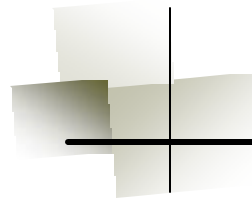


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JCC PRESCHOOL

THE UTICA JEWISH COMMUNITY CENTER PRESCHOOL IS AN INTEGRAL PART OF THE CENTER. WE RECOGNIZE A CHILD'S PERSONALITY IS DEVELOPED IN THE EARLY YEARS.



A MAJOR DEVELOPEMENTAL TASK IS MASTERING HOW TO GET ALONG WITH HER/HIMSELF, AS WELL AS WITH PEERS. THE TOTAL RELATIONSHIP OF GROUP ACTIVITY PROVIDES AN OPPORTUNITY TO GROW IN EVERYWAY.

THE JCC PRESCHOOL STAFF FEEL AN OBLIGATION TO EACH CHILD TO GIVE LOVE AND UNDERSTANDING, TO PROVIDE EXPERIENCES FOR GROWTH — SOCIALLY, PHYSICALLY, EMOTIONALLY AND MENTALLY. THE PRESCHOOL

SHOULD FOSTER A SENSE OF ACHIEVEMENT, SELF-RELIANCE, SELF-ESTEEM AND SELF-DISCIPLINE. ALL CHILDREN NEED TO LEARN TO EXPRESS THEIR THOUGHTS AND FEELINGS CREATIVELY THROUGH LANGUAGE, MOVEMENT, ART AND MUSIC. THE PRESCHOOL WILL HELP A CHILD TO OBSERVE, EXPERIMENT AND DISCOVER THROUGH SUCCESSFUL EXPERIENCES; EACH CHILD CAN DEVELOP SKILLS IN GIVING AND TAKING, SHARING AND PARTICIPATING IN A GROUP.



THE PRESCHOOL IS AN EDUCATIONAL SUPPLEMENT TO THE HOME. IT ENCOURAGES AND STIMULATES INTELLECTUAL CURIOSITY, PROMOTES INDIVIDUAL LEADERSHIP, DEVELOPS INDEPENDENCE AND CULTIVATES MOTOR SKILLS THROUGH LARGE AND SMALL MUSCLE ACTIVITIES.

THE UNIQUENESS OF THE PROGRAM IS EVIDENCED IN A SECURE AND LOVING ATMOSPHERE WITH A BALANCE OF INFORMAL AND PLANNED EXPERIENCES IN WHICH TO LEARN TO GROW. WE PROVIDE A STAFF OF EXTREMELY DEDICATED, HIGHLY QUALIFIED, LOVING AND EXPERIENCED TEACHERS.

PAYMENT PROCEDURES, POLICIES AND FEE INFORMATION



Fees have been established to include all expenses having to do with activities our preschoolers participate in. Fee will be prorated when entering preschool after the first month of school. Included at no extra charge are:

Classroom supplies, snacks and materials

A \$50.00 non-refundable deposit is required at the time of application.

Withdrawal Policy

If it is necessary to withdraw from our program the following guideline will apply:

*Payment will include months attended and full month of withdrawal

Prior to entering the program we **MUST** have your:

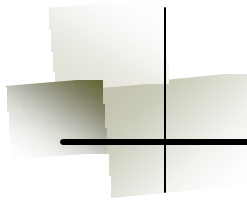
1. Registration Form **Page A**
2. Medical Form **Page B**
3. Permission Forms **Page C**
4. Blue Card **(get from director)**

These forms can be found in the back of this handbook. Please tear these out and return to the center with your \$50 deposit.

Becoming a member of the Preschool entitles you to a Family Membership at the JCC. JCC Membership entitles your family:

- Discounts on most programs and many programs are free of charge to members.
- Use of all the center facilities including the Robert “Bobby” Newman Fitness center, Indoor Playroom and Gymnasium.

Membership is non-transferable and non-refundable. Privileges are extended to most JCC’s in North America.



