with books for reading. The sensory tables may hold sand or water, dinosaurs, rice, packaging materials, or other sensory items.

SECULAR CURRICULUM

*Adapted from “Guidelines for Preschool Learning Experiences”
by the Massachusetts Department of Education*

Language Arts

Our well-planned program encourages the children to learn about the world around them. We believe that a solid foundation in language development promotes success in reading and writing. Children are encouraged to participate in discussions, take turns, listen to each other, use formal and informal language, and engage in play experiences using general and specific language.

Reading and Literature are important foundations for future educational endeavors. The children listen to a wide variety of age appropriate materials while developing a familiarity with the alphabet. Auditory discrimination and phonemic awareness are developed. Emergent writing skills are encouraged as well as oral descriptions.

Mathematics

Mathematical experiences occur throughout our daily classroom activities. The children learn to recite numbers, compare quantities, comprehend position, and match objects in one-to-one correspondence. Hands on experiences promote mathematical understanding. Playing games, calendar time, estimating, reciting finger plays and action rhymes, arranging materials, and serving snacks are just a few of the methods used in reinforcing mathematical skills.

Science

Experimentation, investigation, and hands on activities help the children to explore the world around them. Children are encouraged to ask questions, make predictions, and record observations. Natural materials are compared, weather is discussed and recorded, and scientific phenomena are explored. Children are encouraged to use their five senses to explore their environment.

History and Social Science

Our children explore the beginning concepts of history and social sciences through experiences in their families, school, community, and country. We help our children to acquire the knowledge, skills, and attitudes they need in community life as they cooperate, share, and respect the rules of their classrooms. The children become familiar with maps and globes; pictures of the President and the American flag; and the events leading to the celebrations of our national holidays.

Health Education

Physical activity and body movement are important foundations to lifelong learning in all areas. Gross and fine motor development is encouraged through a variety of age appropriate activities and with our movement specialist.

The Arts

The children are encouraged to experiment with a variety of art materials. They are encouraged to create two and three-dimensional artwork as well as to select from a variety of materials. Music is offered on a daily basis both through listening and participating in a variety of activities. Children are encouraged to express themselves freely through song, movement, playing and creating instruments. Children listen to stories and tell stories; watch puppet shows and create puppet shows; they dress up in costumes and create characters. Dramatic play boxes are offered in a changing rotation.

Curriculum Enrichment

Through the generosity of the Parent Association, in combination with the Judy Gordon ELC we are pleased to provide a variety of enrichment programs to our curriculum. All of these Enrichment Presentations support our secular and Judaic curriculums. The special activities may include yoga, music with Stacey Peasley, gym and sports or STEM.

JEWISH CURRICULUM

Our curriculum revolves around the Jewish holidays and Shabbat. Secular studies are combined with a rich Judaic curriculum. Readiness skills, social skills, music, art, and language are integrated with Jewish holidays and Bible stories.

Shabbat

We prepare for Shabbat every Friday. The candles are lit and the Kiddush is recited. All of the children participate in saying the appropriate blessings.

Each Friday, the children join with Rabbi Liben and Cantor Ken to participate in Shababa Metrowest. Rabbi Liben and Cantor Ken lead us in appropriate blessings, songs, and stories. We may even participate in Israeli dancing. It is a warm, special time for all. Guests are always welcome.

Jewish Holidays

Each holiday is observed with appropriate songs, stories, arts and crafts and food. The children study the historical significance of the holiday as well as any bible heroes associated with each holiday.

FAMILY PROGRAMMING

JGELC families are invited to participate in all temple programs. Temple Israel's Family Programming Team coordinates monthly Friday night dinners, Saturday morning Tot Shabbats, and holiday workshops and celebrations, often on Sunday mornings. The group also coordinates High Holiday Family Services on Rosh Hashanah and Yom Kippur. Contact Cantor Ken or Faye Tonkonogy to get involved! The latest information is on Temple Israel's website and available through Temple Israel's Constant Contact. Even when there is not a specific family programming, children and families are always welcome at Temple Israel and well represented.

TEMPLE MEMBERSHIP

We hope that you will consider membership at Temple Israel of Natick! Your tax-deductible membership is one of the best ways to support your local Jewish community and all its family programming, and also qualifies you for substantial discounts in Nursery School tuition. We hope that you will consider continuing your children's Jewish education through Temple Israel's Religious school, and that your children and their friends will remain together through bar or bat mitzvah and beyond! Faye, Cantor Ken, Rabbi Liben and Temple Israel's membership team are happy to talk with you further and answer any questions.

