



# Congregation Beth Shalom Preschool

## Parent Handbook 2023-2024

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## Welcome

Dear Parents,

Shalom! Welcome to the CBS Preschool program! 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 aged 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. We follow the Illinois Early Learning Standards to prepare our students for kindergarten. .

The CBS Preschool introduces Jewish thought and prayer integrated within an early childhood setting. The 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, while *Havdalah* (a prayer to mark the end of Shabbat) is celebrated on Mondays.

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 children'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 experiences for your children.

L'shalom,

Wendy Adler, M.Ed.

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 not able to meet one of these agreements.

## Fundraising

Your child's tuition covers the basic costs 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 children'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 students 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 the pincer grip, listening to stories and nursery rhymes, beginning counting and patterns, etc.

**Music and Movement:** Songs, dance, rhythm activists 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 Center Time:** Develops social-emotional, cognitive, problem solving, and physical skills as children choose different areas of the classroom including a daily art project, and use of the different centers including 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.

**Story Time/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 eat lunch in the classroom. In addition, a daily STEAM (Science, Technology, Engineering, Art, Math) Activity will be planned for the group.

## Calendar

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

## Snacks

We will provide daily snacks for our students. Please notify us if your child has dietary needs. Children are responsible for helping to set the table and are encouraged to serve themselves 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**, be sure to include that information on the application and alert the teachers.

## Food Policy

Congregation Beth Shalom is a nut-free building. Nuts 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 children's birthdays. We will sing "Happy Birthday" to your child in English and in Hebrew. You are welcome to bring in a healthy snack for the class on your child's birthday. Please keep items in original packaging. Homemade treats are not allowed due to DCFS Guidelines.

Birthday party invitations may be distributed in the cubbies only when the entire class is invited. If your child has a summer birthday, please feel free to arrange a date with your child's teacher to celebrate during the school year or during summer camp.

## Arrivals and Departures

All children will arrive and depart from Door #8 on the east side of the building.

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 will be late, please call your child's classroom and leave a message as soon as possible. **Parents will be required to pay a**

**late pick-up fee of \$10 if the parent is 10 minutes late. If the parent is more than 10 minutes late, the fee is \$1 per minute thereafter.** 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 circumstance. If a parent is later than 15 minutes and has not called, the teacher will begin to contact the child's emergency contacts.

## Communication

Good communication between you and your child's teacher is very important. Your child's teacher will communicate as a whole group through Remini (classroom app), 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. Parents may ask to schedule a conference at any time with the 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 communication on a daily basis!

If your child is experiencing a change in his/her home environment it is important to 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 let your child's teacher know as soon as possible.

At any time 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 203 and Indian Prairie School District 204 emergency closing schedule. If CBS Preschool is 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 their conflicts. Teachers will help guide students in learning how to make 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 instances which 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.

Any child who demonstrates an inability to benefit from the type of care offered by CBS Preschool, or whose presence is detrimental to the group, shall be transitioned to a different program. If it is in the best interest of the child to transition to a different program, the staff at CBS Preschool will work with the parents and the child's school district (if necessary) to identify a new program. A transition plan will be developed to ensure continuity of services to meet the child's needs.

Reasons for transitions:

- Identified special needs
- Unidentified special needs
- Need for one-on-one support
- Safety for self or others is at risk
- Additional needs are impacting learning

CBS Preschool is prohibited by DCFS to expel any child due to a pattern of challenging behavior. If a child is exhibiting any type of challenging behavior, a transition plan will be developed with CBS Preschool, the child's family, and 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 program. **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 include a TB test when appropriate (or a doctor's note stating it is not appropriate), lead risk assessment, and up to date vaccines. These forms must be returned by the first day of school.

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 him or her from the group as soon as possible. You will be called to come and pick up the child. We reserve the right to ask for a physician's release before the child can be admitted to the center. **Please note: Children must be fever free without the use of fever-reducing medications for 24 hours before returning to school.**

The following constitute reasons to keep your child home:

- Fever of 100.4 degrees or more taken orally within the last 24 hours.
- 2 loose stools within an hour
- Vomiting
- Red and draining eyes
- Any rash of undetermined origin

## 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. Should it be necessary for your child to be transported to a hospital, your child will be transported to Edward Hospital as designated by Naperville Fire Department. Your child will be accompanied by a staff member.

## Photographs

Photos and video footage are periodically taken of our classes. Please be aware that by attending our school or program or 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 in school situations almost daily as a means of documenting our work. These pictures will be uploaded to our secure Class Dojo for you to share securely as you see fit.

## Personal Belongings

Each child must keep a change of clothing at school labeled with their name (pants, shirts, socks, diapers and/or underpants). Please remember to change the clothes with the seasons and as your child grows. Please send your child to school in comfortable weather appropriate play clothing suitable for "messy" play. We go outside every day, weather permitting. It is a state regulation that children must wear shoes while in the classroom. We ask that children not wear sandals to school, or shoes with open backs. **Please do not send toys to school.** Any "loveys" will be kept in your child's cubby. Pacifiers are not allowed in the classroom based on DCFS rules.

**Please label all clothing and personal belongings with your child's name!**

## Child Abuse Reporting

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.

## Observation Policy

We have an "open door" policy for at CBS Preschool. If you wish to observe, please contact your child's teacher or the director with at least one week's notice. We will do everything we can to allow parents to observe.

## Items Needed for School:

1. We ask that your child bring a backpack to school every day. Please use 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 Ziplock, 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.



## Fire Drills and 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 with your child's teacher.

Tornado drills are conducted once a year. The children are to line up and are escorted to an interior bathroom. They then are asked to kneel on the floor and put their heads down and their hands over their heads.

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.

## Preschool Committee

The CBS Preschool is run by Congregation Beth Shalom. Our synagogue preschool is overseen by the Vice President of Education who serves on the Board of Directors.

VP of Education: Lewis Slawsky

Preschool Committee Chairpersons: Ira and Susan Rubin

Preschool Director: Wendy Adler

Committee Members: 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.

## Acknowledgment

Thank you for choosing the CBS Preschool for your child's preschool education! Please sign this page and return it to your child's teacher by the first day of school.

*"This time in their lives is just a whisper, a brief moment, in which  
they can enjoy the richness of a childhood space."*

~Bev Bos

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### **Acknowledgement of Parent Handbook Information**

**This form must be signed and returned to CBS Preschool by the first day of school. Thank you.**

Print the name of your child or children : \_\_\_\_\_

\_\_\_\_\_

I have read and understand Congregation Beth Shalom's Preschool Parent Handbook.

Print your name (Parent) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_