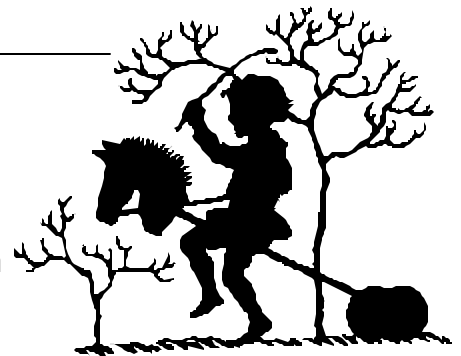
Preschool Programs

Two Year Old Classes

Challenging the older toddler with materials and experiences that meet her/his developmental needs. The planned balanced curriculum includes: large and small motor activities, dramatic play, creative art, music, manipulative and water play. This positive first school experience prepares the growing toddler for additional group experiences by starting the process of teaching children to solve dynamics with songs, finger plays and stories. Age requirements for this class is 2 by December 1st. Currently, our class is limited to 12 spaces. Children may attend one to five days per week. If we reach full capacity, a waiting list will be initiated.

Three & Four Year Old Classes

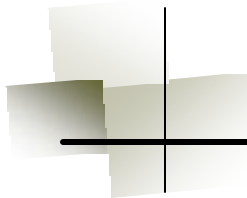
The work of young children is to learn by playing, by doing, by experiencing and by discovering. Through a fully developed hands-on curriculum of creative arts, music and movement, sign language, science and nature, language communication skills, cooking, dramatic play, large and small motor coordination activities, and number and letter recognition, young children are encouraged to express themselves. In the context of a trusting and safe environment, the young preschoolers self-concept is enhanced as s/he learns how to get along well with others, learns to express emotions and feelings, develops a sense of responsibility and self-direction, learns helpful ways to aid in assuming some responsibility for her/his personal safety and experiences the discovery of success. The preschool supports the young child's growth experience by providing a structure of simple routines and defined limits within which the child can choose and, therefore, succeed at what s/he does. Our aim is to provide an atmosphere that stimulates curiosity, a questioning attitude and problem solving abilities, as well as eagerness for learning. Age requirement for the three year-old class is to turn 3 by December 1st and in the four year-old class, 4 by December 1st. Children may attend two to five days per week. If we reach full capacity, a waiting list will be initiated.



Games and More

Your child can take part in wonderful adventures through this extended program offered in the afternoon. From 12:00 noon - 2:00 p.m. children eat their lunch and join in some games and activities with all the other children in our preschool. Children must be potty trained to stay for this program.





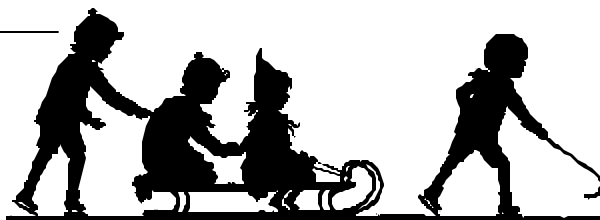
Other Programs

Before and After Care

We offer a before and after care for the school year. This program is available for 3 and 4 year olds based on the school schedule . Registration is for the whole year and not on a daily basis. The before care is 8:00 – 9:00 a.m. and after care is 2:00 – 3:00 p.m. We reserve the right to cancel this program due to lack of participants

Open Play

This program is available to parents with children, infants thru five years old. Come and enjoy our “indoor play area” on scheduled days of the week.



Introduction to Brain Gym Program

The Brain Gym concepts will be introduced to the Preschool children each day. This program is an educational program which uses hydration and simple movements to enhance learning abilities in children. Brain Gym exercises have shown that these simple movements prepare children with the physical skills they need to learn to read, write and function effectively in the classroom. The teachers will be using concepts designed in the Brain Gym Program, including proper hydration, an integral part of this program.



Music

A wonderful way to introduce the joy of music to your preschool student. Children learn the language of music through activities they enjoy!