EXTENDED CARE PROGRAMS

Children participate in a variety of experiences such as games, cooking, movement, and outdoor investigations. There is even time to simply play with their peers.

All Program enrollments are made in good faith and no refunds will be given. There is a \$1.00 per minute late fee.

- **Early Drop-Off** 7:30-9:00 a.m.

We offer early Care to assist with the schedule of our working families. The children meet in our Gross Motor Room and participate in a variety of activities such as Lego building, story time, building with blocks and games.

- **Extended Day** 1:00-4:00 p.m.
After lunch, the children who remain for this portion of the day will rest and then participate in a variety of fun arts and crafts, music and movement, stories, games and more. Your child does not have to be enrolled on a specific preschool day in order to participate in our Extended Day.
- **Late Pick-Up** 4:00-6:00 p.m. (5:30 pm Fridays)
Children select from a wide variety of games and/or manipulative materials available in our classrooms, gross motor room, or playground. Your child does not have to be enrolled for our Extended Day in order to choose this option.

Holiday and Vacation Day Programming

We are providing care beyond the main school calendar: 8 Jewish Holidays (Sukkot, Shemini Atzeret, Simchas Torah, Passover, Shavuot), as well as 3 added days during February and April school vacation weeks. For children who are enrolled in our Full Year Program, those days are included in your tuition. For children who are signed up for the School Year Program, you may pre-register and pay for your children to come to school those days, if space is available.

Tooth brushing

Tooth Brushing Procedures

- Toothpaste will be placed on a paper plate.
- Each child will place their toothbrush with a spot of toothpaste.
- Children and staff will proceed to the bathroom to brush their teeth at the sink.
- Each child will rinse their mouth in a cup of water.
- Each child will rinse their tooth brush.

The MA Department of Early Education and Care has a regulation for children who are in school for 4 hours or eat a meal during that time. Please see EEC's power point presentation on tooth brushing for more information

(<http://www.eec.state.ma.us/dcs/toothbrushinginchildcare.pdf>).

The regulatory guidelines for good oral hygiene and The Judy Gordon ELC at Temple Israel logistical constraints require that:

1. Children will brush teeth for two minutes.
2. Toothbrushes must be labeled with your child (ren)'s name and dated at the time you provide it for use at school. A new brush should be sent in after an illness or at least every 3 months. Please also provide a tube of toothpaste labeled with your child (ren)'s name. We ask that you use your child (ren)'s lunchbox as the carrier for his/her brush and toothpaste.
3. We will send home your child (ren)'s wet toothbrush in the lunchbox so that you may air dry it and return it to us the next time he/she attends school. We are not equipped to let all toothbrushes air dry at school without a risk of contamination.

4. Teachers will supervise the brushing in the optional program and will disinfect the table or sink at the conclusion of the process.

This is optional and you may opt your child out by signing an opt out consent form. Please see the JGELC Office for more information.

BEHAVIOR MODIFICATION

Our goal is to maximize the growth and development of the children while protecting the group and individuals within it. We use behavior management techniques, such as redirection, setting reasonable limits, and positive reinforcement. The children are encouraged to verbalize their feelings; to develop self-control through understanding.

Educators follow the Department of Early Education and Care (EEC) guidelines:

- a) No corporal punishment, including spanking.
- b) No cruel or severe punishment, humiliation, or verbal abuse.
- c) No denial of food as punishment; or force-feeding.
- d) No punishment for soiling, wetting, or not using the toilet.

CONFLICT RESOLUTION PROCEDURES

Parents are the first teachers and role models for their children. According to the Massachusetts Department of Early Education and Care (EEC) all conflict resolution procedures should be based on how you teach your children to react to situations and how to resolve conflicts.

These are appropriate steps that parents should follow when a question or concern regarding a teacher, or teachers, arises.

1. Talk directly to the classroom teacher. Discuss your observations or concerns.
2. If the situation is not resolved to your satisfaction, arrange to have a meeting with the Director or the Director and the teacher.
3. The last step would be to meet with the Director and the Vice President of education and religion.

There are appropriate steps that parents should follow when a question or concern arises regarding the Director of the Judy Gordon ELC.

1. The first step is to discuss the situation with the Director.
2. If the situation is not resolved to your satisfaction, arrange to have a meeting with the Vice President of Education and Religion or with the Vice President of Education and Religion and the Director.
3. The last step would be to meet with a representative of the Personnel Committee of Temple Israel.

