



Marjorie & Lewis Katz JCC

# EARLY CHILDHOOD

Education Center



## 2024 - 2025 WELCOME PACKET

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## Philosophy

Thank you for enrolling your child in the JCC Early Childhood Education Center. Our preschool offers your child a warm, safe, loving environment in which to grow and learn. Through our individualized program your child can gain a sense of self-assurance, independence, and responsibility to themselves and others.

Our goal is for the maximum growth of each child at his/her own pace. A complete preschool program is balanced with generous opportunities for discovery play and creative activities. It is our objective to enable your child to develop in all areas including cognitively, socially, emotionally and physically.

Please read this family manual carefully so that you will become more familiar with our early childhood program policies and procedures. We look forward to working with you and hope you will become actively involved in our program. We strive to build positive relationships and partnerships with you.

## Curriculum

The Katz JCC Early Childhood Education Center has had a long-standing reputation as one of the finest licensed preschool and child care centers in the area. Our program features free choice and directed periods of art, music, dramatic play, story time, outdoor play, fine and gross motor development skills, cooking, gym, swimming, science, math and reading readiness.

Activities are both structured and spontaneous. The school provides opportunities that encourage the development of children's self-esteem and self-control with the use of positive guidance, an appreciation of cultural diversity and respect for each child's individuality. The Early Childhood Center also provides developmentally appropriate experiences for children regarding Jewish holidays and customs. We foster an understanding of Jewish culture and Jewish values in the context of a multi-cultural society. Your child will learn through actively exploring his/her environment, while at the same time developing skills within a multi-cultural program that places emphasis on the celebration of Jewish heritage and holidays.

## Teaching Staff

Our warm and nurturing staff consists of certified teachers and assistants who are trained in Early Childhood Education, Art & Music. Their dedication, creativity, enthusiasm and years of experience provide a positive and secure environment for your child.

The director meets on a regular basis with the teaching staff to evaluate each child on an individual basis, as well as bring the most current early learning curriculum to the children. The teachers continue their professional growth and knowledge of child development through participation in professional organizations, workshops and training experiences. The teachers are also CPR and First Aid Certified. Our staff is dedicated to having your child reach his or her highest potential.

## Schedule and Attendance

Children shall attend only on days they are registered to attend. According to our philosophy, and according to State law, it is imperative to maintain appropriate staff/child ratios at all times. Please refer to the Tuition Rate Sheet and Schedule Contract for your child's schedule and fees. The assessed fee is due for the contracted school year unless one moves out of the surrounding area or there is a medical reason.

We request a doctor's note if the child is ill and a forwarding address in the event of a move. If this policy is not followed, the parent will continue to be financially responsible. We ask that you complete a Schedule Change Form for any changes you would like to make to your child's weekly schedule.

## Dress Code

Children should wear comfortable clothing and closed toe footwear appropriate to the weather. Weather permitting, we will go outdoors every day. Please see that your child has a sweater, sweat shirt, or jacket for days when the weather is cool. Every child should have a complete change of clothing that is left at the center. This should include pants or shorts, shirt, underpants and socks. Please put your child's name on all belongings.

If your child will be napping at school, please send in a small blanket and a sheet. A small lovey or soft stuffed toy may be sent in for naptime. Please keep in mind these articles need to fit in each child's cubby.

We discourage items brought from home unless it has been announced that it is a special sharing day. We cannot be responsible for lost or broken items sent to school.

Parents of infants and toddlers must supply diapers, baby wipes, formula and any specific foods needed by the child. Appropriate changes of clothing are also requested. For safety purposes jewelry may not be worn to school.

## Safety Guidelines

- Your child will never be left alone or unsupervised.
- Parents must come to the Early Childhood entrance on Fulton Avenue to pick up their child. No child will be released to anyone other than a parent or guardian unless previous notification has been given. Proper identification must be shown before a child will be released.
- All doors to the Center are alarmed.
- Fire and lock down drills will be conducted regularly.
- Safety procedures are posted in each classroom.

## Lunch and Snacks

The Early Childhood program is kosher in accordance with the Jewish Community Center policy. Please send a nutritious dairy (no-meat) lunch and drink to school with your child each day. Please send your child's lunch in a lunchbox, clearly marked with his/her name. The lunches are not refrigerated so please use a freeze pack if necessary.

