



Welcome!

Parent Handbook

2018-2019

Grow

Learn

Discover

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INTRODUCTION AND WELCOME

Dear Parents,

Welcome to Aleph Bet Preschool & Kindergarten! We are delighted that you have selected our program for your child. Our goal is to provide a warm and nurturing environment where your child will discover the joys of learning, providing each child with a strong foundation in Judaism, academics and social-emotional growth allowing them to shine as individuals. We see each child as a unique and precious gift entrusted into our care. This concept is what governs our school's educational approach. We place a special emphasis on each individual child and on encouraging and supporting their innate inquisitiveness and thirst for knowledge. We are devoted to helping your child learn socialization skills, build self-confidence, and teach the preliminary skills to independently explore and experience the world around them.

We have prepared this handbook to help ease any anxieties you may have and to assure you that your child is in good hands. To help your child get ready for school, please take the time to carefully read this handbook, which contains updated and pertinent information. As this booklet has information and answers to parents' common questions, you may want to keep it handy and refer to it as needed throughout the year.

It is important to us that you, as parents, become personally involved in our school. We welcome your suggestions, comments, and constructive criticism, as well as your financial and moral support.

Please volunteer your time and services whenever possible. If you have a particular field of expertise, offer to share it with our children on occasion, save useful objects for our arts and crafts and become part of our preschool family.

Nothing, of course, takes the place of direct contact between you, the school staff and Directors. You are invited to call us at the school office to discuss any questions regarding your child's preschool education whenever you feel it is necessary.

We look forward to a fully cooperative relationship and a very successful school year.

Sincerely yours,



Mrs. Mussie Levertov

Director

ABOUT US

At Aleph Bet Preschool and Kindergarten, children develop in a loving, nurturing and stimulating environment.

We offer a creative, progressive, Reggio-inspired Jewish environment.

We believe that children learn best through teacher supported play and creative open ended activities.

Children are encouraged to explore their world in a thoughtfully planned setting and in a natural and aesthetically pleasing environment.

Children practice the 21st century skills of collaboration, communication and cooperation.

We look forward to sharing in the joys of your child's early years, and to learning and growing together.

HIGHLIGHTS OF OUR PROGRAM:

- Welcoming atmosphere and nurturing staff
- Joyful Jewish experiences
- Language and literacy rich environment
- Teacher supported play, open ended activities and discovery
- Hebrew, music and movement, and art with special instructors
- Family involvement & participation welcomed and encouraged, through extra programming

HOW WE LEARN

At ABPK we believe in an experiential and intentional approach to teaching and learning. This approach fosters children's intellectual development as they are encouraged to explore their environment and express themselves through words, movement, drawing, painting, playing and other natural modes of expression. We promote an environment where children can develop the critical thinking and problem solving skills for a successful and meaningful life.

OUR GOALS

At Aleph Bet Preschool & Kindergarten our aim is:

To nourish your child's heart and mind as we develop cognitive, social, emotional and physical skills.

To encourage self-confidence and individuality by helping young children enhance their learning and socializing abilities.

To foster enthusiasm and responsibility for learning, and to encourage each child's natural creativity and curiosity.

To provide a curriculum geared to the different and developing interests of each child.

To provide a setting rich in materials and resources, a caring and highly qualified staff, a developmentally-appropriate program, and activities that are both teacher-guided and child-initiated.

To provide rich and meaningful Jewish content, including education about Jewish holidays, music, traditions and the Hebrew alphabet and language.

To communicate to parents the philosophy, goals and program of The ABPK and to provide opportunities for parent involvement and education.

To enrich school experiences by using community resources and outside professionals in the field of early childhood education.

GENERAL INFORMATION

Aleph Bet Preschool and Kindergarten is licensed by the State of Arizona. We serve the educational needs of children ages 18 months to 5 years. ABPK is a participant of the Quality First Program.

LOCATION AND ENTRANCE

Aleph Bet Preschool is located on 2110 E. Lincoln Drive, Phoenix, Arizona. The rear of the building, on 21st St. is the entrance to the preschool. (From here on, this entrance will be referred to as the Preschool entrance.)

For the safety of our children, this door will remain closed and locked during school hours 9:15am—2:50pm, (staff member will be there to open the door during midday carpool.) If you need to enter the office or need access to the building during school hours, you must use the Synagogue office entrance (to the right of the Preschool entrance) and enter the Preschool wing through the Security combination door. Parents will be notified of the entrance code. For security purposes, please do not share the code with anyone other than Preschool parents.