DISCHARGE OF STUDENT

Where just cause exists, the Nursery School Director, in concert with the VP of Education for Temple Israel, may suspend or discharge a student, thereby terminating any agreement, written or expressed, provided the parent(s) has been informed of the cause or causes for the suspension or discharge and has been given an opportunity to address these issues. Just cause as used therein may include but not be limited to any one or more of the following: Parents' unwillingness to cooperate with suggestions or programs as set forth by the teacher, or other professional staff members; inappropriate

classroom behavior as perceived by the teacher or other professional staff; or lack of financial support.

TERMINATION AND SUSPENSION

The staff of the Judy Gordon Early Learning Center will make every attempt to avoid suspension and termination of a child from our program, due to the child's challenging behavior.

The staff, including the director, will meet with the parents to discuss options other than suspension and termination. These options will include suggested referrals for evaluation, diagnostic or therapeutic services. Options for supportive services to our program will be pursued including consultations and educator training. A plan for behavioral intervention, both at home and at school will be developed by the staff, parents and specialists.

Where just cause exists, the ELC Director, in concert with the VP of Education for Temple Israel, may suspend or discharge a student thereby terminating any agreement, written or expressed, provided the parent (s) has been informed of the cause or causes for the suspension or discharge and has been given an opportunity to address these issues. Just cause as used therein may include, but not be limited to any one or more of the following: parents' unwillingness to co-operate with suggestions or programs as set forth by the teacher, or other professional staff members; inappropriate classroom behavior as perceived by the teacher or other professional staff; or lack of financial support.

Parents will be notified in writing at a meeting when possible, about the circumstances including the reasons for termination. A copy of this letter will be kept in the child's record.

The center will allow parents two weeks to find other care for the child. The director will inform the parents of the availability of information and referral for other services through Child Care Search.

The teachers will prepare the child for termination from the center in a manner consistent with the child's ability to understand. For preschoolers, the teacher will talk with the child and the other children in the classroom about the departure. The following phrases may be used:

"He's/she's going to a new school"

"His/her parents have selected a different school for him/her"

The children may give the departing child pictures and stories about the center. The class can make a book to present to the child including pictures of the class. A going away party may be planned.

If the child's departure is sudden the classes dictate a good-bye note to the child and include pictures or photos.

REFERRAL PROCESS

The Director and Head Teacher are responsible for referring families to the appropriate agencies as deemed necessary. When a staff member has a concern, the following steps will be followed:

1. When a staff member has a concern regarding a child, they notify the director.
2. The Head Teacher with the help of the Director has the responsibility for implementing the written referral plan.
3. The Teacher conducts a series of formal and informal observations to document any concerns. The Teacher and Director determine further action to be taken.
4. The Head Teacher and/or Director notify the parent verbally of the program's concern, regarding their child.
5. The Teacher is responsible for documenting, in the child's individual file, concerns and the action taken on behalf of the child.
6. The Teacher conducts follow-up with the child's parent and/or director as soon as all of the information has been assembled and documented

TRANSITIONS

Whenever children are preparing to transition to a new classroom or program during the school day the educators will, with parent's permission, share information and collaborate. We will assist the children with the transition in a manner consistent with the child's ability to understand using stories and discussions.

When a child graduates to the next year in pre-school the staff will meet with the director and team of teachers to assure proper placement for that child.

TOILETRY & DIAPERING PLAN

The Judy Gordon ELC does not discriminate against children who are not toilet trained at time of enrollment.

The diaper changing area is located in the girls' bathroom. Parents are asked to provide diapers and wipes for their children, but an emergency supply is maintained. The children will be changed when their diapers are soiled and/or wet.

The diaper-changing pad is to be covered with the appropriate paper, which is disposed of after each use. The pad is for changing diapers only. The changing surface is washed and sanitized with an EPA accepted sanitizing solution.

The staff and child will wash their hands with liquid soap and running water. Their hands are dried with a disposable towel.

Soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. These diapers are removed as often as necessary.

It is very important that all children arrive at school to start their day in a clean, dry diaper. If you do arrive with your child having a dirty diaper, we will ask you to change your child before leaving.

All children are supervised during toileting. Children and staff wash their hands with liquid soap and running water after toileting and before snacks, meals and handling food.

