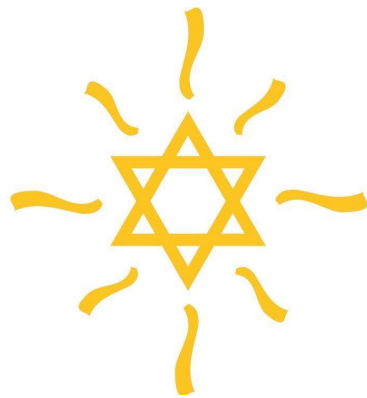


**JUDY GORDON
EARLY LEARNING
CENTER
PARENT HANDBOOK**



2023 – 2024

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

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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 within 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, Sunscreen, Hand sanitizer
6. Transportation Plan
7. Tuition – Payment is Required

DAILY SCHEDULE

Pre-School Hours

Drop Off: 8:50-9:10 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 4:00-5:30 p.m. (M-F)

- Parent cooperation regarding school hours is appreciated. If you experience a delay, please notify us so that we can reassure your child.
 - **There is a \$5.00 per minute late fee. If you are consistently late to pick up your child.**
 - **This fee will increase to \$7.00 per minute.**
 - **Repeated lateness may be cause for your child to be removed from our Extended Care Programs.**

SNOW DAYS

The Judy Gordon ELC will TYPICALLY be canceled 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 Early Center 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 carpool 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.

ARRIVAL PROCEDURES

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.

Drop Off Procedures

Drop off will be by way of either a rolling car line or parents walking their children into the building. For either, you will enter the Temple Israel parking lot and drive around towards the back of the building. For the car line, you will remain on the line until you reach 1 of 3 drop off spots. There will be staff members to greet you. Parents will take children out of the car. It is important to remember that we want the car line to keep moving and all conversations with teachers should be kept to a minimum. If you need to speak to the teacher in a more in depth manner, please let the teacher know and they will get in touch with you. For those families who have chosen to walk their children into the building, you will park in a spot and carefully walk your children to the ELC Door. A staff member will open the back ELC Door, which is locked at all times, and you will need your FOB to gain entry into the door at the bottom of our staircase. We will support your family's decision as to which way you would like to drop off your child/children, but it must remain consistent.

Pick Up Procedures

For dismissal, at any of the following times, 1:00 pm, 4:00 pm, 5:00 pm and 5:30 pm, you will park in a parking spot in the back of the building. You will get out of the car and walk to the preschool door, where your child will be waiting for you. This procedure will start 10 minutes prior to the times listed above.

COMMUNICATION

We believe in open communication between staff and families. To help keep you informed of your child's day we use the Remini app, this will give you a bird's eye view of the classroom activities. On Friday afternoons we will post a quick review of the current week as well as upcoming things to know about the following week. On Sunday evenings we will send out reminders for the week

ahead. Watch for the monthly calendar with upcoming events listed. Each classroom has an email account. The emails are as followed:

Toddler 1:Blue Room: jgelcblueroom@gmail.com
Toddler 2:Green Room: jgelcgreenroom@gmail.com
Toddler 3:Gold Room: jgelcgoldroom@gmail.com
Toddler 4:Peach Room:jgelcpeachroom@gmail.com
Preschool 1:Red Room: jgelcredroom@gmail.com
Preschool 2: Orange Room: jgelcornageroom@gmail.com
PreK:Yellow Room: jgelcyellowroom@gmail.com
Office Manager:jgelcoffice@gmail.com
Director:ftonkonogy@tiofnatick.org

The classrooms are all equipped with phones. The TI phone number is 508-650-3521. The extensions are as followed:

Blue Room: x205	Green Room :x204	Gold Room: x203
Red Room: x201	Peach Room: x202	Orange Room: x213
Yellow Room: x212		

If you need to contact Faye, her extension is x122 and Shari's is x206.

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.

