



Parent Handbook

Glickman ♦ Galinson
Early Childhood Education Complex
NIERMAN PRESCHOOL

Lawrence Family Jewish Community Center • JACOBS FAMILY CAMPUS

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WELCOME TO NIERMAN

Dear Parents,

It is our pleasure to welcome you, our new parents and preschoolers, to Nierman Preschool. We are proud to be parents at the preschool and are delighted you have chosen to join us.

We have a wonderful school, filled with many exciting and innovative programs for both our children and their families, as well as a caring and creative staff. We also benefit from our physical connection to the JCC at large.

Your early involvement with your child's education will promote future success in your child's growth and development. We truly pride ourselves on the fact that parent involvement (at any level) is an integral part of our culture. It is a meaningful part of who we are, and not only do the children take notice, but it strengthens our community in a truly meaningful way.

There are many ways for you to be involved at the preschool and your input is appreciated and encouraged at every level. We invite you to become an active member of our Preschool Committee which meets monthly, discussing and developing policies for the school. We also encourage you to volunteer in your child's classroom, and on one of the many volunteer committees that help shape the culture of our school community.

Please take the time to complete the Parent Volunteer Form and return it to the preschool. In particular, please take special note of the Room Parents and Mitzvah Committee, both of which have the ability to make a significant impression on the families within your classroom and throughout the school. In addition, the Hanukkah Happening Committee and various other committees offer you a chance to have a major impact in unique events, with specific and short-term commitments.

We are excited to begin this new school year, and your participation and enthusiasm will help guarantee its success.

We invite you to contact us throughout the year with any suggestions, concerns or comments you have.

Warm regards,

Your Nierman Preschool Executive Committee

Early Childhood Education

JCC Nierman Preschool

Our creative and talented staff provides quality secular and Judaic programs in a warm and positive Jewish environment. The social, emotional, physical, sensory, and cognitive development of each toddler, two, three, four, and five year old is promoted. We want each child to feel that she or he is special because each child is.

Parents are encouraged to be involved in the many committees that support the preschool program. We value your input and time. Your participation enriches the entire school program.

The administrative staff is always available to meet with you to share ideas, concerns, and suggestions. Please don't hesitate to call on us—we are here for you!

Our Glickman • Galinson Early Childhood Education Complex is a beautiful home for our program and we are looking forward to a wonderful year.



NIERMAN PRESCHOOL

CONTACT INFORMATION

Numbers can be reached by calling the Preschool directly or by dialing the JCC number and asking for the extension (the last four digits).

NOTE: If you have an emergency and can't reach the preschool, call the Front Desk and tell them that it is an emergency!

JCC	Front Desk	858.457.3030	
ECE Director	Fran Forman	858.362.1171	franf@lfjcc.org
ECE Program Manager	Judi Sofer	858.362.1354	judis@lfjcc.org
ECE Operations Manager	Nataliya Telerman	858.472.0073	nataliyat@lfjcc.org
ECE Operations Coordinator	Dana Koenig	858.362.1170	danak@lfjcc.org
ECE Program Coordinator	Jennifer Meltzer	858.362.1102	jenniferm@lfjcc.org
Guest Services Coordinator	Romy Efthimos	858.362.1130	romye@lfjcc.org
JCC Accounting Office	Cynthia Zena	858.362.1146	cynthiaz@lfjcc.org
JCC Fax Number	Attn Preschool	858.450.6835	
	Room 1	Ext. 1281	
	Room 2	Ext. 1282	
	Room 3	Ext. 1283	
	Room 4	Ext. 1284	
	Room 5	Ext. 1285	
	Room 6	Ext. 1286	
	Room 7	Ext. 1287	
	Room 8	Ext. 1288	
	Room 9	Ext. 1289	
	Room 10	Ext. 1290	
	Room 11	Ext. 1291	
	Room 12	Ext. 1292	
	Room 14	Ext. 1160	
	Room 15	Ext. 1118	
	Explorers	Ext. 1346	

Preschool and KK Cell Phone Hotline Number (for matters requiring immediate attention):

858.518.0053 (Nataliya)

SCHOOL PHILOSOPHY

The Early Childhood Education program is designed to develop the social, emotional, physical, sensory, and intellectual well-being of each child through our developmental milestone curriculum. Our focus is on creating a safe and nurturing environment that offers opportunities for exploration and discovery. We strive to develop curiosity, imagination, self-esteem, caring for others, and the ability to play both cooperatively and independently. We are committed to expanding community access to recreational and social programs for children with disabilities.

The program is multi-sensory. Experiences are provided to encourage growth in the following areas:

- Fine and Gross Motor Coordination
- Sensory Integration
- Cognitive and Adaptive Skills
- Socio-Emotional Development
- Language Development
- Moral Development
- Spanish as a Second Language

The environmental components in the classroom are enhanced by the *ta'am* (flavor) of Judaism - the heritage and values - which allow the children to cultivate a positive sense of identity for themselves and within the greater community. Cultural diversity is promoted and respected as children and families share their traditions from around the globe.

SHEVA LEARNING CENTER

Sheva (which means "seven" in Hebrew) is an early learning framework created by JCCs of North America. The framework provides a focal point for dialogue amongst JCC professionals, helping develop a common language and greater understanding of the vital importance of early learning for all young children and their families.

The Sheva Early Learning Framework is coherent with the culture and teachings of Judaism in everyday life, values and principles. The Jewish lenses serve as a tool, a prism through which we overlay our traditions, our study, and our Jewish philosophy. The core elements are the fundamental components of our early childhood programs and are deeply rooted in the latest research on child development.

The seven core elements are:

1. Children as Constructivist Learners
 - At Nierman Preschool we see our children as agents of their own learning. The curriculum is teacher-directed and child-directed, and our staff and curriculum are both emotionally responsive to the child and their family.
2. Early Childhood Directors as Visionaries
 - Our Director is responsible for the preschool's organizational culture and systems. It is the Director's job to cultivate emerging leadership, and to align and integrate with the JCC itself.

