



BETH  
ISRAEL  
PRESCHOOL

PARENT HANDBOOK  
2010-2011



## POLICIES OF BETH ISRAEL'S MORNING PRESCHOOL AND EXTENDED CARE

1. OPEN HOUSE: Tuesday, August 17 at 6:30 P.M. Parents and children are invited to the school for refreshments and to meet the teachers and view the classroom. At this time children will be given their classroom assignment. We look forward to visiting with you.
2. GET-ACQUAINTED PARTY: Wednesday, August 18 from 9:00-10:00 A.M. Please bring your child into the classroom. We urge you to quickly say your good-byes and leave the classroom. You may leave the building and return at 10:00 AM or you may head for our social hall, have coffee and find out about the different extracurricular programs we will be offering or to visit with other parents. There will be no carpool.
3. FIRST DAY OF SCHOOL: Thursday, August 19 is the first day of school. Extended Care children may arrive between 7:40 A.M. and 8:05 A.M. After 8:05 A.M. Extended Care students must get into the carpool line. Morning only children should arrive **in carpool** between 8:15 A.M. and 8:30 A.M. They will not be admitted to the building other than through the carpool line at the back of our school. This is the first day of Extended Care for those children staying after our morning hours. All children should wear for one week the identification necklaces we will give you at the Get-Acquainted Party.
4. FIRST DAY OF CARPOOL: Thursday, August 19 is the first day for carpool. Children should arrive between 8:15 A.M. and 8:30 A.M. Calandra or her designee will have a clipboard for sign in and will be on duty in the back part of the parking lot. Teachers will be on duty in the back of the building just past our playground to open car doors and escort your children into the building. After 8:30 A.M. you must park your car and bring your passenger(s) into the building. All children must be signed in and out each day. We will not have a carpool pick up. You must park your car and enter through the preschool entrance. Show your white carpool card with our logo on it. Your child will be brought to you. Your co-operation will be greatly appreciated.
5. ARRIVAL AT SCHOOL: Our official school hours are 8:30 A.M. to 6:00 P.M. School begins promptly at 8:30 A.M. **Carpool ends at this time.** It is expected that every child be inside the school no later than 8:30 A.M. unless there are extenuating circumstances. In the case of such circumstances you should call the school by 8:30 A.M. to inform us that your child will be late or absent. Failure to call us will result in your child's not being admitted to school for the day.
6. TARDINESS: We are a Preschool with specified hours, not a drop-in daycare center. Our program emphasizes academics, the arts, play and personal attention. Therefore, it is necessary for our students to be in their classrooms when school begins at 8:30 A.M. In cases of real emergencies or extenuating circumstances, please call the school by 8:30 A.M. to inform us that you will be bringing your child late. If your child is ill and won't be attending school, call and let us know. Latecomers (those who have informed us that they will be late) must ring the doorbell at the Preschool end of the building to be admitted to school. You must sign in and then escort your child to class. Please understand how disruptive tardiness is to your child, the other children in the class and to the teacher. Our teachers spend time planning and preparing for the

day. Your child misses out on many activities and your child notices! **Unless you have called in to inform us that you will be arriving late, your child may not come to school that day.**

7. TUITION: Tuition for the entire nine-month school year is **\$2430.00**. You may pay this in nine equal monthly installments of **\$270.00**. Tuition is due the FIRST day of each month. A late charge of **\$35.00** will be added to morning preschool tuition RECEIVED BY US after the fifth (5th) of the month. Returned checks will be assessed a **\$35.00** surcharge. We will not redeposit a check that has been returned to us for insufficient funds. You must pay all accompanying charges and the due amount in cash. Students will not be allowed to begin a new month of school if the prior month's tuition and accompanying charges are unpaid. We do not bill for tuition; it is your responsibility to pay these fees promptly. If the fifth (5th) falls on a day on which there is no school, your check must still be RECEIVED BY US on or before this date. Registration is **\$175.00**. Tuition per month is **\$270.00**. Children staying until 1 o'clock pay **\$395.00** per month. Make all checks payable to: Beth Israel Preschool. If more than one child is in attendance, you may write separate checks or one check. If writing one check, please write in the memo all children's names. This helps assure that all monies are properly credited. Tape your check inside your child's lunchbox; we open lunchboxes for notes each morning as the children arrive at school. Sometimes we inadvertently miss your check or your notes to us. However, we do try to be thorough. Please let us know if we have overlooked a check or note from you. There is a mail slot in the door at the Preschool end of our building. Your checks may be dropped off there. **I strongly encourage every family to utilize the automatic draft payment form instead of writing checks.** The form is available on our website or we could give you a hard copy. Your account will be drafted the first of the month. If you change plans, we can easily adjust the transaction per your written request. Each month Beth Israel Preschool will provide you with a receipt(s) for fees paid to us. Do not misplace them, as we cannot provide duplicates. If you need further documentation of any monies paid to Beth Israel Preschool, you should make your request in writing one week in advance.

