

PROJECT OF KINGS BAY Y



PARENT HANDBOOK

2019-2020

Contents

Welcome to JCC Brooklyn Clinton Hill	3
Required Paperwork	3
Educational Philosophy	3
Jewish Life	4
JCC Brooklyn's <i>B'rit Kehillah</i> - Commitment to Respectful Communal Behavior	4
2019-20 School Calendar (as of August 2019)	5
Your Child's First Days at School	7
Phase In	7
A Typical Day	7
Arrival and Departure	9
Visitors and Special Guests	10
Parents and Our Community	10
Clothing and Cubby Items	10
Bringing Toys to School	11
Birthdays	11
Snacks, Lunch and Food Allergies	12
Conferences	13
Support for Students with Special Needs	13
Health and Illness	13
Behavior Management Policy	14
Safety and Emergencies	16
Emergency Cards	16
Illness or Injury to A Child	16
Missing Child	16
Evacuation of the Building	16



Welcome to JCC Brooklyn Clinton Hill

PROJECT OF KINGS BAY Y

We are very pleased that you have chosen our program for your child! Drawing inspiration from Jewish values and culture, we aim to nurture the growth of the whole child in a caring, loving environment. We are looking forward to a rewarding journey together as your child grows as a unique person and a cherished member of our school community.

In order for us to ensure a smooth and effective program the JCC Brooklyn Clinton Hill Early Childhood Program has compiled the following policies and procedures for parents. We ask for your full cooperation and support by reading and complying with these policies.

Required Paperwork

The following forms and conditions must be met before beginning the school year:

- Financial obligations as agreed to in the JCC Brooklyn/Kings Bay YM-YWHA Contract must be met in full.
- An up-to-date medical form with a full immunization record must be on file. JCC Brooklyn Clinton Hill cannot accept students that are not fully vaccinated.
- Completed emergency card (updated each year).

Educational Philosophy

JCC Brooklyn Clinton Hill is a loving and caring community that embraces all families. We are dedicated to providing our students with a learning environment that nurtures their growth, curiosity and self-esteem. Our aim is to provide opportunities for children to develop a lifelong passion for learning, to get to know and love themselves as individuals and as members of a caring, cooperative learning community.

We are a progressive school grounded in the philosophy that children learn best through play. Our lively, hands-on curriculum is developed through direct observation of students' interests and individual needs. Through explorations both indoors and outside of our classrooms we engage children's curiosity, imagination and their five senses. In partnership with families, we strive to provide opportunities for each child to develop cognitively, physically, socially and emotionally at a rate that is most appropriate for him or her.

Jewish Life

JCC Brooklyn is a pluralistic Jewish Community Center located in three physical sites (Windsor Terrace, North Williamsburg and Clinton Hill) as well as in pop-up spaces. We are inspired by Jewish values and ideas and we welcome all families regardless of background.

A joyful introduction to Jewish life, culture and holidays is part of each child's experience at JCC Brooklyn Clinton Hill. Children become familiar with songs, customs and stories to expand their knowledge of holidays and Jewish values. The joy of Shabbat is shared by our classrooms together each Friday (parents always welcome!) and we learn about and celebrate Jewish holidays and customs throughout the school year.

The curriculum at JCC Brooklyn Clinton Hill uses a framework of Jewish lenses through which day-to-day experiences become meaningful building blocks for identity formation and growing kind and caring members of society:



- Masa – Journey (Reflection, Return, and Renewal)
- Tzelem Elohim – Divine Image (Dignity and Potential)
- B'rit – Covenant (Belonging and Commitment)
- K'dushah – Holiness (Intentionality and Presence)
- Hit'orerut – Awakening (Amazement and Gratitude)
- D'rash – Interpretation (Inquiry, Dialogue, and Transmission)
- Tikkun Olam – Repair of the World (Responsibility)

Children of all ethnic and religious backgrounds are welcome to enroll, and differences in their backgrounds are recognized and respected. While Christmas, Easter, Halloween and Valentine's Day (as well as other non-Jewish holidays) are not celebrated at school, please be assured that a child's mention of any home celebration is always a welcome topic in the classroom and will be treated with respect and interest.