3. Early Childhood Educators as Professionals
 - All of our head teachers have their required early childhood units, and our assistant teachers have been asked to go beyond the required minimum of 6 units. Staff meets regularly throughout the year for both short staff meetings, as well as for formal staff development programming. Teachers are also encouraged to participate in Sheva Webinars that are offered throughout the year. Our teachers are committed to understanding the Jewish values and themes that are woven throughout our school's curriculum.
4. Families as Engaged Partners
 - As you read through this handbook, you will see that parents are seen as integral parts of our school community. Whether attending our Preschool Parent Committee Meetings, volunteering for a one-day program or helping lead an area of programming for a year, our parents' involvement is part and parcel of the very fabric of our school. Additionally, our partnership celebrates Jewish life and cultivates a journey of lifelong Jewish learning. We also embrace diversity amongst our families.
5. Environments as Inspiration for Inquiry
 - The JCC facility provides many opportunities for our children to explore and experience. Our classrooms are well-maintained, with stimulating materials. Our complex houses 16 classrooms, a central outdoor playground, a separate toddler playground, a Children's Garden Sanctuary, a kitchen and a STEM lab. Classes also utilize the Astor Judaica Library, David and Dorothea Garfield Theatre, Viterbi Family Gallery and the Jacobs Family Gymnasium.
6. Discover CATCH as Sh'mirat HaGuf (taking care of our bodies)
 - Attention is paid to teaching agility, balance and coordination through trained, professional physical education instruction. Balanced meals and snacks are offered through our lunch program and nutrition is taught as a unit within classrooms.
7. Israel as a Source and Resource
 - This developing core element is most often experienced through our ongoing Judaic curriculum and holiday celebrations. We continue to explore ways we can create a meaningful connection and link to Israel.

The work of the Sheva Center is rooted in foundational Jewish ideas and values through which we view and experience our world. Core concepts, drawn from our ancient tradition, have been grouped into seven interconnected categories, or lenses. These lenses provide an ethical model, clarifying transcendent Jewish values, serving as foundational and transformative guides, and are used in the classroom as well as the extended school community.

Seven Jewish Lenses:

1. Masa = Journey: Reflection, return and renewal.
2. B'rit = Covenant: Belonging and commitment
3. Tzelem Elohim = Divine Image: Dignity and potential
4. K'dushah = Holiness: Intentionality and presence
5. Hit'orerut = Awakening: Amazement and gratitude
6. D'rash = Interpretation: Inquiry, dialogue, and transmission
7. Tikkun Olam = Repair of the World: Responsibility

The seven core elements and seven Jewish lenses are woven throughout our curriculum, our programming, and our everyday interactions with our families, our staff and our children.

CHILDREN AS CONSTRUCTIVIST LEARNERS

CURRICULUM

The curriculum emphasizes the development of the “whole child”. Learning activities are designed to match the developmental stages of each child. Attention is directed at the process and pleasure of discovery in each project, and NOT on the final product.

Quality teachers and specialists offer an integrated approach to education, skillfully interweaving academic goals and objectives as they build on what children can do, and challenge them to try new things. Language arts, reading and math readiness skills, art, science, movement, dramatic and imaginative play, and creative activities are linked through individual units as they are explored.

Jewish culture, traditions and heritage are studied and celebrated with songs, stories, dance, cooking, and crafts. Shabbat is celebrated at school each Friday in an atmosphere of joyful togetherness and sharing. Classrooms meeting on Tuesday/Thursdays celebrate Shabbat on Thursdays.

SPANISH IMMERSION CLASSES

Nierman Preschool recognizes the benefits of introducing a second language at an early age. We offer Spanish Immersion programs for our 3 and 4 year olds, and we have a Spanish Enrichment option for our oldest 2's and youngest 3's, where English concepts are introduced and reinforced in Spanish.

STEM

(SCIENCE, TECHNOLOGY, ENGINEERING & MATH)

Our 3-5 year old students participate in weekly STEM lessons in our lab. Our STEM lab is equipped with state of the art, age-appropriate tools for exploration in biology, chemistry, physics, astronomy, and mathematics.

For 4-5 year old students, we introduce more advanced subjects such as electricity and basic coding. All lesson plans utilize our “learning through play” philosophy, and are aimed at developing the scientific method of thinking.

NIERMAN PRESCHOOL SPECIAL PROGRAMS

As part of our regular, school-year curriculum, Nierman Preschool offers a variety of special programs to provide meaningful and interactive opportunities for the children to engage as part of their larger preschool community with the various Jewish holidays celebrated throughout the year.

Rosh Chodesh

Rosh Chodesh acknowledges and celebrates the arrival of the new Jewish month. The children join together in the Preschool Courtyard on the Tuesday closest to the actual date. Along with our Music Specialist, the children sing songs about Israel, the moon, and the holidays that fall within the new month.

Shalom Sesame

This wonderful program has not only introduced great PJ Library books to our children, but it has also helped the children learn how to attend programs in the Theatre. Each year we present five Shalom Sesame Programs to the children. Themes have included: Shabbat, Mitzvot, Hanukkah, Tu B'Shvat and Israel.

Holiday Programs

Holidays are a big part of the Nierman Preschool experience, and we celebrate them with great cheer. Some holidays are celebrated school-wide and others are observed in the classrooms. Parents are invited to join us. Some of the programs involve a series of stations for the children to visit to learn more about a particular aspect of the holiday or Jewish culture. Parents are encouraged to volunteer and help man the various stations.

