



THE NURSERY Parent Handbook

5050 Del Mar Heights Road
San Diego, CA 92130
Tel: (858) 481-2893
Fax: (858) 481-6068
E-mail: ecc@betham.com

*Denise Neifeld, ECC Director
Tammy Marcus, ECC Associate Director*

*David Kornberg, Senior Rabbi
Matthew Earne, Rabbi*

Index

Page

Absences	5
Admission and Tuition Fees	5
Arrival and Pick-up	5
Birthday Celebrations	6
Calendar, Days and Hours of Operation	7
Clothing, Diapers and Wipes	7
Curriculum	7
Daily Schedule of Activities	8
Emergency Procedures	10
Guidance and Socialization Policies	8
Health and Safety	9
History of Beth Am Early Childhood Center	4
Incident/Accident Reports	11
Kashrut Policy Addendum	12
Lunches and Snacks	10
Mission Statement	3
Philosophy	3
Pre-Admission Intake interviews	10
Rights of the Department of Social Services	11
Shabbat and Holidays	11
Student Confidentiality	11
Teaching Faculty	11

THE NURSERY at the Beth Am Early Childhood Center

Mission Statement

THE NURSERY at the Beth Am Early Childhood Center strives to provide our infants and toddlers with the basic building blocks of early education through a warm and nurturing program that is based on spiritual values, culture and traditions.

Philosophy

THE NURSERY at the Beth Am Early Childhood Center embraces the philosophy that through an environment filled with warmth, respect and imagination we can foster the development of the “whole” child. We focus on the social, emotional, physical, cognitive and spiritual wellbeing of each child. It is our belief that learning within a play-based setting, empowers children to reach the goals of our early childhood education program. The play-based classroom is broken up into sections, such as a dramatic play area, sensory area, library area, building area and other areas. Teachers encourage the children to play thus facilitating social development. Our nurturing teaching faculty provides warm and loving care to each child, through individual holding, hugging, feeding and diapering. This nurturing environment provides opportunities for tactile exploration, language discovery, musical engagement, artistic creations and hands-on experiences at each developmental level.

The teaching faculty at THE NURSERY is committed to helping children become independent learners whose self-esteem and self-confidence will enhance their ability to explore the world around them. Such skills are fostered through making every teacher-student interaction a learning opportunity. When children are spoken to patiently and lovingly they are encouraged to explore the world around them and ask questions. The classroom and playground environments at THE NURSERY are set in a manner where teachers are able to provide care in a home-like environment, which is clean, safe and child-centered.

THE NURSERY at the Beth Am Early Childhood Center provides an environment in which children come first and each child feels unique and encouraged to reach his/her own potential. Although THE NURSERY is based upon the pillars of the Jewish faith, we welcome families of all religions and cultures. THE NURSERY happily celebrates a multitude of cultures through music experiences, food exploration, stories and photos. In order to honor each parent’s individual nutritional requirements, THE NURSERY serves each child personal food brought from home and labeled.

THE NURSERY’s teaching faculty is committed to meet the individual needs of children and parents. Such needs are met through daily communication (verbal and written) and periodic conferences. We have an open-door policy, and also encourage parent involvement through daily communication, classroom volunteer opportunities and school-wide family events. Through these various programs we strive to establish a strong link between school and home, thus fostering a trusting bond.

Beth Am Early Childhood Center History

Beth Am Early Childhood Center is now entering its 26th year. We have come a long way from our tiny beginnings in a converted tire store in Solana Beach to our beautiful new home in Carmel Valley. Ours is a history of dedicated individuals truly concerned for the welfare of our children.

Congregation Beth Am was formed in 1982 by a core group of families seeking to introduce Conservative Judaism into San Diego's North County. The synagogue grew steadily and new programs, including the Jewish Learning Center for school age children, were established.

In 1991 Rabbi Zuckerman became the spiritual leader of Congregation Beth Am. He has helped transform the congregation by creating many vibrant programs for families. Rabbi Zuckerman dreamed of creating a preschool. The dream became a reality in 1993, with the establishment of Beth Am Preschool in Solana Beach, with an enrollment of about 20 children and a small staff of dedicated and spirited preschool educators.

