

Trust Center for Early Education • Family Handbook

Dear Parents,

Welcome to the Diane K. Trust Center for Early Education (TCEE) of Temple Ohabei Shalom. From the music in the classroom, to the artwork on the walls, and the blooming flowers in our garden, the environment is alive with the sights and sounds of children discovering the wonders of the world around them. At TCEE, we capture this joy, continuously encouraging your children and enabling them to express themselves in a variety of ways. Our goals are to provide an atmosphere of warmth, acceptance and self esteem and nurture your child to be self-motivated in his/her early childhood learning experience.

A primary goal will be to assist your child in developing a strong positive awareness of his/her Jewish identity. This is accomplished through a wide range of experiences including art, movement, pre-writing, reading and math skills which are all integrated into our hands-on learning centers. Our curriculum has been designed to meet the changing developmental needs of each child in a caring and positive atmosphere. Activities are planned which emphasize the process rather than the product, fostering a sense of accomplishment and pride. Based on the theory that children learn best through play, we encourage active involvement, discovery and meaningful experimentation.

This handbook was created to help answer some of the most commonly asked questions about our program. We have included information about everyday logistics and our policies and procedures. Of course, not all questions can be answered or addressed in a handbook. Each staff member at the Diane K. Trust Center for Early Education is available to help and to guide you through the year. Please be sure to ask lots of questions; we are always there to help.

At The Diane K. Trust Center for Early Education of Temple Ohabei Shalom, we respect the uniqueness of each child and will work with you to create the very best experience for your child and all the children in our care. We believe that education is the most precious legacy that we give our children ... and we're grateful that you've chosen us as your partner in this endeavor.

We forward to getting to know you and your families in the upcoming months and the exciting year ahead.

L'shalom,

Shari Churwin, Education Director

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MISSION STATEMENT

The mission of the Diane K. Trust Center for Early Education of Temple Ohabei Shalom (TCEE) is to foster the intellectual, social, emotional, physical and spiritual growth of our children in a safe, loving, nurturing environment infused with Jewish values. TCEE exists to impart a love of learning, to develop children's skills, independence and self-confidence, and to engage families in our vibrant Jewish community.

Our unique early childhood program supports and contributes to Temple Ohabei Shalom's mission of lifelong Jewish learning and building and enhancing the Brookline Jewish community.

TCEE ADMINISTRATION

The Education Director of Temple Ohabei Shalom is responsible for developing a cohesive integrated curriculum; implementing center policies and procedures; building relationships with the families; creating Jewish opportunities for family engagement; and assembling and supporting a team of dedicated professional educators for both the Trust Center for Early Education (TCEE) and Ansin Religious School (ARS). The TCEE Parent Advisory Committee (PAC) of Temple Ohabei Shalom, comprised of Temple members and TCEE families, offers guidance and support.

NON-DISCRIMINATION STATEMENT

The Diane K. Trust Center for Early Education of Temple Ohabei Shalom is a nonprofit organization and does not discriminate in providing services to children and their families or teaching staff on the basis of race, gender, age, disability, marital status, veteran status, ethnic background, religion, sexual orientation or political beliefs.

STATE LICENSED, EQUAL OPPORTUNITY

The Diane K. Trust Center for Early Education of Temple Ohabei Shalom operates under the licensing authority of the Commonwealth of Massachusetts' Department of Early Education and Care (DEEC). As an equal opportunity employer, we work toward creating an environment that is cooperative and constructive for staff, children and families. Respect is a cornerstone of our program; there is no tolerance of harassment or discrimination of any kind.

Local DEEC office phone & address for information regarding the program's regulatory compliance history please contact:

Department of Early Education and Care
1250 Hancock Street, Suite 120-S
Quincy, MA 02169
617-472-2881

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EDUCATIONAL PHILOSOPHY

Early childhood experiences provide the foundation for a child's lifetime. Jewish early childhood education supports and enhances Jewish living in the home, in our congregation, and in our community. Temple Ohabei Shalom operates a preschool as part of its program of early childhood education. Preschool teachers are knowledgeable and skilled in child development and Jewish education and participate in ongoing professional development. The Diane K. Trust Center for Early Education (TCEE) offers an opportunity for young children to play, learn, and grow together in a Jewish environment. Our curriculum, experiences, and activities are designed to respect the total child, be flexible to meet each child's individual needs and to stimulate learning in all developmental areas: social, physical, emotional, and intellectual.

TCEE uses "Guidelines for Preschool Learning Experiences" from the Massachusetts Department of Education to help "in the commitment to quality, in order to ensure a solid foundation for learning and school success."

TCEE supports the growth of young children through a developmental, play-based curriculum that recognizes and addresses the individual growth and needs (social, emotional, physical, spiritual, and cognitive) of students, and creates opportunities to allow each child to grow at his or her own pace.

The TCEE and our early education programs support adult and family connections through structured programs and informal opportunities. We are dedicated to creating an environment and a way of working together that nurtures relationships among families and builds a meaningful Jewish community. We strive to build partnerships with parents by creating open and easily accessible channels of communication between parents, teachers, the TCEE Education Director and synagogue clergy and staff.

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CURRICULUM AND TEACHING APPROACH

Our curriculum offers children a balance between three components: the exploration of ideas and interests that emerge from the children, the marking of Jewish holidays and time, and the skills and concepts that we have found are important for children to learn during the preschool years. Our Judaic curriculum, rich with the traditions, teachings, values, and celebrations of the Jewish People, is integrated daily with our secular activities.

We strive to teach children through intentionally planned play experiences as well as direct instruction (when appropriate). In the classrooms, our children are presented with a wide variety of opportunities to explore and experiment with materials and hands-on activities, often in their natural environment. Through play and class experiences, young children continually refine their skills and understanding of how the world works. Teachers observe children's play and provide new stimulation and challenges over the course of the school year.

Individualized Instruction

Our combination of low ratios and highly skilled teachers allows us to individualize the curriculum to a high degree and in numerous ways. Through on-going observations, formal assessments, and parent-teacher communication, teachers assess children's strengths and weaknesses in all areas of development. Our teachers seek to meet children where they are in their development. They use nurturing relationships, engaging curriculum, and intentional instruction to support them the continued growth of new skills. We support children in learning to use their strengths to cope with the things that are harder for them.

Classroom Centers

The classrooms are organized to support a variety of learning styles through the use of interest centers, distinct, purposeful spaces which provoke children's thinking, learning, and, sense of family and community. These centers provide focus for activities that actively engage children and align with the state and national curriculum standards.

- Library (Quiet Reading)
- Literacy & Writing
- Blocks
- Sociodramatic Play (pretend play with peers)
- Science & Discovery
- Table Games (math, puzzles, and manipulatives)
- Construction Toys
- Technology (Computer)
- Art (Easel)
- Sensory (sand, water, play dough)

The Daily Schedule

TCEE Program Hours

Early Drop-Off: 8am - 9am

Preschool and PreK: 9am - 1pm

Enrichment: 1pm - 3pm

Transitional Kindergarten Enrichment Class 1pm – 3 pm Mon, Wed & Fri.

Extended Day: 1pm - 6pm (5:45pm on Fridays)

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The day is paced according to a daily schedule. The day provides for large group, small group and individual activities. The schedule provides for a balance of active and quieter periods, teacher initiated and child initiated activities. A consistent daily schedule gives the children a sense of security and order.

TCEE STAFF

Our staff is made up of warm, caring professionals who have a genuine love of children. Our teachers are highly qualified and experienced, and participate in ongoing early childhood training. All of our teachers adhere to a strict code of professional conduct. TCEE employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Our teachers are First Aid and CPR-certified, and are trained in medication administration according to DEEC regulations.

In order to maintain the integrity of the program and the professional status of the teachers and the support staff, we request that parents not seek to employ TCEE classroom staff for childcare outside of the school day.

PARTNERSHIP WITH THE BROOKLINE EARLY EDUCATION DEPARTMENT (aka BEEP on BEACON)

We are thrilled to welcome the Brookline Early Education Program (BEEP) to our building this year. BEEP will be occupying a classroom at TCEE, presenting us with many wonderful prospects to share staff, resources and services for our children. This is an amazing opportunity for our school as we can all benefit from this unique public/private partnership.

BOSTON/HAIFA PARTNERSHIP

The TCEE is a proud participant of the Boston Haifa Early Childhood Connection, which includes of on-going learning about Israel and various programs designed to strengthen the personal bridges between the two sister cities. This exciting collaboration connects early childhood educators in the Boston area with their colleagues in Haifa, thus strengthening and enriching early childhood education in both communities.

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TCEE POLICIES and PROCEDURES

ENROLLMENT AND REGISTRATION

Priority registration is available to children currently enrolled at The Diane K. Trust Center as well as Temple Ohabei Shalom members. Registration begins on January 1 for current families and Temple members. Applications from new registrants will be accepted beginning the third week of January. A non-refundable application fee and deposit is due at the time of registration. Applications will be accepted according to the date received following the two week priority period for Temple members and families with children currently enrolled in the center.

Family Information Changes

If at any time the information you have given to TCEE changes, please speak with the Education Director so that we can update your child's file appropriately. This information includes, but is not limited to, change of address, phone numbers, anyone who is authorized or no longer authorized to pick up your child, individualized education plans (IEPs) and custody agreements.

FINANCIAL POLICIES

Extra copies of these financial policies and schedule of fees for all programs and activities are always available at the Diane K. Trust Center Office.

- Families pay a \$50 non-refundable application fee per child
- Non-refundable deposit equal to two months tuition (Sept. & June) is due with application
- 8 monthly payments are due beginning October thru May. Invoices are mailed on the 15th of the previous month with payments due on or before the 1st of the month
- Payments received after the 10th of each month are assessed a \$25 late fee
- Families are responsible for any fees associated with checks returned for insufficient funds plus a \$25 handling/processing fee.
- Refunds:
Families must give 30 days written notification to withdraw from the program. The tuition deposit payment (June) will be applied to the child's final month of attendance.
- Tuition adjustments or refunds will not be made for absences if a child misses school because of illness, vacation, weather or other circumstances.
- Please make Tuition Checks Payable to: "Education at Temple Ohabei Shalom."

PRIVACY POLICY

The Diane K. Trust Center of Temple Ohabei Shalom will permit no research, promotions or experimentation using children without first obtaining written permission from parents. This includes vision and hearing screening, fundraising, publicity, academic research or any other activities that are not directly related to the care of children. The children's files are kept in a locked filing cabinet. These files are strictly confidential and must be kept in the cabinet at all times per DEEC regulations.

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HOLIDAY AND VACATION DAYS

TCEE is closed for the following holidays (please check the calendar provided to you)

New Year's Day	Erev Rosh Hashanah, closed at 1:00 pm
Martin Luther King's Birthday	Rosh Hashanah (2 days)
President's Day	Kol Nidre, closed at 1:00 pm
Patriots Day	Yom Kippur
Memorial Day	Erev Sukkot, closed at 3:00 pm
Labor Day	Sukkot
Veteran's Day	Erev Simchat Torah, closed at 3:00 pm
Thanksgiving and the day after	Simchat Torah
December 24 through January 1 for Winter Break	Passover – Erev, First and Seventh Day Shavuot

RELIGIOUS OBSERVANCES

The TCEE is pleased to offer a program rich in Jewish culture, tradition and values. We celebrate Jewish holidays with hands-on sensory experiences. All Jewish holidays will be observed at TCEE. Classroom holiday celebrations are restricted to Jewish holidays and include, but are not limited to: Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Pesach, and Shavuot.

SHABBAT

Friday is a special day in our week: it is a day of rest that is separated from the remainder of the week and is marked by the traditions of family time and togetherness. We have found that TCEE's Shabbat rituals are fun for all children, even those that do not observe at home. Each week, children make their own challah to share with their family at home. Every classroom welcomes a "Shabbat Mishpachah" (Shabbat family) to join them during snack time with the recitation of the blessings, a short sing-along and a special snack of challah and grape juice. On Fridays our school day ends with our TCEE Shabbat Celebration in the chapel led by our Rabbi and Cantor. Parents, caregivers and friends are encouraged to join us as we gather as a group at 12:30 pm each Friday. One of our goals for this special Shabbat celebration is to provide our young students with lots of good feelings about the Jewish faith and culture while forging a foundation of wonderful memories for them.