ENRICHMENT

An enrichment program is offered each afternoon from 1:15 – 2:15 pm for 3 year olds and 4 and 5 year olds, with teachers providing supervision for the transition from class to enrichment. Classes meet once a week for approximately 5-8 week sessions. Sports, dance, art, science, cooking, music and movement are among the enrichment classes offered. There is a separate charge for these classes. Regular Kid Konnection rates apply after 2:15 pm. Information about classes, schedules and fees are available online, in your confirmation package, distributed via your child's classroom teacher and e-mail, and are available in the Preschool Office.

KID KONNECTION

Kid Konnection (KK) offers a flexible, extended day care program for children ages eighteen months through five years. Early morning care is open from 7:30 – 9:00 am each day. Afternoon care is from 1:00 – 5:30 pm, Monday through Thursday, and 1:00 – 5:00 pm on Friday. Children who take afternoon naps will sleep on their cots in their designated KK sleeping room; others will have quiet play in another room. Afternoon snack, outside and indoor play, storytelling and circle times complete the day. Parents should indicate on the daily sign-in sheet that the child is to go to KK. Should you be late for pick-up, your child will automatically be taken to KK.

Kid Konnection extended care is charged on an hourly basis. A daily record is kept of each family's use of Kid Konnection. See the Preschool Office for current KK Rates.

Please Bring: Crib sheet to cover cot during rest period
Additional small sheet or light blanket to cover sleeping child

Please label all items. Parents are responsible for weekly laundering.

PLEASE BE PROMPT IN PICKING UP YOUR CHILDREN!

The KK staff understands that, in rare cases, emergencies can occur. If you have an emergency, call the Preschool Office and indicate that you are running late. Parents are expected to pick-up their children on time. Late fees are as follows:

1st 5 minutes = \$5

Up to 15 minutes = \$20

INCLUSION POLICY

Nierman Preschool welcomes all children with special challenges into our program. We believe that inclusion programs provide the best educational setting for all children, and we work to make sure that each child is a fully integrated member of the classroom in which he/she is enrolled. Children benefit from an environment that promotes diversity and respect for differences.

The more we know about your child, the better prepared we are to enhance his/her preschool experience and can more fully meet his/her needs. Your partnership in this regard is critical. There are a number of steps we can take collaboratively to ensure that your child receives the most benefit from the preschool experience:

- **JCC INCLUSION SERVICES:** We offer early identification and screenings in all areas of a child's development (speech/language, fine motor, gross motor, cognitive and social/emotional) at the request of parents and/or teachers. Referrals are made to school district programs when appropriate, as well as early intervention services (Early Start) for children under the age of 3.
- The JCC Preschool has an Inclusion Director, Occupational Therapist, and a School Counselor to consult with parents and staff regarding children's individual needs.
- **OUTSIDE RESOURCES:** If your child has already been evaluated, we would appreciate access to the reports and information, including IEP/IFSP. We are committed to working with the community partners that support the special care and educational needs of children. Any information JCC staff learn from such collaboration is held in strict confidence and used only to gain a more effective understanding of a child's unique care and educational needs. Our staff is happy to share our observations and assessments with an outside resource – please sign our **Permission to Discuss Form** to release this information. JCC staff can attend IEP/IFSP meetings when available, and are happy to provide a room for meetings whenever possible.
- **ADDITIONAL ASSISTANCE:** Should your child need additional assistance in the classroom, or if we suggest extra assistance might be warranted, we can try to help you with referrals.
- **RESOURCE VISITS:** Should a resource person plan to come to the school, we simply ask that you notify us ahead of time and complete the **Permission to Discuss Form** which allows us to speak to the professional(s) about your child. We respect the professional knowledge and expertise of the consultants and therapists visiting our center and are eager to collaborate.
- **MEETINGS:** We are happy to set up meetings throughout the year to monitor your child's progress and discuss future plans. We are also happy to meet before the school year begins.

FAMILIES AS ENGAGED PARTNERS

Parents and teachers look at young children's learning from many different perspectives, with a common goal: making sure children engage meaningfully with the materials presented and grow from their experiences.

We believe one way to foster children's learning is through building partnerships between families and Nierman Preschool, with frequent and open communication and mutual respect.

One formal Parent/Teacher Conference will be offered in early winter. Teachers will meet individually with parents to discuss your child(ren)'s progress. Please contact the teachers or Preschool Director if you want to arrange additional conferences during the year. Special concerns should be addressed to the Head Teacher of your child's class or the Preschool Director. Weekly newsletters from the teacher will be received via email. In addition, you will receive e-mails as well as flyers and forms to notify you of upcoming events, describe programs and projects that occurred, and offer an explanation of upcoming Jewish holidays with suggested home activities, cooking projects, and words to songs.

Since we rely heavily on e-mail for school communication, please make sure your e-mail addresses are up-to-date, and notify the Preschool Office in person!

PARENT INVOLVEMENT

The Preschool Parent Committee is a group of parents and caregivers who serve as lay advisors for the Early Childhood Education Department. The members of the committee work with the Preschool Director and staff to:

- Create and evaluate school policies, programs and budget
- Organize family social activities
- Develop parent education programs
- Create and organize holiday events and special programs for the children
- Plan fundraising activities
- Make policy recommendations to the JCC's Board
- Represent Nierman Preschool to the community-at-large

Preschool Committee meetings are open to all Nierman families and are generally held in the morning on the first Monday of the month.

Volunteers are vital to our program, helping us to create community while communicating new ideas and constructive feedback to the Administration. It is truly a rewarding experience for you and your child and a wonderful way to meet new friends. Let us know your interest on the Volunteer Form, or email us to learn more about this important opportunity.

There is no better way to be an active participant in your child's preschool experience than to become involved in his or her classroom. Whether you are able to help out by sending an email or two, come to a single event or organize several, your time and contribution is an appreciated and important part of what makes our school unique. Every Nierman caregiver is welcome as a class helper or school volunteer on the Preschool Committee. It is an excellent way to be involved and to be better acquainted with other parents.