TO CONTACT US:

Phone: 602-944-2580

Fax: 877-545-9550

Address: 2110 E. Lincoln Dr., Phoenix, AZ 85016

Website: www.AlephBetAZ.com

Email: Mussie@Alephbetaz.com

In case of emergency contact Rabbi Dov 602-793-0152

OUR STAFF

Our staff is made up of teachers and assistants, all of whom are chosen for their professionalism, as well as their caring and compassionate personalities. Our teachers delight in unlocking your child's natural curiosity through providing the stimulation necessary for an experiential learning process. All staff participates in annual in-service training in order to remain alert to the ever changing needs of today's families and to the findings of current research. Staff development is ongoing throughout the year.

SCHOOL HOURS OF OPERATION:

Our school hours are as follows:

Full day program:	Monday - Friday	9:00 am -3:00 pm
Half day program:	Monday - Friday	9:00 am -1:00 pm

EXTENDED EARLY & AFTER CARE HOURS: 7:30 am – 4:30 pm, available upon request.

Friday after care - limited availability until 3:30

Holiday hours may vary. See school calendar for details.

ADMISSION AND REGISTRATION

Aleph Bet Preschool offers a creative balance between Judaic and secular studies. Our admission policy assures that all Jewish children are accepted without regard to race, color, and national and ethnic origin.

There is a \$275.00 registration fee that is non-refundable as well as a deposit of the last month's tuition. Registration is processed through TADS enrollment system, AlephBetaz.com/TADS.

CHILD ENROLLMENT AND WITHDRAWAL PROCEDURES

Enrollment: The 2018-2019 school year is August 21st, 2018- June 6th, 2019

Applications are accepted throughout the year whenever there is availability. If we are at capacity, you may choose to be placed on a waiting list for a future opening this school year or

for the following year. Applications must be accompanied by current immunization records and the non-refundable registration fee.

Withdrawal: If a registered child does not attend classes and then decides to return later in the term, a new application, fee and deposit will be required and the child may return only if there is open spots.

In the event you choose to withdraw your child from our program, we ask that you kindly give the school two weeks' advance notice. Refunds are not provided under any circumstances.

TUITION (see tuition scale in our registration packet for specific schedule & details)

Non-Refundable Registration Fee: \$275

AZDHS License Fee: \$50/family

PTA Yearly Dues: \$25/family

	<u>5 Day</u>	<u>3 Day</u>	<u>2 Day</u>
Core Program 9:00 – 1:00	\$4,750	\$4,250	\$3,700
Extended Program 9:00 – 3:00	\$6,000	\$4,850	\$4,300

EARLY/AFTER CARE YEARLY OPTIONS

	\$525
Option 1: ½ Hour a Day	
Option 2: 1 Hour a Day	\$800
Option 3: 1 ½ Hours a Day	\$1,250
Option 4: 3 Hours a Day	\$ 2,500

Additional Hours

As needed, if available	\$10/hr.
Per day, if available	\$36/morning (9am-1pm)
	\$18/afternoon (1pm-3pm)

Kindergarten Tuition - \$17,000

All major credit cards are accepted for a personalized scheduled payment. Payments may also be made with postdated checks **provided in advance**. You are welcome to choose one of 3 payment plans; Tuition paid in one payment, posted dated checks or scheduled credit card payments. Payment plan must be set up before the first day of school.

DROP OFF & PICKUP

The success of our program depends in great part on the drop off and pick up of children on a timely manner to ensure they do not miss any of our programmed activities as well as to minimize disruptions to our daily schedule.

Please ensure students do not arrive at school before 8:58 a.m., teachers are involved with preparation and are not ready to give the children their full attention. Teacher supervision will only be available beginning at 8:58 a.m.

- Parents that need to drop off students before the 9:00 a.m. arrival time must enroll their children in the Early Care Program.
- Be aware students will not be allowed in the building in the morning unless under the direct supervision of a parent or teacher.

SIGN IN PROCEDURE: All children need to be signed in and signed out. Please make sure you escort your child to his or her teacher in the classroom.

Upon arrival and pick up please sign your child in and out with your legal signature on the tablet under their designated sign in. Every class will have a tablet at the entrance to the classroom.

This sign in/ out procedure is of crucial importance for safety and legal regulations. Please be diligent about fulfilling this very important procedure. The signatures will be audited regularly and we must make sure that every child is signed in/ out daily for them to be in school.

When a child is late and is walked in by the parent, the teacher will greet the child and parent. However, we encourage the parents not to engage in lengthy conversation with the teacher as this takes precious time away from the other children.

DROP OFF & PICK UP DETAILS

Early Drop off (before 9:00 am): at the playground.

Regular Drop off: Parents accompany their child to the classroom.