Joanne Yacovella is our Music Director for Musaerobics. These music classes are comprised of movement, dance, puppets, guitar and a whole lot of fun! Miss Joanne is an experienced preschool teacher, director and owner as well as an accomplished musician. Twice a month she brings her energy, enthusiasm, expertise and love of children to the preschool. Along with the preschool teachers Joanne helps to orchestrate special programs such as: Parent Appreciation Day, Moving Up Day and Graduation.



General Information

Daily Routine

Drop off and pick up your child in his/her classroom and you must sign them in and out each day. Attendance and Health Checks will be taken daily.

School Closing Policy

In case of inclement weather, snow or icy streets, please listen to radio & television for JCF preschool closings. We follow the New Hartford School *closings*, we will open at 9:00 a.m. upon a delay.

Snacks

Every day, your child will have a nutritious mid-morning snack that is provided by the center. On Fridays the children have Challah and juice as part of our Shabbat celebration.

Clothing

School is fun and when children play they should be dressed in comfortable, washable clothes that can take paints, spills, dirt and lots of activity. Sneakers are necessary for safe climbing. Your child will be playing outside if weather permits. Please dress your child according to weather conditions. Another suggestion is to keep a complete change of clothing in your child's cubby for unexpected emergencies. LABEL ALL CLOTHING!!!

Birthdays

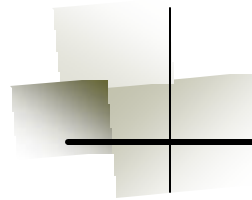
Birthdays are a fun time. Each class has its own special birthday celebration. If you wish to do something special for your child's birthday, please coordinate this with his/her teacher a week or more before the event. We ask that healthy snacks be brought in.

Toilet Training

If your child is having difficulty in this area the teachers will help to encourage use of the toilets at school, please bring it to our attention upon registration. You are asked to leave diapers, wipes, extra clothes, etc. in your child's cubby. We will guide them through the steps to clean and dress themselves. There is diaper changing in the 2 year old room.

Shabbat and Jewish Holidays

Our school is not a religious school, nor a parochial school. All children are welcome. Jewish Holidays are observed. There are special refreshments and songs each Friday in honor of Shabbat (the Sabbath). Songs of the Holidays are incorporated into these programs.



PRESCHOOL ADJUSTMENT

IF YOUR CHILD HAS NEVER ATTENDED PRESCHOOL BEFORE.....

In order to make your child's adjustment to the new setting an easier and more lasting one, we urge you to be available for the first few days that your child comes to Preschool. We may call you at home or at work if you are needed. Your child may not be ready to stay for the entire morning period. Your availability can be most helpful in making your child's experience an enjoyable one.



When your child goes to Preschool, s/he is taking the first "big step" away from complete dependence on her/his parents. S/he may need your help in adjusting. Your child may feel uneasy in a new place with new people, worried about threatened separation from parents and confused by meeting many new children. You can help by not being frustrated during the first few days if your child:

- Cries easily
- Is wetting
- Is shy and clings to you
- Is aggressive and will not share



These are major symptoms of tension in a new situation and will disappear as s/he becomes acquainted with the children, teachers and school. Be sympathetic and understanding.

Act out the experience of going to school with her/him at home. Discuss what s/he may expect. When you get to school (if you feel your child needs to) let him/her stand and watch – watching is taking part.

Because children are easily effected by their environment, they often reflect the tensions and concerns of the people with whom they are closest. Working together, we will try to provide an understanding atmosphere.

Please notify the child's teacher of any changes in your household that would affect your child.

For example: a parent away for several days, the birth of a new baby, divorce or death of a significant loved one, or death of a pet. This information will be kept confidential, if requested, and will allow us to help your child if s/he needs it.

Please help your child establish the habit of getting to and from school on time so s/he can fully participate in all activities of the program.

HEALTH

When to keep your child at home.....

