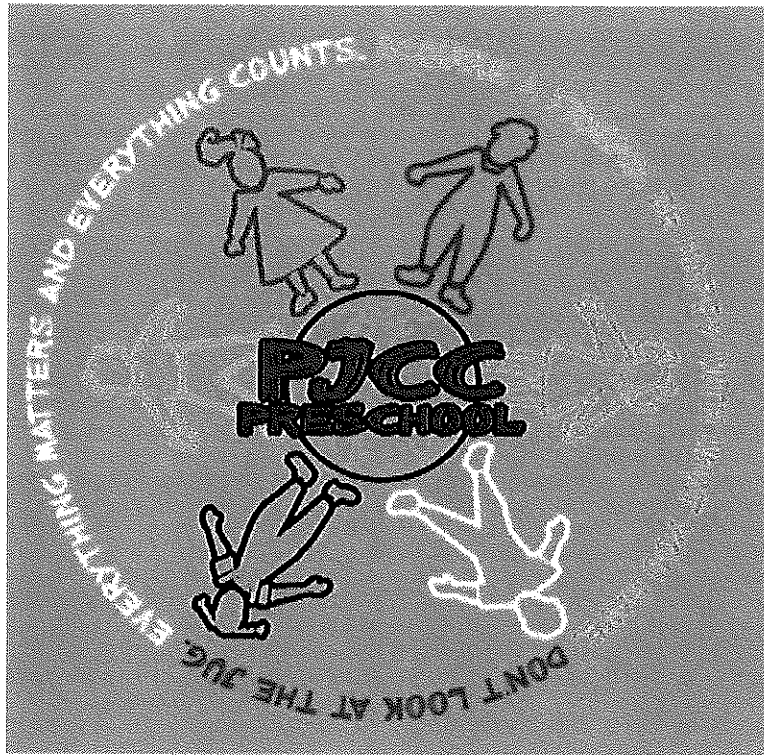


Peninsula Jewish
Community Center
EARLY CHILDHOOD EDUCATION



PARENT INFORMATION
HANDBOOK
2011-2012

HISTORY - OUR 47th YEAR!

The PJCC Early Childhood Education Center was founded along with the Community Center itself, in 1963 in Belmont. We have created an exciting community on this campus, offering a wide variety of services and programs for all ages. The goal of the PJCC and Preschool is to provide quality programming with the addition of the Jewish cultural component.

PHILOSOPHY AND GOALS

The PJCC preschool is a place where children, families, teachers and the community come together in a caring and supportive learning environment. At the PJCC Preschool we support and stimulate the maturation of the young child in all areas of development - physical, intellectual, social and emotional. We regard each child as a special individual, and respect and appreciate the differences between children. Our age-appropriate program supports and challenges each child as they grow and move along the sequential, developmental continuum. The Preschool curriculum, daily activities, indoor and outdoor learning environments, outstanding staff, and policies are all geared toward this end.

Specifically, our goals for each child are to:

- Meet physical needs and help the child establish routine habits.
- Aid the development and refinement of gross motor skills (learning to use the body effectively and confidently in climbing, running, jumping, balancing).
- Develop fine motor manipulative skills (using scissors, drawing, buttoning, threading, tying, and working with puzzles).
- Develop appropriate social skills and group behaviors (learning to cooperate, share, and take turns).
- Develop the individual personality (positive self-concept, confidence, self-reliance, independence).
- Stimulate development of receptive and expressive language skills (ability to listen and comprehend, and express thoughts and feelings appropriately).
- Stimulate intellectual development (cognitive learning, concept formation, creativity, problem-solving and readiness skills).

A child's first group experience outside of the home, away from familiar, significant adult figures is most important. Beginning with the first days of school when both parent and child face their separation from one another, we strive to create an atmosphere of warmth and support where trust can develop. When the adjustment to school has been successfully made, a world of new experiences, new relationships, and new ways of relating opens up to the child.

TRANSMITTING JEWISH VALUES, TRADITIONS AND CELEBRATIONS

An important part of the young child's developing sense of self is awareness of his/her cultural heritage. Our goal is to deepen each child's understanding and appreciation of Jewish tradition and culture. This is done through the integration of aspects of Jewish culture in our daily curriculum through the use of stories, music, dance, crafts, the celebration of the Sabbath and holidays. We welcome children and families of other beliefs and cultures. We believe that children learn from one another. To learn that people are different and that differences can be not only tolerated, but also enjoyed is an important lesson.

The PJCC Preschool is proud to participate in "An Ethical Start," a values-based curriculum program through the JCCA, based on the teachings of Pirkei Avot (Wisdom of our Fathers.)

