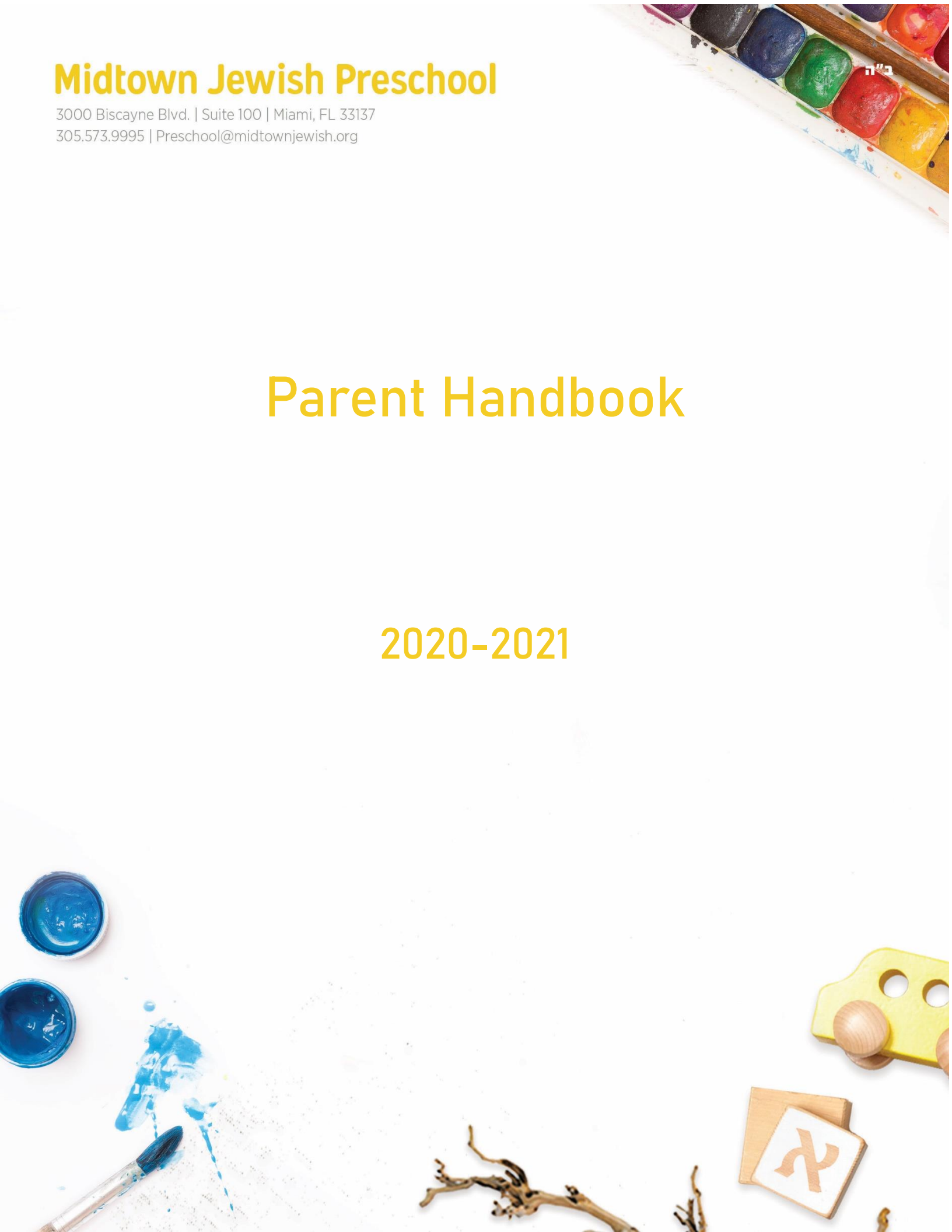


Midtown Jewish Preschool

3000 Biscayne Blvd. | Suite 100 | Miami, FL 33137
305.573.9995 | Preschool@midtownjewish.org

Parent Handbook

2020-2021



Midtown Jewish Preschool

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A note from us:

Thank you for choosing Midtown Jewish Preschool Gan Yeladim for your child. We are excited to be opening our doors for our second year and embark on this journey, creating a safe, warm and nurturing space for our children to learn, play, socialize & grow, born out of love and passion for our youngest friends.