PICK UP PROCEDURE: – 12:50 PM and 2:50 PM

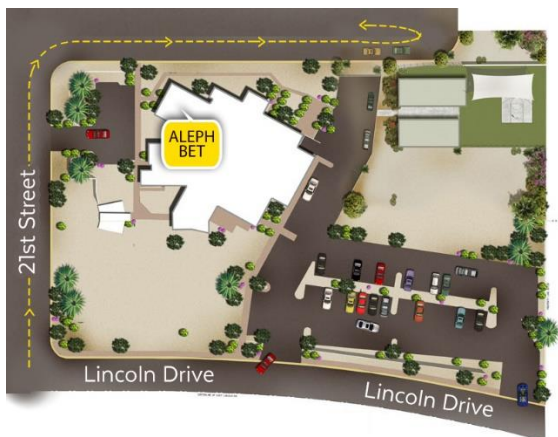
The pick-up process will be as follows:

The pick-up area is on Cactus Wren Dr. on the curbside. (please see map)

All children will be waiting in the Preschool Entrance for their parent's car to arrive. Children will be brought by their teacher to the pickup area with the sign out tablet.

To ensure the smoothness of this procedure, please be on time.

After care pick up will take place on the playground.



Midday pick up: Pickup begins at 12:50 and ends at 1:00.

Afternoon Pick Up begins at 2:50 and ends at 3:00.

EARLY CARE/ LATE CARE Early care and after care drop off and pickup takes place from the Playground, through the right most gate. Children are only authorized to be in early/ after care if prior arrangements were made with the director. Early/ After care requests can be accommodated on an as needed basis if adequate coverage is available, requests must be made

by 2 p.m. the day prior, by emailing office@Alephbetaz.com, you will be informed if it is available. Requests made after that time can unfortunately not be accommodated.

LATE PICK-UP We understand that emergencies can happen, and we do our best to deal with exceptions when necessary. We ask you to keep in mind that staff need to be elsewhere when sessions finish, and that we are not able to properly accommodate children after their scheduled pick up time. It is clear that this situation is upsetting to children and can ruin a perfectly fine day. Please be sure to be prompt. Parents who are late more than twice per semester will be charged \$10 per 15-minute increment. You will be required to have a credit card # on file and fees will be charged automatically. Special circumstances such as weather, traffic etc will be taken into consideration. If you know you are going to be detained, please notify the school immediately. There is an overtime charge, but we are reasonable, if saving ten minutes means risking an accident, please drive safely!

AUTHORIZATION FOR DISMISSAL

At no time and under no circumstance will a child be released to a person not authorized by a parent to pick up that child. It is your responsibility to list on your registration all people who are authorized to pick up your child from school. If you plan on having your child picked up by someone who is not listed on the registration form, you must give us written consent via email or message on Brightwheel at the beginning of the day and notify your child's teachers.

ABSENSE

Please let us know as early as possible if your child will be absent on a given day.

THE FIRST DAYS OF SCHOOL

ADJUSTING TO SCHOOL

The beginning of the school year is an exciting time, for children, teachers and parents. It can take time for children to adjust to the new schedule, environment and people. We will do all we can to make your children most comfortable and experience a seamless transition. In order to help children, adjust to school, we ask the parents not to prolong the good-bye. Help your child separate by setting up a routine for departure and maintaining that routine. It is very important that parents never slip away without telling their children good-bye, and reassuring them that you will return.

MEET AND GREET

We invite all families to join us for Aleph Bet Preschool & Kindergarten Meet and Greet on Sunday, August 19th 3 p.m.- 4 p.m. This is an opportunity for you to meet with the school staff and ABPK families.

ORIENTATION & FIRST DAY OF SCHOOL

Orientation takes place on Tuesday August 21st, every child and parent is allotted a 15-minute time slot for you to come, meet your child's teachers, get acquainted with the classroom and settle supplies in a personal setting. The teachers will contact you the week prior to school to introduce themselves and inform you of your designated time.

The first day of regular classes will be on Wednesday, August 22nd for Nursery – Kindergarten that includes, 3's, 4's and 5's.

Staggered schedule are implemented for the Kinderland – Pre-Nursery that includes, 18 months, transitional two's and two's, to help them get better acquainted and comfortable with the new environment smoothly. On Wednesday and Thursday August 22nd and 23rd every child will be given a two-hour time slot to come to school. Regular schedule begins for the Kinderland - Pre-Nursery on Friday, August 24th.

SCHOOL SUPPLIES - WHAT TO BRING

- * Backpack or lunch box (to be brought home every day)
- * Long sleeve smock
- * 1 squeeze glue
- * 1 box of markers
- * 1 box crayons
- * 1 child size scissors
- * 1 Box of tissues
- * 3 Roll of pennies for Tzedakah
- * 3 fat glue sticks
- * 1 Package Dry erase markers
- * 1 box Gallon size Ziploc bags
- * 1 box Sandwich size Ziploc bags
- * 1 package sheet protectors (50 sheets)
- * 1 Container of Clorox Wipes
- * A photo of your child and a family photo
- * A complete change of clothing: shirt, pants, skirt, underwear and socks (in a labeled Ziploc bag.) **Please label each piece with a permanent laundry marker. The school will not be responsible for unlabeled clothing.**
- * 1 package of diapers or 'pull ups' if necessary
- * Wipes, diaper cream (labeled)
- * 1 hat/cap
- * 1 water bottle (if non-disposable, will be sent home weekly to be washed at home)
- * Napping Students: Sleeping mat, small pillow, crib size sheet and blanket (all items labeled)

Other than these items, please leave extra toys and snacks AT HOME. Please do not allow your child to bring any personal toys, snacks or any other belongings to school. If you feel it is absolutely necessary for your child to have a pacifier at school, please speak to the teacher directly. It is best if these items are left at home and not taken away before entrance to the school, as this may cause your child to start the day in an unsettled way.

WHAT TO WEAR

In order for your child to have the most productive day at school your child's clothes should be comfortable, washable and easy to take off for toileting. Rubber soled and tennis shoes are best. Please do not send children in jellies, crocs or flip flops. Jewelry (real or play) should not be worn at school. Boys three years and older are encouraged to wear kippah and tzitzit. Please do not send your child to school in clothing that cannot get dirty. Please see Kindergarten uniform guidelines and school supplies list.

CURRICULUM HIGHLIGHTS

The Aleph Bet preschool and kindergarten curriculum is unique because of its special blend of secular and Judaic programs. The activities are all challenging and fun and promote the child's physical, intellectual, emotional, and social growth as well as their curiosity and exploration.

Giving the students a strong skill set in Hebrew & English reading and writing.

A sample of our daily schedule is as follows:

(The schedule varies according to group level)

Open Centers (theme related manipulative, individual projects/ open time)

Circle time Davening, Tzedakah, Parsha and Jewish holidays

Snack Time

Specialties (Hebrew language, music, library)

Gross Motor Activity (Phys. Ed. - Organized Wide Activity)

Outside play

Fine motor activity (arts and crafts)

Aleph Bet Curriculum/ theme activity/ Story time

Lunch

Open time/Clean up

Circle time/ Good bye

Relax time, story

Circle time (calendar, weather, theme of the week)

Fine motor activity (arts and crafts, projects)

Manipulative and ABC

Snack

Gross motor activities / Outside play

Clean up and Goodbye

OPEN TIME/CENTERS

Every day, for 40 minutes, the children can choose which areas they wish to play and learn.

Center activities include:

- Science center/Exploration
- Art center
- Music center
- Library/Listening center
- Blocks & Building center
- Dramatic Play Center
- Puzzle and Manipulative Center

PROGRAM ELEMENTS

SOCIAL/ EMOTIONAL DEVELOPMENT

This is the most important element of the program, laying the strong foundation for academic learning. The children are learning to separate from family members and to feel comfortable in a school environment. The students are learning to communicate their feelings, needs and ideas in acceptable ways. They are gaining the confidence to express their ideas, collaborate and cooperate in small and large groups. Individually the students are discovering how to make friends, and how to appreciate different personalities. Differences of opinion, ideas or wants are opportunities for learning to negotiate, share and build strong relationships. Through dramatic play the children learn about the different roles people have in their family and community. As the children talk about their different interests, the teachers help them set up varied environments for dramatic play such as a doctor's office, car wash or animal hospital.

LITERACY

The walls are filled with the children's work and written documentation of their ideas. In the beginning of the year the teachers are asking, "Is there a story or words that you would like me to write down to document what you are creating?" Soon it is the child who is asking the teacher, "Could you write down my story or how do you write....?" Speaking, listening, reading and writing are supported in each of the learning centers with books, tools and paper for writing, displays and intriguing materials.

MATH

Math is a language and a tool. The inquiry approach to math enables students to develop their own understanding of mathematical concepts. The children learn to recognize shapes and patterns, and investigate relationships among people and materials using numbers and measurements. The children begin to understand symbols as they document an interest, such as "how often do we hear the fire truck?" The children make a special mark on the paper to represent the fire truck noise. The marks are counted and then represented by another symbol, a number.