Toilet training procedures are followed according to a parent's request in conjunction with the staff's observations regarding readiness. Toilet training is completely dependent upon each child's physical and emotional abilities. While your child is transitioning to independent toileting, we recommend you bring in an extra, labeled toilet ring, to be kept at school. This will contribute to your child's readiness and success.

EMERGENCY CONTINGENCY PLANS

1. In the case of fire, natural disaster, or situation necessitating evacuation of the Building:
 - All students will leave the rooms promptly and orderly, at the warning of the fire alarm or on the order of the teacher and/or Director.
 - Teachers will take their clipboards and Go Bags. The teacher will close the door.
 - One teacher will lead and one teacher will be at the end of the line.
 - Teachers will count children before leaving the room, while walking, and when reaching the destination.
 - Classes will file out through the rear exit if possible. Alternate Exit – Temple Front Entrance.
 - Classes will meet at furthest end of the parking lot or playground.
 - The Director will check the building and pull the Fire Alarm located in the hall.
 - If it is deemed unsafe to return to the building by emergency personnel, the parents or emergency contact will be called by the teachers using cell phones

In the event of a natural disaster, the Natick first responders will take us to emergency shelter at the Natick Town Hall. We will notify the parents as to the location of their children. In all cases the staff and Director will remain with the children until all of the children are picked up
2. In the case of a power outage, as suggested by the board of Health, we will remain open for the day but will keep in close contact with the custodial staff. If it is a prolonged outage, we will notify parents so they can plan for early dismissal. Any emergency supplies e.g. bottled water will be purchased by parent group, a staff member, or the Director.
3. In the case of loss of heat, we will remain open as long as the temperature does not go below 65 degrees. The custodian has assured us that there is enough hot water in reserve to last at least one day. If necessary, we can boil water in the upstairs kitchen. If we are without heat for a period of days when the

temperature is below 65 degrees, we will cancel school. The staff will notify the parents of our decision.

4. In the case of loss of water, we will be unable to flush the toilets so the Board of health recommends that we close after one hour. If the custodian assures us that water will be restored momentarily, we will remain open. Otherwise, we will notify parents or emergency contacts.
5. In the case of chemical warfare/bioterrorism. The staff will take the children into the center hall. Our doors and windows will be closed. Parents should remain in a protected area. Once we are given the all clear, we will call the parents.
6. In the case of a tornado or earthquake. The teachers will move the children into the inner hallway away from the windows. The custodians will shut off all electricity, gas and water.
7. In all cases evacuation of the building will be at the discretion of the director and first responders.
 - Parents will be notified where to pick up their children.
 - Staff will use their cell phones or we will use the phones at our destination.
 - Clipboards containing Emergency Forms, Attendance, and medications will always be taken when leaving the classroom.
 - Go Bags have space blankets, flashlights, activities. Director has staff blankets and first aid kit.
 - Alternate housing arrangements have been made at Presbyterian Church of Natick or the Cole Center. Both are within walking distance if necessary.

PROCEDURES FOR EMERGENCIES AND ILLNESS

First Aid and Transportation to the Hospital

1. In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher takes other children to another area or room. Both staff members should respond in a calm and reasonable manner.
2. The Director of the Judy Gordon ELC, or other staff, will be alerted to send for assistance,
3. One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the Metrowest Medical Center, the nearest hospital.
4. In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, other designated staff will go with the child in the ambulance. The child's Emergency Forms will be taken, including permission forms and pertinent insurance information.
5. If the emergency is non-life threatening, the parents will be called to transport the child to the hospital or physician's office.

6. If the parent comes to pick up the child and needs assistance, the teacher or Director may accompany the parent and child.
7. When parents cannot be reached, those listed, as emergency contacts will be called as a further attempt to reach parents. In the event apparent cannot be reached immediately, the director or Administrative Assistant will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by ambulance and the child's whole file will be taken, including permission forms.

The Director of the Judy Gordon Early Learning Center will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.

8. an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The teacher or

CONFIDENTIALITY AND DISTRIBUTION OF RECORDS AND INFORMATION

Information pertaining to children and their families is privileged and confidential. We will not distribute, release, or discuss information without the written consent of the parents. A child's parents, at reasonable times, and upon request, will have access to everything in their child's records.