JCC Brooklyn's *B'rit Kehillah* - Commitment to Respectful Communal Behavior

JCC Brooklyn is a pluralistic Jewish Community Center inspired by Jewish values and ideas that welcomes all families regardless of background. This *b'rit* (Hebrew for sacred agreement) establishes each individual's commitment to maintaining a school and community environment grounded in mutual respect and a sense of personal responsibility.

As a member of the JCC Brooklyn community, I affirm that I will:

- Treat all others with *kavod* (honor and respect) in recognition of each individual's dignity and potential;
- Communicate my thoughts in a courteous, timely and considerate manner and respond similarly to others' communications;
- Refrain from any behavior that could be construed as sexually harassing, demeaning, hurtful, bullying, or inappropriate.

I understand that JCC Brooklyn reserves the right to exclude any individual who fails to adhere to these standards of behavior in any interaction with staff, parents, or other members of the community.

2019-20 School Calendar (as of August 2019)

Date	Event	Additional Details
Tuesday, September 3 and Wednesday, September 4	Classroom Visits with Teachers	<i>Teachers will reach out in late August to schedule</i>
Wednesday, September 4	Parent Orientation Night 6:00-7:00pm	<i>Attendance is mandatory for at least one parent/caregiver per family</i>
Thursday, September 5	FIRST DAY OF SCHOOL! Phase-In Begins: ALL Students attend 8:30-10:00am OR 10:30am-12:00pm with a parent or caregiver	<i>Teachers will provide individual class schedules in August</i>
Friday, September 6	Phase-In Continues: <i>ONLY students with Friday schedules attend 8:30am-12:00pm</i> <ul style="list-style-type: none"> • New Students – parent or caregiver must remain in the building • Returning Students – parent or caregiver on-call 	
Monday, September 9	Phase-In Continues: <i>ONLY students with Monday schedules attend</i> <ul style="list-style-type: none"> • Half-Day Students Regular Schedule (8:30-12:00) • NEW Full-Day Students 8:30-12:30 (with lunch) • RETURNING Full-Day Students 8:30-3:00 (lunch & nap) <p>Aftercare begins for Returning Students ONLY (prior registration required)</p>	
Tuesday, September 10	Phase-In Continues: <i>ONLY students with Tuesday schedules attend</i> <ul style="list-style-type: none"> • Half-Day Students Regular Schedule (8:30-12:00) • ALL Full-Day Students 8:30-3:00 <p>Aftercare for Returning Students ONLY (prior registration required)</p>	
Wednesday, September 11	Last day of adults in classroom (as needed) Aftercare for New AND Returning Students (prior registration required)	

Date	Event	Additional Details
Thursday, September 12	All Classes have Phased In	
Monday, September 16	Early Bird Drop-Off Begins	
Sunday, September 22	Community-wide Rosh Hashanah Celebration	<i>All are welcome!</i>
Monday, September 30 and Tuesday, October 1	Rosh Hashanah (2 days) – School Closed	<i>No afterschool activities</i>
Tuesday, October 8	3pm dismissal for all students for Yom Kippur No Aftercare	<i>No afterschool activities</i>
Wednesday, October 9	Yom Kippur – School Closed	<i>No afterschool activities</i>
Monday, October 14	Columbus Day – School Closed	<i>No afterschool activities</i>
Monday, November 4 – Friday, November 8	Book Fair	
Tuesday, November 5	Election Day – School Closed Parent Teacher Conferences 9am-7pm	Childcare for students in Gym during your conference <i>No afterschool activities</i>
Monday, November 11	Veterans Day – School Closed	<i>No afterschool activities</i>
Wednesday, November 27	3pm dismissal for all students – No Aftercare	<i>No afterschool activities</i>
Thursday & Friday, November 28 & 29	Thanksgiving Break – School Closed	<i>No afterschool activities</i>
Sunday, December 15	Community Wide Chanukah Celebration	<i>All Are Welcome!</i>
Friday, December 20	3pm dismissal for all students – No Aftercare	
Monday, December 23 – Wednesday, January 1	Winter Recess – School Closed	
Thursday, January 2, 2020	School Resumes	
Monday, January 20	MLK Jr. Day – School Closed	<i>No afterschool activities</i>
Monday, February 10	Tu BiShvat	
Friday, February 14	3pm dismissal for all students – No Aftercare	
Monday, February 17 – Friday, February 21	Mid-Winter Recess – School Closed	<i>No afterschool activities</i>
Tuesday, February 18 – Friday, February 21	*Optional Mini-Camp In Session 9am-5pm (with sufficient registration)	<i>Open to All Currently Enrolled Students</i>
Wednesday, March 4	Parent Teacher Conferences 9am-7pm School Closed	Childcare for students in Gym during your conference <i>No afterschool activities</i>
Sunday, March 8	Community Wide Purim Celebration	<i>All Are Welcome!</i>