Our teachers have received special training on incorporating these teachings into classroom daily routines, focusing on kindness, respect, community, responsibility, dignity and tradition. Our curriculum teaches Jewish values such as tzedakah (righteous giving), mitzvot (sacred obligations), tikkun olam (repairing the world), and respecting all people.

WHOM DO WE SERVE?

The Peninsula Jewish Community Center, the Preschool, and all other programs are open to the entire community. We embrace the diversity of culture, opinion, religion and identity in our community. We serve those who want the best for their children.

STAFF

The teachers, assistants and specialists at the PJCC are chosen for their skills, sensitivity to children, warmth and commitment to the philosophy of this school. They create and initiate a meaningful program for the children. To insure the maintenance of high standards, year-round staff training begins with a weeklong preparation for the school year and regular staff meetings and in-service training. Our faculty is sensitive to the needs of children and families and committed to quality Jewish education. We are proud of our long-term, experienced & stable staff of early childhood professionals who are committed to the work that they do here at our center.

With staff specialists in physical education, music and our early education consultant from Parents Place, we are confident that we provide a wide breadth of fun and developmental programs.

PARENT INVOLVEMENT

We believe strongly that the preschool is a family experience. To this end, we offer several areas for parent involvement, including being room parents and committee chairs for school events and Center fundraisers. "Ruach", spirit in Hebrew, is a volunteer requirement that enhances our program through your participation. Ten hours of your time can easily be "spent" helping in many ways through the classrooms, committees or fundraisers. Donations of needed supplies, books or cash valued at \$100 can be accepted instead of hours.

Your support of our ongoing programs and services is vital. We offer many opportunities for you to get involved over the school year. Please keep a record of your volunteer hours and donations, as you will be asked to present a worksheet next spring. As a non-profit organization we are audited for volunteer hours and donations each year. You can find a copy of the Ruach worksheet at the back of this handbook.

Become a part of our Team Keshar (Parent Connection), monthly meetings to plan social and educational programs to enhance the preschool experience. Classroom parents serve an important role in building community at the PJCC.

PARENTS AND TEACHERS

Good parent-teacher communication is essential to a happy, productive preschool experience. Parents and staff working together can provide the most complete picture of the child and the most consistent environment for growth. Two parent/teacher conferences will be scheduled in November and May.

UpToUs (www.uptous.com) is an easy-to-use website that lets parents and educators communicate to organize their child's classrooms and extra-curricular activities. UpToUs is simple and secure.

Through UpToUs each class/teacher is able to create a private online community for your child's classroom.

Included will be

- Class rosters
- Class calendar with auto-reminders
- Sign-up sheets for volunteers
- Secure photo sharing

You will receive an email invitation to join the class group email. Please click and accept so you will be sure to receive all email communications from your teacher and the directors.

TEAM KESHER MEETINGS (Room Parents)

The **Preschool Parent Committee is named "Team Keshet" (our parent connection group)** These monthly meetings offer an opportunity to become involved in the policy and decision-making aspect of school. Our meetings are open to all parents, and provide a forum for discussion with the Chairs of Team Keshet and the Directors of the Early Childhood Education Center about programs, policies, and plans for school. Together we plan social and educational activities and some fundraisers which also help build our community and resources.

As we have a mix of parents who are available for meetings in the mornings or evenings only, we alternate the meeting times so that all will have an opportunity to attend. Meetings will alternate monthly between a morning and an evening. The meetings are generally held on the third Friday of each month from 9:15-10:30 A.M. or on the fourth Monday evening from 7:30-8:45 P.M. An annual Parent Breakfast meeting will be held as a social gathering for parents.

Team Keshet also plans a number of social and educational events for the preschool families. The enclosed calendar lists some of these events. Your involvement enriches the whole preschool community. As a non-profit organization, we rely on several fundraisers throughout the year to help fund our scholarship needs and special programs. We try to make these FUNraisers as well as FRIENDraisers, helping parents make connections in our community. **We value your support!**

ROOM PARENT RESPONSIBILITIES

Each classroom needs at least one parent volunteer to serve as a liaison between the school and fellow classroom parents. Room Parents should plan to attend the Parent Keshet meetings and be available to contact class parents for special events, organize class parties and get-togethers, and relay messages to parents from the Teacher or Director. A Team Keshet Welcome Meeting will be held on **Friday September 16th** at **9:15** to discuss responsibilities. Through the UPTOUS site- it is easy to organize play dates, class Shabbat dinners or even a Parent's Night Out!

Shabbat dinners on Friday evenings are a nice way to get the families together focusing on the children and allowing parents to get to know one another in an informal way. Room

Parents will be organizing the dinners through the class UPTOUS page. Classes will be assigned dates for a class Shabbat Dinner and a Sunday Family Gym Date. Our office staff need to know two weeks in advance to make preparations since Challah, juice and paper goods will be provided. Plans for the room set up need to be requested at this time as well.