Join us in our journey as we build our Reggio inspired preschool, a safe haven where our friends can blossom and develop their natural creativity and curiosity in a wholesome organic atmosphere. Our aim is to provide a loving environment that fosters each child's natural creativity and curiosity as we model kindness, respect, compassion and confidence.

Thank you for giving us the chance to be part of your child's formative years. We are humbled by this responsibility and your faith, entrusting us with the monumental partnership in your child's upbringing.

Please take a moment to review the Parent's Handbook so that we can be partners in creating the safest and most enjoyable experience at our Preschool. Stay in touch; let us know what is working, and what you think can be tweaked. We'd like to hear, and look forward to discussing growth opportunities with you.

Welcome to the family! To a year of learning, growth, laughter and success!

Rabbi Shmuel & Chana Gopin



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Our Philosophy

As a school that stands on the foundations and tenets of Jewish culture and traditions, Midtown Jewish Preschool's vision and mission exudes Judaism's most fundamental values: kindness, compassion, confidence, and respect and responsibility for ourselves and each other. The Torah teaches us that it is the children and these formative years of education that set the tone for lives, and ultimately entire communities, filled with happiness and success.

Judaism views a child as a seed that needs the utmost nurturing and care specific to each one; every experience that a child meets will shape the color and quality of its .matured self. Judaism emphasizes and outlines the concept that each child is an individual with specific needs, challenges, and strengths. Torah states *chanoch l'naar al pi darko* — we must educate each child according to his nature. We recognize that each unique child is a precious gem with special passions, gifts, needs, and interests, and our teachers work diligently and carefully to springboard their teaching off of our friends' individuality. As a true Reggio Emilia-inspired school, we value each child as strong, capable and resilient, rich with wonder and knowledge. Every child brings with him deep curiosity and potential, and we are sure to honor and respect that.

Our educational philosophy is centered on the RIE Educarer approach: having basic trust in the child to be an explorer and self-learner, learning through hands-on and uninterrupted experiential play, encouraging children to be active participants in the implemented activities, and constant and consistent observations by our teachers in order to understand the needs of our friends. In the words of the RIE Educarer approach itself. "The Eduaring Approach fosters an authentic sense of self and lays a foundation for secure relationships, enducaring curiosity. and lasting self-confidence to support infants and toddlers..." and ensures a foundation conducive to growth and learning.



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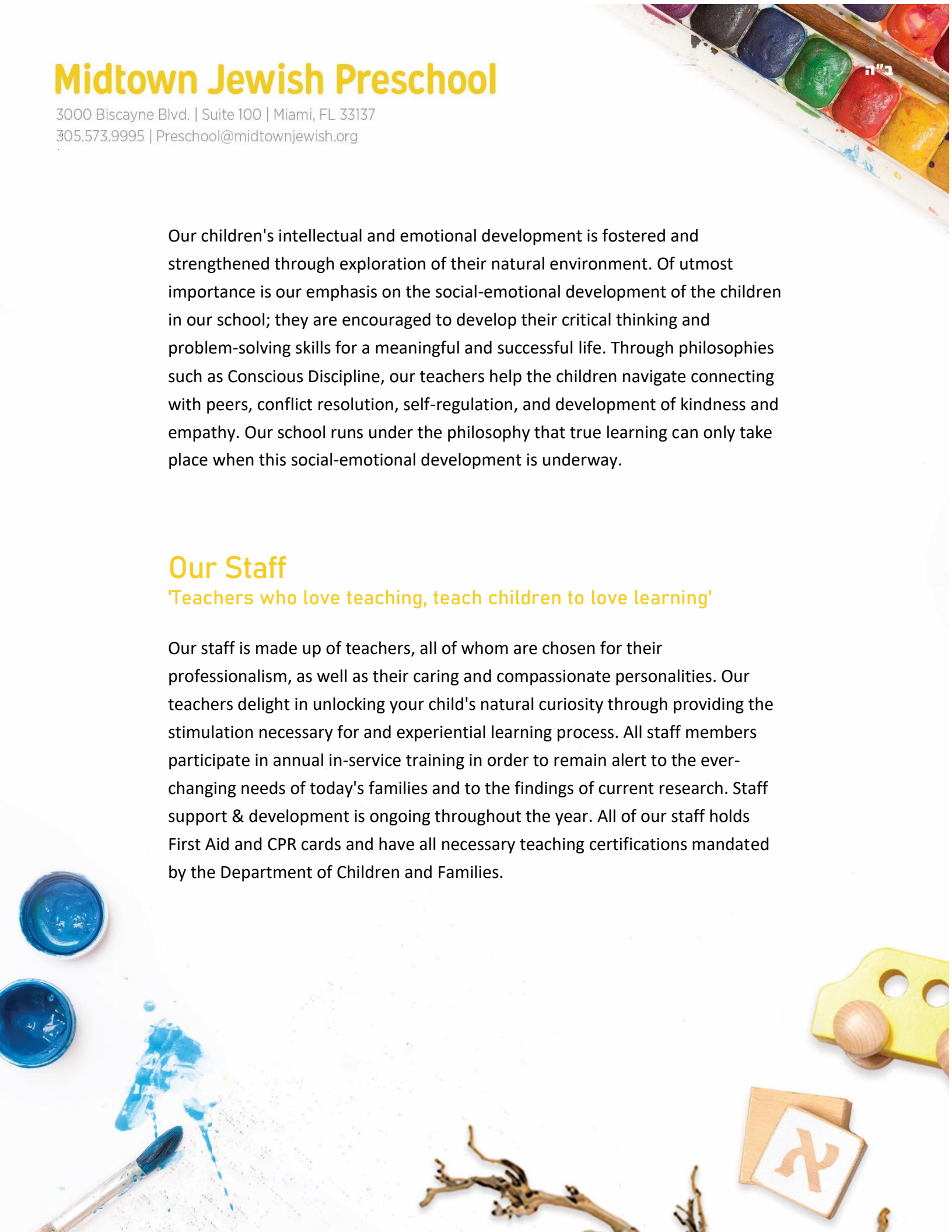
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Our children's intellectual and emotional development is fostered and strengthened through exploration of their natural environment. Of utmost importance is our emphasis on the social-emotional development of the children in our school; they are encouraged to develop their critical thinking and problem-solving skills for a meaningful and successful life. Through philosophies such as Conscious Discipline, our teachers help the children navigate connecting with peers, conflict resolution, self-regulation, and development of kindness and empathy. Our school runs under the philosophy that true learning can only take place when this social-emotional development is underway.