Date	Event	Additional Details
Tuesday, March 10	Purim	
Wednesday, April 8	Erev Passover Half-Day for All Students – 12pm Dismissal	<i>No afterschool activities</i>
Thursday, April 9 – Friday, April 17	Spring Recess and Passover – School Closed	<i>No afterschool activities</i>
Monday, May 25	School Closed for Memorial Day	<i>No afterschool activities</i>
Friday, June 26	LAST DAY OF SCHOOL – 12pm Dismissal	

Mini Camps are offered during some school closures with sufficient pre-registration (8 or more students).

Additional fees apply.

*Register online for Infant/Toddler and Preschool Summer Programs (June 29 – August 21, 2020)
at jcc-brooklyn.org/Clinton-hill*

Your Child's First Days at School

Starting the school year is a big step for a child. Adjusting to new places, people and routines is a process of developing trust in their teachers and the school environment. Each year support from parents and caregivers is an integral part of the process.

Our policy for all students is that the adjustment period (or “Phase In” period) each year is a gradual one. We ask that a parent or caregiver plan to stay with their child in school for as long as the teachers and director, along with the parent, determine it necessary. We have found through experience that a slow, gradual separation sets up parents, teachers, and (most importantly) children for a successful school year.

Phase In

Your child's first days at school are the Phase In period. The length of acclimating to school depends on your child's age group, class schedule and individual needs. This gradual beginning gives each child a chance to get to know his or her teachers, the classroom and its routines, and to feel comfortable in their new group setting in an atmosphere of trust. We understand that Phase-In can be inconvenient for families and we appreciate your cooperation during this period.

Please note that Phase In begins BEFORE the beginning of the school year, during a special classroom visit that will be scheduled by your child's teachers. During this classroom visit your child will be the focus and you should save any questions you have for our Parent Night, which will also take place during this week.

Phase In 2019

September 3 & 4: Classroom Visits
September 4: Parent Night 6PM



SEPT 5
All Students Attend
Refer to individual
class schedules

SEPT 6
ONLY students with
Friday schedules
attend
8:30 - 12:00

SEPT 9
1/2 Day Students
Begin regular schedule
8:30 - 12:00

New Full Day
Students
8:30 - 12:30 (with lunch)

Returning Full Day
Students
8:30 - 3:00

*Aftercare begins with
prior registration

SEPT 10
Full Schedule
8:30 - 3:00
*Aftercare for returning
students only

SEPT 11

All Students are now fully phased in

A TYPICAL DAY



8:30 - 9:30 FREE PLAY/CENTER TIME
(Material play, special projects, cooking, art, etc.)