HOLIDAYS

Jewish and national holidays are observed throughout our school year. Many Jewish holidays begin the evening before and necessitate school closing at 5:00. We also close for a two week winter break and one week spring break. We do not observe Halloween, Christmas, St. Valentine's Day, St. Patrick's Day or Easter. **Please consult the Preschool Calendar in the front of this packet for school closures in observance of holidays.** We must close on three Thursdays in September/October for these Jewish Holidays.

MONTHLY TUITION PAYMENT PROCEDURES

In order to keep our tuition as low as possible, we do not accept credit card payments for our Preschool programs. As a non-profit organization, the credit card fees are a substantial expense to the PJCC. A bank draft system of payment is available to eliminate the costly expense of billing. We appreciate your cooperation with this system. A **bank draft authorization form** was included in the packet of forms sent to you earlier and necessitates an attached voided check. This form must be filled out each year as the amount will change. Drafting will automatically occur the 3rd of each month, September through the May. If the 3rd of the month falls on a holiday or weekend the draft will take place the next business day. Your June payment was paid with your deposit.

If you choose not to participate in the bank draft option, your payment by cash or check must be received in our office by the 3rd of each month to avoid a late fee of \$25.00. Checks should be made out to the PJCC. **No billing will be sent.**

For your records, the **PJCC's non-profit tax ID number is 94-3227262.** If a receipt is needed for your child care expenses, simply let us know.

SCHOLARSHIPS

Limited scholarship assistance is available for families who need financial support to participate in preschool programs. Applications can be obtained in the PJCC from our Member Services Director, Becka Boscarino at bboscarino@pjcc.org.

STAY & PLAY

Our before and after preschool programs are designed to provide a warm, enriching environment for children whose families desire extended care. The program is conducted by our experienced preschool staff. Activities include: lunch, (brought from home), a nap or rest time, arts and crafts, cooking, story telling, music, P.E. and outdoor play. A mid-afternoon snack is provided.

You may contract for Stay & Play on a monthly basis and will be charged with your monthly tuition. If you leave your child beyond the stated time on your contract, you will be charged \$12 hourly. For continuity and staffing, Stay & Play is designed in the following structure:

- 7:30 A.M. to 9:00 a.m. morning care
- 12:00-1:00- lunch group
- 12:00-3:00 – stay and play
- 12:00-6:00- stay and play

A late charge of \$1.00 per minute is charged for services beyond 6:00. Children brought to school before 8:15 will be offered breakfast. After that time, you are welcome to bring breakfast for your child to eat before 8:30.

Children brought to school 15 minutes late need to be brought to the office and one of the administrators or floating staff will bring your child to the classroom. Families arriving late distract the group who are often in circle time or engaged in an activity that will take the teacher away to greet you. Please be considerate of our teachers and the schedule by dropping off and picking up consistently on time. Children are often upset when brought to school late as they miss some important socialization time.

Staff is no longer responsible for children once an authorized adult has picked them up. When picking your child up, please leave the classroom or playground promptly to allow staff to concentrate on the children in their care. If you choose to allow your child to continue participating in school activities, you will be charged the hourly rate.

Policy on contract changes for a school year is:

The request for contract Stay & Play can be done at any time during the year. However, the initiation of the contract change will begin on the first day of whichever month you desire. There will be no pro-rating of fees. An hourly fee of \$12.00 will be charged until the first day of the first full month of contracted Stay & Play. To make changes to your contract, please fill out and sign the Contract Change Form available in the office. There is a \$25 change fee for a reduction of hours and no refunds are given on the original deposit. If adding hours to your contract the deposit balance must be paid at that time.

DROP-IN STAY & PLAY

All Stay & Play is billed in one-hour units and not part of an hour. Children staying for lunch must bring lunch and a beverage from home

Due to staffing considerations, drop-in care will be offered on a space available basis only. The charge for this service is \$12.00 per hour and must be in the following blocks of time:

- 7:30 - 9:00 a.m.
- 12:00 - 1:00 p.m.
- 12:00 – 3:00 p.m.
- 3:00 – 6:00 p.m.

We appreciate payment for this drop-in care on the day of the service. Because Drop-in Stay & Play is only available space permitting, we request that you fill out the Drop-In Request Form in the Preschool office in advance.

ENRICHMENT PROGRAMS

The Youth & Family Department of the PJCC offers a variety of special classes for preschoolers during the year. They are in addition to our regular preschool and Stay & Play programming. Classes are limited in size and age groups and all enrollment is on a paid, first-come, first-served basis. A new Enrichment series is offered three times a year. They are held each day from 1:00-2:00 after lunch group. Registration will be on-line at

www.pjcc.org and we will notify you by email to watch for registration information for the first session beginning in October. Children not picked up from their enrichment class at 2:00 will be brought to Stay & Play and if not contracted you will be billed for an extra hour.