As our synagogue continued to thrive, it became apparent that the Solana Beach facility would no longer be able to accommodate us. In 1994, a capital campaign was initiated, and the process to secure property, and ultimately build a new complex, was underway. On an emotional Labor Day in 1997, Congregation Beth Am moved from Solana Beach to our wonderful new home in Carmel Valley.

Our new complex was constructed in three phases. Phase 1 included the acquisition of the land, its development, and the placement of modular buildings to house our JLC, ECC and Administrative Offices. Phase 2 included construction of the sanctuary, social hall, kitchens, bathrooms, lobby and vestibule. Phase 3 was completed in September 2017, and includes the construction of the permanent facilities for the JLC, Early Childhood Center, Administrative Offices and Beit Midrash.

The first High Holy Days at our new shul took place in September 1999. At that time Rabbi David Kornberg joined our Synagogue family as Assistant Rabbi. Over the years both Michael and Rachel Kornberg attended and graduated from our ECC. Today, our congregation has over 500 families and Rabbi David Kornberg is the spiritual leader of the community. His devotion to education and children enriches the lives of our preschoolers. Currently, our Early Childhood Center has an enrollment of approximately 140 children and a dedicated professional staff of over 20 educators and administrators.

Rabbi Matthew and Liz Earne joined our community in 2006 after arriving from New York. Their children, Jonah and Gabriella, are graduates of Beth Am Early Childhood Center. Rabbi Earne meets with our preschoolers on a weekly basis to celebrate Shabbat and enhance the children's spiritual experience.

In December 2014 we opened The Nursery at Beth Am. The Nursery serves our youngest students, ages 3 - 24 months.

Absences

Please notify THE NURSERY if your child will be absent, (858) 481-2893 or preschool@betham.com. Any sicknesses including suspected communicable diseases should be reported to THE NURSERY immediately. Children who have been under a doctor's supervision for an illness should return to school only when they have been cleared. There is no tuition credit given for absences.

For further information regarding medical absences please see the Health and Safety section.

Holidays are exempt from tuition credits, as the tuition schedule is based on a monthly contract. There is no tuition credit given if a child's attendance days fall on a holiday.

Admission and Tuition Fees

THE NURSERY at Beth Am Early Childhood Center welcomes all children between the ages of eight weeks and two years, of all races, religions, national origins or ancestries. It is not necessary for children to be toilet trained to participate in our program.

Priority enrollment is offered to returning families and members of Beth Am on a first-come, first-served basis. A waiting list is maintained on an on-going basis once the class reaches capacity.

THE NURSERY applicants will receive confirmation of placement following the receipt of the registration form and a non-refundable registration fee of one month's tuition, applied to the last month in THE NURSERY.

Tuition rates for THE NURSERY are outlined on the enrollment form. Parents are required to pay one month ahead of services rendered (on the 1st of the previous month) and are required to give one month notice prior to withdrawal (on the first of the month). Nursery tuition rates increase annually.

Upon admission, each family is required to make a one time payment of \$15/child for earthquake supplies.

Arrival and Pick-up

THE NURSERY's day begins at 7:30 AM. All children must be accompanied by a parent or caregiver over the age of 18 into the classroom and signed in as mandated by the California Department of Social Services.

The school day ends at 5:30 PM. All children must be signed out in the classroom by a parent or caregiver over age 18 as required by the California Department of Social Services. Promptness is appreciated in picking your child up at the end of the school day.

Please note...a late fee of \$1.00 per minute will be applied after 5:30 PM, Monday through Thursday. On Fridays, a late fee of \$2 per minute will apply after 5:30 PM. **This late fee is payable directly to the teacher on duty at the time of pick up.**

Birthday Celebrations

Birthdays are an exciting time, celebrating one of the greatest life cycle events. Just as each family has their own birthday celebration traditions, we at THE NURSERY also have our own traditions. We appreciate your cooperation in sharing the following traditions:

1. When inviting children to a private celebration outside of THE NURSERY, please bring invitations/thank you notes for every child in the class or please mail the invitations/thank you notes directly to the children's homes.
2. Parties outside the school should not be scheduled during Shabbat (Friday evening after sunset until Saturday when the stars are out), or on religious holidays in order to ensure that all the children are able to attend. Please contact the ECC office if you have any questions. Additionally, we ask that when planning the menu for your child's home party, you follow the school's dairy food guidelines so that all children may partake in the celebration.
3. If you would like to have a celebration at school, please coordinate the time with your child's teachers.
 - As set forth in Congregation Beth Am's Kashrut Policy**, all food shared at THE NURSERY must be certified kosher and be nut free. In order to maintain this policy, the ECC requires serving one of the following foods for children's birthday celebrations:
 - Fresh organic fruit brought to school unwashed and uncut
 - Yogurt melts
 - Puffs
 - Fruit pouches
 - Mum mums

It is your responsibility to provide the school with this treat at least one day prior to the celebration.

 - **Please do not send in any party favors or balloons.** Instead, we encourage families to make a **Garden Gelt** donation in honor of your child's birthday. Please see the ECC office to make your donation and receive a certificate to present during the birthday celebration.

****Please see the Kashrut Policy Addendum at the end of this Handbook**

Calendar, Days and Hours of Operation

THE NURSERY operates on a year-round schedule. Legal and Jewish holidays are observed and therefore THE NURSERY will be closed. A complete yearly calendar is available in the office.

THE NURSERY is open Monday – Friday, 7:30am – 5:30pm.

Clothing, Diapers and Wipes

A great deal of the children's time will be spent in active and creative activities. For this reason, it is important that the children are in comfortable play clothes that can get messy.

For safety reasons, we request that children wear closed toe shoes to school (No Crocs please!).

All children at THE NURSERY need three complete changes of clothing, to be kept at school. Please label all clothing with a permanent marker or name label. **Launder and replenish as needed to ensure 3 clean changes of clothing are always available.**

Parents with children in diapers should leave a labeled package of diapers and wipes in the classroom. Your child's teachers will notify you when more supplies are needed.

Children who are in the process of toilet training may need additional changes of clothing. Please be sure to keep a supply in your child's cubby to ensure his/her comfort.

Curriculum

Our program combines a Judaic and Secular curriculum through individual and group activities. Our curricular goals are stimulating, age appropriate and are achieved through our philosophy of learning through play. Our curriculum is based on an integrated approach to early childhood education which includes developmentally specific activities in the following areas:

Art

Creative/ Dramatic Play

Emotional Growth

Fine and Gross Motor Skill Development

Judaica, including Jewish life, Celebrations and Values

Music

Social Studies & Growth

Verbal Expression and Language Development

**Our overall school curriculum emphasizes pre-reading, pre-writing and pre-math skills, as well as the social and emotional skills that are necessary for kindergarten entry.

Daily Schedule of Activities

Infants at THE NURSERY will each have an individual daily schedule based on their feeding and nap schedule. The toddlers will follow the following schedule:

7:30 – 8:30	Arrival, greetings, indoor Activities and art
8:50 – 9:00	Circle time
9:00 – 9:15	Morning snack
9:15 – 10:00	Indoor group activities
10:15 – 11:15	Playground time
11:15 – 11:30	Wash up
11:30 – 12:00	Lunch
12:00 – 12:45	Indoor activities
12:45 - 3:00	Naptime
3:00 – 3:15	Afternoon snack
3:15 – 4:00	Playground time
4:00 – 5:30	Indoor and outdoor activities

Guidance and Socialization Policies

The staff of THE NURSERY believes that when children are engaged and challenged in their learning environment, there are fewer opportunities for discipline problems. In the event that disciplinary action is necessary, the following steps will be followed:

1. The child will be spoken with in a positive and calming manner at eye level.
2. The child will have a “cool down” period in the classroom. If this step helps the child regain self-control, it may be repeated during other incidents.
3. A developmental assessment for your child may become necessary in an effort to better meet your child’s needs. You will be required to comply with any recommendations arising from such assessment.
4. In the event that all the above steps have been followed and your child, remaining in our program, is inhibiting his or her own personal growth and that of his/her classmates, you will be called and asked to remove your child from the school setting on either a temporary or permanent basis.