9:30 - 10:00 CIRCLE TIME
(Discuss plans for the day, read a story, sing a song, or
share about experiences at home or in school)

10:00 - 10:30 VISITING THE GYM or "SPECIALS"
(Art, music)

10:30 - 10:45 SNACK

10:45 - 11:30 PLAYGROUND

11:30 - 12:00 CIRCLE TIME or CENTER TIME

12:00 DISMISSAL FOR HALF-DAY FRIENDS

12:00 - 12:45 LUNCH

12:45 - 1:45 REST TIME

1:45 - 2:45 REST/QUIET PLAY

2:00 - 2:45 FREE PLAY/WORK TIME

2:45 - 3:00 GOODBYE CIRCLE

3:00 DISMISSAL FOR FULL DAY FRIENDS

*Your child's teacher will have each classroom's daily and weekly schedule posted in the
classroom for reference



Arrival and Departure

Children should be brought to school and picked up promptly. Please bring your child to the classroom and pick her or him up from there unless you are participating in our Early Bird or After Care programs. Be sure to sign your child in at drop off and to sign your child out at pick up times. If someone new will be picking up your child, be sure to notify our staff. YOUR CHILD WILL NOT BE RELEASED TO SOMEONE OTHER THAN A USUAL CAREGIVER WITHOUT WRITTEN CONSENT. If your plans for the day change, please call the school to make arrangements. Please make verbal contact with your child's teacher at drop off and let us know about anything unusual regarding his or her routine, mood or physical status.

*Early drop off available beginning at 8am
*Aftercare available until 6pm

Arrival

Showing up on time is a necessary part
of your child's routine.

Be sure to sign your child in. Please try to avoid
engaging with teachers other than concise updates
regarding your child. It is very important that the
teachers be focused on welcoming the children and
starting a new day together.

Departure

Be sure to sign your child out.

If someone new is picking up your child, written
consent must be given ahead of time.

There is a 5-minute grace period until you begin to
accrue additional late fees.

Only collapsing or umbrella strollers can be left at
school.



*JCC Brooklyn Clinton Hill is not responsible for any
items left in the pickup/dropoff area

Visitors and Special Guests

Visitors are welcome. Sometimes an out-of-town relative comes to visit and your child is anxious to show off his/her school. We would be pleased to plan a visit if you notify us in advance.

In addition, we welcome guests to participate in special events, birthdays, and to volunteer their time in the classroom. These visits should be arranged in advance with your child's teacher.

Parents and Our Community

Parent presence and involvement is a crucial part of our school community! There will be many opportunities throughout the school year for parents to assist in different capacities with school and community events such as holiday celebrations. Parents are always welcome in the classroom at any time. If you or someone in your family would like to volunteer time/activity space/resources please speak with your child's teacher.

Clothing and Cubby Items

We cannot overemphasize the importance of sending your child to school in simple, washable clothing. It is inevitable that clothing gets dirty when children play. It is also extremely important that fastenings be simple enough to encourage your child's independence in toileting and dressing.

Your child's cubby should always be stocked with:

- Diapers / Pullups and wipes (if not toilet trained)
- 1 sweater / sweatshirt
- 1 change of underwear
- 1 change of pants
- 1 shirt
- 1 pair of socks
- 1 pair of extra sneakers
- 1 sheet & blanket for full time children (crib size sheets fit our rest mats very well)

ALL ITEMS MUST BE CLEARLY LABELED so they may be easily identified.

When soiled clothing or sheets and blankets are sent home, please launder and send back replacements on the next school day. Full day students' sheets and blankets will be sent home periodically.

Bringing Toys to School

If your child needs to bring her/his favorite toy to school, we do not object. Some children need the comfort of a special toy from home to help them make a comfortable adjustment to school or to help them nap comfortably.

If your child asks to bring toys to school which are not essential to his/her adjustment, we ask you to dissuade him/her since problems sometimes occur: other children may want to play with the toy, and toys can get lost, misplaced or broken at school.

Costumes, as well as guns and war toys are not permitted in school. For very young children the line between reality and pretend can be blurred and we find that these toys encourage reenactment of "action" media which can lead to play that is too rough. A young child can have trouble following the routines of the day while dressed in a costume, as well.



A birthday party at school is a very important occasion in the life of your child. All children look forward to this event with great anticipation. What makes it special is not so much the party food, but rather that it is their day, and the attention is focused on them. We ask that you bring in a cupcake (or other small treat) for each child with a candle for the birthday child.