The Shabbat blessings can be found on the following page, as well as on our website.

Challah on Friday: As part of Shabbat curriculum, students will have the opportunity to make a challah from scratch. The experience of mixing, shaping and baking the dough incorporates math, science, sequencing and fine motor skills, and also allows our children to recognize the arrival of Shabbat in a concrete and tactile way. As the school year progresses, so does your child's sense of excitement and self-pride when sharing their own Challah with their family.

Tzedakah: An important part of our program is to develop an awareness and commitment to share with others who are less fortunate. The tradition of "Tzedakah" (charity) is one of giving and helping others. This "mitzvah" (good deed) is integrated throughout our curriculum and teaches our children the values of kindness and "Tikkun Olam" (repair of the world). We encourage you to send some change with your child each Friday to put in the Tzedakah

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(charity) box. Through this weekly ritual, we hope to increase our awareness of the needs of others and help them to realize that they can make a difference.

HAVDALAH

Havdalah is the ceremony that officially brings Shabbat to a close. The word havdalah literally means "separation." Each Monday at 9:10 am, we will gather together in the library for Havdalah. Parents are encouraged to join us for this quick ceremony to mark the beginning of a new week and help our children transition back into their classroom routines. Like Shabbat, there are special symbols and blessings that are used during Havdalah.

Wine or Grape Juice: The kiddush cup (cup for wine/grape juice) overflows with wine (or grape juice) during Havdalah to symbolize our hope that sentiments of Shabbat will overflow into the upcoming week.

Braided Candle: The light of the candle represents energy. The strands of the braid have been interpreted as the many types of people in the world, all of whom are unified as one.

Spice Pack: The sweet-smelling spices symbolize the sweetness of Shabbat, whose pleasant aroma we hope might last us through the week.

DAILY BLESSINGS

Sing Before lunch:

Ha-mo-tsi le-chem min ha-arets.

We give thanks to God for bread. Our voices rise in song together as our joyful prayer is said.

Ba-ruch a-ta Adonai, Eh-lo-hei-nu me-lech ha-o-lam ha-mo-tsi le-chem min ha-arets.

Blessed is the Eternal our God, Ruler of the universe,
who causes bread to come from the earth.

Say Before snack:

Ba-ruch a-tah A-do-nai E-lo-hei-nu me-lech ha-o-lam, she-ha-kol ni-h'yeh bid-va-ro.

Blessed is the Eternal our God, Ruler of the universe,
by whose word everything comes to be.

SHABBAT BLESSINGS

Candles:

Ba-ruch a-ta Adonai, Eh-lo-hei-nu meh-lech ha-o-lam a-sher kid-sha-nu b'mitz-vo-tav v'tzi-va-nu l'had-lik ner shel Shabbat.

Blessed is the Eternal our God, Ruler of the universe, who hallows us with mitzvot and commands us to kindle the lights of Shabbat.

Kiddush (wine/grape juice):

Ba-ruch a-ta A-do-nai E-lo-hei-nu me-lech ha-o-lam, bo-rei p'ri ha-ga-fen.

Blessed is the Eternal our God, ruler of the universe, Creator of the fruit of the vine.

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Challah:

Ba-ruch a-ta Adonai, Eh-lo-hei-nu meh-lech ha-o-lam ha-mo-tsi le-chem min ha-arets.
Blessed is the Eternal our God, ruler of the universe,
who causes bread to come from the earth.

INCLEMENT WEATHER - Snow Days/Emergency Closing

TCEE follows the Brookline Public Schools for Emergency Snow Closings. Brookline Public School posts a snow day closing on the front page of its website <http://www.brookline.k12.ma.us/>, and it is announced on the radio and local television stations. TCEE will send out an email to all families to announce the notification of a Brookline Public School Delay start or Closing in addition to changing the telephone answering machine message stating TCEE is closed due to a snow day.

On days of Brookline Public School snow delays (including both one or two hour delays for Brookline schools), TCEE's classes will begin at 10:00am.

If weather or road conditions worsen or become extreme during the school day, parent(s) may be asked to pick up their child for an early closing.

ARRIVALS AND DEPARTURES

Arrival and departure times for young children are a critical part of their daily routine. Security and your child's safety are of paramount importance to us. Keeping this in mind, we have designed a system to help ease daily transitions for each member of the TCEE family.

Our official school entrance is the door closest to the parking lot. Please use this door only for access during school hours (8am – 6pm). We request that strollers be parked in the elevator lobby or, if leaving your stroller for the duration of the day, that they be folded and stored in the stroller shed (when it becomes available).

Each family will receive one (1) security card which can be used during school hours for access to the building through the TCEE door and for the elevator. These cards are programmed to work during school hours only, you may not enter after hours as the door is locked and the alarm will go off and alert the police. Additional or replacement cards can be purchased from the TCEE office for \$10. Please try to remember your card, but of course, if you do forget, just ring the bell and an adult will answer the door.

For everyone's safety, we use a monitored security system that requires all visitors and guests to ring the bell and be buzzed in. Please do not hold the door open for people you do not know.

A parent and or guardian must sign your child/children into and out of TCEE on a 'sign in/sign out sheet' available at the entry of each classroom. This sheet serves as our daily attendance document and includes the authorized pick-up individuals. The sign-in/sign-out sheet is available for changes on a daily basis.

At pick-up time, **children will only be released to their legal guardians or to the name listed on the sign-in/sign-out sheet** (which has been prepared in accordance with your "Authorization to Release Child" form). **Please note any changes in your child's pick-up**

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arrangements for that day when signing-in upon morning drop-off. In unexpected circumstances, please call the Education Office at 617.264.2801. Please note that we are required to receive any such requests in writing (via email will suffice).

If your child will be absent or arriving late, we request that you notify the Education Office. Please let us know in advance if you need to pick up your child early so we may have him/her ready and waiting for you at the designated time, which minimizes classroom disruption.

Arrival

Teacher prep time is an important part of our children's day and integral component of a successful classroom. As such, our classroom doors will remain closed until 8:55 am daily (with the exception of Early Drop-off). If you arrive early, the Library will be open for families to wait until the classrooms are open.