NAPTIME

Naps will be given for children staying from 1:00 p.m. until 3:00 p.m. each day, although an alternative quiet activity is provided if children do not need to nap. Please inform the Stay & Play staff or your child's teacher if your child requires a nap. A small sheet and light blanket or sleeping bag must be kept at school in a plastic bag as a mat covering. It will be sent home each Friday to be washed and returned on Mondays.

DROP-OFF TIME

In order not to disrupt the class, **we request that you be consistently punctual in the mornings.** We are not a drop-in daycare center, but a structured preschool with a planned curriculum. Children habitually brought to school past 9:00 (9:15 a.m. for K'ton ton) miss some valuable socialization time or the class circle time, during which much fun and learning takes place. Please arrange your morning to allow for unrushed, pleasant, and punctual drop-off. Children not in the full day or early morning option cannot be admitted to their classrooms before 9:00 as the staff's important preparation time is from 8:30 to 9:00. To ease parking congestion at drop-off time, the two year olds' classes begin at 9:15 each morning. **Be sure to sign your child in and out** on the clipboard posted at each door using your full name and time in and out. This is a state law and helps us keep track of attendance.

We have a convenient curbside drop-off for the Keshet and Kee Tov (3 and 4 year old) classes from 8:50-9:05 each morning. Take advantage of this if your child is ready to separate from you easily, if you have a baby sleeping in the car that you would rather not disturb, or if you cannot find parking. Sign in curbside and a teacher will escort your child to the class.

Please park in designated areas only. Do not leave vehicles unattended in fire lanes (at the red curb). This creates a traffic problem and dangerous situations for the children crossing through the parking lot. The police often drive down our road and ticket cars at the fire lane or in handicapped spaces. Please do not leave children unattended in your vehicle in the parking lot. **Please observe the 10 MPH speed limit when driving through our parking lot for the safety of the children.**

Children brought to school 15 minutes late need to be brought to the office.

One of the administrators or floating staff will escort your child to class so that the rest of the group is not distracted by the family's late arrival.

PICK-UP TIME

When picking up your child or carpool, please **sign all children in your care out on the sign-out sheet posted at the door of your classroom or Stay & Play room. If anyone other than persons listed on your authorization form is picking up your child, we must have written notice to this effect and proof of I.D will be required.** **We will not release a child without such a note.** This is for your child's protection. Signing out of Stay & Play and Enrichment classes is particularly important for keeping track of afternoon attendance.

At going home time, children are tired and get apprehensive if you are late. Please call to notify us if you must be detained. Any child picked up more than 5 minutes after the hour of his/her scheduled pick-up time will be billed for the entire next hour. Any child picked up after 6:00 will be charged \$1.00 per minute that you are late. Staffing and scheduling is planned on the hour and your prompt pick up will enable a smooth transition. Please be considerate of our staff members who have worked a long day and need to go home at 6:00.

Be sure to check your child's cubby and folder for important notices and artwork. Carpools are responsible for picking up and delivering all notices and children's belongings.

HEALTH POLICY

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure. Children with signs of a cold (cough, runny nose, hoarseness, etc.) should be kept at home for at least two days. Many of the childhood diseases begin with these symptoms. If your child exhibits any of these symptoms at school we will call you to pick the child up. This is to protect the health of your child and his/her classmates and teachers.

It is in the best interest of the children and staff that everyone participates in reducing the spread of illness and maintaining a healthy environment. It is impossible to entirely prevent all illness, but the incidence and severity can be greatly reduced by adhering to the following guidelines in determining whether or not your child will be able to attend the Center on a particular day. Children should be well enough to enjoy full program participation.

A CHILD MAY NOT ATTEND SCHOOL WITH THE FOLLOWING SYMPTOMS:

- Fever. Must be fever free for 24 hours without fever reducing medication. We will send a child home with a fever of 100.4 or above. Children sent home from school due to fever must stay home the following school day.
- Excessive sneezing or coughing.
- First three days of a cold.
- Unidentified rash. Children may return when rash is diagnosed; infection is dry, scabbed over and not draining.
- Ear infection not seen by a physician.
- Vomiting or diarrhea. Children may return when they have kept down food or milk and have not vomited for one full day and when diarrhea stops and normal stools are formed.
- Conjunctivitis (Pink Eye). Children may return after three doses of medication and eyes are clear of discharge.
- Open cold sores or fever blisters in the mouth area.

If you are ill or coughing, please take advantage of the curbside drop-off. Please call the office at 650.378.2670 and we will bring your child to your car.

Please cooperate in protecting everyone's health.

