



Congregation Beth Shalom Preschool

Parent Handbook 2022-2023

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Welcome

Shalom! Welcome to the CBS Preschool! Our goal is to provide developmentally appropriate programs of the highest quality for young children and their families. We pride ourselves that our parents, teachers, and our synagogue work together to create a supportive community built upon a foundation of Jewish heritage and customs. Our programs are offered by and held at Congregation Beth Shalom in Naperville and enrollment is open to the public.

Our preschool philosophy is based on the latest research as to how children grow and learn. Our programs are mixed age and flexible to your schedule. This allows us to meet each child's needs and allows each child to excel at his or her own rate. Our classes offer a variety of hands-on experiences, stimulating materials, and thought-provoking projects that encourage creative problem solving and spark every child's intelligence and curiosity. The CBS Preschool is licensed by the Department of Children and Family Services (DCFS) and we are affiliated with the Chicago Federation of Jewish Education (CFJE) and the Jewish United Fund (JUF). We follow the Illinois Learning Standards to prepare our students for kindergarten.

The CBS Preschool introduces Jewish thought and prayer integrated within an early childhood setting. Jewish holidays and customs are intertwined daily with early literacy, science, math, art, drama, music and movement and free play experiences. Our classes are designed to foster children's growth by promoting a positive self-image and the development of problem-solving and social skills. The *motzi* and *kiddush* (grace before meals) are recited before snack each day. *Shabbat* is celebrated on Fridays.

We are excited to welcome your child and family to the CBS Preschool program. We are committed to doing all that we can to contribute to your child's cognitive, physical, social emotional, and spiritual growth. We look forward to partnering with your family and our community to provide the best possible preschool experience for your child.

L'Shalom,

Wendy Adler

Wendy Adler, M.Ed.
Preschool and Education Director

Tuition

In order for us to keep our tuition as low as possible, we accept your child's tuition in the following ways: one full payment, three equal payments or 9 monthly automatic bank draft payments. The details and amounts are explained in your child's application packet. Contact us immediately if for any reason you are unable to meet one of these agreements.

Fundraising

Your child's tuition covers the basic cost of our program, based on full enrollment. Every year fundraising events are planned that will help us to meet our obligations as well as allow us to enrich our programs. All fundraising dollars go directly to the CBS Preschool.

Daily Schedule

All classes follow a similar schedule with daily variations that accommodate age differences and the child's interests.

Arrival: Good Morning! Boker Tov!

Circle Time: Children sit together in the circle area and participate in activities that promote language and literacy skills as well as social emotional skills. We will be doing a calendar activity daily. Circle time is also used to share information and to explore the children's interests. Many activities revolve around the Jewish holidays and the building of Jewish identities.

Small Group Time: Students will be split into smaller groups according to their age and developmental skills. Our older student will be engaging in pre-math and early literacy activities to prepare them for kindergarten. Some of these activities will include math centers such as patterning, sorting, graphing and much more. Early literacy activities will include daily, letter-sound play, identifying basic and familiar print, sequencing, writing and much more.

Our younger students will be participating in activities to develop their fine motor skills to prepare for the older skills. They will practice tracing, lacing, working on activities that develop their pincer grip, listening to stories and nursery rhymes, beginning counting and patterns, etc.

Music and Movement: Songs, dance, rhythm activities and yoga with frequent integration of the Hebrew Language.

Snack Time: Blessings before snack are recited in Hebrew. Teachers and children eat together during snack time and enjoy conversation. Children work on math concepts such as "how many" and learn about good manners and sharing with friends.

Outdoor Play: Gross motor development, cooperative play and nature exploration activities.

Free Choice/Centers: Develops social-emotional, cognitive, problem-solving and physical skills as children choose different areas of the classroom including an art, dramatic play, blocks, math, science, pre-literacy and sensory as well as fine and gross motor activities.

Clean-up: Encourages cooperation, sorting and organizing as well as pride and ownership of their learning environment.

