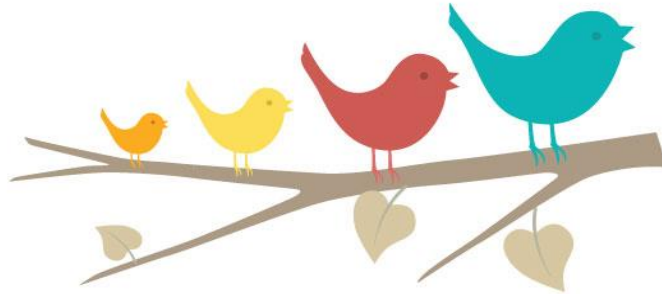


# **PRESCHOOL PARENT HANDBOOK**



**The Preschool**  
at TEMPLE EMANUEL

**7 HAGGETTS POND ROAD  
ANDOVER, MA 01810  
978-470-1563**

Welcome to the Preschool at Temple Emanuel. We hope that your child's year(s) with us will be fun, nurturing and happy.

This handbook is designed especially for you, our parents. It contains relevant information pertaining to the school's operating policies and procedures. It is the school's way of acquainting ourselves to you.

**Mission Statement 7.04 (17a)**

The Preschool at Temple Emanuel provides a safe, warm and caring environment that welcomes children and families to our community. We encourage children to explore, experience, and create while promoting self confidence, self expression, independence and a lifelong love of learning.

**Philosophy 7.04 (17a)**

**Children find meaning and joy through play. We create an environment that encourages children to learn through discovery. Our commitment to this is seen in our rich developmentally appropriate play-based curriculum. We provide experiences for children, which aid in the academic domains of literacy, math and science as well as the more traditional early learning areas, cognitive, social-emotional, physical, and language development. We meet every child at their developmental level, nurture their growth and foster excitement of their own discoveries.**

**Non-Discrimination Statement 7.04(17)**

We service all children between the ages of 20 months and 6.0 years old, and do not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation, or marital status. The school will make the necessary curriculum adaptations for any child enrolled in our program.

**EEC (Early Education and Care)**

We are an EEC licensed and accredited program. Throughout this handbook, you will see notation numbers. These represent EEC regulations. EEC may be contacted for our program compliance history at:

**Commonwealth of Massachusetts  
Department of Early Education and Care  
360 Merrimack Street  
Building 9 3<sup>rd</sup> Floor  
Lawrence, MA 01843**

### **Staff Members 7.09**

Our school benefits from a talented and experienced staff. All teachers meet certification standards set by EEC (Early Education and Care). They participate in a continuing program of in-service education and studies for professional advancement; in order to remain knowledgeable to the ever changing needs of today's families and to the findings of current research. Our school supports dynamic teaching practices, self reflection, and professional growth. All staff are certified in First Aid and CPR.

### **The Daily Program 7.06**

Arrival is at 9:00 a.m., (doors open at 8:55), dismissal at 12:00 p.m. When the children enter the classroom, they are greeted by a teacher and then given the freedom to explore the various engaging activities and centers that capture their interests. Our program sees children as learners, actively constructing knowledge rather than passively taking in information. It gives children the opportunity to apply their emerging skills in the meaningful context of discovery.

### **Morning Programs: 9:00 a.m. – 12:00 p.m.**

Chickadees	2-5 days/week	20 months to 2.8 years
Yellowbirds	2 days/week	2.9 -3 years old (Tues & Thurs)
Redbirds	3 days/week	3 – 4 years old (Mon, Weds & Fri)
Bluebirds	4 days/week	4 – 5 years old (Mon, Tues, Wed & Fri)

### **Special Optional Enrichment Programs:**

2+More	1 day/week	Wednesday 9:00 – 12:00 for children already enrolled in the Yellowbird Program
3+More	1 day/week	Thursday 9:00- 12:00 for children already enrolled in the Redbird Program
4+More	1 day/week	Thursday 9:00 – 3:00 for children already enrolled in the Bluebird program

### **Two Plus More**

Two plus more is our optional 3<sup>rd</sup> day program for children who are in our Yellowbird Classes. It offers a morning of an enriching and social learning experience.

### **Three Plus More**

Three plus more is our optional 4<sup>th</sup> day program for children who are in our Redbird Classes. It offers another morning of themed based enriched fun activities.

### **Four Plus More (full day program)**

Four plus more is our optional 5<sup>th</sup> full day program for children who are in our Bluebird classes. It offers a day of fun and enriching activities that allow the children more time to explore and create.

### **Early Drop Off: 8:00 – 9:00**

Early drop off is available every morning at 8:00 – 9:00. You may use this program as a drop in, or call ahead. At 8:00 you will need to come to the school entrance and be buzzed in. You will put your child's back pack in their cubby and then come to the office where a teacher will take your child to a classroom to play until the start of school. They will then bring them to their morning program teacher.

