

The Bel Air Preschool



Parent's Handbook

WELCOME TO OUR PRESCHOOL FAMILY!



Thank you for your interest in **The Bel Air Preschool**. Our parent handbook contains and provides a lot of helpful and useful information about our school and its policies and procedures. We hope that it will help you throughout the year.

Bel Air Preschool is committed to providing a loving, nurturing and stimulating environment for young children and their inquisitive minds.

Our belief is that children learn best through play. Our program provides a safe environment in which young children can grow through play and hands-on exploration. Children are given many opportunities for experimentation and involvement including cooking, science, creative arts, music and movement, and sports.

We provide a nurturing, high quality program, where each child is given the opportunity to grow physically, cognitively socially, emotionally, and creatively. Our program weaves Jewish values and traditions seamlessly, through music, Holiday celebrations, weekly Shabbat party, and daily good deeds such as charity and kindness to one another.

We believe that each child has a unique set of interests, abilities, and styles of learning.

Our goal is to create a program that can respond to those individual differences; enjoy and celebrate those differences.

Parents are an integral part of the educational process. In recognition of this important role, parent involvement is encouraged and welcomed. Families and teachers are brought together in the spirit of teaching our children the value of cooperation, respect, and responsibility.

The classes are kept small and the staff-student ratio low, ensuring special attention for each child.

For further questions, or to schedule an appointment, please feel free to call me at any time.

Charna Mentz

Director

310-475-5311

CharnaMentz@aol.com

The Bel Air Preschool goals are to:

- ☞ To create an atmosphere that encourages social & developmental growth
- ☞ To assure that children are adequately prepared for kindergarten
- ☞ Help each child develop into a sensitive, self-directed, confident and whole person
- ☞ Develop the individual personality, including positive self-esteem, confidence, self-reliance, independence
- ☞ Enhance each child's natural curiosity and love of learning
- ☞ Help each child come to know and love Judaism
- ☞ Meet physical needs and help the child establish routine habits, such as self-help skills
- ☞ Develop appropriate social skills and group behaviors, including learning to cooperate, communicate, express needs, share, take turns, and resolve conflicts
- ☞ Aid the development of gross motor skills by helping children learn to how to use their bodies effectively and confidently in climbing, running, jumping, balancing
- ☞ Facilitate the development of fine motor skills through use of puzzles, small manipulatives, cutting, gluing, holding crayons
- ☞ Foster development of receptive and expressive language skills, such as the ability to listen and comprehend, and express thoughts and feelings satisfactorily

Our Curriculum

At Bel Air Preschool children learn about themselves and the world around them as they participate in a wide range of multi-sensory activities. High self-esteem is promoted through positive social interactions and skill mastery in a caring and stimulating environment. Our classrooms provide children with a variety of play experiences that introduce them to language, science, math and Judaism.

The teachers reinforce these concepts through theme based activities such as art, movement, tactile experiences, cooking projects and free choice activities.

Secular and Jewish Education

Both Secular and Jewish learning is an integral part of the Bel Air Preschool program. All concepts are introduced through the following activities:

- 1) Art
- 2) Cooking
- 3) Dramatic play
- 4) Jewish holiday games
- 5) Stories and flannel boards
- 6) Music and singing
- 7) Drama and puppets

We have created an environment that is conducive for an early child program. We keep the ratio between teacher and child small to ensure individual attention as well as creative and joyful experiences for your child.

We have clearly defined learning areas such as block play, dramatic play, art, manipulatives, math, science, and language arts. These areas contain developmentally appropriate materials which the children use through independent choice as well as through teacher based learning.

Because children at this age enjoy Circle Time, the curriculum is infused with language rich activities. These include story time, Jewish holidays and culture enrichment. Including Bible stories, music and movement, and small group activities, which focus on specific skills such as number recognition, matching, measurements, letter recognition, and other pre-academic skill's.

EDUCATION Cont.

We expose the children to the Alphabet and Aleph-Bet so that they begin to familiarize themselves with letters and sounds. All the learning is through exciting activities to foster love for learning.

We have a state-of-the-art outdoor playground where the children can enjoy large movement activities. We have art, science, and sensory tables, in addition to, bicycles, balls, and other equipment.

As your child grows, we will introduce reading and literature, writing, verbal and non-verbal communication, social studies, math, and science. We expose these skills to our children through both center-based learning and teacher-based activities. When the children discover the information on their own, the information process leaves a stronger impression and fosters a love for continuing their quest of learning and discovery.