Our Staff

'Teachers who love teaching, teach children to love learning'

Our staff is made up of teachers, all of whom are chosen for their professionalism, as well as their caring and compassionate personalities. Our teachers delight in unlocking your child's natural curiosity through providing the stimulation necessary for and experiential learning process. All staff members participate in annual in-service training in order to remain alert to the ever-changing needs of today's families and to the findings of current research. Staff support & development is ongoing throughout the year. All of our staff holds First Aid and CPR cards and have all necessary teaching certifications mandated by the Department of Children and Families.



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Who we are and how to reach us:

Midtown Jewish Preschool is a project of Chabad at Midtown. The Preschool is located at the Chabad premises

3000 Biscayne Blvd

Suite 100

Miami 33137

Our phone number: 305.573.9995

E-mail: preschool@midtownjewish.org website: midtownjewishpreschool.com

Director: Chana Gopin

E-mail: chana@midtownjewish.org Direct number: 786.266.5758

Affiliation



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Our school is an affiliate of the international Chabad Lubavitch movement that is dedicated to spreading the wonders and rewards of Judaism throughout the globe in a nonjudgmental and inclusive manner.

Chabad today, is the largest and most dynamic unified religious, educational and social force in the Jewish world. The movement boasts more than three thousand branches in nearly fifty countries on six continents.

Nearly a million Jewish children touched via our schools, institutions, summer camps and extra-curricular programs around the world each year. Our centers everywhere serve the needs of all Jews, no matter their level of knowledge, observance or affiliation.



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Hours of Operation

We are currently enrolling boys and girls ages 12 months through 3 years old.

Full day program: Monday - Thursday from 8:30am - 3:30pm

Fridays from 8:30am - 2:30pm

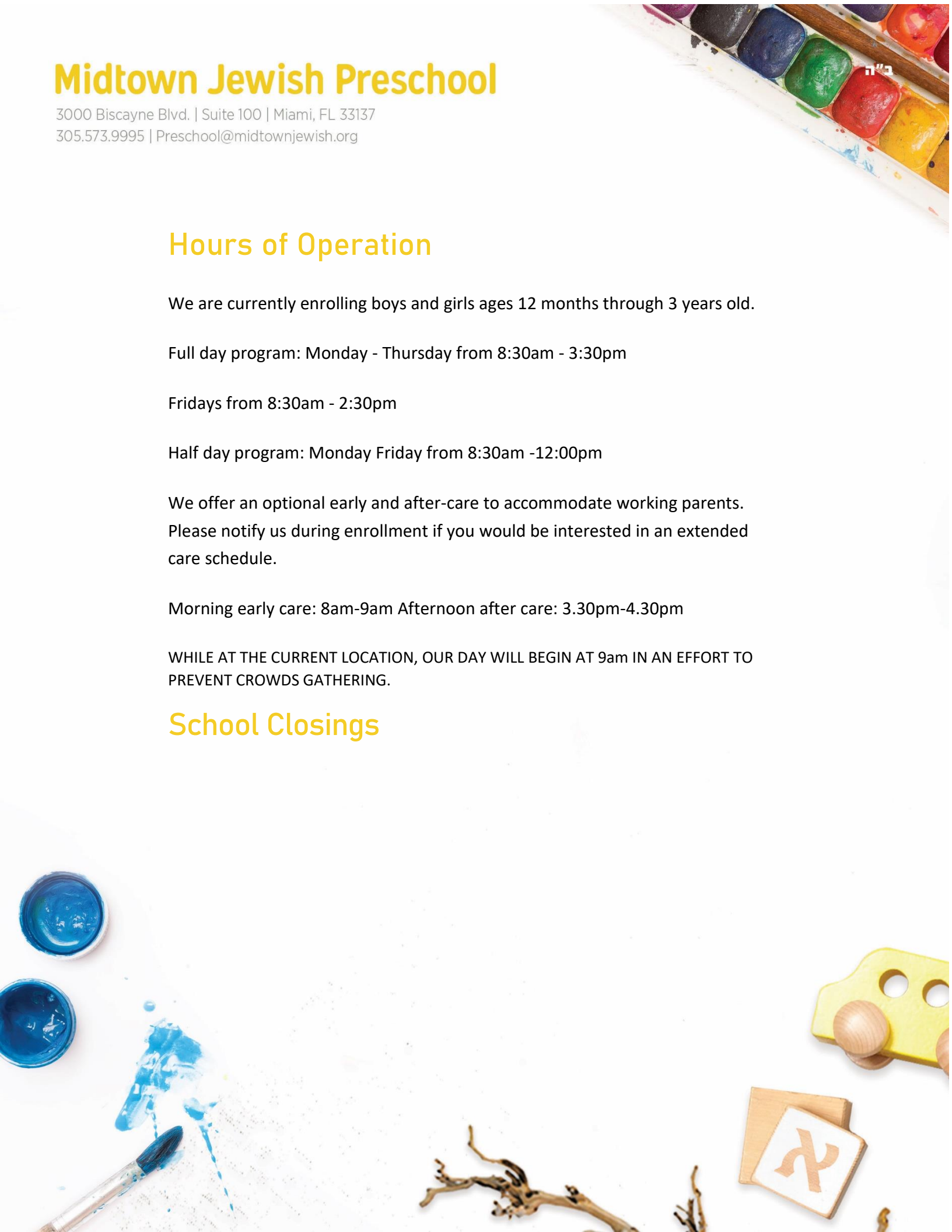
Half day program: Monday Friday from 8:30am -12:00pm

We offer an optional early and after-care to accommodate working parents.
Please notify us during enrollment if you would be interested in an extended care schedule.

Morning early care: 8am-9am Afternoon after care: 3.30pm-4.30pm

WHILE AT THE CURRENT LOCATION, OUR DAY WILL BEGIN AT 9am IN AN EFFORT TO PREVENT CROWDS GATHERING.