ART

Development of fine motor skills and the knowledge of materials lead to greater expression of the children's ideas. The teacher helps the children learn different art techniques and how to use the tools and materials. The art area will be filled with natural materials, recyclables, clay, wire, paints, textiles and paper all available to the children to use to make their ideas visible. The children's art links the different disciplines together as they represent their learning and ideas in many mediums.

SCIENCE

The curriculum starts with what the children are familiar with in the physical world and provides exploratory and investigative experiences to expand their understanding. Through playing the children naturally create their own experiments. A roadway built with blocks and ramps leads to discoveries about speed of big cars versus small cars or how the incline of the ramp affects the speed of cars. The children are applying the scientific method when they observe, hypothesize, experiment, collect data and make conclusions.

DRAMA AND CREATIVE MOVEMENT

Children are provided opportunities to act out classic stories interpret rhythms and express ideas through music and creative movement. Retelling favorite stories enhances literacy development, cognitive development and physical coordination. Throughout the year the Dramatic Play center is infused with theme related supplies and materials, providing the students the materials to live and act the part!

MUSIC

Children are provided opportunities to participate in music by singing as well as using various instruments to accompany their singing and to tap and shake out rhythms and compositions of their own creation. They learn familiar songs as well as new ones. The teacher integrates music into her time with the children that relates to their projects, the seasons or their interests.

NATURE STUDY

Children learn about the cycle of growing by planting and caring for flowers and vegetables in our garden. Children collect twigs, stones and other natural materials that are used for projects in the classroom. In the spring time children are excited to welcome caterpillars into the classroom, and watch the transformation as they become butterflies. Learning and discovering nature all around us.

PHYSICAL DEVELOPMENT

Children have daily opportunities to use their large muscles, including running, climbing, jumping, dancing, balancing, throwing and kicking. Outside, the children choose from various materials and equipment to experience spontaneous and planned games. Their small muscles are developed through play activities outside such as working in the sandbox with shovels and pails.

JUDAIC CURRICULUM

The Judaic curriculum is complete, fun and enlightening. The Judaic curriculum includes praying each morning and learning the Jewish holidays and songs. Learning the aleph bet will include letter recognition and sound alongside a mitzvah and middot learning series. Each week, the children's highlight is their Shabbat party. The children delight in braiding their own challah.

Daily, the children give Tzedakah, say their brachot (blessings), and proudly show off their mitzvah notes to their classmates.

LIVING WITH THE TORAH

The Torah portion of the week is experienced and relived in the classroom, with specialties and at play and is an important part of the weekly schedule with concentration on various special Jewish heroes. These integrated activities give the children a personal connection to their Jewish heritage.

SPECIALTIES

Aleph Bet Preschool is proud to offer the following specialties:

Music & Movement

Storytelling

Physical Education

Cooking and Science

Hebrew Reading

Art

AFTER SCHOOL ACTIVITIES

Aleph Bet Preschool and Kindergarten has paired up with a variety of children's activities to offer your children extracurricular after school fun. These activities begin in October and parents will be notified, and signup sheets will become available. Activities include

Ballet

Tumbling - Gymnastics

LIBRARY DAY

ABPK is pleased to offer you the Aleph Bet lending library. Each Friday will be the designated time for parents and children to choose a book to bring home and enjoy for one week.

Parents are expected to take extra care of these books so they can remain in circulation for a long time. You will be expected to replace any lost or ruined books.

Donating a book or media to the lending library is a great way to celebrate your child's birthday, or any special occasion. There will be a sticker placed on each item that is donated with an inscription of what it has been donated for. Please take advantage of this program. We need your support to get it started and keep it going.

LIBRARY BOOK ROTATION

Our classroom libraries are enhanced weekly by an extensive collection of theme related books from our local public library which are available to the children in the reading corner. This program offers the children a wider array of literature and further develops their learning experience.

NAPS

The Preschool recommends naps for 18 month - 3 year olds staying in school all day.

Parents are responsible to send LABELED sleeping material for their child, including waterproof mat, sheet and blanket.

DISCIPLINE

The goal of our discipline policy is to develop self-control and self-esteem in each child. Our program promotes a positive approach to managing behavior of all children. We use prevention and positive reinforcement. We encourage children to talk to each other; use speech to solve problems and to express their feelings. We believe as children grow more confident with verbal expression they will be less likely to express themselves in an aggressive way. Additionally, the use of positive language is especially vital to a child's sense of self-worth and the key to a respectful relationship and a successful outcome. When a "rest time" is necessary, it is brief and appropriate to the child's developmental level and circumstances.