Please be sure that each treat is the same and refrain from choosing more than one color. Every child will have an opportunity to celebrate a birthday in school. Teachers will be happy to arrange "Special Day" celebrations for children with summer birthdays. Please make arrangements for a celebration with the teachers ahead of time and check for allergies to specific foods.



LUNCH SNACKS & FOOD ALLERGIES

Lunch will be stored in your child's cubby. If your child's food must remain cold please send in an insulated lunchbox with an icepack. If your child's food must remain hot please pack in a thermos or other appropriate container. We encourage parents to pack foods for lunch that are easy for children to eat independently.

We provide healthy shelf-stable snacks such as crackers, rice cakes, and dried fruit during the school day and Aftercare. You are welcome to include supplemental snacks for your child in their lunch.

Our school is a peanut free school and we ask that you substitute almond butter or another nut butter if your child's favorite food is a PB&J Sandwich. If your child has any allergies, please notify the school immediately so appropriate precautions can be taken.

*There is a small fridge for bottles in the Infant/Toddler classroom. All bottles should be clearly labeled with your child's name and will be rinsed and returned to you at the end of each school day.

Conferences

Parent-teacher conferences are scheduled twice a year, once in the fall and once in the spring. These conferences are for parents only and provide an opportunity to sit down with your child's teachers to discuss progress, interests, friendships and goals for your child. If you wish to discuss something of immediate importance, please be sure to call or email for an appointment. We are ALWAYS happy to arrange the time to discuss your child with you.

Please DO NOT engage the teachers in conversation when class is in session, especially during arrival and dismissal times. Their responsibility at this time is to the children.

Support for Students with Special Needs

Children learn and grow in their own individual ways. We strive to make the classroom a place of exploration, challenge and success for all of our students. In some cases, Special Education evaluations and/or services are recommended. Services may include, but are not limited to: Speech Therapy, Occupational Therapy, Physical Therapy or the assistance of a SEIT (Special Education Itinerant Teacher).

If a child in our school receives special education services, an educator from the team is selected to be the "team leader". In this role they will schedule meetings for all parents and pertinent educators, ensure that communication is maintained, and monitor progress toward educational goals. Please provide your child's teachers and the school director with any documentation you have (IEP, etc) to support us in specifically tailoring the classroom activities to your child's individual needs and strengths.

Health and Illness

Every child is required to have a physical examination by their own physician within one calendar year of the start of school each year.

A Department of Health Form is provided to each family in their enrollment packet. This must be filled out by your child's doctor and returned prior to the beginning of school. **YOUR CHILD CANNOT BE ADMITTED ON THE FIRST DAY OF SCHOOL WITHOUT A FULLY COMPLETED HEALTH FORM.**


- Your child should be kept home if they show any sign of illness and should come back to school only when they can participate in the full program of their class both indoors and outdoors. We have no provisions for caring for children who are sick. Please notify the school as soon as possible if your child will not be in attendance because of an illness.
- If your child has had an illness lasting more than one week a doctor's written consent is required for your child to return to school.
- When your child has been ill with a fever, they may not return to school until they are fever free (without fever-reducing medicine) for at least 24 hours.
- In case of contagious disease or exposure to contagion (i.e. chicken pox, pink eye, stomach virus, lice) parents are asked to notify the school immediately, even if this occurs during vacation periods within the school year. If your child has lice (or nits), they will not be allowed to remain

in school. Teachers will do periodic head checks as prevention, but it is expected that a close eye is kept on the situation at home.

- If your child has a rash of unknown origin they must be seen by a physician. A doctor's note saying that the child is not contagious is required in order for the child to return to school.

A doctor's note is required before a child who has been suffering from diarrhea returns to school. The school will notify you if a teacher observes that your child has become ill during school hours and cannot fully participate in class activities. You will then be expected to arrange for your child to be picked up and promptly taken home.

Parents will be notified by the school if a child in the class has a contagious disease.