Health and Safety

At THE NURSERY, your child's safety, health and well being are of major importance to all of us. We appreciate your cooperation in keeping your child at home when he/she is ill. Additionally, students will be checked for lice following all major school breaks.

If your child exhibits any of the following symptoms, please keep him or her at home:

Fever above 100 (within the last 24 hours)	Nasal Discharge
Persistent Cough	Vomiting
Symptoms of a Communicable Disease	Rash
Head Lice (return only with MD clearance of no nits or lice)	Diarrhea

State licensing regulations require that we send home any child who exhibits any of the above signs of illness.

Please notify the school at once if your child has been exposed to or has contracted a contagious disease. If your child is absent due to a contagious disease, a note of clearance to return to school from a pediatrician will be required before your child returns to school.

Parents/caregivers need to notify their child's teacher and the ECC administration of any allergy or medical problem, such as food or insect bite allergies.

All children **must** have proper immunizations as required by the Department of Health and Social Services for ECC attendance and be kept up to date.

Earthquake supplies

Upon admission to the preschool, each family is required to make a one time payment of \$15 for earthquake supplies.

Emergency Information

It is the parents' responsibility to update emergency contact information whenever changes occur.

Medication

Prescription medication can only be administered from an original package at THE NURSERY if accompanied by a physician's note and a parental consent form. Please notify the Director if your child needs medication administered while he/she is at school. Do not send any medication in lunch boxes. Per licensing regulations, over-the-counter medications may be administered by THE NURSERY staff if accompanied by a parent and physician's signed permission note.

Sunscreen

It is the responsibility of the parent/caregiver to apply sunscreen to children prior to arriving at THE NURSERY. Sunscreen will not be provided by the school. If your child requires a reapplication in the later morning and afternoon, a note from the parent and sunscreen must be provided.

Older Siblings

In order to keep THE NURSERY students as healthy and safe as is possible, we ask that older siblings not enter the classrooms.

Emergency Procedures and Incident/Accident Reports

Each child must have an emergency treatment consent form on file with THE NURSERY.

If a child receives a minor injury while at school, it will be cleaned with soap and water and covered with a bandage. Rubber gloves will be worn while treating open wounds. In more serious situations, the parent will be notified immediately. In case of an injury which needs immediate medical attention, 911 would be called to the school immediately, and the parents will be notified thereafter. For any dental injury, parents will be called to take their child to a dentist.

If a conflict between children results in an injury to any child, it is the policy of Beth Am Early Childhood Center to report this to parents by means of a written incident/accident report.

The incident/accident policy requires that any injury, no matter how minor, must be reported to the Director. A written form will be filled out for every injury explaining the injury and its treatment. A copy will be sent home with the child and one will be kept on file at THE NURSERY.

Lunches and Snacks

Parents of students at THE NURSERY will send in daily all food that is required for their child/ren each day. THE NURSERY asks parents to model appropriate dietary habits by providing nutritious snacks, lunches and beverages for their child.

In accordance with the kashrut policy of our synagogue, all snacks and lunches must be "DAIRY". No meat products will be acceptable. Fish, including tuna, are considered parve and are acceptable. Please refer to Congregation Beth Am's kashrut policy in the addendum for a more detailed explanation of what is considered kosher and dairy.

Pre-Admission Intake Interviews

An Individual Needs and Services Plan form will be completed by each parent at THE NURSERY. We ask that parents complete the form in a detailed manner, which will provide us with important information to ensure a smooth transition to THE NURSERY. We will have an opportunity to review the information together at our welcome interview, prior to your child's first day at THE NURSERY.

Rights of the Department of Social Services

Our License is obtained through the department of Social Services, Community Care Licensing. As outlined in Title 22, section 101200:

- a. The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535.
- b. The Department has the authority to interview children or staff without prior consent.
 1. The licensee shall ensure that provisions are made for private interviews with any children or staff members.
- c. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
 1. The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.
- d. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

If the above occurs, an ECC staff member will be with present with your child at all times.

Shabbat and Holidays

Celebrating Shabbat and holidays throughout the year are special times at THE NURSERY. THE NURSERY students will be learning about and celebrating Shabbat and holidays throughout the year.