Please remember, that if you are calling your child's classroom during our school hours, these phone calls should be for quick information exchanges as the teacher's will be surrounded by your children. We also ask that you not call during our rest time, which is 1:15pm-3:15pm. If you need information to get to your child's teacher at that time, please call the JGELC Office. The phone number for the JGELC Office is 508-650-3521. Faye's extension is 122 and Shari's extension is 206.

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. Please note, Thursday, February 1, 2024, school is closed for Parent Teacher Conferences. This meeting is for parents and teachers ONLY. 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 a Preschool classes.
- Children must be 15 months old to enter the Toddler program..

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

Applications for the following School Year will be opened up to students currently enrolled, siblings of students, and members of Temple Israel of Natick. Applications for enrollment for families that are not JGELC families or Temple Israel members will be open beginning January 2nd.

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 Early Learning Center 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 hours or withdraws from JGELC, tuition is non-refundable and there is no tuition reimbursement for closed days or student absences.
2. A detailed school calendar will be published prior to the summer of 2024, and will include closings for vacations, legal holidays, Jewish holidays, and teacher professional days. School may be canceled periodically for inclement weather and other unforeseen circumstances and no refunds will be provided.

3. We are requesting that all payments be done by ACH charge. You can do this by giving the Temple Israel of Natick your account number. Your tuition is due on the 1st of each month, but will be charged on the 1st Friday of each month. If you have any questions or concerns regarding this matter, please see Michelle Weiner Taylor. Her email is director@tiofnatick.org.
4. Please be advised that any changes you make to your agreed upon schedule, that lessens the amount of time your child will be in our care, will result in a \$200 service fee. **All changes must be put in writing.**

HEALTH

All families need to air on the side of caution. If your child is not feeling well, please keep them at home.

- a) Please email your child's classroom, the director and the JGELC Office if your child will be absent.
- b) If your child has any of the symptoms listed below, they ARE NOT ALLOWED IN SCHOOL and you MUST consult with a medical professional.

Fever	Suspicious Rash
Chills/shaking chills	Sore throat
Cough and congestion	New muscle or body aches
New loss of taste or smell	Diarrhea/Vomit/nausea

Your child must be free of any of these symptoms for 24 hours without any medication before they can return to school.

*Runny Nose/Congestion: if this is the only symptom and your child needs their nose wiped occasionally, they are allowed in school. If it is constantly running, we ask that you keep them home.

When the source of the fever or other symptom is identified, such as an ear infection or strep throat, a doctor's note will be accepted to return to school sooner than 48 hours, but no less than 24 hours.

- 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, within 45 minutes.
- d) 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. The people listed as your emergency contacts need to be close enough that they can pick up your child in an 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. We are also currently requiring a signed permission slip allowing us to use hand sanitizer. Bug spray will not be reapplied throughout the day.

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.

FOOD

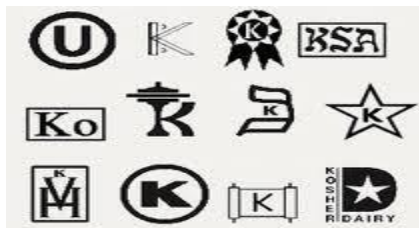
Children are required to bring their lunches and snacks in plastic, metal or disposable lunch boxes or bags. It is requested that snacks be packed separately and clearly marked. JGELC does not provide any foods. Families are responsible for disinfecting all food storage items daily.

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 registration 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:



During the holiday of Passover, there will be additional food restrictions in order to observe the no bread and “no yeast” rule. A detailed list will be sent in advance.

BIRTHDAYS

We love to celebrate birthdays at JGELC. We recognize that for some children, birthdays can be overwhelming and stressful. There, we ask that each celebration takes that into consideration. Parents are invited to provide a Birthday treat for their child's special day, but we are continuing with our 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 clear, plastic shoe box with your child's name on the box and on each piece of clothing.

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

CLASSROOMS

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 is set up to meet the needs of the children in that class. They are set up in ways to promote discovery, exploration and independence.

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 fingerplays 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

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, gym and sports or STEM.

