



Welcome!

Parent Handbook

2022-2023

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 every child will discover the joys of learning, and build 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.

To help your child get ready for school, please take the time to carefully read this handbook, which contains updated and pertinent information. 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

Child initiated and 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

Quality First Participant

### **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 social skills, 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 child- initiated and teacher supported.

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.

### CLASSES

We are excited and grateful to be growing! This year we will have added 3 new classes in our new modular. Please note the class names and location on the map below.

Aleph - 18 Month Olds

Bais #1 & Bais #2 - 2 Year Olds

Gimmel #1 & Gimmel #2 - 3 Year Olds

Daled #1 & Daled #2 - 4 Year Olds

Kindergarten

### LOCATION AND ENTRANCE

Aleph Bet Preschool is located on 2110 E. Lincoln Drive, Phoenix, Arizona. The rear of the building, off the 21st St. parking lot 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 members 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 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:**

Pre-school Office Phone: 602-944-2580

Fax: 877-545-9550

Address: 2110 E. Lincoln Dr., Phoenix, AZ 85016 Website: [www.AlephBetAZ.com](http://www.AlephBetAZ.com)

Email: [Mussie@Alephbetaz.com](mailto:Mussie@Alephbetaz.com)

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

**ADMINISTRATIVE STAFF**

Rabbi Dov Levertov – Administrator – [RabbiDov@Chabadaz.com](mailto:RabbiDov@Chabadaz.com)

Mussie Levertov – Director – [Mussie@Alephbetaz.com](mailto:Mussie@Alephbetaz.com)

Michelle Aharonov – Office Administrator – [Office@Alephbetaz.com](mailto:Office@Alephbetaz.com)

Chaya Ajzenszmid- Judaic Curriculum Advisor

**OUR STAFF**

Our staff is made up of an administrative team, 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 participate 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:**

### **Full Day Program**

**Monday - Thursday 9:00am - 3:00am**  
**Carpool begins at 2:45pm**

**Fridays 9:00am - 2:00pm**  
**Carpool begins at 1:45pm**

### **Half Day Program**

**Monday - Friday 9:00am - 1:00pm**  
**Carpool begins at 12:50pm**

### **Extended Care**

#### **Early Care:**

**Monday - Friday 8:30am - 9:00am**

#### **After Care:**

**Monday - Thursday 3:00pm - 3:30pm**

**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 non-refundable registration fee as well as a deposit of the final month's tuition. Registration is processed through the TADS enrollment system, [AlephBetaz.com/TADS](http://AlephBetaz.com/TADS)

### **CHILD ENROLLMENT AND WITHDRAWAL PROCEDURES**

Enrollment: The 2022-2023 school year is August 22<sup>nd</sup>, 2022 – June 13<sup>th</sup>, 2023.

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 are open spots.

In the event you choose to withdraw your child from our program, we ask that you kindly give the school 30 days advance notice. Refunds are not provided under any circumstances. Parents/guardians are required to sign a withdrawal form.

### **REMOVAL FROM PROGRAM:**

The removal of a child is defined as the withdrawal of a child currently enrolled in our preschool program at Aleph Bet Preschool. Due to licensing requirements a child may be withdrawn from the program if staff determines that the child can no longer benefit from the program or presents a danger to other children, self or staff.

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

**Non-Refundable Registration Fee: \$275**

**Aleph Bet Preschool & Kindergarten – Pricing 2022-2023**

**18 Month- PK:**

**2 Days a Week (Tuesday & Thursday) - 9-1 (\$4,780)**

**2 Days a Week (Tuesday & Thursday) - 9-3 (\$5,460)**

**3 Days a Week (Monday, Wednesday & Friday) - 9-1 (\$5,460)**

**3 Days a Week (Monday, Wednesday & Friday) - 9-3 (\$6,040)**

**5 Days a Week - 9-1 (\$6,040)**

**5 Days a Week - 9-3 (\$7,350)**

**Kindergarten:**

**M-F 9:00 am - 3:00 pm (Cost: \$21,500)**

**Extended Care:**

**Early Care 8:30am - 9:00am - (Cost \$800)**

**After Care 3:00pm - 3:30pm - (Cost \$800)**

**Fees due at Enrollment:**

**Licensing Fee - \$50**

**PTA Fee - \$25**

**Registration Fee - \$275**

**Tuition Deposit - 10% of listed tuition**

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 full for the year, post dated checks or scheduled credit card payments. Payment plans 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 in 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 preparing their classrooms 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.
- Please note children not signed up for extended care cannot be in the extended care location even with a parent present. This is to ensure licensing ratios can be maintained for the safety and security of all students and staff.