8. EXTENDED CARE FEES: Extended Care fees are due the FIRST of each month and are considered late after the 5th. A late charge of **\$35.00** will be added to Extended Care fees RECEIVED BY US after the 5th. If both Tuition and Extended Care fees are late, the late charge is **\$70.00**. Returned checks will be assessed a **\$35.00** surcharge. We will not redeposit a check that has been returned to us for insufficient funds. You must pay all accompanying charges and the due amount in cash. **If you need documentation of any monies paid to Beth Israel Preschool, you should make your request in writing one week in advance.**

Plan 1	Until 3:00 p.m.	<b>\$245.00</b> monthly for a total of <b>\$515 monthly</b>
Plan 2	Until 4:00 p.m.	<b>\$270.00</b> monthly for a total of <b>\$540 monthly</b>
Plan 3	Until 5:00 p.m.	<b>\$335.00</b> monthly for a total of <b>\$605 monthly</b>
Plan 4	Until 6:00 p.m.	<b>\$370.00</b> monthly for a total of <b>\$640 monthly</b>

9. ENTRANCE REQUIREMENTS:

- a. Registration fee paid. NON-REFUNDABLE.
- b. First month's tuition paid. NON-REFUNDABLE.
- c. All forms filled out and returned by date requested by Beth Israel.

d. Proper age.

e. All children must be toilet-trained. **No pull-ups are allowed.** We are not licensed to change diapers or pull ups and we do not have the proper facility to provide that service. We understand that all children may have accidents at school. If your child continues to have accidents on a daily basis for over a week, we will ask you to keep your child home for a week in order to focus on the potty training. Most children respond very well and return to school without a problem. If your child is not responding then we will ask you to withdraw your child until she or he is potty trained.

10. ENROLLMENT: The contract which you sign with Beth Israel Preschool is for the entire ten-month session. If your child must be withdrawn from the morning program, two (2) months' notice in writing to the Director of the School is required or two (2) months' tuition must be paid. If a child must be withdrawn from Extended Care, give the school one (1) month's notice in writing or pay one (1) month's tuition. Please keep in mind that your child has a place reserved and teachers employed to instruct him/her; therefore, tuition is payable for each of the ten school months whether the child is present or absent. This includes vacation times.
11. REGISTRATION: Registration for the 2011-2012 session will take place in November. Priority is given to the children of Synagogue members, to presently-enrolled children who must re-register and to their younger siblings and to siblings of children who have attended Beth Israel Preschool in the past. Then registration is open to those with no prior affiliation. To register a child, registration fee and first month's tuition must be paid. Also, all forms must be completed before a child's place is guaranteed. Submitting a completed registration form without paying registration and first month's tuition will not give your child a place. If special financial arrangements need to be made, contact the Director. Registration officially opens November 9 for presently-enrolled students; on November 16 new students may start registering. Visitation to our various classes will take place in October.
12. CLOTHING: Dress your child in washable play clothes suitable for painting and outdoor play. Though our paints are labeled washable and every effort is made to protect your child's clothing, sometimes these paints do stain. Therefore, we ask that every day you dress your child in casual, comfortable play clothes which can get paint spotted and dirty without undue concern to all. Please provide clothing with simple fastenings. Each child should be able to, more or less, manage his/her own clothes. **Children should wear tennis shoes or other rubber-soled shoes.** No cowboy boots, clogs, slick-soled shoes, platform shoes, open-back shoes, flip flops or crocs are to be worn to school at any time. Our students play outdoors even in cold weather, so dress your child as the weather dictates. Your children, if wearing caps, will be taught that these will go into their cubbies and will be worn outside only. Please mark clothing such as jackets, sweaters and coats with a permanent marking pen or iron-on name labels so that we can avoid sending home the wrong items. These clothing policies will be strictly enforced. You will be called and asked to bring correct clothes for your child.
13. BACKPACKS: All four and five year olds must have a backpack, in addition to a lunchbox. The backpack must be large enough so that the lunchbox can be placed inside, as well as a folder

and other materials.

14. CARPOOL:

- a. Transportation of the children to and from school is the responsibility of the parents. Each child will be assigned a carpool number and given two white cards with that number. Our carpool delivery and pick-up begins on August 19.
- b. Keep your passengers buckled in seat belts while in our carpool line. Proceed to the teacher with the sign-in clipboard. **Do not put out children yourself, even if you are in a hurry; let the teachers opening car doors unbuckle them.** Children will be unloaded from the curb-side of the street. Wait on the car in front of you to move. Our carpool line is a **single lane of traffic**. There is to be **no passing** the car/cars ahead of you. If you are patient, carpool can go smoothly and SAFELY. Each family will receive two Beth Israel Preschool car tags. You will use them to pick up your child in the afternoon. If you need more, ask your child's teacher for additional ones. It is your responsibility to protect these cards. If you ever misplace these cards, notify us **immediately** so that we can issue a new number to your child. Anyone displaying the cards assigned to you could be given your child; thus, the reason for our urging you to always protect them.
- c. We are trying to expedite carpool so that those trying to get to work or to appointments at designated times can do so. Keep your conversations with teachers and your passengers at a minimum. **Turn off cell phones when you are in the carpool line.** In order to unload our students safely and also move traffic so that Old Canton Road is not backed up, we need your cooperation.
- g. Every change in carpool arrangements must be in writing to us in advance. Send a notice in your child's lunchbox the morning of the proposed change. If ever an emergency occurs and you have to call us to give a verbal change, send a note the next morning confirming your telephone request of the previous day and date your note. Anyone picking up your child as a result of a telephone conversation will have to furnish us identification. Please inform him/her of this fact so there will be no surprises.
- h. Carpool delivery will take place at the back of our building, just past our playground area. Be sure your child has a hooded raincoat for those days when needed; there is no covered walkway from your car to the building. Umbrellas must be left at home.