Holidays such as Christmas, Easter, Valentine's Day and Halloween are not celebrated at THE NURSERY.

Student Confidentiality

Children's records are accessible only to parents, a legal guardian, Beth Am Early Childhood Center employees and the state-licensing examiner. A child's enrollment will not be verified to anyone without your consent.

Teaching Faculty

In keeping with our school philosophy, THE NURSERY provides an environment in which children come first and each child feels unique and encouraged to reach his/her own potential. This is a warm, nurturing and welcoming environment created by our trained and dedicated teaching team. All teachers and assistant teachers meet, and in most cases exceed, the State of California requirements for early childhood education. THE NURSERY strives to retain teachers for many years. As the school is in its third decade, we are proud that most of our teachers have been with our school for over eight years, and many for over ten years! As required by the Department of Social services all of our faculty members are fingerprinted and cleared of any criminal background. They are all CPR and first aid certified every two years.

Beth Am Kashrut Policy

Congregation Beth Am, being a Masorti (Conservative) synagogue, upholds the values and laws of Kashrut. This means that **all** food items brought to, or consumed on, Congregation Beth Am property, must conform to the following policies. Catered affairs, organized through the Catering Manager, are subject to the kashrut policies set forth in the catering contract.

1. Personal food. All personal food brought into the synagogue or onto the property, must be dairy or *Pareve*, which is neither dairy nor meat. In other words, food must not 1) have any meat in it, or 2) be made with meat or meat products, or 3) have shellfish (such as in sushi). Even a small amount of meat or shellfish will make that food “Meat” and is not allowed into the synagogue. In order to ensure that there is no accidental mixing of meat and dairy, even meat that comes from a Kosher home is not permitted.
2. Shared Food. All food brought into the synagogue to be shared with others must be *hekshered* (certified Kosher) with an acceptable label. This includes preschool birthday parties and other special events. No food made at home (regardless of observance level in the home) will be allowed to be shared at any event at the synagogue. A *Heksher* is a mark on the package of food that shows it has been supervised by a rabbi and certified to be Kosher. The letter “K” alone, **does not qualify** as a *Heksher*. There is no way to copyright a letter of the alphabet, so anyone may put it on the packaging whether or not there was supervision.
3. Pesah. Because of the particular nature of the Laws of Passover, food that is not made on the premises, under supervision, will not be allowed during Pesah.
4. Use of Personal Food in Public Areas. In order to insure that people with different levels of personal kashrut are able to use our facilities, the following guidelines have been established:
 - No personal food will be allowed on synagogue dishes. Please use paper or plastic.
 - When using a common appliance, such as a microwave, please ensure that your food is wrapped so that it does not splatter or spill.
 - Please use care when rinsing your dishes.
5. Marit Ayin. In Judaism, we are cautious not only to avoid transgressing Jewish Law, but also to avoid the appearance of transgressing. This is called Marit Ayin, literally causing a bad eye or sight. In order to ensure that people do not misinterpret our Kashrut Policies here at Congregation Beth Am, food that is in packaging from non-kosher restaurants, even if for personal use, will not be permitted. This does not include drinks that may be in a cup from the restaurant, nor dairy foods from a coffee house or bagel vendor. These will be allowed, as it is clear that these items are both personal and dairy.



Parental Consent: Medication

Start Date: _____ End Date: _____

I, _____, authorize the Director or a
(Parent Name)
teacher designated by her to administer the medication described below to my
child _____.

Medication name: _____

Dosage: _____

Teething Drops: _____

Time or Interval at which each dosage is to be administered: _____

(We will obtain written permission from you prior to the administration of any medication that is provided on an
"as needed" basis)

I understand that the Director or a teacher designated by her will administer only
the medication described above, which I have provided to Beth Am Early
Childhood Center. If the medication or dosage changes a new form of parental
consent is needed.

Signature: _____



Parental Consent: Sunscreen

I, _____ give the teachers at Beth Am Early Childhood Center
(Parent Name)

permission to apply sunscreen _____ to my child,
(Brand of sunscreen)

_____ as needed as of _____.
(Date)

Signature: _____