DESCRIPTION OF PRESCHOOL ACTIVITIES AND VOLUNTEER OPPORTUNITIES

Room Parents – Representatives from each classroom become the liaisons between the Preschool Committee and parents of the classroom. They are the primary communicators of the events organized by the Preschool Committee Chairs to the other classroom parents. As Preschool Committee representatives, room parents help review and make policy for the preschool. They plan, organize, and implement various classroom-specific parent involvement activities in cooperation with the teacher including a class social gathering in the fall, a class basket for the Hanukkah Happening, and the Thanksgiving and Passover Feasts. The Room Parents help coordinate "mitzvot" (good deeds) for families and staff in need from their classrooms. Some "mitzvot" have been cooking dinners and Shabbat meals for families who have had a new baby or illness/surgeries. There are usually 2-4 Room Parents per class. All Room Parents receive lots of support from the school and will meet at a special Room Parent Reception at the start of the school year. It is a wonderful way for the Preschool community to come together and help each other.

Volunteer Coordinator – Our very special school-wide programs often are dependent on parent involvement. Help notify, remind and coordinate volunteers with the program chairs and staff.

Hanukkah Happening – This event is held on a Sunday prior to/during Hanukkah (November/December). It is the single most important program and fund-raiser for the Preschool. The JCC gymnasium is converted into a carnival with games, crafts, food booths, and all sorts of family activities. Volunteers work on the booths, get items donated for a silent auction, create gift baskets, help with publicity, and set-up the before the event. Each class creates a Theme Basket for auction.

Teacher Appreciation – One of the ways we show our teachers how much we appreciate all that they do for our children is to host a breakfast and lunch during Teacher Appreciation week in the spring. Help organize these events and decorate the school with children's notes and flowers! New ideas are welcomed!

Birthday Book Club – Families can donate a book in honor of their children's birthdays or any other occasion. Volunteers send out letters to families to tell them about the club and work with the preschool to assure that books are properly distributed and parents are thanked.

Parent Education and Socials – Welcome coffees are held at the beginning of the school year as an opportunity for parents to get to know one another. Other social activities are often planned as well, including Mom/Dad’s Night Out, couple’s evenings, and family picnics. Volunteers are needed to create, plan, and implement the events. Education programs may include parenting workshops and special speakers addressing issues of concern to parents of preschoolers.

Judaic Programming – This committee helps plan the Purim carnival, and other holiday programs designed by the Committee. Most holiday programming occurs in the Spring.

Promotion – This committee plans the year-end celebration for our graduating children including a luncheon reception, yearbook, and gifts. This is a great opportunity to be involved for a short-term project.

Health and Safety – As new policies are needed or old policies need to be reviewed, this committee assesses and makes recommendations to the Preschool Committee at large or to the Director and Chair-people in order to protect the health and safety of the children, staff, and families at the preschool.

Green Committee – Planters with greenery, sensory tables, outdoor musical instruments, natural materials, parent education and more will enhance and enrich our children’s experiences while on the playground.

Outdoor Sensory Enhancement – Make our already great playgrounds even greater by conceiving and creating new sensory experiences for interaction during outside play.

Other avenues for participation include:

- Volunteering in the classroom
- Providing special snack
- Story-telling
- Offering curriculum-related presentations

We are always receptive to new ideas. Bring them to the Preschool Director. We look forward to your active participation!

PREPARING YOUR CHILD FOR SCHOOL AND HELPFUL HINTS TO EASE SEPARATION ANXIETY

At the beginning of every new school year, both parents and children are faced with a new routine and environment. Trying to acclimate to a new teacher, school, and different friends can be very challenging. Some children may be upset for a day, others for a few days, and others for weeks. They may be shy and cling to you, act aggressively, cry easily, or have bathroom accidents. These reactions are normal and expected. In fact, these feelings of anxiety help the child develop a sense of self and teach him/her to become independent. It is also natural for the parents to feel upset about their child's reaction especially when the anxiety extends over a number of days.

These behaviors will disappear as your child begins to trust the teachers and other children. Be sympathetic and understanding. Act out the experience of going to school with your child at home, discussing in detail what to expect. We welcome your visits anytime we're open.

Please notify us of any changes in your household that would affect your child (e.g. new sibling, loss of a loved one, parent's absence, family tensions, etc.) This information will be kept confidential and will allow us to meet your child's needs.

Helpful Hints

- Talk about school as a place where children go to have fun. Talk to your child in a positive way about his/her new experience. Validate your child's feelings by talking about them.
- Before the school year starts, start a daily routine by having your child help prepare his/her lunch and set school clothes aside the night before.
- Pay attention to your child's behavior in separation circumstances so that you are prepared for his/her reaction.
- Plan to attend Orientation Day prior to the start of school. From 10 am to noon, you and your child can visit, meet the teacher and other children and play in the classroom. You may attend for a short time or the whole two hours.
- Keep the night before the first day as calm and restful as possible.
- Your child may want to skip breakfast on the first day of school. If so, we suggest that you not force the issue and let your child go without breakfast that day. Your child will be given a snack when she/he does get hungry.
- Try to avoid a long list of instructions, do's and don'ts. Trust the school staff to exercise their judgment as to the welfare of your child.

- Give your child a warm send-off, indicating that you will be waiting for his/her return in the afternoon. Always say goodbye to your child before leaving the classroom. Be loving but firm, letting them feel secure about their new environment. Children sense how you are feeling.
- If the teacher encourages you to spend some time in the classroom the first day, do so. Conversely, the teacher may ask that you not linger in the classroom in order to aid in the transition. Please follow the teacher's recommendation.
- Transitional objects such as small stuffed animals or blankets can often ease a child's entry into school. Our goal is for your child to feel comfortable and eager to come each day. If bringing "something from home" will help the transition process, please do so. Ask your child what s/he would like to bring or offer a choice of items you have selected. Sometimes the object brought is something that belongs to a parent. If so, tell your child that you will get it back when you see him/her next. Each family is encouraged to bring a family photograph to post on the classroom family board.