15. LATE PICK-UP ASSESSMENTS:

- a. Morning Preschool assessment: It is expected that you will arrive on time to pick up your carpool; arrivals after 11:45 A.M. will be considered late. We do not wish to assess late pick-up fees, but habitual tardiness will result in a fine of \$1.00 per minute past 11:45 A.M. Please be on time.
- b. Extended Care assessment: Extended Care ends at 6:00 P.M. There will be a late charge levied at the rate of **\$10.00** per hour for arrivals after the designated pick-up times for Plans 1, 2 and 3. For those arriving after the 6:00 P.M. closing time, the first-time late charge is **\$6.00** per minute. The second-time late charge is **\$12.00** per minute past 6:00 P.M. The third-time late charge is **\$18.00** per minute past 6:00 P.M. These charges are per child not per family and are due the next morning by 8:30 A.M. These charges are substantial but are non-negotiable. We are licensed to operate from 8:30 A.M. to 6:00

P.M. and no later. We calibrate our school clocks each Monday morning. The school clock located by the doors closest to Room M is the clock of record. Late fees will be assessed based on the time record from this clock.

16. EARLY PICKUP: If you need to pick up your child early, send a note in your child's lunchbox and we will have him/her ready at the time you request.
17. SEAT BELTS: It is the law in Mississippi that all children are to be buckled in safety belts or car seats. Your child's safety is of utmost concern to us. Please help us.
18. HEALTH AND MEDICAL:
  - a. Keep your child at home if he/she has symptoms of an upset stomach, earache, sore throat, fever at or above 100° or undetermined rash or spots. Runny, red eyes usually indicate a problem. **Clear**, runny noses don't count! If you send your child with the above symptoms, we will call you immediately to return to school to get your child. Sick children do not belong in school. If your child has had any of the above symptoms the night before or in the early A.M. before school, please keep your child home. Children should be temperature free 24 hours before returning to school. **If we call you to come pick up a child with temperature or severe vomiting, the child may not return to school the next day.**
  - b. Illness Guidelines

**The Beth Israel Preschool guidelines concerning when children are too ill to be at school are:**

    - **fever at or over 100° F**
    - **unexplained diarrhea**
    - **vomiting**
    - **unexplained rashes**
    - **general inability to participate in school activities**
    - **discharge from or crusting of the eyes**
    - **greenish discharge from the nose**
    - **excessive coughing**

If your child contracts a contagious disease, please call the school so that we can be informed and respond appropriately to the other parents. Our staff appreciates your calling to explain any absence - we miss your children when they are absent and are concerned if we do not know why. **Children must be fever-free for 24 hours before they can return to school.** The only exception is when an ear infection has been diagnosed and the child has been on antibiotics for at least 24 hours.

The guidelines listed above will be used to evaluate your child at school. When a staff member calls to say your child must be picked up, please do so as quickly as possible. If you have questions concerning the legitimacy of the call please direct them to the director at another time. Sometimes staff will call parents to alert them that their child is not feeling well even though the parent is not required to pick the child up. Some parents choose to pick their child up at these times while others appreciate being alerted that a visit to the doctor might be needed. We try to work with you as a team to ensure that your child remains healthy.

**Lice:** Children with lice may return only after special shampoo has been used and all live nits have been removed, as verified by the site director or designated staff.

**Allergies:** Parents should provide the school with a list of all known allergies. Please talk with your child's teacher about symptoms and any signs which we should be on the alert for.

**Emergencies:** In the case of a critical illness or injury, your physician will be contacted for instructions and you will be contacted as quickly as possible. If you or your physician cannot be contacted, the child will be taken to the Emergency Room at UMC-Blair E. Batson Children's Hospital. EMS will be contacted when appropriate.

- c. Should your child become ill while at Beth Israel, you will be notified to come for him/her immediately. Please give us all telephone numbers where you can be reached. This includes pagers and cell phones. Make certain the emergency numbers you give us are correct. If any of them should change, notify us immediately. Frequently we cannot find anyone on a list. Please make certain that you or an authorized person of your choice is always available to pick up your child. **Regardless of your situation, whether work involved or not, you are expected to come immediately to get your child or send a designated person to do so.**
  - d. No prescription drugs or over-the-counter medications will be given by any teacher at Beth Israel. You must come to school to administer them. We will apply sunscreen or insect repellent to your child if you provide it.
  - e. If your child has a communicable disease, please notify the school so that other parents can be advised.
  - f. A child who has been absent because of a communicable disease should receive permission from his/her physician before returning to school. A form signed by the physician must be presented to the school in order for your child to return.
  - g. A child should not return to school after an illness unless he/she is fully able to return to our routine, including going outside with the rest of the class. We need all of our teachers outside at playground time; we can not leave a child alone in a classroom.
  - g. We have no infirmary or special room in our school for sick children; therefore, it is essential that you cooperate with us regarding these policies.
19. SEVERE WEATHER: In case of snow or ice or other severe weather, Beth Israel Preschool will follow the Jackson Public School dismissal policy, so listen to your radio. We now have a system

in place where parents can easily join and receive text messages from the preschool. We will use this system in case of an emergency. **In a situation where the preschool needs to close early- for example, if the water system fails- all parents who join the service will immediately receive a text from the preschool informing them that the school is closing early. To subscribe, all the parent has to do is text the phrase "beth israel" to the 97325 and they will automatically be signed up for the program.**