**Full STEAM Ahead, our afternoon enrichment program: 12:00 p.m. – 3:00 p.m.**

Full STEAM Ahead (Science, Technology, Engineering, Art and Mathematics) is our afternoon enrichment program, open to all the children in our school. Our Full STEAM Ahead Program offers families a way to extend their child's day with fun and learning. Our school year will be broken up into multi week sessions offering a variety of enrichment classes right here at our preschool. This fun afternoon begins with inside or outside free play, followed by a social lunch time and a quiet rest. Our experienced and creative teachers will then engage children in one specific area such as Zumba, Yoga, Earth Sciences, Math and Manipulatives, Ramps and Pathways and Let's Connect with K'nex.

**To enroll...parents have options:**

- 1) You may contract for 1 to 5 afternoons a week for the entire school year and your child will have a variety of enrichment activities.
- 2) You may also pick 1 or more 6 week sessions and sign your child up ahead of time. This will guarantee their space in that program.

Drop-in enrollment is permitted if space is available.

**Toddler Time: Wednesday mornings 9:15 – 10:30**

Toddler Time is a playgroup for toddlers 15 months and older and their parent(s). It is coordinated and planned weekly by a preschool teacher. Parents and children enjoy many activities together in a welcoming environment including singing and dancing, play dough, puzzles and story corner. Toddler Time operates from September to May with a Fall, Winter and Spring Session. Each session is 10 weeks long. You are welcome to sign up for as many sessions as you would like.

**June Explorers Club**

We have an exciting two week summer adventure program called June Explorers Club. Children will have the opportunity to discover and explore their world around them. The program runs from 9:00 – 1:00 with an option of an extended day till 3:00. This program focuses on the outdoors and nature. Many specialists visit our program such as Curious Creatures, Steve the Science Guy and Bubble Man, bringing the children new and exciting opportunities of discovery and learning. You must be currently enrolled in the preschool in order to participate in this program.

**Fees**

To ensure your child's enrollment, 10% of the tuition is due with your contract. The tuition, due the first of July, October and February is indicated on your contract. If payment is made after the fifteenth of these months, a late fee will be assessed. A fee schedule is sent to each family in June for the upcoming school year.

**Enrichment Specialists 7.06**

Our music specialist provides a wonderful music program including singing, rhythmic instruments and movement to all the children at our school weekly.

Our STEAM (Science, Technology, Engineering, Arts and Math) specialists visits our school monthly in our Tinker Maker space introducing children to the wonders of science and technology.

Our Ready Set Go program provides children with obstacle courses, tumbling and non-competitive games, supporting our goal of keeping children active while having fun.

## **Special Events**

The school invites musicians, puppeteers, storytellers, petting farm, etc. to visit our school throughout the year to enrich our curriculum.

## **Child Guidance Plan 7.05**

It is our policy to guide children's behavior in a nurturing and loving way. We view children's errors as a source for learning. Mistaken behavior is part of a child's development, and as teachers, we see it as an opportunity to teach compassion and empathy, and the ability to compromise, negotiate, lead or acquiesce.

### **The Preschool at Temple Emanuel prohibits all disciplinary methods including:**

1. The use of corporal punishment.
2. Cruel or severe punishment.
3. No verbal abuse of children
4. No child shall be humiliated.
5. No child shall be denied food as a form of punishment.
6. No child shall be punished for soiling, wetting or not using the toilet.
7. No child shall be restrained while sleeping or resting.
8. Time outs.

## **Arrival and Dismissal :**

### **Upon Entering the Preschool ... Arrival**

Children enrolled in the Preschool may be dropped off and picked up at the following times:

Early Drop Off .....	8:00 a.m
Morning Program Hours.....	9:00 - 12:00
Afternoon Hours.....	12:00 - 3:00

Children coming for the afternoon program may arrive after 11:45

Please walk your child into the building through the Chapel entrance. The door will be open at 8:55 and will be locked at 9:15. Anyone arriving after 9:15 should ring the doorbell and use the intercom system to gain entrance. An adult must accompany each child to his/her classroom. At that time you will sign your child in. Every classroom has its own "special" morning routine. You will receive a note before the start of school from your child's teacher telling you your child's classroom, where coats should be hung, etc. Please park your car in the parking lot. Please be considerate of families with younger siblings by leaving the closer parking spaces available to them. Parking is not permitted in the circle or in the reserved parking spaces.

### **Picking up the Children ... Dismissal**

We ask parents to cooperate in picking their children up on time. If for some reason a parent should be delayed, please call the school and the office will inform the teacher in charge. No child will be released to an adult unless the individual picking up has properly identified themselves and the school has written parental permission. Morning dismissal procedures will be sent home to you in a letter prior to the beginning of school. All children will need to be signed out at the end of the school day.

### **Supervision of children during arrival and dismissal of school:**

Please closely supervise your children during arrival and dismissal times. Do not allow your children to play in the temple gardens or to climb or hang on trees on temple grounds. Your children's safety is our priority. We take great pride and care in maintaining the temple grounds.

### **Snack 7.12**

The school provides a snack in both the morning and afternoon sessions. If your child requires a special diet please notify the school. We request that you send your child to school with his/her own reusable water bottle with their name clearly marked.