Thank you for your understanding and cooperation.

**SIGN IN PROCEDURE:** All children need to be signed in and signed out.

To Sign in: Open the Brightwheel App on your phone/device, scan the school's QR code, click on the child's name you are signing in, answer health screening questions, enter your personal 4 digit code, sign in with your signature. Sign in Complete.

## **DROP OFF & PICK UP PROCEDURES**

These procedures are designed to give your child a welcome, smooth start to their day. We ask that you complete the sign in process through Brightwheel. Parents are welcome to come to the classroom door, to make for a smooth transition, but we ask that you not enter the classroom.

### **Drop Off:**

- Drop-off will take place at the entrance to your child's class
- See below information where to enter based on your child's class.
- Arrival time will be spaced between 9:00- 9:15 a.m.

### **Pick Up:**

- Dismissal will take place between 2:45 a.m - 3:00 p.m. from the Preschool Main Entrance
- If you need to pick up your child earlier than the designated time you can call the office and someone will bring your child to the office entrance.

**Early Care (before 9:00 am) & Morning Drop off :**

**Aleph Class** - Through the outdoor Classroom gate entrance, walk through the playground to the Classroom entrance.

**Bet Classes** - Through the outdoor Classroom gate entrance, to the Classroom door.

**Gimmel & Kindergarten Classes**- Through the outdoor Classroom gate entrance, walk through the playground to modular entrance.

**Daled Classes** - At the main preschool entrance.

**PICK UP PROCEDURE: – 12:50 pm, 2:45 pm and 3:30 pm Aftercare**

The pick-up area is on Cactus Wren Dr. on the curbside. (please see map) Park Along Cactus Wren or in the Preschool parking lot. Come to the preschool main entrance and your child will be brought to you.

All children will be waiting in their classroom for their parents to arrive. Children will be brought by their teacher to the pickup area with the QR Code. Children must be signed out with the responsible party, sign their complete last name and may use the first initial. Children will only be released to those listed on the Emergency Contact card and approved pickup list, and those individuals are required to be 18 years or older. To add or delete a person on this form you may call the office and update your child’s Emergency Contact card.

Aleph, Gimmel, & Kindergarten classes will be dismissed through the outdoor classroom gate.

Bet & Daled classes will be dismissed through the main preschool entrance.

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

**Midday pick up: Begins at 12:50 and ends at 1:00.**

**Afternoon Pick Up begins at 2:45 and ends at 3:00.**

**Extended Pick -up: Begins at 3:20 and ends at 3:30.**

**Friday Pick -up: Begins at 1:45 and ends at 2:00.**



**EXTENDED CARE:** Children are only authorized to be in Extended Care if prior arrangements were made with the office. Extended Care requests will be accommodated on an as needed basis if adequate coverage is available. Requests must be made by 1 p.m. the day prior, by emailing Office@Alephbetaz.com, you will receive confirmation if it is available. Requests made after that time can unfortunately not be accommodated. Please see above for Extended Care drop off and pick-up locations.

**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 will be charged \$5 per occurrence, and \$5 more for each additional ten minutes. You will be required to have a credit card number 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 **individuals** 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 the office, **this includes playdates.**

**ABSENCE:** Please let us know as early as possible if your child will be absent on a given day.  
**Regular attendance and being on time are critical in the learning process as both help the students to develop a positive attitude toward school**

**ATTENDANCE:** When reporting an absence, please call the office at 602-944-2580 and specify the reason for the absence such as cold, flu, etc. Frequent absences and tardiness are upsetting for students as these disrupt their schedules, require readjustment to the class routine, and slow down learning. Students with excessive absences or tardiness may be dropped from the program.

**EXTENDED ABSENCES:** Parents/ Guardians are responsible for contacting the school if a child will be absent for an extended period.

## 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. Meet and Greet will be taking place on the morning of Orientation, Monday, August 22. There you will have the opportunity to meet fellow Aleph Bet families, learn about PTA programming, Lice Check and enjoy snacks.

**ORIENTATION & FIRST DAY OF SCHOOL:** Orientation is on **Monday, August 22nd**. Every child and parent is allotted a 15-minute time slot **in the classroom** to meet your child's teachers, get acquainted with the room and **put** supplies in a personal setting. You will receive an email detailing your child's orientation time slot, **the week before school begins**.

The first day of regular classes will be on **Tuesday, August 23rd** for **Gimmel** – Kindergarten that includes, 3's, 4's and 5's.