Storytime/Thematic Units: Story time and an activity (art, gross motor, etc.) to go with our weekly theme.

Departure: Children are signed out from the classroom at the end of each day.

STEAM/Enrichment: Children who opt to stay for our STEAM program will participate in a daily STEAM (Science, Technology, Engineering, Art, Math) activity.

Calendar

CBS Preschool follows the calendars of Naperville School Unit District 203 and Indian Prairie School District 204 for major holidays and vacation days. We will be close for the Jewish Holidays. A yearly calendar will be provided at the beginning of the school year.

Snacks

We will provide daily snacks for our students. Please notify us if your child has dietary needs. Children are encouraged to be as independent as possible. Snack time is a pleasant part of the morning that teachers and children enjoy together. If your child has **food allergies**, please be sure to include that information on your child's application and alert the teachers and preschool director.

Food Policy

Congregation Beth Shalom is a nut-free building. Nuts of any kind are not allowed on the premises due to food allergies. Products containing meats, lard and gelatin are not allowed in the synagogue due to kosher laws.

Birthdays

We recognize the importance of your child's birthday! We will sing "Happy Birthday" to your child in English and in Hebrew. You are welcome to bring in a special treat for your child's birthday. We ask that these treats be store bought so we can check for allergens. Birthday party invitations may be distributed in the cubbies only when the entire class is invited. If your child has a summer birthday, we can celebrate it during summer camp or we can arrange a different date to celebrate during the school year.

Arrivals and Departures

In order to reduce the possibility of exposure to any type of illness, the amount of people allowed in the CBS building is limited at this time.

A staff member will meet you outside the building at Door #8. They will take your child's temperature using a touchless thermometer. A child with a fever over 100.4 will be sent home for at least 24 hours.

- A staff member will ask the parent/guardian a series of questions regarding the exposure to Covid-19. If the answer to any of the questions is "yes" the child will be asked to stay home for possibly up to 5 days.
 - Has your child experienced any Covid Symptoms in the last 48 hours?
 - Has your child tested positive for Covid in the past 10 days?
 - Are you currently awaiting results from a Covid test?

- Has your child been diagnosed with Covid by a licensed healthcare provider in the past 10 days?
- Has your child been exposed to anyone diagnosed with Covid in the past 10 days?
- The staff member will sign your child into school.
- The staff member will escort your child into the building. Student will wash their hands immediately when they enter the classroom.

At the end of the school day, a staff member will take the children out of door #8. The staff will sign the child out when the child is picked up.

If there is any change in your designated caregiver for pick up , we require written permission from the parent/guardian before we can release your child to someone else. They will be asked to show photo identification.

Please notify us as soon as possible of any absences or delays in arrival or departures. Parents and caregivers are expected to pick up their children promptly at school closing. If you are late for pick up without letting us know, we will begin calling you and your emergency back-up fifteen minutes after school ends. Your child will remain in the care of school personnel until an authorized adult comes to pick up your child.

If you will be late, please call your child's teacher as soon as possible. **Parents will be required to pay a late pick-up fee of \$10 if the parent is more than 10 minutes late. If the parent is more than 10 minutes late, the fee will increase \$1 per minute.** This late fee is per family, not per child. The fee will be added to your account or must be paid by the start of the next month. Please be aware that this policy will be enforced regardless of weather and any unexpected circumstances.

Communication

Good communication between you and your child's teacher is very important. Your child's teacher will communicate as a whole group through Class Dojo, emails, and phone calls. You will also receive weekly class updates as to what your child is learning in school. Specific progress will be discussed during parent-teacher conferences which are scheduled during the school year. Parent may ask to schedule a conference at any time with their child's teacher and/or director. Calendars and informational fliers will be sent home regularly in your child's backpack. Please check your child's backpack and your email for important information!

If your child is experiencing a change in his/her home environment, please let us know, especially if you feel it will have an effect on your child's behavior at school. This includes: a parent traveling for work, a grandparent visits/leaves, someone is ill, etc. If your child is not going to be at school, we ask that you email wendy@napershalom.org to let us know as soon as possible.

At anytime if you have any concerns regarding the care and education of your child, or questions or concerns regarding school policies, please schedule an appointment with the director.

Emergency School Closing

CBS Preschool follows the Naperville School District and Indian Prairie School District 204 emergency closing schedule. If CBS Preschool closed, each family will receive an email and a phone call announcing school closures.

Behavior and Discipline

Basic behavior expectations are in effect at all times:

- Be respectful.
- Be responsible.
- Be safe.
- Be kind.

The CBS Preschool is committed to helping build and maintain a positive self-awareness and self-esteem for your child. We empower our students so that as they grow and learn, they will be able to solve conflicts. Teachers will help guide students in learning how to make the right positive choices and navigate conflict resolution. Teachers will work with parents on an individual basis to ensure each child has a consistent plan.

We will keep you informed of any behavior incidents that may occur. These will be brought to your attention when they continue over an extended length of time or if they are out of your child's character. We will work together as a team to help your child overcome any obstacles.

On occasion, a student's emotional or behavior needs are greater than the support we can give that child. After documented attempts have been made to meet the child's individual needs and the child demonstrates an inability to benefit from the type of care offered by CBS Preschool, or whose presence is detrimental to the child's class, conversations will be had by the child's teacher, the preschool director, and the child's parents to discuss transition to a different program. Planned transitions from one preschool to another are not considered expulsion.

When the decision is made to transition a child to a different program, the child's parents and the preschool director will identify a new program and work together on a transition plan with the new school to ensure continuity of services to meet the child's needs. CBS Preschool will maintain documentation regarding steps taken to ensure that the child can participate safely in our program in accordance with the behavior support plan. CBS Preschool will receive parental consent and shall utilize qualified professional resources from the child's school district.

For children under 3 years old and who receive early intervention services, CBS staff will provide documentation for Early Intervention and/or the school district.

Release of Confidential Information

Personal information regarding your child is kept confidential unless written authorization is received from the parent allowing us to release information. This includes the information included on your child's application for admission to the CBS Preschool. **Please note: We will release this information to DCFS and any governmental health agency as required by law.**

Your Child's Health

The State of Illinois requires that each child have a physical exam not more than six (6) months prior to enrollment unless they are transferring from another childcare facility. A new physical is required every two years. This exam must be performed by a licensed Illinois physician and must include a TB test (when appropriate) or a note explaining that it is not appropriate, lead risk assessment and up to date vaccines. These forms must be returned by the first day of school.

If your child is ill and will not be in attendance for the day, please notify your child's teacher or the director by 8:45 am.

The following constitute reasons to keep your child home:

- Fever of 100.4 degrees or more
- 2 loose stools within an hour
- Vomiting
- Red and draining eyes
- Any rash of undetermined origin

For the safety and welfare of all, please do not send your child to school if they are ill. If your child comes to school ill or becomes ill while at school, we will isolate them from the group as soon as possible. You will be called to pick up your child. We reserve the right to ask for a physician's release and/or a negative Covid test before your child can be admitted back to school. **Please note: Children must be fever free without the use of fever reducing medications for 24 hours before returning to school.**

Emergencies

Staff members maintain current first aid and CPR training. Should an accident occur or if your child becomes ill and requires emergency treatment, every attempt will be made to reach you. If necessary, the paramedics will be contacted. We will make your child comfortable until you or the paramedics come. Should it be necessary for your child to be transported to a hospital, your child will be transported to Edward Hospital as designated by the Naperville Fire Department. Your child will be accompanied by a CBS Preschool staff member.

Photographs

Photos and video footage are periodically taken of our classes. Please be aware that by attending our school or by participating in any activity in our building, you authorize CBS Preschool and Congregation Beth Shalom to use these photos and/or video footage for legal promotional purposes. We also take pictures of the children daily as means of documenting our work. These pictures will be uploaded to Class Dojo (secured website/app) for you to share securely as you see fit.