Enhancement Activities:

The Bel Air Preschool provides Music, Gym, Art, Challah Making, Cooking and a fun-filled Friday Shabbat Party. These programs are included in your child's tuition fees.

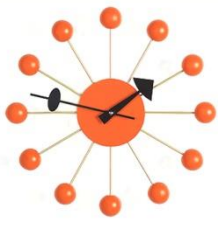
We also have, at different times throughout the year, exciting visitors such as petting zoos, a moon bounce, horseback riding, and community helpers, etc.

Mitzvah Notes:



To enhance the partnership between home and school, we encourage each family to write Mitzvah Notes. A Mitzvah Note is a narrative recognizing the child's positive actions at home. Please send in Mitzvah Notes for your child. He/she will beam with pride when his/her note is read to the class.

Preschool Day Hours



The Preschool Day *begins* at **9:00 AM**. If you arrive early, please remain with your child until the classroom doors open. All children must be signed in on the Attendance Sheet by the authorized adult accompanying them (*full signature*), as required by State Licensing. Adults should walk their children into their classroom/playground. At that time, please notify the Director or your child's teacher if there are any changes in your child's pick-up schedule.

The School Day *ends* each day at **1:00 PM**. Your child must be picked up by an authorized adult, and must be signed out on the Attendance Sheet. If someone other than those authorized on your Emergency Information card is going to pick up your child, **we must have notification in writing**. We will provide you with an authorization to pick up form. Pick-up time is often a social time for parents and caregivers. Please remember that **once you pick up your child and sign-out, you are responsible for supervising your child**.

DROP-OFF & PICK UP

Pick-Up Authorization

Children will be released only to a parent or legal guardian, or to persons whose names are listed on your Child Emergency Form. Families are responsible for notifying the preschool office in advance and *in writing* if a person not listed on this form is to pick their child up. For the safety of each child, **photo identification will be REQUIRED of all authorized persons picking up children**. We will *not* release your child to anyone we do not know, or to any authorized person without ID. Families and authorized persons are responsible for transporting children to and from school in an appropriate child restraint system (car seat). Please make sure that any authorized person has your child's car seat or an appropriate car seat for your child.

INSIDE CLOCK



Children have an inside clock and expect to be picked up at a certain time. When the first parent comes the other children start looking for their parents. When you are late this causes your child undue stress.

Late Pick-Up Fee

For the comfort of your child and out of consideration for our teachers, *please make every effort to pick up your child on time*. If your child will be picked up late, please phone the Preschool office so we can inform your child. In order to be fair and consistent to all families, *late fees are charged for ALL late pick-ups*. Late fees are as follows:

0-5 minutes late ----- grace period

6-10 minutes late ----- \$10 late fee

More than 10 minutes late ----- \$34 late fee (the cost of extra care)

Lunch and Snack:



Please send your child to school with lunch, we will provide the snacks and beverages. Please send a dairy or parave (non-meat) lunch with your child.

Examples: **Sandwiches** – Sliced Grilled Cheese, Tuna, Egg Salad, Cream Cheese, etc.

Salads - Pasta, Vegetable, Fruit, etc.

Miscellaneous - Yogurt, Cottage Cheese, Fruit, Cheese and Crackers, Macaroni and Cheese, Pizza, Fish Sticks, etc.

Please remember that children do better in school when they have nutritious foods to choose from.

CLOTHING



Dress your child appropriately for the weather of the day. All items should be washable and labeled with the child's first and last name. Every child should have a complete change of clothing left in his/her locker. Each Friday those all clothing should be taken home and laundered and brought back on Monday.

School Holidays:



We will be closed during the following holidays:

Jewish Holidays: Rosh Hashanah, Yom Kippur, Sukkos, Purim, Passover, and Shavuos.

Legal Holidays: Veterans Day, Thanksgiving, **Mid-Winter Break, Martin Luther King Day, President's Day, **Spring Break, Memorial Day, and Teacher In-Service Days.

**Please note that our school calendar is loosely based on the LAUSD

Birthdays



Children love to celebrate their birthday at school with their friends and teachers. Please make arrangements with the Director at least one week in advance to ensure there are no conflicts in schedule. We ask that the food you serve is Kosher.