Our program is designed to encourage a smooth transition at morning drop-off by providing an open-play period with a range of carefully-crafted activities in each activity center. Parents and caregivers are strongly encouraged to arrive into the classroom before 9:15am, to allow children an opportunity to settle in comfortably and socialize with their peers. We understand that there are circumstances that sometimes make it difficult to be prompt, but it is easiest for your child to arrive with his/her classmates.

All adults, both parents and teachers, are asked to assist children in helping to hang up their coats and take off their boots. Please check the cubbies for notices or treasures that need to go home and the white board for daily updates about our class activities.

Parking and Live Drop-Off

- From 8:55 am until 9:10 am daily, we will have TCEE staff members available at the entry area to assist with drop off.
- You are always welcome and encouraged to park your car (there are three (3) designated TCEE drop-off/pick-up parking spaces marked with green signs available in the parking lot) and walk your child into the classroom.
- To facilitate "live" drop offs we will also have staff members available to escort your child from your car to the classrooms each morning. Our staff members will greet the children, assist them as they get out of the car bring them up to class. If you will be using the "live" drop-off, please follow the parking lot arrows so that cars will be lined up along the brick walkway.

Departure

There are three main departure times during the day: 1:00 pm, 3:00 pm, and 6:00 pm. At your request (and for the 1:00pm dismissal only), staff members can be available to escort your child(ren) to you at your vehicle (please follow the parking lot arrows so that cars will be lined up along the brick walkway). At all other times, authorized adults must park their cars and come upstairs to the Center to pick up their children. TCEE does not provide transportation to or from the program.

Again, if you are arranging for your child to be picked up by anyone other than the individuals listed on the sign-in/sign-out sheet or the "Authorization to Release Child" form, the

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teachers must have this information in writing. For any such person, we may ask for photo identification. You can add or delete an authorized person to your list at any time by filling out an authorization form in the Education office.

The Center has set a firm policy regarding late pick up. If a parent is late by five or more minutes, parents will receive a written notice. The next time the parent is late picking up his or her child for any duration of time, a late charge will be imposed of \$1.00 per minute payable upon arrival. The TCEE Education office phone will determine the lateness timeframe. We also ask that please call the Education Office at 617.264.2801 to notify us of a late pick-up so that we can help prepare your child.

LUNCH AND SNACKS

We provide a nutritious morning and mid-afternoon snack and beverage. Snacks are varied and include at least two items in the following categories: grain, fruit & vegetable, and dairy. Examples include crackers, pretzels, cheese, yogurt, dried fruit, apple slices and cucumbers. Cooking is also often integrated into our curriculum and we often make our own snacks, particularly around Jewish holidays. **Please be sure to inform the Center if your child has any food allergies (which also need to be listed on a Food Allergy Action Plan).**

Snack and lunch times should be at least 90 minutes apart. All children bring a home-packed lunch, including a beverage, with them daily. We encourage you to send in only a few items as children can become overwhelmed with too many choices. Lunch should be packaged with a cold pack, and be prepared and ready to eat. Teachers are always available to help open containers, but unfortunately cannot microwave children's lunches.

During snack and lunch, children eat while sitting at a table. Teachers sit and eat with children daily, utilizing meal times as an opportunity for learning and social development by engaging children, modeling appropriate behavior, and encouraging healthy food choices. We will make every effort to return any leftover food to the lunch bag to give you an indication of what your child has eaten. If you have any special requests or concerns, please feel free to communicate them to your child's teacher.

Dietary Guidelines

- In accordance with our synagogue, we have a 'kosher-style policy' of no pork or shellfish at TCEE. During Passover, any food brought into the building should be kosher for Passover.
- **We are a nut/peanut aware program.** Do not send peanut butter or products made with peanuts or other tree nuts (see below for additional information).
- In accordance with the American Pediatric Association and NAEYC, TCEE recommends that fruit should be peeled, and that children younger than 4 years of age avoid hot dogs, whole grapes, popcorn, raw peas, hard pretzels, spoonfuls of soy nut butter, chunks of raw carrots or meat, and whole cherry tomatoes.
- Candy, soda, and glass items should not be included in lunches.
- In our attempt to "go green" we are keeping our use of disposables to a minimum and request you send eating utensils with your child's lunch.

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Peanut/Nut Aware:

To protect the safety of our students with severe nut allergies, TCEE does not allow peanuts or tree nuts to be sent in the lunches. In certain children, the simple act of smelling nuts or being touched by someone with a trace of nuts on their skin can trigger a severe allergic reaction. Lunch box snacks (including granola bars) should be checked to ensure that they are completely nut-free. Children who consumed peanut butter or nuts for breakfast, should wash their hands and face thoroughly before arriving into their classroom. Our staff is highly sensitive and vigilant to children's allergies and we do our best to ensure that our environment is safe for all children. As we do not provide all of the food consumed at TCEE however, we cannot fully guarantee a nut or peanut-free environment.

PERSONAL BELONGINGS

Please label all personal belongings such as clothing, jackets, backpacks, and lunchboxes with your child's first and last name. Spare clothing should also be labeled as children are not always able to clearly identify these items. TCEE has made a special discount available for washable labels through labeldaddy.com using the code: "TRUST" at checkout. Please feel free to forward along to everyone who may be interested, as every purchase helps to support our classrooms.

Parents are urged to use both moderation and selectivity concerning items the child may want to bring from home, and your child's teacher can help you determine acceptable items for the classroom. **Guns and weapon type toys are not to be brought to school at any time.** Please keep in mind that TCEE cannot be responsible for items brought to school from home.

WHAT TO WEAR

Running, climbing, painting, eating, playing and gluing are all part of every child's day so it is important that they come dressed in comfortable play clothes. We encourage you to send children in "gently worn" versus new clothes as children are more comfortable in clothing that feels familiar to them. We have found from experience that although the paints and markers we order are all labeled "washable," some fabrics do not wash as easily as others. Please keep in mind the following:

- Comfortable shoes or sneakers (not sandals or open toe footwear) should be worn each day.
- Children should wear clothing that is dry and layered for warmth in cold weather.
- All clothing worn to school that can be removed such as sweaters, jackets, boots, mittens and hats should be **CLEARLY LABELED** with your child's name.
- Each child needs a complete change of clothing at school (shirt, pants, underpants and socks please). Extra socks are particularly important during the winter months when outdoor play can be fun and wet!
- During the winter months, outdoor play occurs daily when the temperatures do not drop below freezing. Children should be well equipped for outdoor play with boots, a hat, mittens and snow pants on a daily basis. Please feel free to leave a pair of boots and snow pants in your child's cubby.