JEWISH CURRICULUM

Our curriculum revolves around the Jewish holidays, including Shabbat and the Jewish values. Secular studies are combined with a rich Judaic curriculum. Readiness skills, social skills, music, art, and language are integrated with Jewish holidays. This supports each child's growth and development.

Shabbat

Each Friday, the children join with Rav Hazzan Ken and Rabbi Raysh to participate in *Shababa Metrowest*. The clergy will lead us in appropriate blessings, songs, and stories. We may even participate in Israeli dancing. It is a warm, special time for all.

Jewish Holidays

Each holiday is observed with appropriate songs, stories and experiences. We make this a rich sensory based experience that helps the children to make their own connections to the joyfulness of the Jewish Holidays.

FAMILY PROGRAMMING

JGELC families are invited to participate in all temple programs. Throughout the year, there are many programs available to Young Families organized by Temple Israel's Family Programming Team. The group also coordinates High Holiday Family Services on Rosh Hashanah and Yom Kippur. 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 program, children and families are always welcome at Temple Israel and well represented.

At certain times, we plan JGELC ONLY events. They help to promote our warm, welcoming and inclusive community.

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 ELC tuition. Any family that is new to JGELC for the 2023-2024 School Year can take advantage of a FREE 1 year Temple Israel of Natick Membership. Please note, if you chose this benefit you would not be eligible to receive the 10% member discount off your 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, Rav Hazzan Ken, Rabbi Raysch 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, movement, and outdoor investigations. There is even time to interact with their peers.

All Program enrollments are made in good faith and no refunds will be given.

- **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 their own classroom 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.

- **Late Pick-Up** 4:00-5:30 p.m.

Children select from a wide variety of games and/or manipulative materials available in our classrooms, gross motor room, or playground.

JGELC follows the strict teacher to student ratio throughout the day. As such, we staff according to the specific number of children that will be present in each of the Extended Day Groups that we offer. This combined with the fact that children thrive with consistency, It is therefore expected that the time in which you pick up your child remains predictable. If an unavoidable situation occurs that causes you to have to pick your child up early please make sure that you contact the classroom and office by way of an email.

LATE FEES

For 1:00 dismissals: There is a \$5.00 per minute late fee. If you are late more than three times, this fee will increase to \$7.00 per minute.

For dismissals after 5:30 pm: There is a \$10.00 per minute late fee.

Repeated lateness may be cause for your child to be removed from our Extended Care Programs.

February and April Vacations Programming

We are providing care beyond the main school calendar: 4 added days during February and 4 during April school vacation weeks. In order to have your child at JGELC on those 8 days, they would need to be pre-registered in our Vacation Days Program. For children who are not registered, you may be able to do so, if space is available. Please contact the ELC Office.

Tooth brushing

TOOTH BRUSHING HAS BEEN SUSPENDED.

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 toothbrush.

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 their 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 techniques, such as redirection, setting reasonable limits, and positive reinforcement to help build your child's self regulation skills. Additionally, we utilize our in house Social Worker, to support each child's Social Emotional Growth. We believe in a collaborative approach between families and school.

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 Temple Israel leadership members.

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 Temple Israel of Natick Leadership Team.

DISCHARGE OF STUDENT

Where just cause exists, the ELC Director, in concert with the Temple Israel Leadership Team, 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; a child's individual learning needs are unable to be met or they are not making effective progress; 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 consolations 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 Temple Israel of Natick Leadership Team, 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.

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 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 Teachers 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 Teachers with the help of the Director have the responsibility for implementing the written referral plan.
3. The Teachers conduct a series of formal and informal observations to document any concerns. The Teacher and Director determine further action to be taken.
4. The 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.

REST TIME

EEC Childcare regulations require that an extended period of sleep, rest or quiet activities be provided for children in care for longer than four hours. Children who choose not to sleep or awaken early must be offered quiet activities for the remainder of the sleep or quiet activity period.

EMPLOYING STAFF

JGELC strongly discourages any staff member to enter into new employment with parents associated with JGELC. It is our belief that in order for the highest ethical standards to be maintained, and confidentiality of families protected, staff cannot accept employment from members of the JGELC parent body.