Suggested Books to read with your child:

- I Don't Want To Go To School by Nancy Pando;
- Mama Don't Go by Rosemary Wells;
- My First Day At Nursery School by Becky Edwards;
- The Good-Bye Book by Judith Viorst
- Friends at School by Rochelle Bunnett
- I Love You All Day Long by Francesca Rusackas
- Don't Go! by Jane Breskin Zalben
- D. W.'s Guide to Preschool by Marc Brown
- Bye Bye! by Nancy Kaufmann
- What to Expect at Preschool by Heidi Eisenberg Murkoff
- My First Day at Nursery School by Becky Edwards
- Wemberly Worried by Kevin Henkes
- Oh My Baby Little One by Kathi Appelt
- Mommy's Coming Back by Madeleine Yates
- Will You Come Back for Me? by Ann Tompert

SH'MIRAT HAGUF (TAKING CARE OF OUR BODIES)

CLOTHING

Please send your children to school in comfortable, washable clothes which allow them to move freely and to participate in “messy” projects. We recommend that children wear closed-toe shoes appropriate for climbing, running, and other vigorous school activities. Please be sure to label all extra clothing with your child’s name.

OPTIONAL LUNCHESES and SNACKS

Lunchtime is an important learning experience at school. Parents provide nutritious lunches including a drink. Please do not send gum, candy, or soda to school. In accordance with the kosher policy at the Jewish Community Center, we ask for the following:

- All lunches must be vegetarian or dairy. Dairy refers to non-meat and non-fowl foods. Fish such as tuna fish are considered *pareve* (neither meat or dairy) and are acceptable.
- Please do not send any meat or meat products (such as chicken, pork or beef) or any shellfish or shrimp. They are not allowed at school. Peanut and tree nut allergies are becoming very common. **If your child has any allergies or foods that should be avoided, please contact the School Office!** For some highly allergic children, contact with even a trace amount of a nut/food product could result in a death within minutes. **Due to the severity of a peanut or tree nut reaction, we ask that parents not bring anything containing peanuts or tree nuts with their child to school.** Please respect the policies of your room. If you have any questions, please contact the Preschool Director. (See the next section for more information)
- Think “green” – we are also trying! Please send your child with a reusable cup that can be left at school for water, and reusable plates and utensils. Identify all items with your child’s name written in permanent marker.

Other Recommended Items to have on hand:

- Zip lock bags (pint and snack size) or reusable sandwich carriers
- Containers that are microwave-safe with lids
- Plastic ice block (Blue Ice) — to keep food cool
- Lunch box – an insulated one if you wish to keep food cool.
- Thermos – if you want to send a drink. We supply water.

Special lunches are offered each day. Sign-up forms are available online.

Healthy Snack Options: Daily midmorning snacks offered by the preschool consist of two food groups. Parents are encouraged to provide healthy snacks on their volunteer snack day.

Children in afternoon Kid Konnection and Enrichment also receive an afternoon snack.

Peanut and Tree Nut Allergies

In 2009/10, the Health & Safety Committee developed a Peanut Free/Tree Nut Free Policy. This largely came from the realization that many of the classes are peanut free/tree nut free rooms, with Kid Konnection and Enrichment classes adding to this list. Although this isn't a guarantee that there are no traces of nuts at our school, it is our sincere attempt to reduce the exposure to these products to children at risk.

Please know that an allergic reaction can be severe enough to cause death, although this is not a common occurrence. We feel that the health and safety of all of our children rank far above any inconvenience this may cause. This is so much the case that our preschool already has systematized storage for Epipens designated for use for those children with significant allergies. We have also started a list of "safe food" suggestions to simplify the process of adhering to this policy which we welcome you to add to. If you have a significant reason preventing you from complying with this policy, please speak to the Preschool Director to explore the possibility of special accommodations.

1. Please do not bring or send any food that has peanuts or tree nuts as a known or listed ingredient. Children who bring peanuts/tree nut foods in classrooms with children with known allergies will eat their foods in alternate locations or will have the food returned, unopened in their lunchboxes. This is as prohibitive as we feel we can be in a school-wide policy.
2. We recognize that this may not eliminate all peanut and tree nut allergen that can cause a potential exposure for an allergic child.
3. It is imperative that parents and/or caretakers of children with peanut and/or tree nut allergies inform their classroom teachers as well as Kid Konnection and Enrichment teachers of this fact.
4. Children with food allergies are encouraged to wear medic alert bracelets identifying them and showing their emergency contact information.
5. We would welcome a choice list of foods and food vendors from parents of children with food allergies to be disseminated among all parents so that informed choices can be made for lunches, special snacks, and birthdays. We encourage parents in classrooms where there is a peanut/tree nut allergy to only bring special snacks with are allergy-free ingredients.
6. Nierman Preschool has an organized system of Epipen storage for children with known allergies. If a child has a food allergy and asthma concurrently, we recommend adding a beta agonist inhaler to their designated Epipen at the preschool as they may have a higher risk of respiratory symptoms if exposed. However, an inhaler should never be given instead of an Epipen as it alone is not reliable enough.
7. **IF YOUR CHILD HAS FOOD ALLERGIES**, we encourage you to discuss how you would like to handle special snack with your teachers. Since these snacks come from parents of other children, the preschool cannot reliably ensure that they will be free of trace antigen and teachers should not be expected to make decisions about whether allergic children can participate in special snack. Parents are welcome and encouraged to store alternate special snacks in the preschool freezer with the name of the child and their classroom on them.

Peanut-Free Lunch & Snack Menu Suggestions

Note from a parent of a child with a peanut allergy:

“Contact with even a trace amount of a nutproduct could result in an allergic child’s death within minutes. Due to the sticky nature of peanut butter, it can be inadvertently transferred from a child’s hand to a chair, playground equipment or a bathroom sink. I would appreciate your consideration when you are packing your child’s lunch, especially if our children are friends in the same classroom. Thank you!”