20. DISMISSAL: A child can be dismissed only to his parents, his regular carpool, or those authorized on our registration forms. If another person is to pick up your child, we prefer to have WRITTEN permission for each time. This is for your child's protection. Do not call the school and give us a verbal message except in a true emergency situation. Put the change in writing and send it with your child at 8:15 A.M. Please inform your carpool driver if your child will not be in the carpool. Also, send us a note if you will be picking up your child separately from the carpool. **We need written notice of every carpool change.**
21. CUSTODY MATTERS: In the event custody or decision-making is in one parent for your child, furnish us a correct and current copy of the order establishing such arrangements. We must have this prior to the Open House.
22. VISITS TO THE SCHOOL: We always welcome your interest and your visits. However, during the first days of school, bring your child to school, assure him/her you will return later and leave promptly. Allow your child an opportunity to become adjusted before you visit his/her classroom. When you do visit, you must sign in at the Secretary's desk and be escorted by her or a teacher to your child's classroom. Upon leaving the building you will need to sign out. This is required of all visitors to the school.
23. FIELD TRIPS: Our four and five year olds do go on field trips. Parents are asked to sign a permission form before each trip. Additionally there is a form to be signed by all parents stating that they are appropriately licensed, that their vehicle has a current safety inspection sticker and that they have adequate insurance to cover the transportation of children. We ask different parents to drive until everyone in the class is given an opportunity. Though some parents have freer schedules to drive than others, we do expect that if given plenty of notice to rearrange a work schedule, that every child's parents can make arrangements. It is unfair to expect the same parents to do the driving each time. Your children are disappointed if you don't. Please say "yes" when asked. Also, if you drive, please make other arrangements for your children not enrolled in our school. You cannot help us take care of our students when you are occupied with your toddler or infant. If you choose to drive on a field trip means that not only will you provide transportation for children, but you are also responsible for them during the field trip. All children will be buckled in safety belts and car seats if the child's size requires it. Please note the new Mississippi law that requires **all children under the age of 8 and fewer than 80 pounds to be secured in a child safety restraint system.** It is the responsibility of the child's parents to send a car seat for the field trip.
24. BIRTHDAYS: It is customary that the birthday child bring refreshments on his/her birthday to be

passed out at snack time. No favors, please. We invite parents to participate with us in the celebration. You will certainly want to bring your camera. Those children with summer birthdays may schedule "pretend" birthdays during the spring months. Make arrangements with the teacher in advance. Invitations to parties outside of school may be distributed to each child in your child's class if the ENTIRE class (boys and girls) is invited. Please check with your child's teacher to find out if all children are able to eat what you have chosen before bringing any food or drink to the classroom.

25. **CONFERENCES:** Conferences will be held twice during the school year. Fall conferences will be held October 28 & 29; Spring conferences will be held May 5 & 6. There will be no school for students these conference days.
26. **SHARING (SHOW AND TELL):** Sharing takes place in each classroom throughout the year. Each teacher has a particular preference for the time and the method. A note will be sent home by your child's teacher informing you of her expectations. We encourage your child to bring items which represent EXPERIENCES he/she has had. These items should represent something the child saw or did. We would like to minimize the bringing of toys, stuffed animals, trucks, etc. Please encourage your child to bring something different each time. Encourage the bringing of books, shells, a flower, interesting pictures in magazines, etc. The following suggestions may give you ideas as to what we are looking for: favorite books, pictures of pets, cousins, grandparents; building dog houses; planting seeds; going to Mom or Dad's office; washing a car; bathing a pet; picking berries; visiting grandparents; going to the beach; making cookies; using a tape recorder; flying kites; fishing; making cars and wagons out of boxes; bringing a switch plate to show inner workings; a clock taken apart to show what was inside; worms, turtles; an art project; a dance step learned; a piano selection demonstrated. We encourage anything relating to our units of study. Pets may not be brought to school. **NO GUNS, KNIVES OR WEAPONS**, whether real or pretend, will be allowed in the school at any time.
27. **TELEPHONE CALLS:** Our teachers are always occupied taking care of your children, and talking on the phone is very difficult. However, we do realize that there may be times you need to speak to us during school hours. Our preference is that you send a note by your child that you need to communicate with the teacher, and she will call you at her first opportunity. In case of an emergency or carpool pick-up change, call the school and leave your message. The number at Beth Israel is 601-956-6216.
28. **LUNCH AND PLAY DAY:** Each Wednesday from 11:30 AM to 1:45 PM our school offers this service for the morning students. They are joined by the Extended Care students. Most of our students seem to enjoy Lunch and Play Day ("pizza day"). If you choose to have your child participate in this activity, you may do so by paying \$450 for the year or nine payments of \$50 per month. The Extended Care and Lunch Bunch children do not pay for Lunch and Play Day, as their lunch is provided as part of the program.

Food will be provided by the Preschool; therefore, it will be necessary that you make a commitment in advance. September's Lunch and Play Day charge of \$50 for the morning-only

students is due by August 1, 2010. This was the first of nine payments with the remaining eight due on the first (1st) day of the month, September through April. There will be no refunds if a child doesn't attend Lunch and Play Day after having paid for it. Regardless of the number of Lunch and Play Days each month, the charge will remain \$50. August 25 is the first Lunch and Play Day. Bring your carpool tag when you pick up your child. Lunch & Play Day ends at 1:45 P.M.