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OUTDOOR PLAY

Outdoor activity will be provided daily, weather allowing, for at least 30 minutes each morning and each afternoon (when weather, air quality, or environmental safety conditions do not pose a health risk). When outdoor opportunities for large-motor activities are not possible because of conditions, the program provides similar activities inside. Indoor equipment for large-motor activities meets national safety standards and is supervised at the same level as outdoor equipment.

NAP/REST/QUIET TIME

Rest time is required by DEEC for all children in care for more than four hours a day. Those children who attend the Extended Day and Enrichment Program will participate in the required Nap/Rest time.

- A mat will be provided for each child in attendance of over four hours of care at TCEE.
- Each child must have and use their own linens and pillows all labeled with their name. Children attending the TK program need a towel for rest time rather than a sheet and blanket.
- Linens shall be maintained in clean and sanitary condition and shall be washed (by parents) at least weekly. TCEE does enforce the EEC's requirement that linens be laundered regularly.

FIELD TRIPS

We would like children to have the opportunity to experience the world outside our walls and occasionally we will have formal field trips. Parents will be notified and will be expected to sign a permission slip before each field trip. Our policy is to invite all children in a class on a field trip, even those not regularly scheduled for that day. Non-regularly scheduled children are welcome to join the group provided that their parent, grandparent, or other non-school related care provider, accompany the group for the entire trip.

Whenever the children are taken outside of the building, whether to our playground or for a walk around the block, a backpack containing emergency cards, emergency medications, a first aid kit and a TCEE cell phone is taken along. For field trips, is also responsible for reporting back to the office in case of an emergency.

RECYCLING

We recycle at the TCEE and include the children so that they can participate as much as possible. This is in accordance with the city of Brookline's commitment to moving toward a goal of being a "zero waste" community. We also make every effort to model good environmental practices for our children including conserving energy and reusing materials (when appropriate).

CLASSROOM ADVANCEMENT

As part of a step-up transition program, there will be an opportunity in the spring for children advancing in the program to visit their next classroom. More information about this process will be available for parents as the school-year progresses.

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REFERRAL PLAN

It is the goal of the Diane K. Trust Center for Early Education to meet the needs of all children in our care. To that end, developmental concerns are brought to the attention of the Education Director, who will facilitate any outside referrals only after sharing concerns directly with parents.

SUSPENSION

A child may be suspended from The Diane K. Trust Center for the following reasons:

- If all documentation required by DEEC is not provided and/or up to date, a child may be suspended until such materials are provided.
- If a child needs medication or specific medical supplies which the parent has not supplied in a timely manner, the child may be suspended from the program until such supplies are provided.
- If a situation arises in which the health and safety of the child and/or the safety and well being of other children cannot be assured because of a child's behavior, a child may be suspended until appropriate referrals can be made. The child may return to the program when there is a statement from a professional regarding a referral plan and treatment, when safety issues are addressed, and when there is agreement between the Education Director and staff at The Diane K. Trust Center of Temple Ohabei Shalom and the referring agency stating that it is safe and appropriate for the child to do so.

TERMINATION

If at any time the Diane K. Trust Center for Early Education can no longer provide services to a child, the following steps will be taken to help prepare the child and his/her family:

- A log documenting the circumstances for considering termination will be kept by the Education Director.
- Parent(s) will receive written communication clearly stating the reasons for termination. Termination may happen when a child's behavior interferes with the well being of other children and staff, when it is difficult to come to clear decisions about the well being of the child, or when parents become overly demanding and unable to reach compromises within the framework of the center's policies. Parents will receive a minimum of two weeks notice and be provided with a list of alternative programs and services that might help meet the needs of the child.
- Every effort will be made to help prepare the child and his/her classmates for the termination in a manner that is consistent with the child's developmental level of understanding. This may include "good-bye" messages from other children, a special celebration and/or pictures to take along to a new program. Any termination will be made in such a way as to meet the unique individual needs of each student and family. The ultimate goal is to work with each child and family to determine what is in the best interest of the child.

BIRTHDAYS

When your child has a birthday, we want to help celebrate. Parents are always welcome and we encourage you to help your child share their special day with their peers. Please check with the classroom teachers at least one week in advance of the celebration. Classroom celebrations can include a special project or the preparation of a special snack

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such as cookies, cupcakes or fruit. Please remember that all baked goods must be nut-free and not contain lard. We do not allow goody bags or latex balloons.

Many parents honor their child's birthday by donating a book to the classroom. These books become part of the preschool collection and are shared with the classes year after year. A donation to the early childhood center fund in honor of your child's special day is always welcome and appreciated. Please check the TCEE Amazon.com wish list for suggestions.

FAMILY INVOLVEMENT

We recognize that in order to provide the very best educational experience for your child, the partnership between parents and teachers must be a strong one. As partners, it is vitally important to learn all we can from one another. TCEE has an open-door policy. Parents are welcome to arrive unannounced for a visit to the classrooms while your child is present. Furthermore, we encourage your participation in the classroom whether during special programs, chaperoning field trips, sharing a special skill or talent or reading with your child's class, or volunteering to assist with craft or cooking projects.

As a parent of a child attending the Diane K. Trust Center, you are automatically a member of our PAC ... we welcome your time, energy, ideas, and all levels of involvement. Our Parent Advisory Committee (PAC) is an active group providing a wide variety of opportunities for parents to become involved in the classroom, as well as with school-wide fundraising efforts and policy-making.

In addition, several parent evenings will be scheduled throughout the year focusing on topics of interests to our parents. These program may focus on areas such as Kindergarten readiness, how to raise a "mensch", easing the transition to public/private school, sibling rivalry, and building family traditions.

Included as a facet of your child's enrollment at TCEE, is a Temple Ohabei Shalom family membership. There are opportunities throughout the year for you and your family to join the many community-building activities with other TOS families including weekly Shabbat celebrations and monthly Tot Shabbat services and dinners. Please call the Temple Office at 617.277.6610 for more information.