Staggered schedule is implemented for the **Aleph and Bet classes** - that includes, 18 months **2's**, to help them get better **adjusted** and comfortable with the new environment smoothly.

On **Tuesday, August 23rd** **each** child in these classes will be given a two- hour time slot to come to school. Regular schedule begins for the **Aleph and Bet classes** on **Wednesdays, August 24th**.

You should bring all your child's school supplies to orientation. This includes their changes of clothing, diaper changing supplies and napping items.

The Supplies List can be found at [AlephBetAZ.com](http://AlephBetAZ.com) under the parents tab.

**Napping Students:** Please bring a sleeping mat, small pillow, crib size sheet and blanket (all items labeled), **a favorite stuffed animal/blanket to comfort your child is ok, but** other than these items, please leave extra toys and snacks AT HOME. 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.

Mats: <https://www.amazon.com/Angeles>

<https://www.amazon.com/gp/slredirect/picassoRedirect.html/>

## WHAT TO WEAR

In order for your child to have the most productive day at school their clothes should be comfortable, washable and easy to take off for toileting. Rubber soles and tennis shoes are best. Please do not send children in jellies, crocs or flip flops. Jewelry (real or play) should also 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.

**Kindergarten Students:** Please see the uniform guidelines at [AlephBetAZ.com/Parents](http://AlephBetAZ.com/Parents)

## CURRICULUM HIGHLIGHTS

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

Table Activities (theme related manipulative, art/ writing, sensory)

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 (outdoor classroom and playground)

Fine motor activity (arts and crafts)

Aleph Bet Curriculum/ theme activity/ Story time Lunch/open play

Clean up Circle time

Goodbye Relax time, nap, 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, the children can choose which areas they wish to play and learn. Open play, exploration time is such a critical learning opportunity to facilitate and guide child learning, growth and development. Center activities are set up with interesting theme related materials and activities to pique their interest center activities include;

- Science/Sensory
- Art
- Music
- Library/Listening
- Blocks & Math
- Dramatic Play
- Puzzle & Manipulative
- Loose Parts

## 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. **They** are also learning to communicate their feelings, needs and **ideas with their teachers and peers 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

We are excited to implement the Conscious Discipline program and Nurtured Heart Approach school-wide. Conscious Discipline integrates social-emotional learning, discipline and self-regulation to teach students vital life skills. The Nurtured Heart Approach focuses on creating healthy relationships, and our approach in reviewing and interacting with children.

### **LITERACY**

The walls are filled with the children's work and written documentation of their ideas.

At 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 exploration 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 STUD**

Children learn about the cycle of growing by planting and caring for plants. 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. They are continuously 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 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.

## **ELECTIVE CLASSES**

Aleph Bet Preschool is proud to offer the following specialties:

Music & Movement

Storytelling

Physical Education

Cooking and Science

Hebrew Reading

Art

## **AFTER SCHOOL PROGRAMS**

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 sign-up sheets will become available.

### **Activities:**

Ballet

Soccer/sports - Jump Bunch

## **LIBRARY BOOK ROTATION**

Our classroom libraries are enhanced weekly by an extensive collection of theme related books and book 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 months - 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.

### **Quality First Nap Requirements:**

All children through age 3 are required to have a nap time/quiet time. Napping materials are required to be sent for all students that fall in that age group.

## **Social - Emotional learning & Nurtured Heart Approach**

Social- Emotional Learning provides children with the tools and skills for lifelong success. At Aleph Bet we implement the Conscious Discipline & Nurtured Heart Approach methods to assist staff and students in creating positive environments and learning their important life skills. Conscious Discipline integrates social-emotional learning, discipline and self-regulation focusing on teaching children vital self-regulation and life skills. Nurtured Heart Approach, focuses on building healthy

relationships and truly recognizing the Greatness of each individual child.

### **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 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 **newspapers**, paper bags, plastic bags, hangers, paper roll tubes and egg cartons.

### **ASSESSMENTS AND SCREENINGS**

Aleph Bet Preschool is part of the **Quality First** program, as such we have the opportunity to partner with an inclusion coach and follow their guidelines for assessments and screenings. The ASQ (Ages & Stages Questionnaire) screener is done for all children within 45 days from the **start of school**. In the program teachers **assess** the results with the inclusion coach and if anything of concern is discerned parents will be contacted and further discussion will take place. A plan will be implemented with the help of the inclusion coach to **provide the least** restrictive environment and best placement for the child.

Teachers collect an ongoing portfolio of the children's work and progress throughout the year, including evidence in different developmental domains. Anecdotal notes are taken and documented. An ASQ screener is done again in the spring.