School Closings



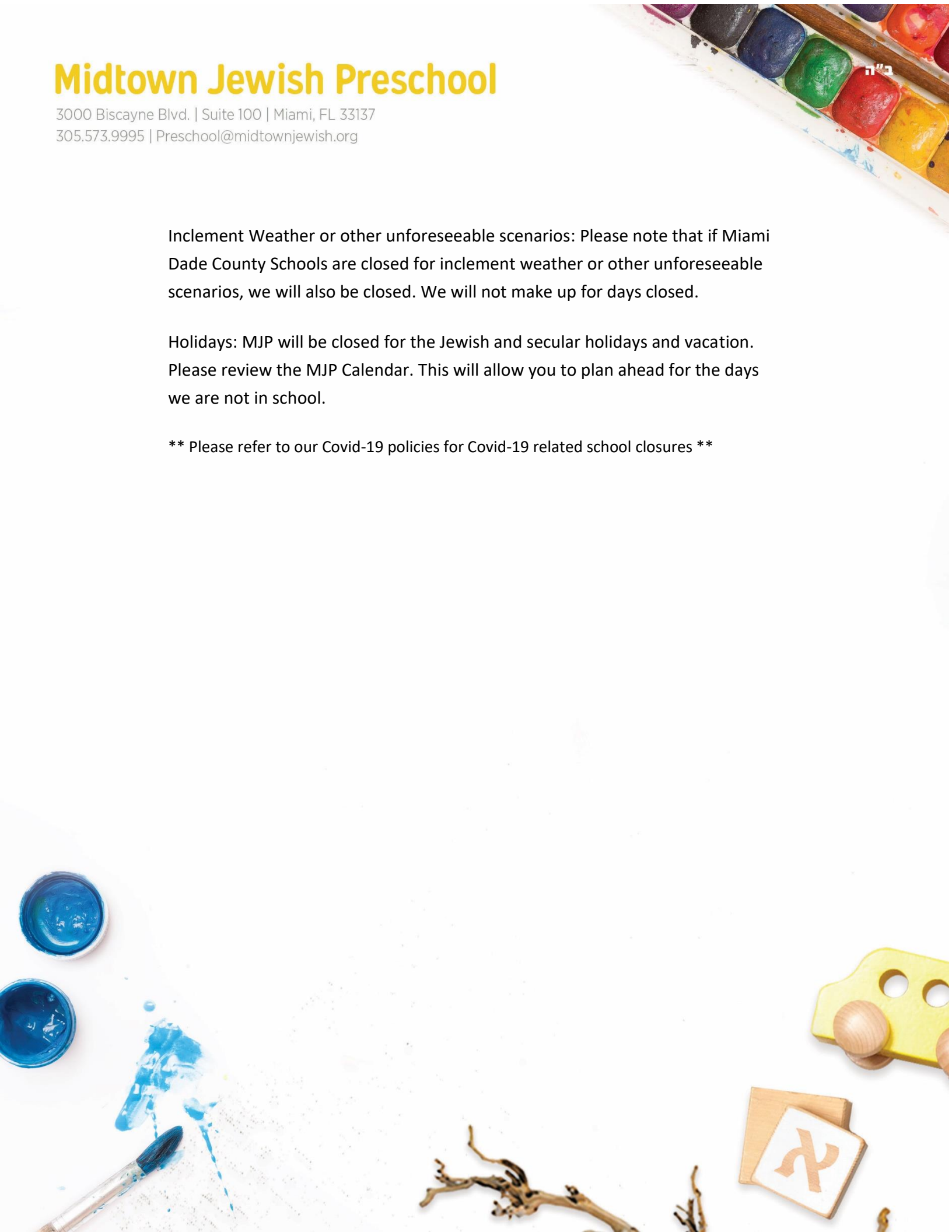
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Inclement Weather or other unforeseeable scenarios: Please note that if Miami Dade County Schools are closed for inclement weather or other unforeseeable scenarios, we will also be closed. We will not make up for days closed.

Holidays: MJP will be closed for the Jewish and secular holidays and vacation. Please review the MJP Calendar. This will allow you to plan ahead for the days we are not in school.

**** Please refer to our Covid-19 policies for Covid-19 related school closures ****



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Fees

Registration \$350 Non-refundable processing fee

\$600 mandatory security fee per family

\$50 Material fee

Nap Pack Purchase \$28 (Required for full time students)

\$100 Communication app fee - TBD

Expulsion Policy

Reasons for expulsion, may be, but are not limited to:

- If we find a child is a danger to himself or to others.
- If we cannot adequately support or provide for his or her needs.
- If a parent is abusive to children or staff.
- If payments are not made in a timely manner.
- If all paperwork is not submitted.

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Snacks and Lunch

At MJP we strive to provide an organic and wholesome environment. We have hired a clinical dietitian to create a snack and lunch menu that serves the needs of our growing friends, Monica Auslander Moreno with Essence Nutrition has created a well-balanced, healthy, kid-friendly menu featuring fresh and wholesome ingredients. Snacks & lunch menu will be provided at the start of every month.

If your child has any allergies or is on a special diet, please be in touch with our director so that we can determine whether we will be able to accommodate your child's needs or you will need to provide your own snacks & lunch.