TRANSITIONS

Whenever there is a transition to a new staff member 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 pink 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. It is expected that children will be brought to school in a clean diaper.

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.

At this time, the staff will be wearing gloves while changing a child. Children and staff 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.

All children are supervised during toileting. Children will be required to wash hands more often, including, but not limited to: upon arrival, before and after handling food, before and after handling medicine, before and after diapering, before and after using the bathroom or helping a child in the bathroom, after coming in contact with bodily fluid, after playing outside and before leaving the building for the day. Classrooms are equipped with portable hand washing stations to help support this.

Toilet training procedures are followed according to the staff's observations regarding readiness. Toilet training is completely dependent upon each child's physical and emotional abilities. Please note, your child's ability to be successful at using the toilet independently at school may look different from what you see at home. Our staff will be in communication with you to advise of progress and help to determine readiness.

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 part of its regulatory function.

COVID-19 PROTOCOLS

VACCINATION POLICY

As you know, our mission statement reads: 1. We take care of ourselves 2. We take care of our community and 3. We take care of the world. In keeping with this mindset, we ask that each member of the JGELC community commit to following the current public health recommendations outside of school.

We recognize and respect the fact that each family makes the decision about whether or not to receive the vaccination for Covid-19. **At this time, while we encourage all members of our inclusive community to receive the vaccination, vaccination is not a requirement to attend JGELC.**

TESTING

At any time, you may be asked to furnish the test results of a Rapid or PCR Covid-19 Test. This may be on a recurrent basis, usually but not limited to the

duration of your child's symptoms. If you are asked to do this, we will require your child's name and date to be written on the test. Please email the results to jgelcoffice@gmail.com 15 minutes before your child's start time.

JUDY GORDON 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, the 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 15 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. This program is only available to those children who are enrolled at JGELC for the following school year. Space is limited and will be accepted on a first come, first served basis.

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.

SOCIAL MEDIA

While your child is enrolled at JGELC, we strongly encourage you to refrain from friending or following any staff member. Due to confidentiality, we ask that you DO NOT post pictures of other children enrolled at JGELC.

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 the 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 the 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, and activities. The Director has staff blankets and a 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 their 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.

TELEPHONE NUMBERS

Temple Israel

508-650-3521

Extensions

Faye Tonkonogy, JGELC Director

x 122

Shari Rotenberg, JGELC Office Manager

x 206

Red Room x 201

Peach Room x 202

Gold Room x 203

Green Room x 204

Blue Room x 205

Orange Room x 213

Yellow Room x 211

Raysh Weiss, Rabbi

x 101

Ken Richmond, Rav Hazzan

x 107

Michelle Weiner- Taylor, Temple Director

x 103

Temple Israel Main Office

x 100

ELC/Religious School Office

x 124

Licensing Agency

Commonwealth of Massachusetts

Department of Early Education and Care 508-798-5180

10 Austin Street

Worcester, MA

Our emails:

Faye: ftonkonogy@tiofnatick.org

Shari: jgelcoffice@gmail.com

Blue Room: jgelcblueroom@gmail.com

Green Room: jgelcgreenroom@gmail.com

Gold Room: jgelcgoldroom@gmail.com

Peach Room: jgelcpeachroom@gmail.com

Red Room: jgelcredroom@gmail.com

Orange Room: jgelcorangeroom@gmail.com

YellowRoom: jgelcyellowroom@gmail.com

Suzette Friedlander, VP of Education: suzette@tiofnatick.org

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
Natick Health Department	508-647-6460
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 the rescue squad for emergency help (Fire Department) 911.
3. Director or teacher accompanies the child to the hospital.

Full Health Care Policy is in the First Aid Emergency Center in the ELC Office.
The First Aid Kit is in the First Aid Emergency Center in the ELC Office.
The Travel First Aid Kit is in the storage container on the playground.
Space blankets in a bag on the ELC office door.