BITING POLICY

Biting can be a form of expression in children who have limited verbal skills. Some young children may use biting when angry or frustrated. While it is considered typical behavior for young children, it is detrimental to the safety and well-being of the children in the classroom. Hence, if a child bites one time, or exhibits continuous aggressive behavior, the teacher or director will contact the family, in order to implement a plan that would prevent further incidents from taking place. If repeated biting incidents occur, we may ask for a shadow, or temporary withdrawal from the program.

TOILET TRAINING

Children may be in diapers/pull-ups at the start of the school year. Diapers will be changed three times daily and when necessary. **Children in the midst of toilet training must be provided with 'pull-ups' or training pants. Teachers will encourage toileting and continue the training process at school as long as the parents are training full time at home.** Parents are asked to create a training plan at the start of the school year.

Parents are responsible to make sure your child's supply of diapers / wipes / pull –ups is current.

TRASH OR TREASURE

Please save your recyclables, many items can be used for our Arts projects. We can use old newspaper, paper bags, plastic bags, hangers, paper roll tubes and egg cartons.

SNACK AND LUNCH

OUR SCHOOL IS A NUT FREE ZONE!

Please make sure that your child has had breakfast before coming to school. This will enable your child to have the energy needed to fully participate in school activities. We are pleased to provide a daily nutritious snack. There is a morning and afternoon snack. Every family will be designated 1 week in which to bring snack for the entire school. Snack schedule and list of snacks is given out at beginning of school year.

Snacks must be Pas Yisrael/Chalav Yisrael (if applicable) and nut free

Please let us know if your child has an extreme dislike to certain foods.

Lunches or snacks can not contain any nut additives or particles.

LUNCH

Please send a *pareve* or dairy kosher lunch with a drink. Some ideas for lunch:

- * carrot sticks
- * celery sticks
- * fruit, fresh or canned
- * American cheese or cheese sticks
- * sandwiches (tuna, mayonnaise, cheese, pizza bagel, apple butter)
- * hard boiled eggs
- * yogurt
- * pasta/macaroni and cheese

Please inform us immediately regarding your child's allergies so we can take the proper safety precautions.

ALLERGY ALERT – NUT-FREE POLICY Currently the Nut free policy is in effect. It is imperative that you are aware that we are asking for everyone's cooperation in making our school a NUT FREE environment. This added vigilance is because we currently have a child whose allergy to nuts is severe. The simple act of smelling nuts or being touched by someone with a trace of tree nuts can trigger a severe allergic reaction (with, G-d forbid, serious consequences).

Example: If your child had a peanut butter sandwich for breakfast, please make sure that his/her hands and face are thoroughly washed. Lunch snacks should be checked to ensure that they are completely nut free. Please call us for a complete list of nut free lunch suggestions.

When providing a snack or special treat for the whole class/school; i.e. Shabbat party etc, all items must follow the highest kosher standard of the school which include cholov yisroel, pas yisroel, no homemade food items are allowed.

SPECIAL EVENTS

FAMILY WORKSHOPS

On select days during the year, parents will be invited to join their children for lunch or holiday workshops. Parents will be notified accordingly. Some examples of these events include: Hachnosos Orchim Lunch, Chanukah Performance, Muffins for Moms, Special Guest Day.

BIRTHDAYS

At Aleph Bet Preschool & Kindergarten, we love to help celebrate your child's birthday. You are welcome to coordinate with your child's teacher a time and day that is most convenient for you. Birthday celebrations must be arranged with the staff at least one week in advance. The school will provide a cake mix and frosting the children will bake and share the cake together, allowing them to participate in the party. Parents are welcome to bring in paper goods, fresh whole fruit, and a beverage for the party.

Parties usually last 20 minutes and you are welcome to bring family members along. If you cannot attend the party, your child's birthday will still be celebrated with the class and we will make sure your child has wonderful and meaningful birthday experience. One unique way to celebrate a birthday is to donate a book or equipment to the class. If you would like some suggestions, please contact Mussie.

If you wish to distribute invitations at school for a party, you are having at home:

- 1) Everyone in the class has to be invited.
- 2) The party should not be on Shabbat or any other Jewish Holiday.
- 3) The party must be kosher for all the children.

SHABBAT PARTIES

Each Friday we celebrate the coming of Shabbat with a Shabbat party. The children partake in making challah, lighting Shabbat candles and saying the Kiddush. The designated *Abba* and *Imma* will be assigned in the previous weekly newsletter to bring in a special treat for the class. We suggest that you let him or her dress in semi-festive clothing.

PARENT SOCIALS & BENEFIT EVENINGS

At Aleph Bet we are a community and family. We invite and encourage your participation at special parent only events. These evening will allow you to connect with other parents of our school in a relaxing, enjoyable environment. Open School Night or Parent Teacher Conferences require mandatory attendance. Please refer to the school calendar for detailed event information.