- If you wish to send food from home- all foods need to be Kosher dairy or pareve (no meat) We cannot heat or cool food items, so please be sure to send items in temperature controlled, insulated containers such as a thermos. Please do not send candy or juice boxes to school. All containers should be clearly marked with your child's name. Food brought from home will not be shared with other children out of respect for the individual kosher and dietary restrictions of each child.

Rest Time

Children that stay for a full day are required to have a rest period. A child who cannot sleep will be provided with quiet, restful activities. Parents are required to purchase an all-in-one nap pack, available at our office for \$28. These will be sent home weekly to be washed.

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Clothing

MJP does not have a set dress code and children are welcome to wear appropriate play clothing of their choice. Please bear in mind that the children will be playing outside and with a variety of materials and mediums throughout the day. Children tend to get messy and dirty. Although teachers try to ensure they wear smocks, sometimes their creativity carries them away. Any soiled clothing will be sent home in a plastic bag.

Please make sure your child has two complete sets of clothing at the school in case of need. Pack each set of clothing in a gallon size zip lock bag, clearly labeled.

Our classroom and indoor play area will be a NO SHOES ZONE to ensure our young friends can play safely in a clean environment. If your child wears shoes on a regular basis, keep in mind that the shoes will need to be removed before entering the classroom. Kids can wear comfortable socks, soft sole indoor shoes or may remain barefoot.

We recommend that every child have an easy to put on pair of shoes/slippers in school for quick bathroom trips. We will share with you a few links.

For outdoor play tennis shoes are the recommended footwear for their comfort and safety. Please send along appropriate jackets or sweaters when the weather gets cooler so that the children will be comfortable while playing outdoors.

Communication between Parents and School

A child's educational journey encompasses the unique qualities of his/ her family as an integral part of the learning experience. In our pursuit of excellence, we welcome your questions, concerns, suggestions, and ideas. We aim to keep you fully informed and



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updated with the happenings of the school, your child's class and his/ her development in particular. We do this via:

***Parents' orientation**- an evening showcasing your child's daily schedule and the educational program and goals for the year. This evening is a window into your child's world at MJP. Date TBA

* **Daily report**: Parents of toddlers will receive daily email updates with eating, diapering and sleeping information. All parents will receive weekly newsletters with pictures of the children from the week. Teachers will periodically share the process of learning that is taking place in the classroom. We cannot emphasize enough the importance of reading the updates.

***Regular emails from the school office**. Reminders about school closings and special in-school events. Please note that our primary means of communication is via email. Please make sure you are receiving them!

* **Parent Teacher Conferences** are held in January and April. These conferences are an opportunity to discuss the uniqueness of your child and to receive an in-depth view of your child's progress. A sign-up email with time slots will be available a week before the conferences.

* **Talk to the teacher** Please communicate with your child's teacher using the class email classroom@midtownjewish.org and she will be happy to respond to your questions and concerns, or do her best to call you at her next break. Arrival and dismissal times are not appropriate times for meaningful conversation with teachers – staff must be completely involved with supervising your children without any distraction. Please do not call your child's teacher after hours unless she has specifically requested you to do so.

* **Talk to us** Morah Chana is always available for you! She can be reached at her cell phone or her e-mail. Please avoid calling after hours, unless it's an emergency.

Important: Please advise the teachers if parents are going to be away from home for any length of time or any other difficult situation your family might be traversing. This is especially important if the absence is caused by unexpected conditions, such as hospitalization, which may be upsetting for your child. When teachers are aware of such conditions, they can be of great support and help in alleviating your child's distress.



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Birthday Party Guidelines

Birthdays are such an important day and we would love to celebrate with your family at MJP. We have put together these guidelines for celebrating a birthday in class:

- Birthday parties are celebrated on Fridays at our Shabbat party.
- Please notify us at least two weeks in advance to schedule your party and ensure that we put it on the calendar.
- You and your immediate family are welcome to join in the celebration.
- You do not need to do ANYTHING for the party

We ask you to contribute a minimum of \$25 and we will handle the rest. If you would like to donate something in honor of your child's birthday, we would be so honored if you choose something from our wish list on Amazon. Happy birthday!

** This schoolyear, we will have to adjust our birthday celebration based on the current Covid guidelines. We will assess every celebration as the time comes **

Out of School Birthday Party Guidelines

As a courtesy, when planning a birthday party outside of school, please choose a day other than Saturday or a Jewish Holiday and serve Kosher food out of respect to those children who observe these traditions.