## 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, in the morning and afternoon. Every family will be designated 1 week in which to bring snacks for the entire school. Snack schedule and list of snacks is given out at the beginning of the school year.

**When bringing in a snack for the whole class/ school please run it by the director to assure the kosher standards are acceptable. Alternatively, you can submit payment to the school and snacks will be purchased for you.**

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

Please let us know if your child has any allergies or extreme dislike of certain foods. Lunches or snacks may not contain any nut additives or particles.

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

### LUNCH

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

- carrot sticks, cucumbers, peppers
- hard boiled eggs celery sticks
- yogurt
- fruit, fresh or canned
- pasta/macaroni and cheese
- fish sticks
- pancakes
- American cheese or cheese sticks
- Tater tots.
- Sandwiches (tuna, cheese, pizza)

**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. As well they can not be items that are made in a facility with nuts, or traces of nuts. etc.

## 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 a 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.

**\*Please Note:** Party Bags are not allowed to be brought in, this policy is implemented for the safety of all students with allergies.

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 **fresh fruit/vegetables** for the class. We suggest that you let him or her dress in semi-festive clothing. Only fresh fruit or vegetables can be brought in for the Shabbos treat to encourage healthy eating and for the safety of the students with **allergies**.

## **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 evenings 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.

## **PTA**

We are grateful and excited, Chevi Holland will be leading the PTA. Many social and fundraising events are being planned for the school year. We encourage you to participate, support the school and build relationships with fellow Aleph Bet Families. For volunteer opportunities please contact Chevi at [ChaviRimler@gmail.com](mailto:ChaviRimler@gmail.com).

## **PARENTAL PARTNERSHIP & RESPONSIBILITIES 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. The information includes a 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!

**The BrightWheel App** to keep you posted with notes and pictures and private messages can be sent to/from the teachers through BrightWheel. Direct communication and messages with the teachers take place through the app. Be sure to download the app to stay in the loop.

**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" **Instagram** page to view pictures and daily updates.

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 September showcasing your child's daily schedule, the educational program (Lesson plans) 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 or a pre arranged time. 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 Brightwheel, or the office can schedule a time and she would be happy to return your call. Please keep in mind and be respectful of the teacher's personal and family time. Thank you for being respectful of the teachers/staff members' personal lines and do not message them on their private phone numbers.

Direct respectful communication is vital to ensure a wonderful wholesome school experience.

Please keep us informed:

Please share any information with the teachers regarding changes that may adversely affect your

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 settings, 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!

To contact the administration, call the office at 602-944-2580. Alternatively you can email [Office@alephbetaz.com](mailto:Office@alephbetaz.com) and you will receive a response within 24 hours.

### **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:

- 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.
- 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, concerns, and compliments 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](http://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.

### **QUESTIONS OF JUDAISM**

At the Aleph Bet, 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 via Brightwheel.
  - \* If your child will be absent from school due to illness or any other reason, please notify us.
  - \* We have immediate access to 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.**

**PLEASE NOTE:** The playground as well as licensed preschool areas (Classrooms etc) are closed during school hours, parents and children not enrolled/ signed into school cannot use those areas during school hours 8:30- 3:30. This is to assure licensing requirements and safety standards are maintained throughout, thank you for your understanding and cooperation.

### **PEST MANAGEMENT**

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 only time the preschool classrooms will 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 & WELL-BEING

## Illness Policy 2022-2023

Aleph Bet understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary either to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child.

For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Mild illnesses (runny nose,cough) are common among children, and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day. Reasons to exclude children include (but are not limited to) the following:

Illness that prevents the child from participating comfortably in program activities.

Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.

Illness that poses a risk of spread of harmful disease to others.

Severely ill appearance.

The director/staff have the right to ask for a doctor's note to return for any of the following illnesses but not limited to:

| Symptoms/Illness | Readmission Criteria |
|------------------|----------------------|
|------------------|----------------------|