PARENTAL PARTNERSHIP & RESPONSIBILITIES

Parent participation is an integral component of the Aleph Bet Preschool experience. There are numerous opportunities throughout the year for parents to partner with us. Aleph Bet Preschool's "open door policy" encourages parents to visit and/or participate in the daily activities whenever possible, as a courtesy to the teachers please let them know when you would like to visit. When visiting the classroom in the middle of the day please check into the office first.

COMMUNICATION

A child's educational journey encompasses the unique qualities of his/her family as an integral part of the learning experience. In our pursuit of excellence, we welcome your questions, concerns, suggestions, and ideas. We aim to keep you fully informed and updated with the happenings of the school, your child's class and his/ her development in particular. We do this via:

- Weekly and regular emails from the school office. Weekly update on school happenings, school closings and special in-school events. Please note that we use our primary means of communication via email. Please make sure you are receiving them!
- BrightWheel App to keep you posted with notes and pictures, private messages can be sent to the teachers through BrightWheel.
- Weekly class newsletter, detailing the classroom themes and experiences of that week.
- We invite all of our parents to join our "Aleph Bet Preschool & Kindergarten" facebook private group for our families to connect, network, and share ideas about parenting and preschool life!
- School projects and information are sent home in your child's Shabbos bag weekly. Please go through the Shabbos bag and review projects with your child. Your interest means so much to your child.
- Curriculum Night – an evening in October showcasing your child's daily schedule and the

educational program and goals of the year.

- Parent teacher conferences are held in December. Details will follow closer to date.
- Our teachers are available to discuss your child privately after preschool hours. During the day, staff must be completely involved with supervising your children without any distraction. Except in the case of emergencies, all conversations with teachers should be reserved for after school hours. Please send your child's teacher a message through bright wheel, or leave a message for her with the administration and she would be happy to return your call. Please keep in mind and be respectful of teacher's personal and family time.

Please keep us informed:

- Please share any information with the teachers regarding changes that may adversely affect the child. When teachers are aware of such situations as a parent's absence, hospitalization etc. they can often be of great help in alleviating the child's stress and providing the child with extra attention.
- Please keep us informed of departures from routine i.e. parents out of town, other people caring for the child, different home setting, changes of your address, telephone number, etc. This is critically important in case of an emergency.
- Please be supportive of our teaching staff. They are dedicated, caring professionals. Your support and respect help them provide a quality education for your child. If you have a concern or suggestion, please schedule a time to talk. If you have a thank you or some positive comments, please pass it on to our teachers! They welcome your feedback!

Parent Involvement:

We encourage you to get involved with the school and to work with us to provide the best experience for your child. Here are some ways in which you can help:

- Join the PTA.
- During the course of the year we plan many exciting family holiday get-togethers. Please come, it is difficult for your child if all the other parents are there and his/her

parents are not.

- Let us know about any special problems or concerns.
- Volunteer to help with special programs.
- Contribute dress up clothes and art supplies such as boxes, containers, scraps, baby food jars, Styrofoam trays, cardboard rolls from toilet paper and paper towels, etc.
- Your questions and concerns are important to us. We will be happy to schedule a conference time so that you can share them with us.
- Parent volunteers are an integral part of a successful school. We have a pool of many talented parents in our student body. The school can accomplish so much more with your help. Please indicate an area in which you would like to assist by filling out the parent volunteer signup sheet at the beginning of the year. You will be contacted with further details, dates and times for volunteering. We ask that each parent sign up for one or more of these choices.

WEBSITE

Log onto www.AlephBetAZ.com to see upcoming preschool events, review our supplies wish list, and see pictures of your child's activities in school, sign up for Friday pizza lunch (Beginning in September.)

QUESTIONS OF JUDAISM

At the Aleph Bet Preschool, the Rabbi is available at all times to serve your Jewish needs.

Whether it is a question of mezuzahs, kashrus, or where to buy good Jewish books, the Rabbi can help. Please feel free to call him as needed.

SAFETY & EMERGENCIES

Your child's safety is of utmost importance and there will always be a staff member responsible for their safety, both indoors and outdoors.