1. If s/he has a fever or has had one during the previous 24 hour period.
2. If s/he has symptoms of a fresh cold.
3. If s/he has a heavy nasal discharge.
4. If s/he has a sore throat.
5. If s/he has a rash.
6. If s/he has inflammation of the eyes.
7. If s/he has diarrhea.
8. If s/he has symptoms of a possible communicable disease: Lice

**Impetigo , diagnosed strep, pink eye, etc. must be treated appropriately for 24 hours prior to re-admission to the Center. Children having lice must show proof of treatment to be re-admitted.*

WE ARE REQUIRED TO SEND HOME ANY CHILD WHO EXHIBITS SIGNS OF ILLNESS. PLEASE NOTIFY THE SCHOOL AT ONCE IF YOUR CHILD HAS BEEN EXPOSED TO, OR HAS CONTRACTED, A CONTAGIOUS DISEASE.



Medication:

We are licensed to administer emergency medication such as an epi pen or inhaler.. If your child requires cough syrup, cough drops, etc. it will be requested that you keep her/him home.





PARENT VOLUNTEERS

Parents have a vital role to play in our school. School and home coordination is necessary to maximize the child's learning experience. Everyone has something to contribute. Following are specific areas of need for volunteers:

1. Classroom Assistance:
 - a. Resource specialist (share a special skill or talent).
 - b. Participation on field trips is needed.
2. School Improvements:
 - a. Developing classroom materials (at home or at school)
 - b. Participation in maintaining the upkeep of school equipment.

3. Fund-raising:

Active participation is needed at bake sales and other endeavors. All of these can be accomplished through active participation in the Preschool Committee!!!

Preschool Committee

Members of the committee work with the Preschool Director in reviewing programs: discussing ideas, improvements and solving problems. The committee meets on a regular basis during the year and is composed of all interested parents and other interested members of the JCF. The committee is chaired by one or two individuals who organize a variety of activities to enhance the Preschool experience for our children.

Trip Information

Field trips enable our children to enjoy varied experiences, and become more aware of the community in which they live. A bus may be provided through the Preschool Committee.



Discipline Policy

Good discipline policy is based on respect, honesty, trust, caring and love, Discipline is what we do for and say to children to help them develop and internalize self-control, self-respect, self-esteem, self-awareness, and self-determination. The result of a "good discipline approach" is a child who learns to conduct him/her self in a socially acceptable way.

When your child experiences difficulty in the classroom, the staff will work with your child and **encourage the use of words and listening to the words of others**. Therefore, our first course of action is always **NEGOTIATION**.

The Preschool Staff works at positively reinforcing acceptable behavior. If possible and appropriate to the situation, our teachers will **redirect inappropriate behavior and /or activity**. Therefore, our second course of action will be **REDIRECTION**.

In an extreme circumstance of unacceptable behavior, the child will have to take a time out from the situation to have a "**Think Out**," which is movement exercises and hydration. The Think Out space is in the room and away from the group activity. The Think Out is supervised by a teacher that will work through the behavior. The teachers will work with your child to show them other means of acceptable behavior. Your child is reminded why he/she is in Think Out prior to rejoining the group. If there is a continuing problem, your child will be brought to the Director's office and you may be contacted.

If 2 or more children are involved in an incident, the staff will try through conversation to create a **win/win solution for the conflict**. In this matter, we are encouraging language development, problem solving skills, and means for future negotiations.

We encourage parents to discuss with the Director any questions or problems that are not clearly understood. **Communication and consistency** between home and school are essential to managing children's behavior, and moreover, they are essential to the healthy development of your child.

*Although teachers expect to deal with the impulsive behavior of the young child, frequent or dangerous aggression, disruptive, and/or inappropriate behavior cannot be permitted. We will notify families immediately if their child's behavior is unduly disruptive or if the child does not respond to the teacher's efforts at discipline. We rely on the family's cooperation in handling such behavior. When family and JCC staff, working together, cannot control a child's disruptive behavior, the JCC retains the right to terminate care for the child.