Main Course

Sandwiches: Grilled Cheese, Tuna, Salmon, Soy Butter and Jelly, Cream Cheese, or Avocado, Quesadilla, Cheese Stick, Pasta with Marinara Sauce, Boiled Egg, Macaroni and Cheese, Cottage Cheese with Fruits or Vegetables, Pancakes and Waffles, Pizza, Blintzes, Fish Sticks, Veggie Chicken Nuggets, Yogurt

Vegetables

Green Beans, Corn, Peas, Carrots (baby carrots are quick and easy to pack), Cherry Tomatoes, Baked Beans, Broccoli, Cauliflower

It may seem strange to suggest vegetables for your picky eater! It is true that if your child sees a food often enough he/she may actually try it and start eating it. Don’t get discouraged if in the beginning the container comes home full of vegetables every day. Sooner than you think, your child may start to eat it!

Fruits

Apple Sauce, Sliced Apple, Banana, Orange Slices, Strawberries, Grapes (cut in half), Sliced Melon, Raisins, Dried Fruit, Mixed Fruit (snack pack single serving size), Pear, Blueberries

Side Dishes or Snacks

String Cheese, Mini-Muffins (You can find mini-muffin pans in most grocery stores. Make as many as you can and freeze. Take one out at a time. It will defrost in your child’s lunch pail.), rice, pudding, Jello, Oreo Cookies, Pretzels, Cheez-its, Apple Sauce.

Don’t worry, your child will not starve! Your child will be receiving a snack in the morning and if your child stays for KK, a snack in the afternoon. These are just a few ideas for you to get started with. As time goes by you will find out what works for you and your child.

Brands that are NUT-FREE:

Kozy Shack Rice Pudding, Oreo Cookies, Mrs. Mays Fruit Crisps (Found at Costco), Cheez-It (Plain), Stoney Field Farm Yogurt, Sarah Lee Plain Bagels and Mini Plain Bagels, Dare Brand Crackers, Tree Top Applesauce, Kirkland Signature Individual, Chocolate Milk Boxes (Costco), Naked Juice Brand Little Juices (Costco), Stretch Island and Frutabu Fruit Leather, Sun-Maid Raisins.

Krispy Kreme Doughnuts is a nut free facility.

Not all products under the same brand are produced in the same nut free facility, so it is important to check the allergy warnings under the ingredient labels.

Thank you for taking a little extra time to ensure that all of our children are safe and healthy in our school.

BIRTHDAY CELEBRATIONS

Children's birthdays are celebrated in the classroom at a birthday circle. Parents may provide a special snack, and are welcome to participate. However, birthday invitations may not be distributed for these classroom parties. Invitations for private birthday parties may be distributed at school only when all children in the class have been invited.

We invite you to commemorate your child's birthday or a special celebration by participating in our Birthday Book Club. You can adopt a book which will have a tribute certificate in honor of your child or celebration and will be presented to your child's class for the school library.

CHALLAH

Challah, a sweet braided egg bread, can be ordered from the Preschool for your weekly home Shabbat observance. These challahs will be delivered to the classrooms each Friday. Parents who sign their children up to be the class *aba* (father) or *ima* (mother) for Shabbat can order a special challah for that week. Your family will love the special bread, and you will be supporting the preschool at the same time. Challah forms are available online and through the Preschool Office.

SCHOLASTIC READING CLUB

Encouraging reading is one of the most important things we can do to help our children succeed. This is the best and most inexpensive way to order great books in a variety of formats, including eBooks. Each month, your child will bring home Reading Club flyers. Together you can choose books you would like to order. The books you order will be shipped directly to school. When the books arrive we will deliver them to your child's cubby.

With Scholastic Reading Club:

- Every book you buy earns FREE books for our school library.
- You can choose from handpicked, grade-and reading-level-specific books for your child.

To Order:

1. **Start your Profile:** go to scholastic.com/readingclub and enter your information to create your Reading Club profile.
2. **Enter School Info.** (only needed the first time) Choose one of the following:
 - a. Enter your One-Time Class Activation Code (Nierman Preschool is **HVGBR** and the teacher listed is **Carol Marsh**)
OR
 - b. Browse the list of schools (State: California; City: La Jolla; School: Nierman Preschool; Teacher: Carol Marsh)
3. **Choose Your Books:** Browse and buy. Online payments made with credit or debit cards.

HEALTH AND SAFETY

The Health and Safety Committee is a group of dedicated parent volunteers whose mission is to make Nierman Preschool a healthier and safer place for our children to grow and learn. The committee has worked closely with room parents, preschool staff and administration to address ongoing concerns related to health and safety, and to protect the health of all children, staff, and parents at the school.

A child should not be in school when she/he has:

- Nausea or vomiting, or has vomited during the night;
- Diarrhea;
- Frequent coughing or sneezing, colored nasal discharge;
- Evidence of a communicable disease such as a rash or unusual sores;
- A temperature of 100 degrees or above;
- If febrile, the child may not return to school until there has been no fever for 24 hours without Tylenol or Motrin (please note that the school may not administer these medicines);
- Sore throat;
- Unusual watery, burning, red, or crusted eyes;
- An unexplained or contagious rash;
- Head Lice;
- Any behavior changes interfering with participation in school activities;
- Health reasons which preclude his/her playing outdoors.

It is important to keep your sick child home for these reasons:

1. To protect the health of all children and staff at the school.
2. To protect the sick child whose resistance is lowered and who is more susceptible to other infections.

Please notify the school immediately if your child has been exposed to or has contracted a contagious disease. State law requires that we send home any child exhibiting signs of illness. Your child will be isolated until you arrive. The JCC does **not** have on-site nursing capacity and therefore your prompt arrival is greatly appreciated. Please remember that these guidelines are meant to protect the health of your children and staff at the school. **A note from your child's physician stating that he/she is able to attend school does not mean that he/she does not pose a risk to classmates or staff and does not merit immediate readmission to school.** It is up to the discretion of the school to determine whether your child has met the criteria after an illness to return to school.