Our safety policies are as follows:

- * No child will ever be left unsupervised at any time.
- * Children will be sent home only with parents, or the appointed person as stated on the registration form. If there are any changes, a written note or call from the parent is required.
- * Each room has accessible exits, should an emergency occur.
- * We have, at all times, a staff member who is trained in first aid and CPR.
- * Each wing has a working fire-extinguisher at all times.
- * Should any accident or injury occur; we will complete an incident report. One copy will be kept on file and another given to the parent that day.
- * If your child will be absent from school due to illness or any other reason, please notify us.
- * We have immediate access of a working telephone at all times.
- * We will have several fire drills, at varying times throughout the year.
- * All the doors to the building remain locked during school hours; individuals can only enter by being allowed access from the secretary.
- * There are live cameras in the classrooms, for additional safety and security of our children.
- * **Please inform us immediately regarding your child's allergies so we can take the proper safety precautions.**

PEST MANAGMENT

Aleph Bet Preschool has implemented procedures to control structural and landscape pests and to minimize the exposure of children, family members and staff to pesticides. The preschool classes are not sprayed on a regular basis. The only time the preschool classrooms would be sprayed is when the director, school staff or pest control company would deem it necessary. In

the event that pesticides would need to be applied, a sign will be posted on the parent communication bulletin board in the main hallway and on the front door of the preschool.

HEALTH & WELLBEING

No staff member or children shall come to school if they exhibit signs of communicable illnesses. Parents of children that have been exposed to a disease will be notified of exposure. The preschool will send an email with the date and type of exposure. If your child becomes ill at school, you or your alternate emergency person will be called to **pick up your child immediately**. Parents will be notified if their child has been exposed to any communicable disease. Our policy is to never administer medicine, vitamins, or special medical diets to any child. This should be administered by a parent only. If necessary inhaler can be administered, parents must complete a medication consent form.

If a child exhibits any of these symptoms, he or she will be sent home.

Diarrhea	severe coughing
Difficult, rapid breathing	consistently clear, dripping nose
Ear ache	Yellowish skin or eyes
Conjunctivitis	Temperature of over 99.5 degrees F
Lice, scabies or other parasites	Stiff neck
Vomiting	

IN CASE OF ILLNESS

Please do not send your child to school if he or she:

- * has had fever during the previous 24 hours
- * has heavy nasal discharge or constant cough
- * has symptoms of possible communicable disease
- * is not well enough to play outdoors.

PLEASE NOTE: Your child must be **fever free** for 24 hours before returning to school.

MEDICATION

At ABPK, we do not administer any medication, except for emergency allergy medication. These medications must be specifically labeled with the child's name, doctor's name, and parent's name. Parents must complete and renew a medication authorization every 6 months. Without a doctor's authorization we are unable to give any medication whatsoever. In addition, parents must also sign a preschool authorization form stating administration and dosage. As a general rule, parents **MUST** discuss medication authorization with the preschool director.

LICE POLICY

For this coming school year we have instituted a new lice policy to keep our school and students safe and lice free. Students will be checked for lice, during the first week of school and the days following winter break as well as Passover break. If lice should be found at any time, students will be sent home and required to be completely lice free before returning to school. Students and siblings in our school will need the confirmation of certified school designated lice consultant to be sure the student is lice free.

ALLERGY POLICY

Please inform us immediately regarding your child's allergies so we can make the proper safety precautions. ALL allergies will be posted prominently in each classroom.

ALLERGY ALERT – NUT-FREE POLICY Currently the Nut free policy is in effect. It is imperative that you are aware that we are asking for everyone's cooperation in making our school a NUT FREE environment. Please do not even bring any lunches or snacks that "may contain" any nut additives or particles.

ACCIDENTS

We have, at all times, a staff member who is trained in first aid and CPR.

Staff will contact you when your child has any minor injuries that require more than tender loving care, so you can be aware of the incident. An accident report will be filled out and filed for our records, with a notice sent through BrightWheel.

In the event of an emergency or accident, we will immediately administer first aid if necessary, and call 911 as a medical resource and follow their instructions.

The enrollment/emergency authorization forms and emergency cards must be completed before your child begins her/his first day. It is imperative that you include any medical forms or necessary information.

In case of a major injury, the staff will notify:

- * parents
- * Your designated (on emergency card) alternate contact.
- * Your child's Doctor.

LIABILITY INSURANCE

Aleph Bet Preschool is fully covered by liability insurance as mandated by the Department of Health Services, Child Care Licensing.

IMMUNIZATION CARD

Parents must have the immunization card filled out and signed by your doctor. The card must be at school at all times if your child is to attend.

Please keep us notified about all immunization updates.

Chabad Preschool

2110 E Lincoln Dr, Phoenix, AZ 85016 602.944.2753

Rabbi Dov Levertov – Administrator

Mrs. Mussie Levertov Executive Director, Licensee

License # 10971

Capacity: 59 children

Chabad is licensed by Arizona Department of Health Services (ADHS)

Located at 150 18th Ave, 4th Floor, Phoenix, AZ 85007

602.364.2536.

Our facility license records are available upon request and are located in the front Preschool office.