Due to the increasing number of children with peanut/tree nut allergies, we do not ever use nuts in our curriculum planning or as a snack during our morning program. Snacks include fresh fruit or vegetables daily with either pretzels, saltines, graham crackers, ritz crackers or life cereal. ***At Full STEAM Ahead, we do allow parents to pack lunches that contain nuts.*** We provide a nut free table for children with a nut allergy.

### **Toys from home**

We cannot be responsible for the toys your child brings to school. If a child has a special love that they use to help them with separation, that is always welcome.. **DO NOT SEND GUNS OR WAR TOYS TO SCHOOL.**

### **The Parent Involvement 7.08**

#### **The Parents Bulletin Board**

The Parents Bulletin Board is an important communication center at the school. It is used to display newspaper and magazine articles, certificates, messages and all information directed to parents.

Please do not hang anything on the board without checking with the school office. The Parent Bulletin Board is located outside the kitchen (across from the school office).

#### **The School Newsletter**

The School Newsletter is our way of sharing with you news about your children, the program, special events, early childhood literature, etc. The newsletter is sent home monthly by email. In order to find out all the happenings at our school, it is important that you receive and read this every month.

#### **Parental Input**

We have a monthly coffee and chat where parents can come to connect with other parents and the director. Dates will be posted in our monthly newsletter. Parental suggestions of topics and comments are always welcome. Parent input is always encouraged at our school in all matters. Final policy decisions will be made by the Director. If questions or concerns about school policy exists, the Director will provide a written explanation of her decision.

### **Visiting/Observing Your Child's Class 7.08(4)**

Parents are always welcomed and encouraged to visit their child's class. It gives you an opportunity to become acquainted with the staff and to share some "school time" with your child. You may visit our school any time unannounced.

### **Conferences 7.08(7)**

Parent conferences are offered twice during the school year. These are offered in late Fall and early Spring. If at any other time you would like to meet to discuss your child with your child's teacher, please let her know. Arrival and dismissal are not good times to engage in lengthy discussions with your child's teacher.

Please also know that the Director has an open door policy.

### **Confidentiality/Distribution of Child's Records 7.04**

The information in your child's record is confidential and will not be released to anyone without the parent's prior knowledge and written consent.

The school will forward information in a child's record only when written parental permission is given.

### **Social Media and Confidentiality Policy 7.04 (2) (b)**

**The licensee must not allow any person to produce or distribute a likeness of any child in the program for any purpose without the written informed consent of the child's parent.**

Therefore, no parent for any reason should be taking pictures of children other than their own on school grounds. This regulation was updated for the protection of all children to protect their right to privacy by not allowing their faces to become publicly accessible or distributed. Our school is adhering to these strict guidelines to prevent any abuse or mishandling of the children's photos.

Our own school policy for taking pictures allows teachers to use a school- issued camera to take pictures of children only if that child's parents have signed a permission slip allowing this. Pictures are used for the purpose of sharing only with children and families at our school i.e., in classroom photo albums, end-of-the-year video, year-end books and posters hung in classrooms. No pictures will ever be accompanied by the children's full names. No pictures of children's faces are ever emailed or posted on any website or any other social media site by our teachers.

### **Amending the Child's Record 7.04**

A child's parent shall have the right to add or delete information, comments, data or any other relevant material to the child's record.

If parents would like to have copies of information from their child's folder, they may have them copied for a nominal fee.

### **Prevention of Termination 7.04**

If a child is not able to participate successfully in our preschool environment, teachers collaborate with colleagues to develop strategies and adaptations to the program to help the child meet with success. Parents are contacted and a meeting set up so that the school and the parents can work together during this process. If a referral is needed, we would provide a list of possible resources to help the child with whatever the need may be (language development, behavioral development, language processing, etc.) If it is determined that the child needs to be moved from our school into a more therapeutic environment, the teachers and director will work with the parents to ensure a smooth transition. This would only happen after several meetings with the parents, the Preschool Director and child's teacher.

## **Health Care Policy 7.11**

### **Medical Forms**

School Health Consultant: Dr. Sarah Gilbert

State regulations require us to maintain a medical record on each child and for the child to have a physical examination prior to admission to the preschool. All medical forms need to be completed before your child begins school.

The Department of Early Education and Care (EEC) has very strict regulations for which we must be in compliance. To continue to meet state regulations, a yearly physical (one year from your child's previous physical), must be documented by your physician and given to the school office for your child's folder.

### **Children with allergies or special health needs**

Whenever a child has a particular medical issue, parents and the child's doctor will give an Individual Health Care Plan to our school, either before the child starts school or if any medical issue arises. This will be reviewed by the director and the child's teacher along with parents. If medication is required for a specific medical issue, parents will follow the guidelines for our school keeping and administering the medications. See the Medicines portion of this handbook below for further instructions.

An Individual Health Care Plan will be filed in the child's folder, dated and signed by the child's doctor, parents and staff.