CHILD ABUSE POLICY

Children are to be treated with respect and dignity at all times. Striking or rough handling is never permitted. A calm and controlled tone of voice is to be used at all times. Substantiated cases of child abuse by staff will be reported by the Director, and will result in an immediate dismissal of the staff member.

We are required by law to report suspected child abuse by calling Child Protective Services. We report any suspicious marks, complaints, or actions to the Director. If the Director concurs that the case is sufficient enough to be reported, a report will be filed together with the teacher. Otherwise, a teacher may file a report on his or her own.

ORGANIZATIONAL CULTURE AND SYSTEMS

(Directors as Visionaries and Staff as Professionals)

ADMISSIONS POLICY

Priority for registration is given to families that were enrolled in Shalom Baby. Registration is confirmed with a non-refundable application fee, a portion of which is applied towards your final tuition payment. A separate security fee is applied toward ongoing security enhancements at the Preschool and JCC. Children attending Nierman Preschool must be between the ages of 18 months and 5 years of age. No child will be denied admission because of race, religion, or national origin.

CANCELLATION POLICY

The JCC cancellation policy states that once your child has been accepted to the Preschool, parents assume financial responsibility for their children for the entire school year. Please understand that just because your child is absent or withdraws before the school year ends, our costs are not mitigated. Therefore, the JCC/Preschool cannot refund fees or cancel unpaid obligations if you withdraw your child, even if it is prior to the start of the school year. Requests for a prorated registration must be made at the time of application submission and will be considered at the JCC's discretion.

ADMISSIONS FORMS

It is the parent's responsibility to furnish the following completed forms to the Preschool Office by the first day of class. These forms are required by the California State Department of Social Services and the San Diego County Department of Health.

- Identification and Emergency Information
- Consent for Medical Treatment
- Physician's Report
- Acknowledgement of Parent's Rights Notification
- Pre-Admission Health History
- Personal Rights
- Physician's Recommendation for Medication (if needed)
- Copy of Immunizations*

Information required by Nierman Preschool include

- Family Information and Health, Medical and Emergency Information Form: includes all pertinent information about your child on one form and must be kept up-to-date
- Confidential Family History
- Consent for Medical Treatment
- Sunscreen/Diaper Cream/Wound and Burn Care Waiver
- Treatment package for children who must take medicines on an ongoing basis or for children with severe allergies
- Nierman Preschool Policies and Waivers

Please keep our school within code and your children in a safe environment. Keep your emergency information current by updating the Preschool Office with new address, home, or business phone numbers, cellular phone information, or e-mail address.

*Per Senate Bill 277, as of January 1, 2016, the immunization exemption for personal and religious beliefs (PBE) is eliminated in the State of California. Children with medical exemptions are exempt from this new law.

ARRIVAL AND PICK-UP

Parents must accompany children to their classroom at drop-off. Children must be signed-in at arrival. The following information should be written on the sign-in sheet: the child's name, the **FULL signature** of the person signing-in, the time, any special comments (child attending daycare, enrichment, etc.), and the name of the person authorized to pick-up the child at departure. Children must be signed-out at the end of the day. A list of people authorized to pick-up your child should be written on the Identification and Emergency Information Form. This information must be updated as necessary.

Preschool classes begin at 9:00 am and end at 1:00 pm. Children are expected to arrive at school **no earlier than 5 minutes before class**. Teachers require the time before the start of class to prepare for the day, and are not available to properly greet or supervise children who arrive early. Children arriving before class begins should be signed-in to Kid Konnection. **Children may be picked up between 12:50 and 1:00 pm.** Please be prompt in picking up your child if they are not staying for an extended day. If you realize that you are going to be late, please contact the Preschool Office. We will bring your child to Kid Konnection, the extended care program. Do not worry if you can't reach us – we will automatically take care of your child. Please see the information on Kid Konnection and Enrichment on page 9.

Children remaining in our care during after school hours (e.g. Enrichment and Kid Konnection) must have exclusive use of the facilities. Therefore, we are required to ask parents to leave the preschool playground by 1:10 pm daily. Parents who arrive to pick-up children from Enrichment also must leave the playground by 2:30 pm (according to State Law).

EMERGENCY INFORMATION

It is imperative that emergency information is updated as soon as changes occur.

Please keep your contact information (address, emails, phone, etc...) current. Should an emergency occur while the children are at school, we will follow the JCC's emergency procedures. Parents will be contacted on pick-up procedures via automated phone messages and/or e-mails. Should emergencies occur prior to school opening, you will receive automated messages to keep you updated. Copies of the JCC's emergency planning procedures are available.

MEDICATION AND ALLERGIES

If your child requires special medication during school hours, the school must have written, dated, and signed instructions and forms from your child's physician and signed by the parent. Medication must be handed directly to the Preschool Teacher. **Do not send medications in lunch boxes.** In order to assure that the staff is properly trained in administering emergency treatment to children with severe allergies, a complete packet of information must be completed by the parent, physician, and teacher after being trained, prior to the start of school. Notify us, in writing, of all allergies that your child has. When appropriate, we will ask parents to provide all food, snacks, and special treats in order to assure that your child's specific needs are addressed. Since children at our school have allergies to animals, we ask you to please keep your pets at home.

SECURITY

The security program at Nierman Preschool is in place with video cameras around the campus and security guards at each entrance. For your children's safety, drop-off and pick-up must be done through the main doors to the JCC's Viterbi Galleria, entering through the Glickman-Galinson Early Childhood Education Complex. This access is monitored by Preschool Staff during prime times and by the Front Desk personnel throughout the day.