If you would like us to purchase kosher cupcakes from Schwartz Bakery in Los Angeles for your child's classroom birthday party, please fill out a "Cupcake Order Form" (ask your child's teacher for one) and return it to the school office at least 2 days prior to your child's birthday party. Please make sure that you include payment for the cupcakes (\$2 each).

If cupcakes are not your child's favorite food, Trader Joes offers a wonderful line of bite size frozen sandwiches called "Tofutti Cuties".

Birthday invitations can be given out in school if *all* the children in the class are invited. We strongly encourage parents to invite all the children to the birthday parties. If you have decided to do otherwise, please mail the invitations. We are trying to encourage sensitivity to the other children and their families.

SCHOOL SUPPLY CHECKLIST



Here's a checklist of the items you should provide for your child's registration:

- ✓ All school forms returned and current. Please notify us of any change in your address, phone number, and/or emergency contact information.
- ✓ Complete change of clothing including underwear, socks, shirts, pants or skirt. Please label all items with your child's full name.
- ✓ A picture of your family for your child's family picture wall in his or her classroom. In addition: a picture of your child for his locker.
- ✓ Diapers and wipes (if needed), please label all diapers.
- ✓ Dress appropriately for the weather. We play outdoors all year round.
- ✓ A packed lunch.
- ✓ Tzedakah and a Mitzvah Note.

MEDICAL INFORMATION

Observation:

- The staff will observe each child upon arrival for symptoms of illness.
- Any evidence of bruises, contusions, lacerations, or burns will be observed by a staff member, documented in the child's record, and reported immediately to the director.
- Food allergies and other allergies will be posted in the classroom and kitchen area. Staff members will be aware of the allergies of every child in their care.

Isolation and Fever:



- An isolation area (Get Well Area) will be provided for the care of children who become ill. The area will be in a room separate from other children, and supervised by the Director.
- Children with a temperature over 99.0 degrees will be released to their parent or a designated representative.
- When illness is diagnosed, the child may return after confirmation by a health care practitioner, that he/she does not have a communicable illness.

Child Procedure:

- Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illness/conditions will be removed from the classroom and sent to the Get Well Area to await the parent or a designated representative.
- The child's parent, or a designated representative, will be contacted as soon as possible after an illness is discovered. Arrangements will be made for the removal of the child from contact with the other children until the child is released to the parent or designated representative.

MEDICAL INFORMATION Cont.

Communicable Disease:

- When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm, scarlet fever, whooping cough, diphtheria or meningitis, the health department will be notified.
- When diagnosis of a communicable disease is made, the exposed children will be watched for symptoms of the disease, and the parents will be notified.
- A child may be readmitted upon receipt of statement from a physician stating that the child is “free from communicable disease”.
- Posting a note in the classroom will make notification of suspected or confirmed communicable disease. The classroom will be “Cleaned”, prior to readmission of any other children. Anonymity of the ill child will be kept.
- When a diagnosis of hepatitis is received, the entire center will be alerted and the center will take all necessary precautions. Staff and families will be educated about symptoms and precautions, such as hand washing, will be re-emphasized. The health department will be notified immediately and the center will comply with regulations set forth by the health department.

Parents will be encouraged to consult their pediatricians for additional information.

Lice:



- We check the children’s hair for lice routinely.
- If we find lice, we contact the parents immediately and they pick their child up. A note will be sent out to the school notifying all parents about lice going around.
- In order to be allowed back in school, your child has to be completely lice and nit free, as determined by the teacher.

MEDICAL INFORMATION Cont.

Medication:

- No prescriptive medication or non-prescriptive medication such as, but not limited to, Aspirin, Tylenol, diaper rash products, cough medication, nose drops, etc. may be given to a child except under the following conditions:

1. A signed, dated, and written authorization of the parent is on file.
2. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name.
3. Non-prescriptive medication is labeled with the child's name and the request, signed by the parent, including dosage and directions for administering.
4. A written report including type of medicine given, dosage, time, date, and the name of the person administering the medication will be kept in the child's record and the center's Medical Log Book.
5. Medication will be kept under lock and key and inaccessible to children.
6. Medication requiring refrigeration will be kept in a designated, separate, covered container clearly labeled, "Medication."

Medication Distribution:

- Medication will be given to the child by his/her classroom teacher and noted on the medication form. That same teacher will record the administration of medication in the Medical logbook.

- In the event of missed dosages, errors in distribution, or other questions regarding medication administration, teachers will contact parents immediately to be advised how best to treat the child.

