



2015-2016

Handbook

Tiferes Israel Preschool
56 Steadman Street
P.O. Box 596
Moncton, N.B.
E1C 8L9

Website: www.tiferesisraelpreschool.com

Dear Parent or Guardian,

Enclosed please find the information you requested regarding the Tiferes Israel Preschool's program. In the event that you register your child, you will need to return the following:

1. Registration form (former preschoolers of our school)
2. Consent forms (new students)
3. Child Profile (new students)
4. Registration fee- the first month's tuition- dated June 1st, 2015
(The payments can be found on the last page of this handbook.)
(Please make the cheque payable to the Tiferes Israel Education Fund.)
5. Immunization photocopied
6. Handbook form
7. Consent forms for Class List, Media & School Photos, Release of Information, and Child's Participation
8. Tylenol form
9. List of individuals picking up your child.

If you have any questions concerning the program, please call the school at 961-3872 weekdays from 8:30am to 2:00pm or at my home 384-3872 afternoons, evenings and weekends. You are also welcomed to visit the preschool.

There will be a Parents' Information Meeting the third Thursday in May to discuss the fall program. You will also be notified of an Orientation Day for students the first week of school in September.

Thank you for your interest.

Sincerely,

Cheryl Allerston
Director

Board of Directors

- a) Every not-for-profit day care center shall have a Board of Directors consisting of at least five members elected at an annual public meeting of which no less than two of the members shall be parents enrolled in the day care center.
- b) The Board of Directors shall meet at least twice a year.

Parental Involvement

- a) All day care centers shall organize at least one yearly information meeting for the parents of the children attending the center to discuss the center's programs, policies and procedures. A meeting is usually scheduled the third Thursday in May.
- b) Centers should encourage parent participation and involvement, which will foster better understanding of each other's needs and how to best serve the child.

School Opening

We always open in September, the first full week after the public school starts. The preschool will open Wednesday, September 9th or Thursday, September 10th (for Orientation). The fall term will start Monday, September 14th. We will close on Thursday, May 26, 2016.

School Hours

The preschool will open at 8:30 am. We would appreciate children not arriving until this time as this allows the teachers a few minutes to prepare. **Preschool officially begins at 8:45 am.**
Pick up Time in the Morning: 12:00pm.

Holidays

We observe all public holidays as Anglophone East School District. In order to compensate for the Jewish holidays we do try to make up these days by scheduling outside activities and outings. We still have school on days Anglophone East School District has off for Subject Council, Professional Development and Teacher In-Service Days as well as Parent/Teacher Interviews. We do not celebrate Halloween but we do have a costume party for Purim in February or March. We observe Valentine's Day, Thanksgiving, and Remembrance Day.
Storm Days: We adhere to Anglophone East School District cancellations, which are announced on the local radio stations.

Curriculum

The New Brunswick Curriculum Framework is used by the facility and provides parents with a description of how framework, vision, values, goals, and learning principles are reflected/demonstrated in relationships, environments and activities.

Parents may access the curriculum framework and supporting documents at:

<http://www.gnb.ca/0000/ECHDPE/ELCC- Curriculum.asp>

Trips and Outings

The four-year-olds participate in field trips on the average of once or twice a month. We encourage parents and guardians to attend these fun, educational functions too. If your child does not have transportation to attend a field trip, please contact a teacher. Where child day care facilities are transporting children in private cars, i.e. volunteers on outings, individuals must be advised to confirm with their insurance agent that they have proper coverage for transporting of children. Please provide photocopies of your driver's license and your insurance policy or card. Children being transported in cars are required to have booster chairs or car seats.

Supply Teachers

On occasion we require a substitute teacher. We have a list of qualified individuals trained to fill in for our staff.

Administration of Medication

Parents are to fill out a form advising us if and when we can administer acetaminophen to their child. At the first signs of a fever the child's temperature will be taken and recorded. The parents will be contacted to discuss the symptoms and the child's temperature and to receive the parent's oral consent for administering acetaminophen. The parent must confirm the dosage to be administered. The medication is administered in accordance with the parent's direction. The parent signs upon arrival at the preschool the form confirming that the parent was consulted and is in agreement with the dosage given. We will administer only medication, whether over the counter or prescribed, that is brought to the facility by the parent. We must have a written parental consent to administer prescription or over the counter medications. If a child seems to be showing signs of an allergic reaction we will administer an appropriate dosage of allergy medication to reduce the symptoms. The parents will be contacted immediately for further instructions. The parents will sign a form confirming the dosage upon their arrival at preschool.

Toilet Trained

All children must be toilet trained to attend the preschool. We are not equipped to change soiled clothing. We understand the occasional accident. We recommend parents to send an extra change

of clothing to school encase of an accident or as a result of split water during snack or while playing at the water table.

Child Illness

If a child is ill we will contact the parent(s)/guardian(s), or person(s) identified for emergency situations to pick up the child. Supervised care for the child is provided until the child is picked up from the facility. The child must be picked up within an hour of the parent being notified. Please contact the preschool if your child has an infectious disease. The child must be kept home from the preschool during the exclusion period, when the disease maybe contagious, as instructed by the Department of Health and Wellness Services.

Parental Involvement

Parent(s)/Guardian(s) may visit the facility and be admitted immediately at any time when their child is present.

Field Trips for Four- Year- Olds

Skating will be scheduled once or twice from December to March.
Other outings, novel activities, or special guests will be featured once a week, primarily Tuesdays or Wednesdays, during the year.

Transportation

All parents must sign a consent form authorizing the preschool to allow other adults to transport their child when necessary.

Policies for Transporting by Taxi

Requirements for parents are:

1. The child must have identification with his/her name, parent's name,

address and telephone number or that of a contact person.

2. The name and telephone number of the day care facility the child is attending.

We would further ask that day care facilities work in cooperation with the taxi companies to ensure that the children are brought in to the facility and contact made with a staff person.

Evacuation Procedures

In the event of an emergency the children will be lined up and directed to leave the building in an orderly fashion using one of the two available exits. Fire drills will be carried out periodically at least once a month.

In case of an **extreme emergency**, we would evacuate to First United Baptist Church, which is on the corner of Church and Queen Streets. We would contact the parents by phone of our location and where to pick up your child.

Reporting Child Abuse and Child Neglect

In accordance with the Family Services Act, the staff is responsible to report suspected cases of child abuse to the Department of Social Development and to maintain a record of related incidents.

Grievances or Complaints

If parents have any complaints please feel free to contact any of the following board member:

Cheryl Allerston- 384-3872- 961-3872 (cell)-President 2015-16

Natalie Lockhart- 988-0685-Treasurer 2015-16

Absentee Policy

If your child is going to be absent, contact the preschool and give the reason for the absentee.

Community Liaison

A board made up of several parents administers the preschool. The board members will change regularly. There will be a Hanukkah concert in December, which is open to families, friends, and both the Jewish and the non-Jewish community.

Behavior Management

1. Positive clear rules are set forth at the beginning of the school year and are reinforced when necessary.
2. Positive reinforcement and encouragement are used as the basis of good behavior.
3. In the case of repetitive misbehavior, an interview with the parent is required in order to determine the most effective method of helping the child. This method will depend on the behavior problem and the child's needs.

Personal Belongings

Each child is required to bring sneakers or slippers. These will remain in the child's cubbie all year. Please put your child's name on all his/her supplies. Children have cubbies to keep their personal belongings and art work in. Parents are asked to check these periodically. Children's personal belongings are permitted at the preschool.

Policy for Expulsion

This policy exists to ensure that the children, who attend Tiferes Israel Preschool, have a fun, and safe place to learn and grow.

The following are steps that will be taken prior to expulsion:

1. A phone call will be made to the parents by the preschool director regarding the problem or incident. The phone call will be followed up by a written letter. A copy of the letter will be given to the parents, preschool board and a copy filed by the director.
2. A second phone call will be made to the parents by preschool director regarding problem or incident. The phone call will be followed up by a written letter. A copy of the letter will be given to the parents, preschool board and a copy filed by the director.
3. Next, a meeting between parents and preschool director will take place to discuss problems. In addition, a preschool board member will be present. This meeting should be documented and notes filed by preschool director.
4. A second meeting between parents and preschool director will take place to discuss problems. In addition, a preschool board member will be present. This meeting should be documented and notes filed by preschool director.
5. Finally, a third meeting between parents and preschool director will take place to discuss problems. In addition, a preschool board member will be present. This meeting should be documented and notes filed by preschool director.

When the preceding steps have been followed and the problem still exists, expulsion will take place.

Tuition fees for the 2015-16 year are as follows:

The preschool's hours: 8:30 am- 12:00 pm.

Payment Schedule:

Non-refundable registration fee for all students.....first month's tuition
(September's)

The remainder of the fees should be paid by one of the following options:

4 days weekly:

- a) Single payment due the first week of school \$2400.00
- b) Two payments due the first week of school \$1200.00
cheque postdated January 1, 2016 \$1200.00
- c) 8 postdated cheques dated the first of each month \$300.00
(October 2015- May 2016)
- Registration payment- postdated June1, 2015 \$300.00

2 days weekly: (mornings)

- a) Single payment due the first week of school \$1400.00
- b) Two payments due the first week of school \$700.00
cheque postdated January 1, 2016 \$700.00
- c) 8 postdated cheques dated the first of each month \$175.00
(October 2015- May 2016)
- Registration payment- postdated June 1, 2015 \$175.00

Cheques should be made payable to Tiferes Israel Education Fund