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PARENT/TEACHER COMMUNICATION

Communication is a most important factor in providing a positive experience for our children and families. The TCEE staff believes that communication between families and staff is the key to the well being of all children and we urge you to share information regarding your child and/or any concerns you may have. Pick-up and drop-off times can be busy and, while they're a useful time to connect briefly and share information with your child's teachers, some conversations may require more attention. Both the Education Director and your children's teachers are readily available for phone calls and private meetings. On an ongoing basis, there are a variety of ways in which we communicate with parents:

Written Communication

- **Classroom Blog:** Each class will have a blog which is updated regularly and highlights class activities, curriculum focal points and reminds you of calendar events.
- **Parents' Bulletin Board:** Notices are posted on a designated board as you enter the school. In addition, each classroom also has a bulletin/white board for teachers to leave messages, valuable notes, curriculum information, etc.
- **TCEE Newsletter:** Emailed on Mondays and will include a link to each class' weekly curriculum overview as well as information about meetings, speakers, programs, etc.
- **Chaver (Friend) Share :** This document includes addresses, telephone numbers and email information for all families who choose to participate and is shared at the beginning of the year with all the families. It is also available thru a link on our weekly newsletter.
- **Boo-Boo Reports , Accident & Incident Reports:** These forms are completed as necessary to make sure parents are informed.

Other Communication

- **Open Door Policy:** We have an open door policy for parents. You may drop in any day, at any time, to observe your child or join in our activities.
- **Check-In Calls:** The teachers will call each family twice a year to check in and collect parent feedback.
- **Parent/Teacher Conferences:** Evaluations, in the form of progress reports and parent-teacher conferences, are scheduled in the fall and spring of each year. Time is set aside to talk about developmental issues, your child's growth, and his or her overall adjustment to the center. At the spring conference, your child's progress in all areas of development is reviewed as documented in our end-of-the-year report (of which Parents receive a copy). Rest assured, that if a concern or question should arise at any point, teachers will inform you immediately and, of course, parents are welcome to request a Parent-Teacher conference throughout the school year.
- **Parent Orientation:** This occurs in September and is for parents/guardians and staff only. It provides a chance for parents/guardians to hear about the school's objectives, goals and purposes. It is an excellent opportunity to meet other parents. Other meetings regarding parenting issues are offered during the year.

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BEHAVIOR MANAGEMENT

At the Diane K. Trust Center, all staff members have a thorough understanding of child development allowing them to approach discipline/guidance with a positive management style. **We do not at any time use punishment or time out as a way to reach social goals.** By fostering an environment that emphasizes care and concern, we try to anticipate problems and redirect inappropriate behavior. We don't punish; we teach. Through gentle guidance, trust, consistency and true caring, we aim to help a child develop positive self-worth and self-discipline. Children are encouraged to express their feelings verbally and to problem solve in order to gain a clear understanding of what happened. This constitutes some of the most important work we do with children on a daily basis.

Teachers realize that temperaments, development, and children's experiences at home are highly individual and unique for every child. We therefore, work with each child and family to understand the unique needs of each individual. We understand that being in a group of peers at school is different from being at home; and that some children need more time than others to adjust to the school environment. Our discipline policy enables the child to develop self-control and orderly conduct in relationship to peers and adults.

Through a positive problem solving approach, children are given the opportunity to construct their own ideas and solutions and are encouraged to work cooperatively with teachers and peers. We value behavior guidance that teaches children strategies for coping with the ups and downs of life rather than coercing children into obedience. We want to create the kind of environment which makes it possible for a child to direct his/her own behavior realistically and with integrity.

HEALTH AND SAFETY

MEDICAL RECORDS

Medical and immunization records for your child must be submitted to TCEE prior to the beginning of the school year. Children must meet state requirements for immunization and vaccination. Your physician or health care provider must update medical forms on a yearly basis. All information is maintained confidentially in your child's file. The content of each file is available to teaching staff, administrators, parent or legal guardian and authorities from DEEC, our Massachusetts licensing authority.

Some contagious illnesses, including, but not limited to strep throat, chicken pox, lice, and impetigo, have to be reported to other parents (as required by the Health Department). If your child is diagnosed with a contagious illness, please notify the office so that the appropriate email can be forwarded. TCEE Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, as well as signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that families should implement at home. TCEE must notify the Health Department of the childhood contagious disease in accordance with child care licensing laws.

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MEDICATION

Whenever possible, we encourage you to schedule medication around the hours your child will not be at the program. When it is necessary for your child to have medication while at TCEE, the following guidelines must be followed:

Written parental authorization and a written order from the child's health care provider via TCEE's Medication Consent Form must be provided to the Education Office before medication can be administered. Medication must be provided in the original childproof container. DEEC regulations require that the first dose of any medication be administered outside of school. Non-prescription medication (i.e. Tylenol) also requires written authorization by a parent and a health care provider. Medications must then be stored in a locked container while onsite at TCEE.

A log indicating the time, dosage and name of the staff person administering the medication is kept for each child. This written information will become part of the child's record when the term of the treatment has ended. Any administrator or teaching staff who administers medication has specific training and a written performance evaluation updated annually by a health professional on the practice of the five right practices of medication administration (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. The person giving the medication signs documentation of items (1) through (5) above.

Non-prescription topical substances such as sunscreen and insect repellent can be applied only with written authorization from a parent.

ALLERGIES

Informing us of any restrictions will help us take the right precautions to ensure the health and safety of your child. Any allergies (i.e. asthma, hay fever, food reactions), must be indicated on your child's developmental history. A Food Allergy Action Plan must also be completed. Our staff will do our best to ensure that a child is not exposed to something to which he or she is allergic. Information about allergies and restrictions will be posted in each classroom for staff reference. **TCEE does not allow any peanuts, tree nuts and products made with peanuts or tree nuts in the building or on the property.**

INDIVIDUAL HEALTH CARE PLAN

The licensee (TCEE) must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

ILLNESS and MEDICAL EMERGENCIES

Part of childhood involves sneezes and sniffles, coughs and fevers. Our goal, to the greatest extent possible, is to prevent the spread of infection to ensure the health of the children and staff. Therefore, children who are exhibiting the following symptoms should be kept home: fever, vomiting, diarrhea, conjunctivitis and other contagious diseases and infections. When

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you do plan to keep your child at home, please call the Education Office at 617.264.2801 to notify the staff by 9:00am. If your child becomes ill while at school, we will contact you to pick up your child as soon as possible. When parent(s) cannot be reached, we will call the designated emergency phone numbers in your child's file. Children must be symptom and fever free for a full 24-hour period before returning to the center. If a child is prescribed antibiotic medication by a physician or health care provider, they must take it for a full 24-hour period before returning to the center.