29. **ABSENCES:** Most elementary schools have a maximum number of absentee days for Kindergarten before they may require your child to repeat Kindergarten. Most have a policy that a child may not miss 21 days during the academic year. Please contact the elementary school that you plan to send your child to first grade to find out their requirements.
30. **LANGUAGE, MATH, AND OTHER SUPPLEMENTAL MATERIALS:** Beth Israel uses supplemental curriculum materials for most classes. Each family will be billed for these materials after school begins when it is determined what materials your child will need. If your child is in Extended Care you will be billed for a mat also.
31. **ROOM PARENTS:** We would like to have four (4) Room Parents per classroom, two (2) per semester to help teachers coordinate field trips, parties, volunteers for various projects. This job is a tremendous service to us and is an opportunity to participate in your child's classroom activities more fully. If you are interested in being a Room Parent, please tell your child's teacher at the Open House.
32. **INSURANCE:** Beth Israel Preschool does not provide insurance of any kind for your child. Individual insurance coverage for children is the responsibility of each child's parents or guardians.
33. **NON-SECTARIAN SCHOOL:** Beth Israel Preschool is a nonsectarian school which respects the rights and beliefs of all. Religious instruction is left to the families of the children in attendance.
34. **TERMINATION OF STUDENT'S ENROLLMENT:** Beth Israel Preschool reserves the right to terminate a student's enrollment if the school feels that all avenues to correct a problem have been exhausted.
35. **SNACKS:** Beth Israel Preschool makes a special effort to teach its students good nutrition and health habits. Therefore, we ask that you send a nutritious snack that your child will like. Only send snack amounts; snacks are not intended to be meals! We ask that you purchase a PLASTIC lunch box or a cloth one and send your child's snack in it. **Do not send glass bottles with beverages in them.** Thermos bottles SHOULD NOT have carbonated drinks in them. We request that no pork products (no ham or pork bologna) or shellfish be brought into the Synagogue. As a preschool licensed by the State of Mississippi, we are required to oversee the good nutrition of our students. Please help us by sending an APPROVED snack or beverage. To help you provide your child with appropriate items for food and drink and to avoid any misunderstanding of the governmental regulations under which Beth Israel Preschool operates, we have a list of

suggestions. These are not the only foods allowed, but rather a sampling of the types approved by the Board of Health.

### Snack and beverage suggestions approved by Mississippi State Board of Health

<b>FRUIT</b>	Honeydew melon	Cauliflower flowerettes
Apples	Nectarine	Green or Red pepper strips
Apricots	Oranges	Lettuce wedges
Avocado	Peaches	Radishes
Banana	Pears	Zucchini slices or strips
Berries	Pineapple	<b>OTHER</b>
Canned fruit (unsweetened)	Plums	Eggs - deviled, egg salad
Cantaloupe	Watermelon	Cheese - all kinds
Cherries	<b>VEGETABLES</b>	Peanut butter
Coconut (fresh)	Beets	Yogurt
Grapes (cut up)	Broccoli flowerettes	Breads, muffins, waffles
Grapefruit	Celery strips or stuffed	Crackers and Goldfish
	Cherry tomatoes	Cereals (non-sugar coated)
	Cucumber strips	
	Carrot strips or curls	

#### BEVERAGES

Beverages should be unsweetened or natural juices, milk or water. Juices must be 100% juice. Fruit drinks are unacceptable. No chocolate milk.

Please **DO NOT** send as snacks the following: nuts, potato chips, pretzels, raisins and dried fruit, Doritos, popcorn, marshmallows, fruit roll-ups, fruit wrinkles, pudding, cereal which is sugar-coated, honeybuns, cookies of any kind, jello, "Little Debbie" type cakes.

36. **DISCIPLINE POLICY:** Beth Israel Preschool believes that discipline is respect for oneself and others. Our policy is to provide good-humored control and set gentle limits for all our students. Corporal punishment or verbal abuse is absolutely unacceptable. Our policy is not about punishment, but about benign control. Every effort will be made to work with all of our students. However, if there are problems which disrupt the flow of the class routine and/or make school unpleasant for other children in the class, we will inform the parents whose child is creating the problem so that the situation can be vigorously addressed. If both parents and teachers working together for a **reasonable** (but not prolonged) time cannot solve the problem, the parents of the disruptive child will be asked to remove their child from Beth Israel Preschool. **We will not keep a disruptive child indefinitely.**

37. HOW PARENTS CAN HELP: Educating your child is a joint effort between parents and school.

Parents can help by doing the following:

- a. Be a supporter of your child's teacher and the school. If you have concerns, address them quickly and directly with your child's teacher (the teacher in charge of the class, not the assistant teacher). Do not discuss them with other parents or other teachers.
- b. Participate in your child's class by being active in the learning experience and by volunteering to help with parties, field trips, art projects, etc. Ask your child's teacher what you can do to help your child progress.
- c. Listen to what your child tells you. Learn the names of his/her classmates and invite them to play after school and on the weekends. Social competence can not be developed unless your child has many opportunities to play and share with others.
- d. Appreciate all early artistic attempts. Remember that it is better to say "Tell me about it" rather than "What is it?"
- e. Encourage the development of language skills by TALKING and expressing ideas, thoughts and feelings on a continual basis.
- f. Read to your child EVERY DAY. Go to the library often. Encourage a love for books early.
- g. Make a concerted effort to visit the museums of our area. The Mississippi Museum of Art, the Natural Science Museum, the Agricultural Museum and the Planetarium are excellent places for excursions, as is the Jackson Zoo.
- h. Provide your child such materials as glue, water colors, tempera paint, manila paper, construction paper, play dough and scissors (left-handed ones if needed). Encourage your child to be creative. Supply him/her with paper cups, small paper bags, toilet paper rolls, egg carton sections, paper scraps, cloth scraps, empty spools etc. Keep an "ART" bag of these materials readily available. Most things you consider trash should be viewed as a "treasure".
- i. Promote independence in your child. Help your child solve his own problems by giving him the verbal tools to do so. Be a good listener. When your child displays frustration, parents need to remain.
- j. If your child should show an unwillingness to attend school which lasts 3 to 4 days, report this to the teacher. Perhaps there is a specific reason for the behavior. Allow for adjustment time during the first weeks of school. Report upsetting experiences that will help the teachers understand the child's behavior.
- k. DISCIPLINE: Children expect adults to set limits for them. As parents, you have the greatest influence. Know what behavior you expect from your child and convey this to him/her. A good starting place is with MANNERS. Children need to speak to others with caring and politeness. They should be reminded that it feels bad when someone is unkind to them; therefore, they should treat others as they would like to be treated. Make certain your child hears you. Have good eye contact when you instruct your child. If your child doesn't respond to reasonable requests in a reasonable time frame, an action on your part should result.
- l. Make certain that your child gets a good night's sleep every night. It is suggested that pre-schoolers get 10-12 hours sleep per night. Sleepy children cannot function in a

school setting.

- m. Provide your child with a good breakfast.
- n. Leave for school UNHURRIED AND HAPPY.
- o. Arrive at school at the proper time and pick up on time. It is upsetting for a child to be brought to school late when the day's activities have been established and to be left behind after all other carpools have come and gone. **Please make a special effort to be punctual.** Any child arriving after the morning carpool has ended will not be allowed to come to school for that day, unless the Preschool receives a phone call before 8:30 a.m. stating that there are extenuating circumstances which will result in the child's tardiness. We will not tolerate parents arriving late without legitimate cause. Our school is not a drop-in school; our hours are known to all who register, and we expect our families to have their children in school on time.

38. THINGS WE NEED FROM YOU: Each teacher may have an individual wish list for you but as a basic minimum we ask that each child bring the following items to school. We will also be asking for items from you when school resumes in January.

1. Four (4) boxes of Kleenex-type tissue per child.
2. Five (5) large paper grocery sacks per child.
3. Empty **washed** 12 ounce juice cans: ALL YEAR. We use these for art.
4. Zip-Loc type bags (one gallon and two gallon sizes).
5. Four (4) rolls of paper towels.
6. Three (3) containers Clorox wipes.
7. Two (2) box of baby wipes. We use these for cleaning after activities such as accidents, messy meals, art projects and playground time.

39. COMMUNICATION: We feel that parents are a very important ingredient in the preschool process. We also feel that good communication between teachers and parents is essential. We welcome and encourage your participation in our numerous activities. We organize our curriculum around units (themes). Our monthly newsletters will give you information on calendar dates, field trips and the units. Because your child may not be able to tell you all that goes on at school each day, please read our letters and notes to you. If you don't receive our monthly newsletters the first few days of each month, tell your child's teacher. We will be happy to send duplicates. **READ THEM CAREFULLY** so that you will be informed and hopefully be an active partner in your child's school experiences. You are always encouraged to discuss any questions or problems you may have. Send your child's teacher a note, and she will call you. It is important that we all stay in close contact throughout the year and not let little concerns develop into something uncontrollable and debilitating.

40. REST TIME: Each child in Extended Care will be using a mat to rest on each day. There is no exception to this policy. A mat will be purchased for your child, and you will be billed at the beginning of school. Your child will need two (2) king-size pillowcases or nap mat covers for

Extended Care. One pillow case will be sent home each week to be washed by you and returned to school. Write your child's name on each pillow case and place them in a zip-loc bag with your child's name on the outside. Please note that if the rest mat becomes torn or ripped you will be assessed a replacement mat charge.

# BETH ISRAEL PRESCHOOL EXTENDED CARE 2010-2011

7:40 A.M. - 6:00 P.M.  
August 19 through May 20

PURPOSE: Beth Israel Preschool's Extended Care Program has been established to provide a wholesome, safe and loving environment for Beth Israel Preschool students who need after-school care.

1. Beth Israel Preschool's morning program and policies remain the same. Morning Preschool hours are 8:30 - 11:30 A.M. Carpool begins at 8:15 A.M. Lunch and Play Day will continue on Wednesdays for the Morning Preschool students. Extended Care students will be in attendance for Lunch and Play Day and will not pay. The Lunch Bunch option is not considered Extended Care.
2. Extended Care is available only to students enrolled in Beth Israel Preschool's Morning Program. Space is limited.
3. The calendar for Extended Care is the same as the Morning Preschool's calendar, August through May. When the Preschool is closed, Extended Care is closed.
4. Extended Care students MAY arrive at 7:40 A.M. and remain until 6:00 P.M. Those arriving early must be in the building no later than **8:05 A.M.** or go through carpool procedure, which begins at 8:15 A.M.
5. The Mississippi State Department of Health regulations govern all Beth Israel Preschool and Extended Care policies. Beth Israel Preschool is fully licensed by the State of Mississippi. If any regulations of the state change after you receive this information, it should be understood that Beth Israel Preschool will abide by such changes.
6. **Morning Preschool** fees are the same for all students, regardless of age. All children in the program attend five days a week. Tuition for the school year is **\$2340.00**. Registration fee is **\$175.00**. Tuition may be paid in nine monthly installments of **\$260.00** each. **Extended Care** students pay the following amounts in addition to the morning fees:  
  