It is helpful to us in understanding and caring for your child if you will keep us informed of factors of significance at home, such as the birth of a baby, prolonged illness in the family, a parent being away, a death closely affecting the child, moving, etc., and of course, especially nice things too!

MEDICATION

Do not send medicine to school with your child. Do not put medicine in school lunch boxes. If it is necessary for your child to receive prescription medication during either the school morning or Stay & Play, the medicine in the original prescription container, along with written instructions must be given to the teacher or the Director. There is no exception to this! We will not allow the child to take medicine without written instructions that list the dosage, the time to be given, and the reason for taking the medicine. Under no circumstances will non-prescription medication be given at a teacher's discretion. Please notify the teacher if your child is on any medication that may affect his/her behavior.

We request that you apply sunscreen to your child each morning. State Licensing requires written permission for the school to apply sunscreen. Each child must also have his/her own, labeled container of sun lotion if it needs to be reapplied in the afternoon.

ASTHMA MEDICATION

If your child uses a metered dose inhaler (asthma medication) there is a special form that must be completed by the parent, available in the Office. The child's physician must provide specific instructions for administering the medication. Please call or speak to the Early Childhood Director about this issue.

PHOTO/VIDEO POLICY

We ask all preschool parents and staff to refrain from posting on public sites (Facebook, YouTube etc,) any online photos or videos that include images of PJCC children other than members of your own family.

PARENT SUPPORT SERVICES

A consultant from Community Gatepath will join our staff 6 hours per week and be available if there are any concerns about a child's behavior or development. Her observation of children in classrooms can be requested by either the teacher or parent if there are any concerns as early intervention is crucial to a young child's social development and school readiness. There will be several informal Drop-in Parent Discussion Groups held in our Library throughout the school year.

Contact Judy Garb or Sheila Marx with any concerns about your child so that we can build a pyramid of support for you, your child and the teacher.

Parents Place provides Parent Education Workshops available to you and we will let you know as they come up. They also offer a new online Digital Parent Program, providing an online education library, webinars, discussion forums and developmental tools on a discounted membership basis to our families.

CHILD PROTECTIVE SERVICES

Child abuse is a problem that is prevalent in our society. For many of us, facing this reality is difficult because we want to see our community and families free from any problems like this. As many of you may already know, in the State of California, all professionals who care for children are required by law to report "reasonable suspicion" of child abuse to

either a law enforcement agency or a county child protective agency. This was created to protect children and to provide services for families. Child abuse (including child physical abuse, sexual abuse, and emotional and physical neglect) must be reported when a legally mandated reporter, such as our school, "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment, when he or she knows or reasonably suspects has been the victim of child abuse..." "Reasonable suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse."

The PJCC staff is experienced and trained in assessing situations which may lead them to make a child abuse referral. There are several ways that our staff may need to make a referral, which includes, but is not limited to, the following: physical indicators of abuse, behavioral/psychological indicators displayed by the child(ren) during their time at school, environmental problems, parent's suspicions, and statements made by the child.

The PJCC is committed to maintaining a safe environment for children and for serving our children and families in the best way we can. We know that if ever there were a situation in which we would have to make a referral to either law enforcement or protective services, we would work with each and every child and family to make this process as helpful as possible.

TOYS AND DRESS AT SCHOOL

Please do not send toys to school with your child unless it is for a specified sharing time requested by the teacher. We cannot be responsible for lost or broken treasures. Please: **NO GUNS, WAR TOYS, MONSTER DOLLS, OR FRAGILE ITEMS. Do not send money to school with your child.**

Children should dress comfortably, simply, and suitably for the weather. We do engage in a number of "messy" activities that, despite smocks, can dirty clothes. We do not want to inhibit the children unnecessarily, so we ask you to send them in comfortable old clothing that they can play in without hesitation. Nametags or labels in outer garments and shoes will ensure their safe return. Most blue sneakers look alike. So do yellow raincoats. Be sure to label lunch boxes.

Each child needs a change of clothes in a labeled shoebox or Ziploc bag, to be kept in their cubby, in case of accidents (bathroom or water play types). It is a good idea to keep an extra sweatshirt in the cubby as well, due to sudden weather changes. Please have children wear tennis shoes on PE days. Closed toe shoes enable children to more safely and comfortably play in the playground. Flip flops and Crocs and clogs have created dangerous situations on the playground in the past and should be avoided.

PETS

As many children are fearful of dogs, we request that you not bring them onto the campus.

THE PJCC PRESCHOOL LIBRARY - JOSHUA'S CORNER

We are so proud of our PJCC Preschool Library which was built with love. Susan Yourtz, whose son, Joshua, was killed in an automobile accident, has been the force behind the library. Joshua attended the PJCC Preschool in Belmont for several years as a young child. His untimely death at age 19, spurred Susan to dedicate a Joshua's Corner Library in his memory. Many thanks to all who have helped set up the library and to those of you who will help in the future! Special thanks to our wonderful library volunteers who spend many

hours each week keeping it current and organized.