Feel free to send an email to chana@midtownjewish.org with any questions or concerns that may arise.

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Arrival and Departure Procedures

School begins at 8:30 am and ends at 3:30 pm. Until Covid-19 restrictions are lifted, drop off and pick up will be by the Chabad entrance. **In an effort to avoid crowds gathering, while we are at the temporary location school will begin at 9am.** A staff member will be available at the door from 8.55am until 9.15am to greet you and your child, perform a quick health check and escort him/her to the classroom.

Pickup will also be from the Chabad entrance, the children will be in the lobby starting 3.20pm. We ask that you cooperate with our school policy and not bring your child before 8:55 am or pick them up after 3:35 pm, except when early care/aftercare arrangements have been made.

Parents may park in the school parking lot in spaces marked for visitors. If you walk to school, you may use the front door entrance. (Parking instructions for the new location will be communicated before our move)

Our premises will be locked and secured, parents will be let in upon arrival. If you arrive after 8.50am or would like to pick up our child before 3.20pm please contact our director or call the classroom directly at 727-626-2278.

No child will be released to a person not authorized in writing by a parent/guardian to pick them up. Please be aware, you will need to notify us in writing, we will check photo ID before releasing your child to someone unknown to us.

Let us know! Please let your child's teacher know via email within the first hour of school if your child will not be in attendance. If your family will be away for any reason, please let us know in advance.



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Discipline Policy

Discipline at MJP will take the form of positive classroom management. Our goal is for the child to learn self-management skills and inner control through participation in a safe, loving and well-planned environment.

Children will be provided with consistent routines and realistic limits and expectations. Children shall not be subjected to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any form of physical punishment is prohibited. We ensure that age appropriate, respectful, constructive disciplinary practices are used for children in our care.

Health and Safety

Evacuation Procedure

In the event that MJP needs to evacuate the building due to site-related problems, it will promptly notify the emergency authorities after the facility has been evacuated. Families will also be notified via messaging and email. We will move all the students to 3050, the building next door to our location. Pickup will be at the 3050 Biscayne Blvd Lobby. Staff will wait until all parents and caregivers have picked up their children.

Toileting and Diapering

Children do not need to be able to use the toilet independently to enter our program. When a child shows signs that they are ready to learn toilet independence, we will make it convenient for the child to use the toilet and provide help as needed. A child is considered to be toilet trained when they initiate trips to the bathroom, and go almost every time. A child who needs regular reminders is still at the beginning stages of training, and should be in diapers at school. After 1-2 weeks of being in underwear at home, it is probably a good time to try underwear at school. In order to provide a

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quality program for all of the children, it is important that these policies are kept. Parents can assist in toilet learning by dressing the child in underwear and loose fitting clothing that the child and caregiver can easily remove. Use of diapers or pull ups is recommended during nap time if your child wears a diaper/pull up during the night. We will be available and helpful but will not hover or push children. We will not force a child to remain on the toilet or punish a child for wetting or soiling his/her clothing. Our school policy is to keep the door of the bathroom open while changing a child. All children will be instructed and assisted in washing their hands after using the toilet.

Biting

There are many reasons toddlers may bite. Sometimes the biting is related to teething. Sometimes toddlers bite to express feelings they cannot express with words yet. We have seen children bite when they are frustrated, and we have seen them bite in excitement of a happy moment. No one can predict which children may bite, but we are ready to help toddlers who do bite, learn other behaviors. And of course, we are ready to give treatment, sympathy and advice to children who are bitten. Here are the ways we work to prevent biting and how we respond to it when it does happen:

- We program the day so frustration levels are kept to a minimum by providing a calm and cheerful atmosphere, stimulating and soothing age-appropriate activities and multiples of favorite toys. We also work to model acceptable and appropriate behavior for the children.
- If a bite does occur, we help the child who was bitten. We reassure him or her and care for the bite. We wash it with soap and water and use a cold pack. If it is likely that the bite may get dirty, we will also cover it to keep it clean. If your child is bitten, we will send a note home to let you know about the bite. We also respond to the child who did the biting. Our specific response varies depending on the circumstances, but our basic message is to help the child learn an appropriate way to express his/her emotion.
- The teachers and director try to analyze the cause of consistent or pattern biting by collecting careful data. We work to develop a plan to address the

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cause of the biting, and put all our energy into keeping children safe and helping children who are stuck in biting patterns. When we need to develop such a plan, we share the details with parents so they know specifically how we are addressing this problem. If necessary, a therapist may need to be called in for further evaluation or a shadow requested to help the child relearn the necessary behavior.