It is the responsibility of the parent and the child's doctor to indicate to the school any known allergies. The doctors and parents will give the school an Allergy Plan and all emergency medication if needed following the guidelines for keeping and administering the medications at our school. See the Medicines portion of this handbook below for further instructions. Parents will review this Allergy Plan before the child starts school with the director and the child's teacher. All Allergy Plans will be filed in the child's folder, dated and signed by the child's doctor, parents and staff. In addition, a list of children and their specific allergies will be posted in each classroom and the main office. Also, if a child with allergies is staying for Full STEAM Ahead, their lunch bag should be labeled with an allergy tag (which if needed, we will provide).

The forms for the Individual Health Care Plan and the Allergy Plan will be provided to you on request. The information on these forms is required under EEC regulations.

### **Medicines**

Please bring all medications to be administered in school, to the school office. State law mandates that a very strict procedure be followed in order for school personnel to administer medication. Any staff who administers prescription or non-prescription medication is trained to verify and document that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time by proper method. No educator may give the first dose of any medication.



### **Medicines (cont'd):**

All medications will be stored in a safe area, out of reach of children and under proper conditions. All unused medication will be sent home and the return will be documented in the child's record.

**Prescription medicine** must be brought to the school in the original prescription container, with instructions and the doctor's name printed on the label. The medication must be administered in accordance with the descriptive order from the child's health care practitioner. Parents must complete a permission form allowing the staff to dispense the medicine.

If your child requires an epinephrine, (epi-pen), and you have given the school one for emergencies, the medicine will be immediately available should your child need it.

**Non-prescription drugs**( i.e., aspirin, Tylenol, cough medicine, etc.)

In order for us to administer non-prescription medication, we need:

- A note from your doctor stating the exact name of the medicine, quantity to be given, along with doctor's signature.
- Note from parents.
- Medicine must be in original container.
- Parent must fill out necessary forms.

***Over the counter topical ointments or creams*** do not need a doctor's order. However, it is still required that parents sign a consent form. Please request a form from the office if you should need one.

**PLEASE DO NOT PUT ANY MEDICINE IN YOUR CHILD'S LUNCH BOX OR BOOK BAG.**

**A medication log will be kept in the child's file and in the medication notebook. This log will include the medication name, dosage, time given, by whom, and any side effects will be noted. A picture of the child will be attached to the form. An omissions log will be kept by the director if for any reason the medication was not given.**

### **Illnesses**

If your child has been exposed to a contagious illness (i.e., chicken pox, etc.) at school, the school will notify parents by emailing you an informational sheet on the illness.

If your child is injured at school, an accident report will be filed and a copy sent home in all cases involving any first aid treatment, and an injury log will be noted with the child's specific injury. We do need a parent's signature on the accident report to place in your child's file.

### **Absences**

For the safety of your child, please call the school if your child will not be attending that day. If we do not hear from you, you will receive a call from the school office.

### **When to keep your child home**

For the protection of all children, your child should be kept at home if he/she shows signs of the following symptoms:

- A temperature
- Diarrhea or vomiting
- A rash
- Discharge from ears/eyes

Your child should be fever free without medication (Tylenol, etc.) for 24 hours before they return to school.

If your child contacts a highly contagious disease,( i.e., chicken pox, pinworms, salmonella, etc.), please contact the preschool immediately. Ask your physician if you are unsure whether to report your child's illness or not.

### **Plan for mildly ill children at school**

If your child becomes ill during the school day he/she will be isolated with a teacher or the Director. A rest mat with books and quiet play materials will be offered. Food and drink will be made available if necessary. You will be called to take your child home. If you cannot be reached, your emergency contact will be called and asked to take care of the child until you can be reached.

### **Medical Emergencies**

In the event of an emergency or accident, we shall do our best to contact the parents of the child. If emergency treatment is deemed necessary 911 will be called and your child will be taken to Lowell General Hospital/or closest facility in Lowell.

### **Mandated Reporting**

The Director of our preschool and all our child educators are mandated reporters and must by law report suspected child abuse or neglect to the Department of Children and Families.

### **Tooth Brushing**

EEC requires children who attend school four and a half hours or more must brush their teeth after lunch. This regulation only applies to children who stay for lunch (contracted, daily sign-up or drop-ins). Parents of children staying in the afternoon need to follow the steps listed below to meet this new regulation:

1. Place a tooth brush (inexpensive one) and either a disposable or plastic up in a small plastic bag and label the bag with your child's name.
2. Pack the bag in your child's lunch box.
3. Do not pack toothpaste. We will just be using water for brushing teeth.
4. Teachers' will provide the support needed for children to accomplish the task.
5. Please unpack your child's tooth brush and rinse it thoroughly and leave it out to dry. Then repack it each time your child attends lunch bunch.

If you do not want your child to participate in tooth brushing at Full STEAM Ahead, you must sign a waiver available at the school office.

### **Toileting Policy**

We accept children who are not yet toilet trained. All children will be supervised in the bathrooms. No child will be punished for soiling his/her clothes. If a child should soil his/her clothes, the child will be changed and their soiled clothes put in a plastic, self-closing bag and sent home with a note. Please remember to always keep an extra change of clothes in your child's cubby.