Personal Belongings

We ask that each child keep a **labeled** change of clothing (pants, shirts, socks, diapers and/or underpants) at school. Please remember to change the clothes with the season and as your child grows. Please send your child to school in comfortable weather appropriate play clothing suitable for "messy" play. We go outside everyday (weather permitting). It is a state regulation that children must wear shoes

in the classroom. We ask that children not wear sandals or shoes with open back in the classroom. **Please do not send toys to school.** If your child sends a lovey to school, they will be asked to keep it in their cubby for safe keeping. Pacifiers are not allowed in the classroom based on DCFS guidelines.

Child Abuse

All preschool staff are mandated reporters of child abuse per IL Law and DCFS regulations. This means we are required to report any and all concerns we may have about the neglect or abuse of children.

Items Needed for School

1. We ask that your child bring a backpack to school every day. (Preferably a “regular size” backpack so that a standard folder can fit in it. Please label all items including the backpack, with your child’s name.
2. All children need to bring a seasonally appropriate change of clothes to keep at school including a shirt, pants, socks, underwear or diapers, and wipes if needed.
3. Please send in a Ziploc plastic bag labeled with your child’s name and filled with 30 coins for *tzedakah*. We collect a few coins from each child every Shabbat. We will let you know when the bag needs to be refilled.
4. Please send in a picture for our family tree.

Fire Drills & Tornado Drills

The CBS Preschool is required to conduct unannounced fire drills on a monthly basis. Fire drills can be unsettling to young children and every effort is made to address any fears and to reassure them that this procedure is for their safety. Children are not able to put on coats or other outerwear during a fire drill. Every effort is made in inclement weather to keep children outdoors as briefly as possible. Please feel free to discuss any concerns you have with your child’s teacher or the preschool director.

The CBS Preschool is required to conduct a tornado drill once a year. The children are escorted to an inside bathroom without window and are asked to sit on their knees with their hands over their heads until the drill is complete.

We also have a “safe place” designated for parents to pick up their children, should the need arise to evacuate the building. If evacuation is necessary, CBS Preschool staff will accompany the children to the lobby of 800 W. Corporate Drive, which is the building directly to the west of the preschool entrance. Parents will be called, and preschool staff will stay with the children until they are picked up by their parents.

Pesticide Policy

Congregation Beth Shalom Preschool Pesticide Policy as stated by DCFS Regulation 407.37

On Pesticide Application: Chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility. No child will ever be present in the facility until a minimum of two hours (DCFS requirement) has passed, or specified on the pesticide label, whichever time is greater. It is the Preschool's policy to perform pesticide treatments after children have

left for the day or when school is not in session. Commercial chemicals, if used shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health. Integrated Pest Management requires that parents or guardians have prior notice of pesticide applications. The Preschool complies with this request. Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied. Children shall not be present during the application and shall not return to the treated area within two hours after the pesticide application, or as specified on the pesticide label, whichever is greater. If such a situation arises, the Preschool Director will sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided to parents and guardians as soon as possible. Pesticides subject to notification requirements shall not include antimicrobial agents such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits.

*Please note we have an organic garden that is pesticide free.

Preschool Committee

The CBS Preschool Committee is run by Congregation Beth Shalom. Our synagogue preschool is overseen by the Vice President of Education on the board of directors.

VP of Education: Lewis Slawsky

Preschool Chairpersons: Ira and Susan Rubin

Preschool Director: Wendy Adler

Committee Members: Jenna Friedman (Lead Teacher), Jan Hymen, Elaine Rest, Jeff Rest, Rabbi Marc Rudolph, Jennifer Weiner, Jodi Winner and Betsy Wunder

CBS Preschool reserves the right to revise any fees and/or policies upon written notification to the parents.