Plan 1 Until 3:00 p.m. **\$245.00** monthly for a total of **\$515 monthly**  
Plan 2 Until 4:00 p.m. **\$270.00** monthly for a total of **\$540 monthly**  
Plan 3 Until 5:00 p.m. **\$335.00** monthly for a total of **\$605 monthly**  
Plan 4 Until 6:00 p.m. **\$370.00** monthly for a total of **\$640 monthly**
8. Fees are due the FIRST day of each month. All checks should be made payable to Beth Israel Preschool. A late charge of **\$35.00** will be added to Extended Care fees RECEIVED BY US after the 5th of the month. Returned checks will be assessed a **\$35.00** surcharge. We will not redeposit a check that has been returned to us for insufficient funds. You must pay all accompanying charges and the due amount in cash. Students will not be allowed to participate in Extended Care if fees and all extra charges are unpaid. There will be a late charge of **\$10.00** per hour for arrivals after

the designated pick-up times for Plans 1, 2 and 3. There will be a first-time late charge levied at the rate of **\$6.00** per minute for pick-ups **after** 6:00 P.M. The second-time late charge is **\$12.00** per minute past 6:00 P.M. The third-time late charge is **\$18.00** per minute past 6:00 P.M. These charges are per child, not per family, and are due the next morning by 8:30 A.M. These charges are substantial and are non-negotiable. We are licensed to operate no later than 6:00 P.M.

9. Enrollment for Extended Care is assumed to be for the entire nine-month school session. If a child must be withdrawn, you are required to give the school at least one (1) month's notice in writing or pay one month's Extended Care tuition. Withdrawal from the morning program requires two (2) month's notice in writing. Failure to give proper notice of withdrawal from either program and in writing will result in your being required to pay for the time that your child was not in attendance (either one (1) month or two (2), depending on the program). Tuition and fees may be paid in full before the start of school or in nine (9) monthly payments. These fees are due whether your child is present or absent, or whether the school month is less than four (4) weeks.
10. Your child may arrive between 7:40 A.M. - 8:05 A.M., at the end of our building closest to Trinity Presbyterian Church. Please sign the arrival book and then escort your child to the assigned classroom. Put your child's lunchbox/ backpack on the hook assigned to him/her at the end of the hall by Room M. Children assigned to Room M should place their things in their cubby inside their classroom. If you need to talk to your child's teacher, you should place a note in your child's lunchbox and the teacher will call you. Do not expect to talk to a teacher before school starts. At your assigned pick-up time from Extended Care, come in to pick up your child with your blue carpool card. You will need to sign out your child. Do not send in an older child to deliver or pick up your preschooler; only a parent or designated adult may do so. There will be no carpool procedure for Extended Care. Carpool begins at 8:15 A.M. in the back of our school. Extended Care students arriving on our grounds after 8:05 A.M. must get in the carpool line. No one may enter our building after 8:05 A.M. except through the carpool line.
11. The Health Form and Immunization Form, plus miscellaneous other forms for our Morning Preschool program are sufficient for Extended Care. All health and medical policies outlined as policies of the Morning program apply to Extended Care.
12. There will be no field trips away from our school during Extended Care.
13. Each child in Extended Care will be using a mat to rest on each day. There is no exception to this policy. The school will purchase a mat for your child and bill you. You will need to supply two (2) king-size pillow cases or mat covers. One (1) pillow case will be sent home each week to be washed by you. Please return it within 3 to 4 days. Write your child's name on the pillow cases and place them in a ziploc bag with your child's name on the outside. You may send a thin towel or blanket for cover if you wish. Your child may also have a **small** stuffed animal. Do not send a pillow. If your child's mat becomes torn or ripped, you will be assessed a replacement fee of \$10.00.
14. Extended Care uses the same telephone number as the Morning Preschool: 601-956-6216.
15. A hot lunch and afternoon snack will be provided by Beth Israel as part of the Extended Care

fees you pay. If your child has special dietary requirements, please inform us in writing prior to the beginning of school. A nutritious morning snack should be sent by you in your child's lunchbox each day. We do not provide breakfast or dinner. If these two meals are desired by you for your child, there will be an additional charge for the food to be brought in and for additional teacher supervision. Notify us in writing if you want your child to have this service.

16. Parents may visit anytime without notice. Our doors are kept locked at all times for everyone's protection. Just ring the doorbell and a teacher will admit you. You will need to sign in and be escorted to your child's class by the Secretary or a teacher. When you leave, please sign out, and ask someone to lock the door behind you.
17. Your child will be released to those adults you specify on the Transportation form. Please do not expect us to allow someone not on the form to take your child. We try to be VERY CAREFUL regarding your child's safety. Please help us. If you need to make a change because of an emergency situation, call us with instructions and send an explanation in a letter the next day. We will require identification from the designated person picking up your child. No child will be released to an older sibling. A designated adult must come into the building to sign out the child.
18. In compliance with the Mississippi State Board of Health's regulations, a Director designee has been assigned for each afternoon of Extended Care. This person has met the requirements of the Board of Health for this title. The individuals assigned to this position are posted.
19. Our Extended Care program is an adjunct to our morning program which is recognized for its high quality. We pledge a continuation of the standards you expect. We welcome your input and suggestions. If questions or concerns should arise, feel free to speak to Susan Rockoff, the Director of the School.
20. We offer a Lunch Bunch which is open to all children. Your child may stay for lunch each day and be picked up at 1 P.M. This program is not considered to be Extended Care. Those families participating in this program must make a commitment for the entire school year. Tuition for their child will be **\$395.00** monthly, rather than **\$270.00** monthly. Those students participating in this program do not pay extra for Lunch and Play Day. They are to be picked up on Wednesday at the conclusion of Lunch and Play Day at 1:45 P.M. These children are to arrive at school at the normal time (between 8:15 A.M. and 8:30 A.M.) and are not part of the Extended Care early drop-off group. There will be a fine of **\$1.00** per minute for picking up later than 1 o'clock.