### **DIAPERING POLICY**

- **The Preschool will accept children ages 20 months and older in diapers.**
- **Yellowbird, Redbird and Bluebird – diapers will be checked at least every two hours. If a child is staying for the afternoon program, the child will be changed prior to 12:00 p.m.**
- **Chickadees (children 20 months to 2.8) will be changed more frequently. The Chickadees will be changed at least once during the morning hours and whenever the need arises if the child soils their diaper.**
- **The families of the children will supply their own diapers and wet ones.**
- **Extra diapers supplied by our school and the necessary equipment needed for diapering will be provided.**

### **Emergency Contingency Plan 7.11**

#### **EEC (Early Education and Care) requires every preschool to have a plan in case of emergencies 7.11 (7)**

A cellular phone will be kept in the director's office at all times for emergency use. If the automatic fire and police systems are obstructed, the director will use the cellular phone to obtain assistance (475-1212). If evacuation is required, the school will follow the evacuation method described below:

In the event of a fire, natural disaster, or other situation requiring evacuation of our building these procedures will be followed. Our first aid kit, children's emergency medications, as well as medical consent forms and parent's contact information will be taken by the director. Director will notify EEC immediately about any disaster 7.04(15)(h). In any emergency requiring the closing of school or moving children to a safe place, the director will document children being picked up by their parents or their emergency contact. In case of a wide spread emergency, where the safety of the children is in question, we will meet at Andover High School or another safety zone designated by the Andover Fire Chief.

#### **In case of fire: (not requiring evacuation from surrounding grounds)**

- Pull the fire alarm or call 911 to report emergency
- School director will close all interior doors, where possible, check bathrooms and classrooms for any children and then proceed to the outside. Staff will follow classroom evacuation procedures as posted in each classroom
- Teachers will take attendance lists and escort children in an orderly fashion to grassy areas surrounding the Temple as far away from the building as possible (edge of lawn, not in cross streets).
- Teachers will take attendance once children are removed from the building

### **In case of fire (cont'd):**

Director of school notifies students and staff of termination of emergency and resumption of normal operations.

No one should re-enter the building(s) until declared safe by fire service personnel. Once emergency is over, teachers will again take attendance to make sure all children are safely accounted for.

### **In case of natural disaster, chemical spill, or bomb scare: (requiring evacuation) 7.11(7)(c)**

- Call 911
- Notify Director
- Seal off area of leak/spill
- Take charge of area until fire or hazmat personnel contain the incident
- Fire officer in charge will recommend sheltering or evacuation actions
- Follow plans and procedure for sheltering or evacuation

Director would call Andover Police department for assistance in transporting children to a secure place for their child until parents could be notified and pick up arranged.

### **In case of loss of power, heat water: (requiring immediate evacuation)**

- The Director and Assistant Director will determine whether an emergency situation exists. If the school is unable to meet EEC regulations 7.25 (10) or 7.25 (19), then an emergency situation exists. The following will be implemented:
- If there is an emergency prior to the start of school the teachers will call each family to notify them that school is cancelled.
  - If the situation calls for cancellation of school after arrival time, the director and school secretary will call all families to inform them of the emergency and request that they pick up their children. If families cannot be reached, approved emergency adults will be called.

In case of loss of water and if the situation is temporary (up to 1 hour) an emergency will not be declared.

During the period of loss of water (up to 1 hour) the school will meet the needs of children in the following manner:

- Spray bottles, antibacterial wipes can be used for diapering and washing of hands
- Bottled water will be used for drinking or hand washing and diapering when necessary

In case of loss of heat (1 hour or less) the school will meet the needs of children in the following manner:

- Children will wear jackets if necessary
- Children may wear extra clothing from school or personal belongings

In case of loss of electricity (should the building lose heat or emergency lights go out and our school is no longer conducive for learning) the school will meet the needs of children in the following manner:

- The director and school secretary will call all families to inform them of the emergency and request that they pick up their children. If families cannot be reached, approved emergency adults will be called.

## **Shelter In Place**

In case of severe weather or other emergencies creating a power outage, loss of heat or water the program will continue to operate on site in the following ways:

- Identify safe area(s) in building
- Director warns students and staff to assemble in safe areas. Bring all persons inside building.
- Teachers take class attendance. Teachers should account for all students after arriving in a safe area.
- Close all exterior doors and windows.
- Turn off ventilation leading outdoors.
- Our school always has a supply of crackers and fruit.
- Teachers will use antibacterial wipes for hand washing and diapering.
- Teachers will engage the children with toys, books and other quiet and calming activities.
- The director will be responsible for notifying the executive director and/or maintenance staff to shut off the electricity, gas and water service.
- All persons must remain in safe areas until notified by the director or emergency responders.

## **Intruder response**

**ALICE –Our school follows ALICE Protocol which includes: Alert, Lockdown, Inform, Counter and Evacuate**

**911 is called. ALL of the school is alerted by using 87 on the intercom. Teachers are responsible for choosing the safest area either within the school or away from the school depending on the circumstances. Attendance will be taken and EEC and parents will be notified.**

## **Missing Child**

If a child is missing, the teacher who first notices this will immediately notify the director and all lead teachers will begin the search first inside the building and then outside the building. If the child has not been found within five minutes the Director will notify the police and parents immediately. During this time the co-teachers will continue to run their classroom in a safe and non-alarming way. Our preschool does not have any off site activities or field trips.