If your child requires a special diet, or has food allergies, please inform their teacher as well as the Center office. Children needing an EpiPen due to allergies must have a treatment plan from their pediatrician.

The JCC will provide morning and afternoon snacks.

With your help, we like to encourage healthy food choices at lunch and snack time. Please refrain from sending candy.

Any pre-packaged foods for use by the entire class must have a mark for kosher on the container. ("K" or "U" Rabbinical endorsed Kashruth.) The school uses no meat or meat products. So please read labels. Dairy products, fish, fruit, crackers and vegetables are appropriate foods for lunch.

## Examples of dairy lunch foods include:

- Tuna or egg salad sandwich
- Cheese sandwich
- Peanut butter & jelly sandwich
- Bagel & cream cheese
- Cheese & crackers
- Macaroni & cheese
- Rice cakes
- Cottage cheese
- Tomato soup
- Tortillas
- Salad
- Fruit
- Yogurt
- Pasta
- Vegetables
- Rice dishes

Each class is equipped with a microwave and staff may reheat foods if needed. Kosher products will have any one of the following emblems:

K, U, Ko, Parve, P

## Birthdays

This important day in your child's life will be recognized at the JCC. You may bring a special kosher treat for your child's class. Please let your child's teacher know in advance when you will be sending in a treat so we can tell you how many children will be in class that day.

Examples of a special treat include:

- Carvel Ice Cream Cakes
- Tastykake Cakes or Cupcakes
- Entenmann's Baked Goods
- Dunkin Donuts Munchkins

These are all kosher and suitable for birthdays. Home baked goods are not permitted.

## Parent Communication

Parents are encouraged to download the Free Class Dojo for Families App, when invited and choose to accept "push notifications" and/or receive text messages from the App.

Class Dojo strengthens vital engagement between home and school, allowing parents to share in and communicate about their child's development.

Classroom updates and photos will be posted daily. Important information will be shared with parents via the messaging system in Class Dojo.

## Illness at School and Updated Sick Policy

As a direct response to the COVID-19 pandemic, we are modifying our normal sick policies to take special consideration in an effort to reduce the risk of possible infection. We cannot emphasize enough the need for our parents to keep children home when they are sick. We will require the following protocol to be adhered to by staff and families. The following policies supersede any information in our Welcome Packet/Parent Handbook concerning illness:

- Any sick children and staff are required to stay home; this includes children and staff when having a temperature of 100.4 F or higher, or who are displaying symptoms including coughing, sneezing, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy.

- Children or staff with immediate family presenting with the above listed symptoms are required to stay home.

## If a child or staff shows signs of illness at school

If a child or staff displays symptoms of illness while at school including, but not limited to fever, coughing, sore throat, runny nose, diarrhea, vomiting, lethargy, and rash s/he will be isolated in our supervised, designated area.

Parents will be notified and required to pick up their child immediately. Emergency contacts will be called and your child should be picked up within 30 minutes.

## Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to himself/herself or others:

Respiratory Illnesses	Gastrointestinal Illnesses	Contact Illnesses
Chicken Pox**	Giardia Lamblia*	Impetigo
German Measles	Hepatitis A*	Lice
Hemophilus Influenzae*	Salmonella*	Scabies
Measles*	Shigella*	
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		
COVID-19		

\*Reportable diseases that will be reported to the Health Department by the Center.

\*\*Note: If your child has chicken pox, a doctor's note is required upon re-admitting the child to the Center. All sores must be dried up and crusted before returning to school.

If your child is exposed to any excludable disease at the Center, you will be notified in writing.

## COVID-19 Procedures

The Milton and Betty Katz JCC Early Childhood Program will continue to monitor the latest health guidelines, NJ State mandated policies, CDC and local health department recommendations to make adjustments to our programming policies and procedures. Safety will always be our number one priority for our children, staff and families. Please visit our website for the most current policy & guidelines.

## Returning to School after Illness

Any child or staff showing signs of respiratory issues (including coughing, tugging in the chest, wheezing or shortness of breath) or other COVID-19 symptoms including fever, abdominal pain, diarrhea, vomiting, sore throat, or lethargy may return to school based upon the following criteria:

- 24 hours after being symptom free, without fever reducing medication.