## **BETH ISRAEL PRESCHOOL SCHOLARSHIP FUND**

The Beth Israel Preschool Scholarship Fund was established during the 1993-94 school year. This Scholarship Fund in memory of Mary Stevens Craig, a Beth Israel Preschool student who died April 23, 1993, from cancer, is specifically for the provision of the necessary tuition monies for children presently enrolled who would otherwise be deprived of the stability and continuity in that very special preschool experience available uniquely at Beth Israel. The guiding purpose is to specially assist those families who have medical or other hardships which would pose threat to the ability of their child to continue with our Preschool.

Your contribution would be most welcome.

## **BETH ISRAEL PRESCHOOL LIBRARY FUND**

The Beth Israel Preschool Library Fund was established during the 1998-99 school year by kindergarten parents who wanted to show their appreciation for their child's years at Beth Israel.

Their generous contribution in the names of their children - Alley Fortner, Benjamin Conway, Benjamin Johnson, Caroline Weatherly, Colombia Abrego, Cristina Leis, Hannah Humphrey, Ida Lee Schwartz, Jacob Fijman, Kandi Walker, Melissa Walker, Naveen Sundaram, Pranav Aggarwal, Preston Eubank, Sam Humphrey and William Chism –  
leave a lasting legacy.

There are never enough books and audio-visual materials for any school. We welcome your contributions to this fund.

What a wonderful way to honor your child or teachers.

## UNITS

August/ September

ALL ABOUT ME  
NUTRITION & SAFETY  
ERIC CARLE: K'S

October

SEASONS: FALL  
FARM ANIMALS  
PICASSO: K'S

November

NATIVE AMERICANS  
PILGRIMS  
THANKSGIVING

December

MAKE BELIEVE  
FAIRY TALES & NURSERY RHYMES  
MATISSE: K'S

January

SEASONS: WINTER  
CHILDREN EVERYWHERE

February

AMERICANA  
DENTAL MONTH  
SPACE: 4's & K's

March

SEASONS: SPRING  
TRANSPORTATION  
DINOSAURS  
JOAN MIRO: K'S

April

RAINFORESTS: K  
COMMUNITY WORKERS  
POETRY MONTH

May

OCEAN LIFE: K's

ZOO ANIMALS

We are always in need of substitutes for the preschool and have found that many parents are interested in assisting in the classroom. The substitute will never be left alone in the classroom and will have assistance from the other teachers. Substitutes will be called in advance and would work from 8:00 AM to 12:15 PM. If you have more questions, please contact the Director. If you are interested, please fill out the form and turn it into the Office.

### **AGREEMENT TO SUBSTITUTE FOR 2010-2011**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

HOME \_\_\_\_\_  
CELL \_\_\_\_\_  
DATE \_\_\_\_\_

Please check the following so that we know when to call you:

- I am available almost any time
- I am available on certain days. My best times are

\_\_\_\_\_.

# CALENDAR 2010-2011

<b>August 12- 17</b>	Teacher In-Service Meeting for All Teachers
<b>August 17</b>	Open House for students and parents
<b>August 18</b>	Get-Acquainted Party for students only
<b>August 19</b>	First Day School & Ext. Care- No Lunch and Play
<b>August 25</b>	First Lunch and Play Day
<b>September 6</b>	<b>NO SCHOOL</b> - Labor Day
<b>September 9</b>	<b>NO SCHOOL</b> - HOLIDAY
<b>October 28, 29</b>	<b>NO SCHOOL</b> - CONFERENCES
<b>November 9</b>	2011-2012 Registration opens for currently enrolled students.
<b>November 16</b>	2011-2012 Registration opens for new students
<b>November 22-26</b>	<b>NO SCHOOL</b> - THANKSGIVING HOLIDAYS
<b>November 29</b>	School Resumes
<b>December 17</b>	Winter Break Begins at Noon - <b>No Extended Care</b>
<b>December 20-31</b>	<b>NO SCHOOL</b> - Winter Break
<b>January 3, 2011</b>	Staff returns
<b>January 4</b>	Students return
<b>January 17</b>	<b>NO SCHOOL</b> - HOLIDAY
<b>February 18</b>	Winter Program - <b>No Extended Care</b>
<b>February 21</b>	<b>NO SCHOOL</b> – HOLIDAY
<b>March 14-18</b>	<b>NO SCHOOL</b> - SPRING HOLIDAYS
<b>March 23</b>	<b>NO SCHOOL</b> - Sisterhood Bazaar
<b>April 17</b>	Spring Carnival
<b>April 22 -25</b>	<b>NO SCHOOL</b> Holiday
<b>May 5, 6</b>	<b>NO SCHOOL</b> - Parent Teacher Conferences
<b>May 19</b>	Last day of Extended Care
<b>May 20</b>	Last day of Preschool- School ends at 11 AM after parties.
<b>May 23-25</b>	Work Days for Teachers