**\*All emergency procedures are posted on line in our parent handbook. 7.08(6)(d)**

**\*Emergency plans are designed to meet the needs of all children in our care. Emergency procedures are updated yearly to meet new EEC regulations.**

## **Weather Related Closing**

The Preschool is closed whenever the Andover Public Schools are closed due to inclement weather. When the Andover Public Schools have a one hour delay opening, The Preschool will open at its regular scheduled time of 9:00. If there is a two hour delayed opening, the Preschool will not be open for the morning preschool programs (9:00 a.m.-12:00 noon) and we will open for Full Steam Ahead from 12:00 noon - 3:00 p.m. An email will be sent on the days school will be closed.

We will also post this on our face book page which is thepreschool@templemanuel.

Public school closings are also listed on the local TV stations. The Preschool will not be listed in the school closings on these radio or TV stations since we follow the Andover Public Schools cancellation decision. **Remember, if the Andover Public Schools have a delayed opening, the morning preschool programs are cancelled and Lunch Bunch is held from 12:00 noon – 3:00 p.m.**

When the Andover Public Schools are closed for a non-weather related reason (such as an all day in-service day) and the Preschool is opened, the Director of the Preschool will make the decision to cancel school due to inclement weather. Teachers will call parents or email to inform them if school is cancelled.

## **Clothing**

Because of the wide range of fun and hands on activities, it is recommended that children be dressed in washable, comfortable clothing. Do not dress your child in very expensive clothes or clothing that needs to be dry- cleaned. **SCHOOL TIME IS PLAY TIME!** The school will provide smocks. Please dress your child in sneakers or shoes. Sandals or Crocs are not safe for running and climbing. Please avoid clothing with strings because they could get caught easily during play and present a choking hazard.

## **Extra Clothing**

Water activities, sand play and occasional bathroom accidents necessitate that an extra set of clothing be kept at school **AT ALL TIMES**. All extra clothing should be marked with your child's name.

Send in an extra set of clothing with your child on the first day of school. Please always send back a fresh set of clothing if the extra set is used. Remember to check your child's extra clothing bags before all school vacations which will keep the clothes appropriate for the season and make sure the clothes still fit as your child grows.

## **Outdoor Clothing**

Please remember children are taken outdoors daily (as long as the temperature is 20 degrees or warmer). Please dress your child appropriately for outdoor play and label all outer clothing, boots, hats, jackets and mittens.

Please do not send your children with jackets or boots with hanging strings. The strings can get caught in climbing equipment and become a safety hazard. Sneakers and boots with Velcro are highly recommended. Scarfs are also easily caught during play and should not be worn.

## **Birthdays and Special Snacks**

Because of the increasingly high number of children with allergies, we recommend popsicles as the best treat for celebrating birthdays.

Please let your child's teacher know in advance if you are going to send in popsicles.

We do not allow the passing of invitations or thank you notes in school by parents. It causes very "hard feelings" for those children not invited to parties.

## **Contribution Checks**

**We have established an enrichment fund to honor Myrna Schoen for her dedication and love of children at our school. Myrna was our past Preschool Director for over 20 years.**

We will be happy to send a card for you in honor of a birthday, birth, etc. Please support the school...tell your family and friends about our fund.

## **Birthday Books**

We encourage the families of children who are celebrating their child's birthday to donate a book to our school library in honor of their child's special day! This is of course voluntary. A sticker will be placed in the donated book with your child's name. We ask that the donated books have hard covers so that they will last. If you do not know which book to buy and would rather send in a donation, we will gladly choose a book for you.

## **Holidays**

Our preschool exposes children to the warmth, beauty and excitement of Jewish life. Many holidays are celebrated within the context of the classroom curriculum. It is our goal to provide children with the opportunity to experience the meaning of the holidays through finger plays, songs and crafts.

The following describes how we celebrate the Jewish holidays:

### **Rosh Hashanah and Yom Kippur**

Rosh Hashanah, the Jewish New Year and Yom Kippur, the day of Atonement are difficult for a young child to conceptualize. The exchange of good wishes, making New Year cards and eating special holiday food such as the round challah and honey for a good sweet year, help the child more easily comprehend these holidays. The children enjoy celebrating the world's birthday by baking and eating cupcakes. The shofar, a horn which reminds of the "specialness" of the holiday is blown.

For Yom Kippur, we focus on the concepts that make sense to children. We talk about being a "good friend" and encourage children to be sensitive to others.

### **Sukkot**

Sukkot is the celebration of the harvest, a time for building and decorating a Sukkah. The Sukkah is a special harvest house that is covered with leaves and branches. You can see the sky through the sparsely covered roof. A long time ago, the farmers in Israel built Sukkahs in their fields and lived in them until the harvest was over.

In school, children have snack and decorate the Sukkah with fruits and vegetables. The children use their senses – they taste new fruits, smell the etrog (a lemon-lime fruit from Israel) and see and discuss the wonders of nature.