The Peninsula Jewish Community Center Preschool Library contains children's storybooks, Jewish holiday stories and parent resources for you to borrow. All have been donated for your enjoyment. Books have been cataloged and bar coded. They can be scanned out and in when returned or renewed in one week. We hope you will take advantage of our wonderful, preschool age-appropriate collection. Board books are not cataloged and can be borrowed and returned at your convenience.

Our Parent Resource Library offers a wide range of books on child development, early education and parenting. Donations to our library are always welcome. An Adopt-a- Book program in our Preschool library is available for dedication for a minimum of an \$18 donation or donation of a new book. A special bookplate will be affixed to the book commemorating the special event. The gift of a new book to the library in honor of your child's birthday is a nice way for your child to learn the value of giving as well as to have a lasting gift to the school with your child's name affixed. Your donation as well as volunteer time will help our library grow and can be credited to your Ruach requirement. If each family would donate one book each year, we could grow over 300 books a year! New or gently used, age appropriate books are always appreciated.

Your family will be issued a bar coded library card for use when checking out books through our computer software program. They are kept on file in the library, organized by class room number. Books may be checked out for a one week period of time and must be returned before checking out additional items. There is a three book maximum per week per child.

We request that you use a book space saver when looking at the books so they can be replaced in the same place on the shelf. The Dewey Decimal system allows us to locate books in the computer but only works if the books are shelved appropriately. You can return any book to the black return box and it will be re-shelved. Thank you for keeping the library neat and helping it to grow!

BIRTHDAY CELEBRATIONS

Children enjoy having their birthdays recognized at school. Parents are invited to bring a simple treat and join in the birthday celebration. As birthdays are celebrated before lunch, special nutritious snacks would be appreciated as we try to avoid sugary foods. A healthy muffin, fruit kabob or yogurt parfait is a nice alternative to a cupcake or ice cream. Please avoid any products containing nuts as many children are allergic.

Please do not distribute birthday party invitations through the classroom folders unless you are inviting the whole class. You will be provided with a class roster of addresses for this purpose.

LUNCH

Please check the document, "Love in a Lunchbox," for creative lunch ideas. As microwaves are in the classrooms lunches can be heated if necessary, but a wide mouth thermos can keep soups and pasta dishes warm. We regret that we cannot refrigerate lunches. On warm days freezing a juice box helps to keep the lunch cool and is thawed for drinking by noon. Please be sure to label the lunch box and include a beverage as well as any utensils needed.

You will be notified if there is a nut allergy in your classroom at which time we ask that no items containing nuts be sent to school.

KOSHER POLICY

The following Kosher policy was adopted by the Board of Directors of the Peninsula Jewish Community Center:

- No pork or shellfish is to be served at the Center.
- Meat and dairy products are not to be mixed at a Center function.
- All meat served at a Center function will be Kosher. Off-site functions sponsored by the Center will offer an alternative choice (fish) to the meat entree.

The implications for our preschool are:

Any snack, meeting, breakfast, or dinner party sponsored by the preschool or a class of the preschool needs to follow the above policy.

Out of respect to families who observe Jewish dietary laws, we ask that you do not mix dairy and meat in your child's lunch. We want to remind you that shellfish and pork are not allowed at the PJCC anytime. Thank you for your understanding and cooperation. Although we do not monitor the children's lunches we hope to show sensitivity to the concerns of parents who keep kosher. Please send your child with a nutritious lunch appropriate to his/her appetite. Please do not send sweets.

Should school be open during the seven-day celebration of Passover, bread and other leavened products such as crackers, cakes and cereals may not be sent in children's lunches. Matzah will be available at this time. We will send a reminder home in the spring.

SNACKS

The PJCC provides healthful snacks to children at about 10:30 and 3:30 each day, depending on individual class schedules and naptime. Snacks include but are not limited to fruits & vegetables with dip, yogurt, cheese, healthful crackers and occasionally cookies (free of hydrogenated oils), cereals, and of course challah on Shabbat. We serve 100% fruit juice as well as water. If your child is allergic to any particular food, be sure to let us know and feel free to provide a special snack that can be kept by the teacher as a substitute in case there is something your child cannot eat. It is possible that a child in a class may have a serious allergic reaction to tree nuts. In such cases a class may have to be a "nut free" room. Almond and soynut butters are delicious substitutes for peanut butter.