You will need your membership card for identification and door access. If you don't have your card, please sign in at the front desk. If a non-member will be dropping-off or picking-up your child, please fill out an authorization form found in your confirmation package or at the Preschool Office. The names of these authorized agents will be given to the Front Desk. Make sure they have a picture I.D. for positive identification.

Safety in the Parking Lot: Two parking lots are available for drop-off and pick-up. The Executive Drive lot in front of the preschool is reserved exclusively for preschool parents for drop-off and pick-up. A second parking lot can be accessed from Genesee Avenue or Eastgate Mall. Enter and back-up from spaces slowly and carefully, looking out for small children. Take care in opening doors.

Please refrain from using your cell phones in the parking lot, and be extra vigilant as there is a lot of activity at high-use times.

The security guards are on duty to ensure our safety, and have your children's safety as their highest priority. Please follow their directions.

ISRAEL AS A SOURCE AND RESOURCE

A Beginner's Glossary of Jewish Words

Nierman Preschool offers an enriched curriculum, imbued with Judaica. Many of the words, phrases, and rituals are expressed in the Hebrew language. Here is a beginner's list of some holiday vocabulary your child and you might encounter. There's no test at the end of the year – just enjoy learning!

SHABBAT

Sabbath which begins at sundown on Friday night and ends Saturday evening.

Challah	A braided loaf of white bread. (On Rosh Hashannah it is baked in a circular shape).
Hamotzi	The blessing over bread or any meal in which bread is eaten.
Havdalah	A ritual which marks the end of Shabbat.
Kiddush	The prayer at the beginning of the Sabbath and Jewish holy days which is recited or chanted over a cup of wine.

ROSH HASHANNAH AND YOM KIPPUR, THE HIGH HOLY DAYS

Rosh Hashannah – Jewish New Year. Literally, "head of the year."

Yom Kippur – Day of Atonement. Day of fasting, prayer, and reflection.

Kol Nidre	Prayer which ushers in Yom Kippur. It is sung by the cantor. During this solemn prayer, the Torah scrolls are removed from the ark and held before the congregation.
L'Shana Tovah Tikatevu	"May you be inscribed for a good year." Sometimes shortened to "Shana Tovah" or, in Yiddish, "A Gut Yohr."
Machzor	Prayer book used for Rosh Hashannah and Yom Kippur services
Selicot	Communal prayers said at night, the Saturday night preceding Rosh Hashannah.
Shofar	Ram's horn blown on Rosh Hashannah and Yom Kippur
Teshuvah	Hebrew word for repentance. The days between Rosh Hashannah and Yom Kippur are called the ten days of teshuvah.

SUKKOT

Festival of Booths celebrated for seven days marking the time of the Fall harvest.

Etrog	Fragrant fruit. The lulav and Etrog are the major symbols of Sukkot
Lulav	Palm branch with a holder containing myrtle and willow sprigs over which a blessing is recited and which is shaken.
Sukkah	Hebrew word for booth – a temporary structure built for this holiday to remind us of the flimsy structures in which the Israelites lived for 40 years in the desert.

HANUKKAH

Festival of Rededication which commemorates the victory of the Maccabees over the Syrians in 167 B.C.E. and the dedication of the Temple in Jerusalem. This post-biblical holiday lasts for eight days.

Hanukkah Gelt	Gifts of money sometimes given to children on Hanukkah. We also know it as chocolate coins.
Hanukkiyah	Candelabrum with one arm for each night – eight lights - of Hanukkah plus one extra light, the shamash, from which the other lights are lit.
Sevivon	A four sided top with the Hebrew letters Nun, Gimel, Hay and Shin on each side. Used for a special Hanukkah game. Also referred to as dreidel in Yiddish.
Latkes	Potato pancakes traditionally eaten on Hanukkah. Delicious with applesauce or sour cream!

PURIM

Celebration of Mordechai's and Queen Esther's victory over wicked Haman told in the Book of Esther.

Grogger	Noisemaker used to drown out the name of Haman each time it is read in the Megillah
Hamantashen	Triangular pockets of dough filled with poppy seeds, stewed dried fruits, or jam.
Megillah	Usually refers to the book of Esther which is read in the Synagogue on Purim.

PESACH/PASSOVER

Spring Festival celebrating the Israelite's Exodus from Egypt observed for eight days.

Afikoman	A piece of matzah which is hidden, at the beginning of the Seder, to be found by the children. Once found, it is distributed to all to signal the conclusion of the seder.
Chametz	Food which is not permissible on Passover because it contains leavening or certain leavened grains.
Haggadah	The book containing the narrative of Israel's slavery in Egypt and the deliverance from bondage to freedom. It is read aloud at the Passover Seder.
Matzah	Unleavened bread. It comes in flat, thin, perforated sheets. It is a reminder of the bread which the Israelites ate when they hurriedly left Egypt.
Seder	The festive meal which ushers in the festival of Passover during which the story of the Exodus from Egypt is dramatically retold; special symbols are displayed and songs sung.

GENERAL TERMS

Kosher	Refers to something which is fit to eat, according to the Jewish dietary laws. Food which is not kosher is called "treif."
Mezuzah	A small container which is affixed, at a slant, to the right side of the front door of a Jewish home. Inside the mezuzah is a parchment in which printed are verses from Deuteronomy 6: and 11: 13-21, 4-9
Pushke	A small can or special container kept in the house in which money is collected for charity. A wonderful custom to perpetuate is to drop some coins into the pushke before lighting Shabbat candles. Also called a Tzedakah box.
Eretz Yisrael	The land of Israel
Mazal Tov	Literally "good luck," often used meaning "congratulations."

GREETINGS

Yom Tov	General holiday greeting meaning, "good holiday."
Shabbat Shalom	Peaceful Sabbath.
Boker Tov	Good morning
Erev Tov	Good evening.
Laila Tov	Good night.
Shalom	Hello, Goodbye, Peace.

Shalom!