### **Simchat Torah**

Simchat Torah is the celebration of the Torah (Five Books of Moses) – we celebrate that we have finished it and are going to begin it again. Flags are a must for this holiday and we make our very own flags at school. We parade and march around the Temple.

### **Hanukah**

Hanukah is the holiday of the "lights". We light the menorah each day and we make many crafts associated with this holiday. We read many stories, sing songs, spin dreidels and make puppets. The school is decorated and the whole school comes alive with the "childhood magic" associated with the holiday. Latkes (potato pancakes) are a delicious treat.

### **Tu B' Shevat**

This holiday is the "celebration of the trees". It's a mid winter birthday party for the trees. Discussions and projects center around trees and their importance to us. We introduce fruits and nuts that grow on trees in Israel...oranges, figs, dates, carob, etc...

### **Purim**

Purim is the celebration of the special story of Queen Esther (read from a scroll called the Megillah) and her Uncle Mordecai and how they helped to save their people from the plotting of the wicked man known as Haman. We make crowns, puppets, groggers (noise makers) and the special cookie called “hamentashen”. We have our own carnival for the parents and children in the school. It is a day of fun and merry making. It’s one of the noisiest and funniest holidays of all!

### **Passover**

Spring is the time for the holiday of Passover. Passover is the holiday of freedom and renewal. The story of Passover is retold every year at our Seder (special Passover meal). It is read from a book called a Haggadah. It tells the story of freedom.

Passover is celebrated in the school by making Seder plates, wine cups and matzo covers that children can use at their family Seders. We taste the traditional foods associated with the holiday. Matzo becomes a favorite snack.

### **Shabbat**

Shabbat is a very special “holiday” in school because we get to celebrate it every Friday.

Parents are welcome to join us for the celebration and singing with the Cantor. Shabbat begins at sundown Friday night and ends at sundown Saturday night with a very special lighting of the Havdallah candle. During Shabbat we light the candles, drink sweet wine (juice in school) and share challah together. Shabbat is the day where we take time out of our busy schedules to give thanks.





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**SCHOOL CALENDAR 2017– 2018**

<b>Tues-Wed</b>	<b>August 29-30</b>	<b>Teacher Set-Up Days</b>
<b>Thursday</b>	<b>August 31</b>	<b>Chickadees – come by and visit your classroom and meet your teacher/s anytime between 9:30 -11:15</b>
<b>Thursday</b>	<b>August 31</b>	<b>Bluebird Popsicle Party 9:30 – 10:00 a.m. in your child’s classroom (bring your child and meet the staff)</b>
<b>Thursday</b>	<b>August 31</b>	<b>Yellowbird Popsicle Party 10:00 – 10:30 a.m. in your child’s classroom (bring your child and meet the staff)</b>
<b>Thursday</b>	<b>August 31</b>	<b>Redbird Popsicle party 10:45 – 11:15 a.m. in your child’s classroom (bring your child and meet the staff)</b>
<b>Tuesday</b>	<b>September 5</b>	<b>First Day School: Chickadees, Yellowbirds, Bluebirds, Full STEAM Ahead (our afternoon program)</b>
<b>Wednesday</b>	<b>September 6</b>	<b>First Day School: 2+More, Redbirds</b>
<b>Thursday</b>	<b>September 7</b>	<b>First day School: 3+more and 4+More</b>
<b>Wednesday</b>	<b>September 20</b>	<b>School Closes at noon: eve of Rosh Hashanah</b>
<b>Thursday</b>	<b>September 21</b>	<b>School Closed: Rosh Hashanah</b>
<b>Friday</b>	<b>September 22</b>	<b>School Closed: Rosh Hashanah</b>
<b>Tuesday</b>	<b>September 26</b>	<b>Back to School Night 7:00 p.m. – 8:00 p.m.</b>
<b>Friday</b>	<b>September 29</b>	<b>School closes at noon: Yom Kippur</b>
<b>Monday</b>	<b>October 9</b>	<b>School Closed: Columbus Day</b>
<b>Thursday</b>	<b>November 9</b>	<b>School Closed: Parent/Teacher Conferences</b>
<b>Friday</b>	<b>November 10</b>	<b>School Closed: Veterans Day</b>
<b>Wednesday</b>	<b>November 22</b>	<b>School Closes at noon: Thanksgiving vacation</b>
<b>Thurs, Fri</b>	<b>November 23, 24</b>	<b>School Closed: Thanksgiving vacation</b>
<b>Monday</b>	<b>Dec. 25 – Jan. 1</b>	<b>School Closed: Winter Vacation</b>
<b>Tuesday</b>	<b>January 2</b>	<b>School resumes</b>
<b>Monday</b>	<b>January 15</b>	<b>School Closed: Martin Luther King Day</b>
<b>Mon-Fri</b>	<b>Feb. 19-23</b>	<b>School Closed: February vacation</b>
<b>Monday</b>	<b>February 26</b>	<b>School resumes</b>
<b>Wednesday</b>	<b>February 28</b>	<b>Purim Carnival: Morning 10:30 – 11:45</b>
<b>Friday</b>	<b>MARCH 23</b>	<b>No early drop off, No A.M. classes</b>
<b>Friday</b>	<b>March 30</b>	<b>NO SCHOOL – TEACHER WORKSHOPS***</b>
<b>Mon-Fri</b>	<b>April 16-20</b>	<b>School closes at noon: Eve of Passover</b>
<b>Monday</b>	<b>April 23</b>	<b>School Closed: Spring Vacation</b>
<b>Tues/Wed</b>	<b>April 24-25</b>	<b>School resumes</b>
<b>Monday</b>	<b>May 7</b>	<b>Parent Teacher Evening Conferences ***</b>
<b>Monday</b>	<b>May 28</b>	<b>Special Person Breakfast (Redbird &amp; Bluebird): 9:00 – 10:30</b>
<b>Wednesday</b>	<b>May 30</b>	<b>School Closed: Memorial Day</b>
<b>Thursday</b>	<b>May 31</b>	<b>Last Day: 2+More</b>
<b>Friday</b>	<b>June 1</b>	<b>Last Day: Yellowbirds, 3+More, 4+More</b>
<b>Friday</b>	<b>June 1</b>	<b>Bluebird Friendship Circle 9:15 – 10:15</b>
<b>Monday</b>	<b>June 4</b>	<b>Last Day: Chickadees, Redbirds, Bluebirds,</b>
<b>Friday</b>	<b>June 15</b>	<b>Full STEAM Ahead (our afternoon proram)</b>
		<b>First Day: June Explorers Club</b>
		<b>Last Day June Explorers Club</b>