EMERGENCY PREPAREDNESS

The PJCC has developed an extensive Emergency Response Plan to provide the best care for your children in case of natural disasters or human threat. This plan has been developed in conjunction with the Ronald C. Wornick Jewish Day School and Foster City Police and Fire Departments. We have a comprehensive "Code Pink" procedure in the event that a child in our program is missing. We immediately monitor, search and block all exits and determine if the child is at risk. A decision is quickly made to notify PJCC security as well as the Foster City Police Department.

Staff have been trained in the appropriate emergency procedures, as well as how to comfort and care for children in an emergency. Earthquake, fire and intruder drills are held with the children on a routine basis. The PJCC is equipped with water, food,

blankets and first aid supplies. Children will only be released to a parent or someone authorized by you in writing. Please keep this information updated and consistent on all forms.

*In case of emergency, Room Parents will be called by PJCC staff and asked to contact the other parents on their class list. Please be sure that all of your phone numbers and emergency pick-up authorizations are correct and on file and kept updated in the Preschool Office. We will notify you by text message in the event of an emergency if you provided cell phone numbers. If you are unable to reach the PJCC by phone, information will be available via media outlets:

- Radio Stations: KGO – 810 AM
KCBS – 740 AM
- Television Stations: KRON, KPIX, KGO
- The PJCC emergency call in number is 650-331-0393 for recorded information
- The PJCC will contact our sister JCC, The Stroum JCC of Greater Seattle, with information. Parents can call for recorded information and updates at **(206) 232-7115** if an out of state number is required.

If, for any reason, the PJCC becomes an unsafe facility, we will relocate the children to one of the following sites, depending upon safety factors and the recommendation of the Foster City Police:

Foster City Recreation Center
650 Shell Blvd.
286-3380

Foster City Community Center/Library
1000 E. Hillsdale Blvd.
650-286-8181

Please note that these are probable sites. The Foster City Police will make the determination as to where the PJCC will be evacuated. In the event of an emergency, call the Foster City Police Department at (650) 286-3300.

SPECIAL NEEDS

Our job is to identify and assist families and children with any special needs they may have. Special needs should be interpreted broadly. For example, food allergies, family situations, personal fears, or personal preferences may constitute special needs as well as physical challenges, speech and language issues, and learning differences.

If the classroom teachers, and/or Preschool Directors, are concerned about a child's development, they might suggest that parents talk with the Preschool consultant from Parents Place or seek a professional assessment in the appropriate area. Preschool Directors are available to talk with parents about possible referrals.

It is crucial that staff is aware of the identified and diagnosed special needs of individual children and how these needs will effect the child's class participation and behavior. Parents and staff work together to develop and use individual education plans for children with special needs. Early intervention is crucial in the development of a child before it affects him or her socially.

BITING POLICY

Many pre-verbal children go through a time of biting. They bite for several reasons. One, the impulse to bite is a natural defense when frustrated. Young children have not yet mastered more refined verbal skills to express their wants and protect themselves. Two, the immediate effect of the bite may be so gratifying to the biter, both sensually and dramatically that, for a time, the biter may be inspired to continue the behavior.

We recognize that biting, while it may not be acceptable, is normal and natural for toddlers and not unusual for two year olds and preschoolers. It frequently occurs in groups of children just on the verge of fluent language.

Our policies concerning biting:

- Staff will carefully monitor children.
- Staff will model appropriate gentle behavior and pre-social play, encouraging children to use words.
- Staff will quickly respond with a clear message to the biter: "No! I won't let you bite. Biting hurts!" Tone of voice, body language, and facial expression all will clearly express disapproval. Staff will recognize the biter's feelings: "I know you are angry but I can't let you bite."
- Staff will comfort the "bitee" with an ice cup, band aid (if necessary), and TLC until the child is ready to return to play.
- Staff will suggest alternatives to biting behavior as appropriate for the age of the children. "Next time, say MOVE!" The seriousness of the incident may need to be reinforced: "No! It's not funny. Biting hurts. No biting."
- Parents of both children involved in the incident will be notified. Biting is a part of the young child's normal development process. We take a proactive, rather than a reactive approach. Each biting situation will be handled in the manner outlined above. We will not discuss personal information with parents about a child other than their own. Biting is a frightening but normal part of most children's development. We ask you to trust that each biting incident will be handled in a developmentally appropriate and professional manner.

FOSTERING POSITIVE BEHAVIOR

We foster positive behavior among the children in our program by:

- providing an environment and schedule to meet children's needs
- conducting individual and group discussions on ways to relate to other people
- conducting discussions of rules and lots of guidance towards positive interaction
- encouraging conflict resolution rather than physical force in conflict
- modeling desired behavior
- allowing lots of time to practice social skills
- having patience and good humor
- giving a child an opportunity to gain self-control with the teacher's guidance
- intervention by staff when necessary to avoid serious conflicts

DISCIPLINE POLICY

"The best discipline method is to encourage children to think of alternative solutions and their possible effects."