We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

We wish we could guarantee that there would never be any biting in our program, but we know there can be no such guarantee. We will support your children whether they bite or are bitten. We want the best for all the children in our program. If you want more information on biting or have any questions or concerns, please let us know.

Fire / Disaster Drills

During the year, we will conduct fire and disaster drills teaching students our safety procedures in a non-frightening manner. During fire drills, the children will practice evacuating to a safe location away from the building. During disaster drills the children will practice evacuating to the innermost hallways away from windows and doors.



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Minor Injuries & Illnesses

MJP is well equipped to handle minor injuries, such as superficial cuts and bruises. If we have any questions as to the severity of an injury, we will contact parents at the emergency numbers we have on file. An incident report will be filled up and presented to the parents to sign at dismissal.

Parents will be contacted in the event their child becomes ill or injured at school. The school faculty will use their own discretion to determine if the child is well enough to remain at school.

Medications

MJP does not administer medication (note exception below). Parents should give medication before and after school. Parents will be required to come to school to administer the medication if necessary.

Over the Counter Ointments, Etc.

The ointment, etc. must be marked with your child's name; you must complete the authorization form in the office.

Allergies

Please communicate with us any suspected allergy your child might have, we will do our best to accommodate.

Medical Forms

a) Your child's health form must indicate a physical exam by a Florida State doctor within a year's period. By State regulation, current forms must be on file in order for children to participate in the program. b) The emergency form, with contact numbers, must be kept up to date.

Illness



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Children must be kept home when they have symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers. We certainly hope that everyone stays healthy, but we must state our health policy for the record.

Our primary consideration is for the well-being of all students and staff, so while it is normal and even healthy for young children to be sick in the early years as it helps develop a strong immune system, communicability remains an important consideration in deciding if a child is well enough to be in school.

Written communication from a physician must be provided regarding a child who has a condition that poses no threat to himself or herself or anyone else, in order for that child to remain in school. We reserve the right to ask you to keep your child home until we feel comfortable having the child back in school regardless of the doctor's note.

Keep Your Child Home if He or She Has: **

- Diarrhea- acute diarrhea characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours.
- Vomiting one or more episodes of vomiting within a period of 24 hours.
- Fever elevated temperature over 100 F within 24 hours.
- Strep throat- sore throat or constant cough.
- Conjunctivitis— red eyes with a discharge, often a sign of conjunctivitis ("pink eye"), and is highly contagious. When these symptoms accompany a non-contagious condition, we must have a doctor's note.
- Runny nose with green mucus.
- On Antibiotics - has begun an antibiotic for a contagious condition less than 24 hours ago
- Chicken Pox - Child may return to school when all lesions are crusted over.
- Head Lice - The MJP honors a no-nit policy. Child may return to school after the removal of all lice and nits.
- Pinworms - Child may return to school 24 hours after treatment.

Midtown Jewish Preschool

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- Fifth Disease - Also known as Parvovirus. Fifth Disease is a mild illness and not serious in healthy children. However, it can cause serious complications during pregnancy. Fussy — has been fussy, cranky or out of sorts for the last 12 hours.
- Had very little sleep the night before. Children can return to school 24 hours after the fever or symptoms have disappeared. Children too tired to participate in full program activities should be at home.

Please send an email to preschool@midtownjewish.org when your child is absent due to illness. If your child becomes ill in school, or if we notice any concerning marks, or fever is at 100 or more, we will call you to take him/her home. If we can't reach you, designated emergency numbers will be called.

MJP reserves the right to determine if a child is well enough to be in the program. Each morning the teachers will conduct a quick health check on each child as they arrive. They will check for runny noses, fever and any other common symptom. They will also be noting down any bruises or bumps a child may have.

**In an effort to keep our preschool family safe during these challenging times, our sick policy is updated to reflect a 48 hour wait time after fever or illness, without the use of fever reducing medicines, including the procuring of a Dr.'s note that the child can return to school and no COVID-19 testing is necessary. Hard copy note or tele-doc note is acceptable. Please refer to our Covid-19 policies document for more details. **