\*\*\*This is a tentative date and subject to change

## JEWISH HOLIDAYS

Erev Rosh Hashanah	September 20
Rosh Hashanah	September 21
Kol Nidre	September 29
Yom Kippur	September 30
Erev Succot	October 4
Succot	October 5
Erev Simchat Torah	October 12
Simchat Torah	October 13
Erev Chanukah	December 12
Chanukah	December 13 – December 20
Erev Purim	February 28
Purim	March 1
Erev Passover: First Seder	March 30
1 <sup>st</sup> day of Passover: Second Seder	March 31
Last Day of Passover	April 7
Erev Shavuot	May 19
Shavuot	May 20

## TOT SHABBAT

October 13      December 1      February 2      April 20      June 8

School Pictures: Tuesday:      October 24      Chickadees & Yellowbirds

Wednesday:      October 25      Redbirds & Bluebirds



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## **ORGANIZATIONAL INFORMATION**

### **THE PRESCHOOL BOARD 2017 – 2018**

<b>Chair –</b>	<b>Tara Satlow</b>	
<b>Director –</b>	<b>Beth Weisblatt</b>	<b>Assistant Director - Lisa Levenson</b>
<b>Temple Liaison -</b>	<b>Marc Freedman</b>	
<b>Temple Executive Director -</b>	<b>Maureen Chapman</b>	
<b>Committee:</b>	<b>Jennifer Black</b>	<b>Stephanie Katz</b>
	<b>Debbie Hirsh</b>	<b>Lauren Kosky-Stamm</b>
	<b>Pauline Jeong</b>	<b>Danielle Urbon</b>
		<b>Lisa Pearlman</b>
		<b>Sara Stevens</b>
		<b>Lori Aronovitz</b>
		<b>Allison Wehr</b>

**ADMINISTRATIVE ORGANIZATION  
COMMONWEALTH OF MASSACHUSETTES  
DEPARTMENT OF EARLY EDUCATION AND CHILD CARE  
PRESCHOOL BOARD**

**Preschool Director  
(Beth Weisblatt)  
Preschool Assistant Director  
(Lisa Levenson)**

**Yellowbird Pod**  
Marcie Bailey  
Marjorie Forman  
Lynn Bowen  
Ellen Greenberg  
Jenna Briscoe

**CHICKADEES**  
Mary Russo  
Debbie Goldstein  
Sue Laracy  
Andi Hirth

**Redbird Pod**  
Marcie Bailey  
Lynn Bowen  
Betsy Kachel  
Kim Scoll  
Dana Katz  
Lisa Levenson  
Lauren Sprague  
Laine Gordon  
Jaime Landry

**Bluebird Pod**  
Sue Brenner  
Sharon Morgenstern  
Barbara Moverman  
Karen Seiffer  
Bonnie Wheelwright

**2+More**  
Debbie Goldstein  
Sue Rodriguez

**3+ More**  
Laine Gordon  
Lauren Sprague  
Andi Hirth

**4+More**  
Jaime Landry  
Bonnie

**Full STEAM Ahead**  
Marcie Bailey  
Sharon M.  
Debbie Goldstein  
Ellen Greenberg  
Jaime Landry  
Barbara M.  
Mary Russo  
Bonnie W.  
Laine Gordon  
Karen Seifer  
Lynn Bowen  
Betsy Kachel

**Administrative Assistant  
(Janice Strong)**

**Bookkeeper  
(Carl Bradshaw)**