A doctor's note is required for your child to return to school after the following conditions:

- Any illness lasting more than one week
- Pink Eye
- Rash / Other skin irritations
- Chicken pox, scarlet fever, other highly contagious infections
- Diarrhea

Behavior Management Policy

Young children are in a process of learning how to communicate with others and express their feelings. Often behaviors that are viewed as undesirable are a communication from a child about something that they want or need. Regarding behavior management, our goal is for children to develop increasing self-control, self-confidence, and to form satisfying relationships with peers and other members of the community. To this end, teachers will focus on positive behaviors and reinforce these as often as possible. Each classroom environment and routine will be age-appropriate in order to foster a joyful and nurturing experience for each child, which is conducive to positive behaviors. Along with positive reinforcement, teachers will redirect children as needed to help them make good choices. Teachers and children together will create class rules (e.g. keep hands and feet to our own bodies) in order to make the classroom environment safe and respectful for all. This process of creating and referring to class rules helps children to understand the expectations for behavior.

Along with the help of parents, we strive to understand a child's experience of being in school and we will, to the extent possible, modify the classroom to accommodate the children's needs. Inappropriate behaviors will be responded to firmly and consistently with the aim of child developing increasing self-control. Children will be treated with love, care and respect at all times.

Child will be directed to a “rest spot” when teachers determine that a child needs to “take a break”. Examples of times when a child needs to take a break include engaging in aggressive behaviors and not responding to redirection by teachers. The rest spot is not punitive: instead it is a cozy quiet place that provides a moment to take a breath and reset. Children will be in the rest spot for a maximum of one minute per year of age. Before rejoining the group a teacher will speak with the child to make sure that the child understands the behavior expected of him/her.

If child's behavior disrupts the functioning of the class, the child may be removed from the class until she/he is ready to rejoin the group in a productive way. In this case child will always be in the company of another teacher or staff person.

Parents will be called in case behaviors such as hitting and biting. Parents of recipients of hitting and biting will also be called. Teachers will communicate with parents in case of disruptive or harmful behaviors and together we will develop a strategy to address these behaviors. If needed, parents may be advised to have a specialist observe child for possible support services. If, after our school has made efforts to accommodate a child, the child's behavior continues to disrupt class or the child continues to harm other children the child will be asked to leave the school.

Children will always be treated with respect. Any form of corporal punishment, abusive language, withholding or threatening to withhold food or access to bathroom, shaming of child, isolating child or other punitive actions are prohibited.

Safety and Emergencies

We take the utmost care to prevent emergencies from occurring. However, in the rare event of an emergency it is important that our families know what to expect.

Emergency Cards

Each family will be asked to complete emergency cards. In the event of any emergency or illness you will be called. If you cannot be reached, the emergency contacts indicated on your cards will be called and asked to come to pick up your child. Bearing that in mind, be sure that your emergency contacts are close enough to respond quickly to an emergency.

Illness or Injury to A Child

Parents will be contacted to bring a child home promptly if emergency medical care is not deemed necessary. A sick or injured child will be transported to the hospital for emergency care if required. If it is necessary to call 911 for emergency personnel, parents will be called immediately afterward once help is on the way.

Missing Child

Our teachers take tremendous care that no child is ever left unattended. To prevent any confusion, children are not released to their caregivers or parents until they have been signed out on the class clipboard. In the event that is realized a child is missing in the building we will initiate lockdown procedures until the child is located.

During class trips, teachers constantly count (and recount) the children in their groups. If it is ever discovered that a child is missing on a trip, children will be re-grouped and the immediate area searched for no longer than 3 minutes before calling 911 and alerting appropriate site authorities. The school director and parents will be called immediately after 911. The group will remain with one teacher while chaperones and staff conduct a search until the child is found.

Evacuation of the Building

Our school conducts fire drills during the school year in order to ensure that our staff and students know how to evacuate safely and quickly. In the event of an actual emergency, staff will evacuate children as planned moving them down the block past the school building. In cold weather, if possible children will enter the lobby of one of our neighboring buildings. In the event that it is not safe to stay in the immediate vicinity, JCC Brooklyn Clinton Hill has an arrangement with P.S. 56 (located at 170 Gates Avenue) to allow our students to wait there until they can be picked up by a caregiver or parent. In this event, families would be notified after evacuation was safely completed.