Cheri Sterman Miller, M.A.: Building Self-Control: Discipline for Young Children

Discipline is not punishment! The goal of discipline is to help children build their own self-control, not to have them behave through adult control. We strive to provide a consistent and developmental approach to redirect negative behavior so that children will know what is or isn't acceptable. If a child cannot maintain control of his or her behavior, he/she will be given time and space to calm down and begin again. A teacher will explain to the child what behavior was not acceptable and help the child rejoin the group when he/she feels ready. Our goal is not to punish or shame children, but to help them recognize and understand the consequences of negative behavior and to learn more positive ways to deal with conflicts when they arise again. If a child's behavior is an on-going problem, teachers will communicate with the child's parents.

WELCOME

We look forward to a happy, successful school year! Thank you for your cooperation in following the above procedures. If you have any questions, please see Director Judy Garb, Assistant Director Sheila Marx or our Program Director Lisa Elliott. We hope this is the beginning of a long partnership between the PJCC and your family. We strive to provide the best possible learning experiences for your children. Working together we can achieve this goal. Welcome!

PJCC Phone Numbers and Extensions

Main Number for Preschool: 650-378-2670
Main Number for PJCC: 650-212-PJCC (7522)
PJCC Security 650-378-2740

Direct Lines for Early Childhood Administration:

Vince Mostajo – Office Administrator: 378-2670
For billing, Stay & Play and contract information

Liz Davis – Office Administrator: 378-2671
Contracts, general information

Judy Garb – Director of Early Childhood Education: 378-2673
Parent information and any issues and concerns

Sheila Marx – Assistant Director of Early Childhood Education: 378-2672
Parent information, special needs coordination, staff communication

Lisa Elliott – ECE Program Director: 378-2696
Summer and vacation camps, Stay & Play coordination and problems

Classroom Direct Phone Numbers

Room#	
1	378-2679
2	378-2678
3	378-2677
4	378-2676
5	378-2675
7	378-2680
8	378-2681
9	378-2682
10	378-2683
11	378-2684
12	378-2685
13	378-2686
14	378-2687
15	378-2689

OUR 18 WORD JEWISH GLOSSARY

BARUCH ATTA ADONAI ELOHEINU MELEKH HAOLAM: "Blessed are You, Lord our God, Ruler of the Universe." This is the Hebrew phrase which begins every Jewish blessing.

CHAI: Life. Also the number 18.

CHAVERIM: Friends.

HAGGADAH: The book of prayers, songs and stories used during the Passover Seder.

HA' MOTZI: Shortened reference to the blessing over bread.

KIDDUSH: Blessing over wine.

KIPPAH: The ritual head covering. Also called by its Yiddish name, yarmulke.

KOSHER: Food which conforms to the Jewish dietary laws.

L'CHAIM: "To life." Used as a celebratory toast and to bestow good wishes on another person.

MENORAH: A seven or eight-branched candelabra. If the latter, it is used expressly to hold Hanukkah candles.

MEZUZAH: Literally, "doorpost." First two paragraphs of the Sh'ma, a Jewish prayer, written on a parchment scroll and encased in a small container, affixed to the doorposts of a Jewish home or institution.

MITZVAH (PL. MITZVOT): Behavior commanded by God or mandated by Jewish tradition.

SEDER: The home-based ceremony held on the first two nights of Passover.

SHABBAT: The Sabbath.

SHALOM: "Hello." "Goodbye." "Peace."

SHOFAR: A ram's horn. Usually sounded on Rosh Hashanah and Yom Kippur.

TORAH: The Five Books of Moses.

TZEDAKAH: Acts of righteousness performed through monetary donations and hands-on social justice projects.

DAILY HEBREW GREETINGS

BOKER TOV: Good morning

EREV TOV: Good evening

LAILA TOV: Good night

L'HITRAOT: See you later

SHALOM: Hello, goodbye, may you be at peace.

SOME JEWISH FOODS WE LOVE TO EAT

CHALLAH: A braided loaf of egg bread, usually served on Shabbat and holidays.

BLINTZES: Crepes filled with cheese or fruit.

LATKES: Potato pancakes (usually associated with Hanukkah).

HAMANTASCHEN: Triangular, fruit-filled pastries (usually associated with the holiday of Purim).

MATZAH: Squares of unleavened bread that replaces all other breads during Passover, but may be eaten year-round.

Blessing Over Bread Sung at Snack Time Each Day and on Shabbat:

**Ha-motzi lechem min ha-aretz
We give thanks to God for bread
Our voices join in happy chorus
As our prayer is humbly said:**

**Baruch Ata Adonai, Eloheinu melech
Ha-olam, ha-motzi lechem min ha-aretz
Amen**