- In the event that parents are inaccessible, the pediatrician listed on the child's emergency card will be contacted for consultation. The event and steps will be recorded in the medical logbook.

MEDICAL INFORMATION Cont.

Emergency Numbers:



- It is the responsibility of the parent to keep emergency names and numbers current so that a child who may become hurt or ill during school hours can be picked up when necessary.

Personal Cleanliness:



- Children's hands will be washed before and after eating, before and after diapering and toileting, and before and after playing with sand or water.

- Persons working with children will wash their hands with soap and water before handling food/drink as well as before and after diapering and toileting, after assisting a child with blowing their nose, before and after administering first aid, etc.

- Wet or soiled clothing will be changed promptly from an available supply of clean clothing provided by the parents.

Accident or Injury:

Procedures for the treatment of accidents and injuries will include the following:



- Minor injuries such as scrapes, cuts, or scratches will be treated by the teachers utilizing soap, water, bandages, etc.

- In the event of serious injuries, the family physician will be notified and the parent called (by the classroom teacher or director) immediately. If neither the physician nor parent can be reached, the emergency rescue squad will be called (dial 911), and the child will be taken to the hospital specified on the child's emergency record.

MEDICAL INFORMATION Cont.

- The director, teacher's assistant, or classroom teacher summons emergency medical help.
- The director, teacher's assistant, or classroom teacher accompanies or transports the child after making certain that the classroom ratio is maintained.
- All teaching staff is trained in CPR and First Aid at the beginning of the school year.
- The director and staff will review records of accidents at least twice per year. To assess the types and amount of accidents, and to develop preventative measures.
- All injuries resulting from falls, accidents or incurred by other children will be recorded and an "Ouch Report" will be sent home with the child and a copy will also be placed in the student's file.
- Children will be taught age-related accident prevention measures.
- A first aid kit equipped with Band-Aids, bandages, tape, antiseptics and ointments will be kept in each classroom and in the Director's office. A first aid kit will also accompany the children when they leave their respective classrooms.

Immunization:



- The state requires us to have complete and current medical records for each child. Prior to admission, each child's immunization record will be checked to determine that the age related immunization(s) is/are current. Exceptions to immunization may be made because of allergy. Documentation must be provided in accordance with licensing procedures and will be kept in the child's medical file. If you choose not to immunize your child, a waiver must be signed stating that you accept full responsibility for illnesses that may have otherwise been prevented by immunizations.

Custody Issues

Bel Air Preschool cannot honor one parent's request to deny access of his/her child to the child's other parent without legal documentation.

COMMUNICATION



Effective communication is the lifeblood of an educational organization. Please feel free to contact the school with any matter that requires clarification. Please discuss any questions or concerns with your child's teacher. The phone number is (310) 475-5311.

Here's how we keep you informed about what's happening at school:

1. Lots of verbal communication between teachers and parents.
2. Parent/teacher conferences are twice a year, but if you need to conference with your child's teacher prior to the formal conference time, please feel free to make an appointment.
3. Parents can observe anytime. Please call ahead as a courtesy to the teachers. This also helps us to maintain good security in our building.
4. If you need to talk with your child's teacher, please call our school office and leave a message - the teachers will get back to you as soon as they can.

Keep Us Informed:



- Please let us know if your child is having any special problems at home that may influence his/her behavior at school. Please let us know about your concerns. This will help us to do our best to support your child through any difficult situations.

- Please let us know when you will be away from home and your child will be in the care of another adult, either at home or elsewhere. This is critically important in case of an emergency.

KEEP US INFORMED Cont.

- Please be supportive of our teaching staff. They are dedicated, caring professionals. Your support and respect help them provide a quality education. If you have a concern or suggestion, please schedule a time to talk. If you have a thank you or some positive comments, please pass them on to our teachers. They welcome your feedback.

Toys:



Please do not send toys with your child to school. If your child would like to share, a book or cassette/CD would be more appropriate.

Tuition

\$800 per month – full time

\$550 per month - three days a week

\$375 per month - two days a week

You have 3 options for paying tuition:

- Debit / Credit Card: your pre-authorized tuition payment will be charged to your debit or credit card on the 1st of each month. **An additional 2% Debit/Credit Card handling fee will be added to each monthly charge.**
- Pre-Payment for the school year: pay in one lump sum for the remainder of the year by check or credit card.
- 10 head checks due on the 5th of every month.