|                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>COVID19:</b><br/> Fever<br/> Cough<br/> Fatigue<br/> Shortness of breath/difficulty breathing<br/> Chills<br/> Loss of taste or smell<br/> Sore throat<br/> Rash</p>                          | <p>(Subject to change)<br/> For Parents and staff: If you suspect of having COVID19 please contact your doctor. A doctor's note will be required for any staff member to return to work.<br/> If your child is in contact with a confirmed or suspected case of COVID19 contact your doctor, quarantine may be advised.<br/> If your child is exhibiting symptoms of COVID19, you will be asked to contact your doctor for medical advice. A doctor's note will be required in order to return<br/> Communication is very important to prevent the spread of illness. Please keep the staff updated with any change in your child's health or exposure.</p> |
| <p><b>Fever:</b> 100 degrees or greater</p>                                                                                                                                                         | <p>May not return the following day AND be fever free without fever reducing medications for 24hrs</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Pink Eye/Conjunctivitis:</b><br/> White of the eye appears red or pink accompanied with yellow discharge on the corner of the eyes or in the eye lashes. Eyes may appear puffy and itchy.</p> | <p>May not return the following day AND be on antibiotic drops for 24hours. Eyes should have minimal discharge.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Hand foot mouth disease/Coxsackie:</b><br/> Viruses that may cause fever, sores on the hands, feet and inside the mouth. Sores can also appear in the diaper area.</p>                        | <p>No fever for 24hrs without fever reducing medication, no new sore outbreak and sores have dried out. Should be home for 3-5days. Return will be under the discretion of the director and health consultant.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Vomiting:</b><br/> With showing signs of not feeling well.</p>                                                                                                                                | <p>May not return the following day. Then should be 24 hrs without vomiting and be back on a normal diet</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>Diarrhea:</b><br/> With showing signs of not feeling well.<br/> 3 or more watery loose stools not associated with change in diet</p>                                                          | <p>May not return the following day. Then it should be 24 hours without diarrhea and be back on a normal diet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Stomach Virus:</b><br/> Vomiting and or Diarrhea<br/> Possible fever<br/> Stomach ache<br/> Decrease Appetite<br/> Decrease fluid intake<br/> Cranky/Irritable</p>                            | <p>See above for Vomiting and diarrhea,<br/> Must also be fever free for 24hrs with fever reducing medication.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                            |                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Influenza/Flu:</b><br/>Sudden onset of symptoms:<br/>Fever<br/>Body Aches<br/>Cough<br/>Headache<br/>Fatigue<br/>Sore throat<br/>Occasionally in children; vomiting and diarrhea</p> | <p>If a case of the flu is confirmed, the child should remain home for at least 5 days. When child returns, they should be fever free, appetite returned, minimal cough, and able to participate in daily activities</p>                |
| <p><b>Fifth Disease:</b><br/>Possible low-grade fever, red slap-like rash on cheeks followed by a lace-like rash on the extremities.</p>                                                   | <p>Since the child is contagious before the rash is present it is difficult to prevent. Child will be excluded if shows signs of illness and fever</p>                                                                                  |
| <p><b>Roseola:</b><br/>High fever followed by rash</p>                                                                                                                                     | <p>May not return the following day and be fever free with no fever reducing medications. Once the rash appears, the child is no longer contagious.</p>                                                                                 |
| <p><b>Cough/Croup/Pneumonia/Bronchitis:</b></p>                                                                                                                                            | <p>No fever, cough should be at a minimum, Child should not have difficulty breathing and not in respiratory distress. Return to daycare will be under the discretion of the director, health consultant and primary care provider.</p> |
| <p><b>Ringworm:</b><br/>circular rash with a scaly border, clearing in the middle</p>                                                                                                      | <p>Must be on antibiotic cream for 24hrs.</p>                                                                                                                                                                                           |
| <p><b>Molluscum:</b><br/>Viral infection that causes small round raised bumps,</p>                                                                                                         | <p>If bumps become infected or oozing lesions will need to be kept covered</p>                                                                                                                                                          |
| <p><b>Head Lice:</b><br/>Live lice on the scalp or nits attached to the hair shaft</p>                                                                                                     | <p>Child with live lice will be sent home. To remain home the next day for hair treatment. May return when the child has been treated by school approved professional.</p>                                                              |

No staff member or children shall come to school if they exhibit signs of communicable illnesses. During this time we must proceed with abundance of caution, for the benefit of our staff, families and greater community.

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 contacted immediately and need to pick up your child within 1 hour or less of being notified. 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 or emergency allergy medication can be administered, parents must complete a medical consent form.

**PLEASE NOTE: Your child must be fever free for 24 hours before returning to school, without the assistance of fever reducing medications.**

### **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 **preschool orientation**. 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 **from a 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 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 Aleph Bet Preschool

2110 E Lincoln Dr, Phoenix, AZ 85016 602.944.2753

Rabbi Dov Levertov – Administrator

Mrs. Mussie Levertov Executive Director, Licensee

License # 10971

Capacity: 85 children

Chabad Aleph Bet Preschool is licensed by Arizona Department of Health Services (ADHS)  
ADHS is 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.