- We will not distribute or release information to anyone not directly related to implementing the program plan for the child with written consent of the child's parents or pursuant to a court order. We will notify parents if the child's record is subpoenaed.
- A child's parents will, upon request, have access to their child's records at reasonable times. In no event will such access take more than two business days after the initial request without the consent of the child's parents. Upon such written request, the child's entire record will be made available regardless of the physical location of its parts.
- Upon written request by the parents, we will transfer a copy of the child's records to the parents or any other person the parents specify within a reasonable amount of time.
- The director will duplicate and distribute the child's information to the designated recipient. A log will be maintained in the child's file specifying the name and date that the information was released. The log will be available to the child's parents, program personnel who are responsible for record maintenance and to the EEC as par of its regulatory function.

JUDY GRODON EARLY CENTER PARENT ASSOCIATION

The Parent Association of the Judy Gordon ELC (PA) is composed of volunteer parents whose children attend the Judy Gordon Early Learning Center. These dedicated parents work cooperatively with the Director of the Judy Gordon ELC and the Early Childhood

Education Committee. Any family of a child enrolled in the Judy Gordon ELC is automatically a member of the PA.

TEACHER GIFTS

There are many ways we as a community show that we appreciate our children's teachers, but traditionally at Hanukkah time, during Teacher Appreciation Week, and at The End of the Year, JGELC parents have expressed their appreciation of teachers through group gifts. To ensure equity for families and teachers, The Parent Association will collect voluntary monetary donations from the parents and then disperse these donations. All Lead Teachers will receive equal amounts, all Teachers will receive equal amounts, and all Assistant Teachers will receive equal amounts.

SUMMER PROGRAM

This program is specifically designed for children 16 months to five years of age. Developmentally appropriate activities are structured around different weekly themes. Each day features a variety of arts and crafts, games, music, and nature. Water play includes sprinklers, toy car washes, and Kiddie wading pool play. Flexible enrollment is offered.

JUDY GORDON EARLY LEARNING CENTER FUND

If you would like to make a donation in honor of a birth, birthday, anniversary, or other event, including get-well wishes, remembrance of a yahrtzeit, or sympathy on a loss, kindly consider the Judy Gordon Nursery School Fund. A form may be obtained from the Temple Office. The proceeds from this fund help to enrich our programs.

TELEPHONE NUMBERS

Temple Israel

508-650-3521

Extensions

Faye Tonkonogy, JGELC Director

x 122

Red Room x 201

Orange Room x 202

Yellow Room x 203

Green Room x 204

Blue Room x 205

Purple Room x 205

- **From 9:00 am – 4:00 pm, please call the Preschool Office and not the classrooms.**

Daniel H. Liben, Rabbi

x 129

Ken Richmond, Cantor

x 107

Robin Kahn, Education Director

x 123

Michelle Weiner- Taylor, Temple Director

x 103

Carole Lechan, Office Manager

x 100

Religious School, Administrative Assistant

x 124

Licensing Agency

Commonwealth of Massachusetts

Department of Early Education and Care

508-798-5180

10 Austin Street

Worcester, MA

**JUDY GORDON EARLY LEARNING CENTER
EMERGENCY TELEPHONE NUMBERS**

**JUDY GORDON EARLY LEARNING CENTER AT TEMPLE ISRAEL
145 HARTFORD STREET NATICK, MA 01760
508-650-3521x122**

Anne Ferrari-Greenberg, RN, BSN	508-641-1984
Natick Police Department	911
	508-655-5241
Natick Fire Department	911
	508-647-9550
Poison Control Center	1-800-222-1222
Children' Hospital	1-800-682-9211
Metrowest Medical Center	508-650-7000
	508-383-1000
DCF- Framingham Office	508-424-0100
DEEC	508-798-5180
Early Intervention	508-620-1442
Mass. Emergency Management Agency	1-800-982-6846

Procedures in Case of Illness or Emergency

In case of illness:

1. Call child's parent
2. Take the child to director's office to rest and await parent

In case of emergency:

1. Call child's parent; have them call doctor
2. Call rescue squad for emergency help – 911

Procedure if parents can't be reached:

In case of illness:

1. Call emergency telephone numbers listed on child's forms
2. Take child to director's office to await ride

In case of emergency:

1. Call emergency number listed; ask them to call the child's doctor, giving them the number if necessary.
2. Call rescue squad for emergency help (Fire Department) 911
3. Director or teacher accompanies child to the hospital.

Full Health Care Policy is in the First Aid Emergency Center in the Gross Motor Room
First Aid Kit is in the First Aid Emergency Center in the Gross Motor Room
Travel First Aid Kit is in the storage container on the playground.
Space blankets in bag on my office door.