Deposits & Fees

Parents are responsible for the following fees:

TUITION Cont.

Application Fee: A one-time application fee of \$250.00 will be due and payable upon initial application to the Bel Air Preschool.

Tuition Deposit: A non-refundable deposit of one month's tuition is given at the outset, to be applied for the month of June's tuition.

Other Fees

• **Emergency Preparedness/Earthquake Fee:** If you do not supply the school with an Emergency Kit, we will charge you a one-time fee of \$95 is due with your tuition contract. It fee covers food, water, blankets, first aid supplies, flashlights, batteries, radios, etc - to be used in the event of an emergency. Supplies are stored in an on-site locked facility.

• **LATE FEES** 0-5 minutes late ----- grace period

6-10 minutes late ----- \$10 late fee More than 10 minutes late ----- \$34 late fee (the cost of PM Care)

Admission during the Year

If there are openings during the school year, spaces will be first given to those on the wait list. In order to protect the interests of the program, the Director may use her/his discretion in determining enrollment priority.

Withdrawal from the Preschool

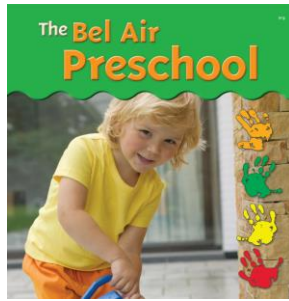
Children are enrolled and contracted for the school-year. Should you choose to withdraw your child from the Preschool for any reason other than a family relocation after this contract has been signed and received, families are responsible for the tuition for the whole school year - *unless and until* the Preschool is able to fill the spot. A thirty day advance written request to the Preschool Director is required if you need to withdraw your child from our program. Your tuition deposit will be applied to your final tuition installment of the school year. (*All tuition deposits are non-refundable*)

Getting Involved



Being involved is the best way to insure the greatest benefit that The Bel Air Preschool can offer your child. Please read the following ways you can be involved.

1. Attend scheduled programs and conferences. We encourage parents to attend conferences; these are excellent opportunities for the parents and staff to discuss the development of each child. Of course, our staff is always available whenever the need arises.
2. During the course of the year, we plan many exciting family holiday get-togethers. Please come, it is difficult for your child if all the other parents are there and his/her parents are not.
3. Please let us know about any special problems or concerns. Send in a note or leave a message in the school office for the teacher to call you.
4. Issues at home. Please let us know about any special problems or concerns. Send in a note or leave a message in the school office for the teacher to call you. Children are affected with drastic changes at home.
5. Volunteer to help with special programs.
6. Contribute dress up clothes and art supplies such as boxes, containers, scraps, baby food jars, Styrofoam trays, toilet paper rolls and paper towel rolls, etc. Look around and see what is needed.
10. Your questions and concerns are important to us. We will be happy to schedule a conference time with you so that you can share them with us.



The Bel Air Preschool Agreement

Please read and sign the following Admission Agreement:

I acknowledge that I have received a Parent Handbook, and I agree to comply with the rules and regulations of the Bel Air Preschool, which are specified in the Parent Handbook issued by the school. I understand the basic and optional services offered by Bel Air Preschool, payments, provisions, refund and rate change policy and the policies regarding termination of enrollment.

Due to the importance of scheduling each class and program, your days of enrollment will be reserved for you for the entire school year. If you have the need for a schedule change, please see the Preschool office to discuss your options. Within the parameters of our policies, we will do our very best to assist in your scheduling needs. In order to accommodate for certain unforeseen circumstances, it may be necessary for you to withdraw your child from our program entirely. If this should occur, we will require a 60-day written notice in order to terminate your yearly tuition commitment at the end of that 60-day period.

If we as a school feel we are unable to meet the specific developmental needs of a particular child, we would ask that the parents of that child seek professional intervention or remove the child from the school. This could occur if the child is showing behavior that could pose a threat to the safety of the other children in the school. Bel Air Preschool reserves the right to terminate the enrollment contract at any time should the Preschool determine that the child or family is unable to adjust to the school's schedule, policies, procedures, to cooperate with the staff, or for behavior endangering the children, families or staff.

I have read the entire Bel Air Preschool Parent Handbook.

I understand all of the policies and procedures, and agree to abide by them.

Parent's Signature

Parent's Signature

Print Name

Print Name

Date

Date

Please fill out this page and bring it in with your registration