## Medical Procedures

1. The first dose of any medication should always be given at home and with sufficient time before the child returns to school. When a child is ill due to a communicable disease that requires medication, the child must be on the medication for 24 hours before returning to school.
2. Medication will only be given when ordered by the child's healthcare provider and with written consent from the child's parent or guardian. A "Permission to Give Medication" form is attached to this policy.

3. Additional forms are available upon request. All information on the permission form must be completed before any medication can be given.
4. "As needed" medications may only be given when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.
5. Medications given at school will be administered by the EC office. Please bring all medications labeled.
6. Any prescriptions or over the counter medication brought to school must be specific to the child who is to receive the medication, in its original container and to be labeled with the following information:
  - A. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosing instructions, frequency and any special instructions for administration and storage. Children needing an EpiPen due to allergies must have a treatment plan from their pediatrician.
  - B. Over the counter medications must have the child's full name on the container and the manufacturers' original label with dosing instructions, frequency and any other special instructions.
  - C. Any over the counter medication without instructions for administration specific to the age of the child must have a completed permission slip from the health care provider.
7. Any information concerning observations, problems or suggestions in giving medication should be shared with staff caring for the child.
8. Parents need to sign all medication forms prior to staff dispensing the medications.
9. Upon enrollment in the Early Childhood Education Center at the Milton & Betty Katz JCC, parents must submit their child's Universal Health Form and updated immunization record completed by their pediatrician.
10. The JCC does not accept religious exemptions, therefore all children enrolled in our program must be fully immunized according to the New Jersey Department of Health Immunization Requirements.

## Cleaning and Disinfection

The Katz JCC has added a number of protocols to keep our children and staff safe including the following:

- Classroom materials will be sanitized at the end of each day.
- Staff and children will wash their hands upon arrival and after each activity or transition in addition to meal and bathroom time.
- Chairs, tables, doors and common areas will be wiped down frequently throughout the day.
- During nap time, children's nap time mats/cribs will be placed 18+" apart
- Regular deep cleaning of the entire building at night and regular cleaning throughout the day.

## What is the plan for cleaning throughout the day and in the evenings?

Facilities have expanded cleaning and disinfecting each night and additional staff present throughout the day for consistent sanitizing of door handles, tables, chairs and other high contact surfaces.

Additional janitorial personnel are assigned to disinfect common areas with a professional Electrostatic Sprayer utilizing Aero Rough and Ready RTU disinfectant cleaner throughout the preschool buildings every evening. The sprayer provides complete disinfectant coverage on all hard and soft surfaces. The disinfectant used is a US EPA registered broad-spectrum disinfectant. It is safe to use in schools.



## Discipline Policy

Our teachers are experienced and trained to be sensitive to the needs of the children. Individual attention will be given to help each child understand what is expected of him/her at an age-appropriate level.

We use a positive reinforcement policy when working with the children. We will use verbal praise to reinforce a positive self-image. However, there may be times when it is necessary to remove a child from the group setting. Under adult supervision he/she will be removed from the activity for a limited amount of time. Continued interaction between the teachers and parents will be a part of this ongoing process.

If in the opinion of the Early Childhood Education Center Director your child poses a continued threat to the safety and well-being of the other children he/she will be asked to withdraw from the program permanently. Prior to this action, you will receive written notification of this decision. We will refund any unused portion of your school fees.

## Behavioral Management Policy

Unfortunately, there are some reasons we have to expel a child from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this Center:

### IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

### CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

### A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENT(S):

- Made a complaint to the Office of Licensing regarding a Center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the Center.
- Questioned the Center regarding policies and procedures.

### SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. And expulsion

action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the Center.

- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the Center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on the risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in a permanent expulsion from the center.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION**

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

### **Policy on the release of Children**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s)

cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877- NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.



# Marjorie & Lewis Katz JCC EARLY CHILDHOOD Education Center

## 2024-25 MONTHLY TUITION FEES

The Milton & Betty Katz JCC Early Childhood program is open to members and guests, however, **guests are required to pay an additional \$35/month** per child enrolled. Yearly placement and fee adjustments after initial enrollment are made each September, NOT on the child's birthday. Placement depends on child's age approximately by October 1 of enrolled year.

Early Childhood Tuition Includes **CAMP BY THE SEA** for the year enrolled.