All staff members are trained in Pediatric First Aid and CPR. If your child has a minor scrape or bruise, we will wash the area with soap and water and apply a Band-Aid with TLC; bumps are treated with an ice pack and TLC. Any incident that requires first aid will be reported to the parents in writing as required of the center by Massachusetts Department of Early Care and Education (our childcare licensing body). In the rare event of a serious accident or injury, we will call an ambulance to transport your child to the nearest hospital and, at the same time, attempt to reach you, your physician or the school health care consultant.

CARE FOR MILDLY ILL CHILDREN

Any child who becomes mildly ill while at TCEE will be separated from the other children and kept comfortable until a parent or other designated adult can be reached. Books, paper and crayons will be made available to the child while he/she waits to be picked up. The Director, Program Coordinator or teacher will be available to stay with the child during this time.

PROMOTING AND PROTECTING CHILDREN'S HEALTH

To protect against cold, heat, sun injury, and insect-borne disease, TCEE suggests that:

- ◆ Children wear clothing that is dry and layered for warmth in cold weather.
- ◆ Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, applied skin protection, or both. Applied skin protection will be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin (only with written parental permission to do so and provided by the parent or guardian).
- ◆ When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission.

HEAD LICE

Head lice are not a threat to our health, but can be a nuisance. Control of head lice is a shared responsibility of both parents and the school. Parents can help limit the problem by checking their child's head regularly. If lice or nits are found, the school must be notified. A child who has had head lice will be permitted to return following a treatment and lice check by the Education Director or her agent.

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HANDWASHING POLICY

Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.

Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.

Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance

To reduce the risk of transmission of infections to themselves and others, all children and adults should wash their hands upon arrival at TCEE. This may take place in the bathrooms or at the sinks in the classroom. We are asking that the adult(s) bringing the child to school monitor this procedure and join the child in this activity.

Proper Hand Washing Procedure:

1. Use liquid soap and running water
2. Wet hands before applying soap
3. Rub hands vigorously for at least 10 seconds. Include back of hands, wrists, between fingers, and under fingernails
4. Rinse thoroughly
5. Dry hands with paper towels

Occasions for Hand Washing Throughout the Day (for Adults and Children):

- ◆ Upon arrival into the classroom
- ◆ After diapering or using the toilet
- ◆ After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit)
- ◆ Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry)
- ◆ After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

TOOTHBRUSHING

DEEC requires: "Educators **must** assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care. Children's toothbrushes must be individually labeled, stored in a safe and sanitary manner open to air without touching each other."

TOILET TRAINING

Most children start the process of toilet training during the preschool years, so please let us know if your child is demonstrating any of the signs of readiness to begin toilet training or is already in the process. The staff will work with parents to support all efforts toward toilet training that have begun in the home. After your child has had several successful days at home, the next venture into the classroom can be in underpants (not pull-ups). We suggest that you provide us with at least 2-3 complete changes of clothing in plastic zipper bags and/or shoe box. Children use the toilet whenever needed and are supervised at all times. Children are never punished for soiling or wetting their clothing. Parents of children who wear diapers are asked to provide us with a generous supply of labeled diapers and wipes.

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CHILD ABUSE AND NEGLECT

According to Massachusetts law, an abused or neglected child is any child under 18 years of age whose parents or any person responsible for his or her care:

1. Causes or threatens to cause a non-accidental physical or mental injury
2. Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care
3. Abandons the child
4. Neglects or refuses to provide adequate supervision in relation to the child's age and level of development
5. Commits or allows to be committed and illegal sexual act upon a child or allows the child to be used in any sexually explicit visual material

Report any suspected cases of child abuse directly to Department of Children and Families (DCF) or the TCEE Education Director.

FIRE DRILLS

TCEE is required by DEEC to hold monthly practice fire/evacuation drill with all groups of children and all educators during different times of the program day.

TCEE EMERGENCY CONTINGENCY/PREPAREDNESS PLANS

In the case of fire, natural disaster, or any situation necessitating the evacuation of the building the emergency evacuation procedures as outlined in each classroom and in all handbooks will be utilized.

The center telephone & personal cell phones will be used in emergencies to obtain information from local authorities to determine to evacuate or shelter in place in the event of a natural disaster.

At any time, if the first person arriving at the center determines that there is no heat or electricity, the appropriate technicians will be called immediately. No parent will be allowed to leave their child until a determination is made as to the extent of the problem and length of time needed to resolve the situation. Parents will be asked to stay with their child while this determination is made or find alternate care if they cannot stay during the timeframe a decision is made at heat or electricity issue.

In the case of a power outage, the Diane K. Trust Center for Early Education of Temple Ohabei Shalom is equipped with back-up emergency lighting that will light the center for a period of one to 1-1/2 hours. Battery operated flashlights are available in the classrooms.

Every attempt will be made to keep the center open as long as feasible without heat. If the room temperature drops to 65 degrees, parents will be notified that the center will be closing and asked to pick up their children.

In the event that telephone service is not available to the center, the director will utilize a cellular phone to contact parents or necessary emergency personnel. The center will close if the water supply is lost for more than 24 hours.

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In the event a child cannot be located; the police will be called immediately. All children will be brought to a central location while synagogue staff and any available preschool staff in excess of child supervision ratios search the building and surrounding areas.

In the event of a threat to TCEE or Temple Ohabei Shalom a mandatory Lock-Down will be instituted and police will be notified. If a Lock-Down is in place all children and teaching staff not only remain inside of the locked TCEE building, but also the doors to the classrooms and the second floor where the center is located will be locked until the threat is either resolved or the police have secured the building.

In the event that an evacuation from the Center building is necessary, the staff and children will proceed by foot to Lawrence School located at 27 Francis Street, Brookline, MA 02446. The Brookline Police and Fire Department are equipped to help with transportation as needed.

If the Education Director is not on-site when a contingency plan needs to be executed, the Director I qualified person (which could be lead teacher) will act as her designee and assume leadership responsibilities.

ENVIRONMENTAL HEALTH POLICIES

Toxic substances (used only as directed by the manufacturer) are

- a. Stored in original labeled container and
- b. Kept in a locked room or cabinet, inaccessible to children, and away from medications and foods.
- c. Matches and lighters are not accessible, and gasoline and other flammable materials are stored (when needed) in a separate building.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants.

- b. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.
- c. The program uses the techniques known as Integrated Pest Management (IPM) so the least hazardous means are used to control pests and unwanted vegetation.

At Temple Ohabei Shalom, the TCEE facility and outdoor play areas are entirely smoke free. No smoking is permitted in the presence of children. Drinking of Alcoholic beverages on the premises during child care hours is prohibited.

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TRANSITIONS TO PRESCHOOL

Making a transition to a new setting is a life skill that children and adults work on continuously. Starting a new year of preschool (or beginning preschool) represents a major change for children. Remember, your child is working hard in so many developmental areas. S/he is learning to be independent, experimenting with self-expression and self-control, and is developing an understanding of self and others.

Most children make a smooth transition into their early childhood experience. As parents and teachers, we must recognize that each child will enter the program in his/her own way, which we must be prepared to support. Each and every TCEE staff member will work hand-in-hand with you to facilitate this transition and to help your child feel more secure.

First and foremost, it is usually helpful to communicate with children about what they can expect to experience at our school. There will be opportunities to play with friends, explore the playground, paint at the easel, sing, dance and create. A good rule of thumb is to take your lead from the questions your child is asking as these can provide you with insight into how s/he is feeling about the experience. It's useful to remember that adding something new to our lives (for adults, as well as children) can be both thrilling and difficult at the same time.

During the first weeks of school, the classroom routines are organized so that the children can develop confidence in what to expect. Paint, play-dough, puzzles and toys are readily available in each preschool classroom. By offering a variety of materials and predictable routines, each child is able to choose a beginning activity where s/he feels comfortable and can happily start the day.

Many questions arise around the issue of separation. "What should I do when my child is hesitant or clings when it's time for me to leave?" If your child asks, allow him/her to sit on your lap or to stay close by your side while you watch the classroom activities together. Often, just walking around the room while holding hands lends a sense of security and helps build self-confidence. Just a few minutes of observation often helps as well. Slipping out once your child is engaged can be problematic. It's best to say "good-bye" quickly following a kiss and hug. Remember, clinging is a normal and healthy reaction to separation and it does not last forever!

It's also important that this new experience of coming to school contributes to your child's sense of trust. Therefore, it's important for parents only to make promises they are able to keep. If, for example, you say, "I'll meet you by the cubbies after lunch," you must be prepared to do just that.

Once your child acknowledges your departure, it's best to leave and avoid coming back for one last look. The parent that keeps magically appearing is sending his/her child a mixed message, one that is confusing to a child that is already feeling a bit worried. Rest assured that if our staff needs to reach you during the first few days of school, we'll undoubtedly call. Of course, we also encourage you to call us at any time, but especially during those opening days, so that we may update you as to how your child is adjusting.

The TCEE teaching staff has many years of professional and personal experience. We are all here to help you and your child(ren) through this process.

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Suggestions that can help facilitate the transition include:

- Visit the classroom with your child prior to his/her start date. Familiarizing your child with the school and teachers will help the child to see that the school is a safe and secure place.
- Allow your child to bring a small cuddly item from home to keep in his/her cubby the first few days can help with the transition. Children are comforted by knowing that a familiar item from home is available if needed. Suggested items include a familiar photo, small stuffed animal, or a special blanket.
- Set a regular schedule or routine for your child. Come to school consistently on your child's set school days arriving at approximately the same time each day. Create predictable morning routines on school days letting your child know in advance the sequence of events.
- Always say goodbye. Do not sneak away from your child when you see that he/she is comfortable in an activity. Your child needs to understand that he/she can safely transition from your side to engaging with his/her friends without fear.
- Remember that if you do leave while your child is crying, the teachers are skilled at transitioning your child into the routines of the school day. Many times the child finds a friend or engaging activity minutes after the parent leaves.
- Develop a friendly rapport with your child's teacher. Once your child sees that you trust the teacher and that you have found the school to be safe, he/she will also feel safe and secure.
- Talk positively about the school, the child's daily school experiences and about what he/she looks forward to the next day at school.

Items Children Need for School

Below is a checklist of items needed for school:

- All TCEE required forms including a signed physician's statement and recent medical history with lead test results
- Any applicable IEP documentation
- Any applicable custody agreements or court orders
- Two changes of clothes (including shirt, pants/skirt, socks, and underwear). Each item should be clearly labeled with the child's name stored in a shoebox (also labeled).
- Two current photos of your child (one for their file and one for the classroom album)
- A family photo for our *TCEE Families* Bulletin Board
- For children enrolled in Enrichment or Extended Day programs: a crib sheet and blanket (TK students need only a beach towel)
- Diapers and wipes (clearly labeled), if applicable
- A toothbrush and toothpaste (clearly labeled)

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PARENT STATEMENT OF ACKNOWLEDGEMENT

I have received a copy of the Trust Center for Early Education (TCEE) Family Handbook and have read carefully. I further understand all matters set forth in the Family Handbook and agree to abide by and adhere to TCEE policies during my child(ren)'s enrollment in the TCEE program. I further understand and that any provision of the Family Handbook may be amended, revised, or eliminated at any time by the School.

I hereby acknowledge receipt of the TCEE Family Handbook.

A copy of this acknowledgement will be placed in your child(ren)'s file.

Child(ren)'s Name: _____

Child(ren)'s DOB: _____

Parent's #1 Name (Please Print) _____

Parent #1 Signature _____

Today's Date _____

Parent's #2 Name (Please Print) _____

Parent #2 Signature _____

Today's Date _____