### 5 Full Days: Mon-Fri

Time	Infant/Toddler	2 Yr Old	3&4 Yr Old
7:30 - 3:00	\$1,170	\$1,119	\$1,060
7:30 - 4:30	\$1,230	\$1,167	\$1,100
7:30 - 5:30	\$1,295	\$1,203	\$1,141
9:00 - 3:00	\$989	\$990	\$912
9:00 - 4:30	\$1,170	\$1,119	\$1,060
9:00 - 5:30	\$1,230	\$1,167	\$1,100

### 3 Full Days: Mon, Wed & Fri (3-Day Spaces Are Limited)

Time	Infant/Toddler	2 Yr Old	3&4 Yr Old
7:30 - 3:00	\$884	\$845	\$808
7:30 - 4:30	\$930	\$888	\$843
7:30 - 5:30	\$977	\$934	\$863
9:00 - 3:00	\$789	\$754	\$685
9:00 - 4:30	\$884	\$845	\$808
9:00 - 5:30	\$930	\$888	\$843

### 5 Half Days: Mon-Fri

Time	Toddler	2 Yr Old	3 & 4 Yr Old
9:00 - 12:00	\$726	\$720	---
9:00 - 12:30	---	---	\$714

### 3 Half Days: Mon, Wed & Fri

Time	Toddler	2 Yr Old	3 & 4 Yr Old
9:00 - 12:00	\$539	\$525	---
9:00 - 12:30	---	---	\$512

### Add-On Fees

Add-On	Fee per day
AM Care 7:30 - 9:00	\$20
PM Care 3:00 - 4:30 PM	\$20
PM Care 3:00 - 5:30 PM	\$30
Additional Half Day	\$45
Additional Full Day	\$90

### 2 Full Days: Tue & Thu (2-Day Spaces Are Limited)

Time	Infant/Toddler	2 Yr Old
7:30 - 3:00	\$698	\$642
7:30 - 4:30	\$735	\$671
7:30 - 5:30	\$769	\$705
9:00 - 3:00	\$662	\$559
9:00 - 4:30	\$698	\$642
9:00 - 5:30	\$735	\$671

### 2 Half Days: Tue & Thu

Time	Toddler	2 Yr Old
9:00 - 12:00	\$473	\$501

A 3% service fee, which is less than the credit card service fees charged to the JCC, will be applied to all credit card transactions. To help you avoid this fee, you may change your monthly automatic payments to ACH from a checking account.

Wednesday, August 28, 2024	Open House	3:00 - 4:00 pm
Thursday, August 29, 2024	First Day of School	Regular Schedule
Monday, September 2, 2024	Labor Day	Closed
October 3 & 4, 2024	Rosh Hashanah	Closed
Thursday, October 17, 2024	Sukkot	Closed
Thursday, October 24, 2024	Shemini Atzeret	Closed
Thursday, November 28, 2024	Thanksgiving Day	Closed
Friday, November 29, 2024	Day After Thanksgiving	Closed
Tuesday, December 24, 2024	Start of Interim Week*	Early Closing 3:00 pm
Wednesday, December 25, 2024	Christmas Day	Closed
December 26 - 30, 2024	Interim Week*	Regular Hours
Tuesday, December 31, 2024	Last Day of Interim Week*	Early Closing 3:00 pm
Wednesday, January 1, 2025	New Year's Day	Closed
Monday, February 17, 2025	Teacher In-Service	Closed
Monday, May 26, 2025	Memorial Day	Closed
Monday, June 2, 2025	Shavuot	Closed
Thursday, June 12, 2025	Pre-Kindergarten Graduation	5:00 pm
Friday, June 13, 2025	Last Day of School	Regular Hours
Monday, June 16, 2025	Infant and Toddler Classes ONLY	Preschool Classes Closed
Tuesday, June 17, 2025	Infant and Toddler Classes ONLY	Preschool Classes Closed
June 18 - 20, 2025	Closed	Closed
Monday, June 23, 2025	First Day of Camp By The Sea	Regular Schedule
Friday, July 4, 2025	Independence Day	Closed
Friday, August 15, 2025	Last Day of Camp By The Sea	Early Closing 3:00 pm
August 18 & 19, 2025	Limited Opening**	Regular Hours
August 20 - 26, 2025	Closed	Closed
Wednesday, August 27, 2025	Open House	3:00 - 4:00 pm
Thursday, August 28, 2025	First Day of School	Regular Schedule

\* Registration Required. \*\*For 2024-25 students returning for the 2025-26 school year.  
This school calendar will be subject to change.



Notes:

