



Beth Hillel Day School Early Childhood Parent Student Handbook

2020 - 2021

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Beth Hillel Day School ECE

Parent/Student Handbook 2020 - 2021

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Beth Hillel Day School ECE Mission and Philosophy

Our Mission

Beth Hillel Day School ECE develops children's academic skills, individual talents and Jewish identities in an inclusive school community affiliated with the Reform Movement.

Our Philosophy

The uniqueness of Beth Hillel Day School's Early Childhood Education is the blending of a freedom-of-choice learning environment, with the cohesiveness of self-contained groups that work together all year long. Our developmental program allows children to learn at their individual pace while inspiring each child to meet his/her fullest potential. Children learn through our play-based curriculum and hands-on experiences.

We will help children develop:

1. Self-esteem and self-confidence in our safe, nurturing environment.
2. A positive sense of Jewish identity through experiential, tactile learning, Shabbat and holiday rituals in our classrooms, Beit Midrash and in our Sanctuary.
3. Positive social relationships and awareness of others.
4. Appropriate verbal expression so that they may express ideas and feelings clearly.
5. Creativity and a continued sense of wonder and curiosity.
6. Gross and fine motor skills, visual, auditory and vestibular skills.

**Temple and Day School Staff
818-763-9148**

Temple Beth Hillel Professional Staff

Rabbi Sarah Hronsky Senior Rabbi (Ext. 106)
Rabbi Keara Stein Director of Religious Education (Ext. 141)

Beth Hillel Day School Administrative Staff

Claudine Douglas Director of ECE (Ext 118)
Kathryn Jensen Elementary School Head of School (Ext. 142)
Karla Marroquin Administrative Assistant to the ECE (Ext 117)
Soheila Hakimian Administrative Assistant to the ES (Ext. 110)

You can leave a message for ECE staff members at (818) 761-6983

You can also email all teachers at firstname@tbhla.org

Extended Care

*Once we are able to have Extended Care
After Hours Phone Line After 5pm (818) 763-9148 ext. 266

Temple and Day School Officers

Temple Beth Hillel Board of Trustees

Beth Hillel Day School ECE is a service for members of Temple Beth Hillel. The Temple Beth Hillel Board of Trustees is the governing body for the Temple.

Officers 2019-2020

Co-Presidents	Freddie Goldberg & Margie Meadow
Immediate Past President	Eric Goldman
Past President	Barbara Motz
Vice Presidents	Shayna Alpert, Erika Jarrick, Jamie Stevens
Treasurer	David Haimovitz
Financial Secretary	Mark Singer
Recording Secretary	Darren Turbow

Early Childhood Committee

The Early Childhood Committee is responsible for supporting the yearly programs and events of the school through volunteer work and fundraising.

Officers 2020-2021 (September-May)

ECE Chair	Felicia Justman
Room Parent Chair	Mary Beth Ferrante
Fundraising Chair	Lisa Roos
Parent Outreach Coordinators	Annie and Jeff Morris
Yearbook Chair	Jamie Horwitz
Parent Speaker Chair	Naama Cameron

Guidelines and Procedures

At Beth Hillel Day School ECE (BHDS), we strive to meet the needs of all of our families. To ensure that you have the best possible experience in our school, we ask that you adhere to the guidelines and procedures outlined on the following pages. Policies and guidelines may be updated throughout the year and families will be notified of any changes.

Enrollment Information

Beth Hillel Day School ECE is a service for Temple Beth Hillel members. While children of non-members may be accepted to the school, families must join the Temple before their children can begin school. For re-enrollment, families must be current on their Temple bill in order to enroll children for the following school year.

Enrollment Procedures:

Beth Hillel Day School ECE is subject to the laws governing early childhood education programs in the state of California. In order to comply with those laws and/or to protect the health and safety of our students, the following items must be presented before the first day of school:

- a. Identification and Emergency Information Form
- b. Child Pre-Admission Health History -- Parent's Report
- c. Child Pre-Admission Health Evaluation -- Physician's Report
- d. Consent for Emergency Medical Treatment
- e. Personal Rights Form
- f. Parents' Rights Notification and Acknowledgement Form

Vaccination Policy - Beth Hillel's ECE policy is in accord with California state policy and current best medical practices. All children entering the preschool shall be vaccinated in accordance with the Department of Public Health guidelines.

The above items are mandated by the State of California, and we **MUST** have them in order to comply with our licensing regulations. Therefore, we **CANNOT** admit any child into the program who does not have this information on file.

Tuition Remittance Information: Tuition is based upon an academic school year, September through June, and is billed at minimum one month before each school session and spread out over 10 months. These months are July through April unless otherwise mutually agreed upon by both the Director of ECE and the family. Payment plans through the FACTS Tuition Management Program can be made with our Financial Department. Mini-camps and early morning/late afternoon child care charges will be billed separately. Please note that you **may not** fall into arrears. All families must have a credit card on file in order to participate in drop-in Early/Nursery extended care/Late Care. Credit cards will be charged at the end of each month for this additional childcare.

Withdrawals: The Beth Hillel ECE administration reserves the right to terminate the enrollment of any Child in the exercise of its sole discretion, taking into account the interests of the school, parents, and children. If the parent(s) wish to withdraw a child from the program, at any point, thirty (30) days' notice is required of parents/guardians in writing to the Director of the ECE. Failure to give thirty days' notice will result in a fee equal to one month's tuition. No adjustments are made for families planning vacations or for illness during the school year.

Dismissal Policy: We want to partner with parents to solve any discipline problems. Physical or emotional abuse due to the behavior of a child to another child or teacher, which is determined to be excessive or repetitious by the staff and director, will be grounds for dismissal.

1. First, a parent conference will be scheduled to discuss the problems and to develop a plan to correct them. An outside assessment may be appropriate to help evaluate the problem and assist in developing a plan to correct it; this may result in additional cost to the parent.
2. Second, a reasonable amount of time will be given for improvement in the child's behavior. Another parent conference will be scheduled to evaluate the child's progress.
3. Third, if the behavior persists and cannot be resolved to the ECE's and the parents' satisfaction, it may be determined by the Director and Staff that the program does not meet the child's needs. He/She may be asked to withdraw from the program.

Refunds: All deposits and tuition payments are non-refundable. * See Withdrawal policy

Temple Membership: Before our Summer Session begins and before school begins each Fall, all families must be members in good standing of Temple Beth Hillel.

Notice of Nondiscriminatory Policy: Beth Hillel Day School ECE admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administrated programs.

Hours of Operation

Office Hours: The Department of Early Childhood Education is open from 8:45 a.m. to 5:00 p.m. Monday through Friday. **The School Office is open from 8:45-5:00 p.m.** Please be on time as it is difficult for a child to enter school once the morning routine has begun. Furthermore, punctuality helps establish the importance of future good work habits.

Sign In/Sign Out: Signing your child in and out on a daily basis is a state mandated law. The State of California defines a signature as a FULL FIRST and FULL LAST NAME. No child will be allowed to leave the school with anyone other than authorized persons listed on your child's Identification and Emergency Information Forms or in case of daily update, the

20-minute pick up person listed on the sign in/out sheet. Until known at school, all persons picking up a child must be prepared to identify themselves with photo identification. Once a child has been signed out the child he/she may not continue to play in the school's indoor or outdoor spaces due to California state guidelines for childcare facilities.

Early Morning/Late Care:

*When we are able to offer Early Morning and Late Afternoon Care:

We offer drop-in Early morning and Late Care before and after school hours at the rate of \$13.00 per hour per day. Early morning care begins at 8:00 a.m. for both Nursery School and Mechina children. Late afternoon care is available from 3:00 p.m. until 6:00 p.m. All of these fees will be charged monthly to the credit card on file. **You must notify the school office if you plan to utilize any “drop-in” child care.**

Nursery Extended Day: If your child stays past 12:00 p.m., please send a labeled beach/large bath towel in a small, labeled, zippered or drawstring bag (backpacks, small duffel bags, or diaper bags work well!). You can also purchase a Rollee Pollee naptime blanket through the ECE Office. For hygienic reasons, please take home your child's sleeping materials every Friday for laundering. Your child may also wish to use a small pillow or blanket, or bring a book or cuddly stuffed animal during rest time. **Please be sure that all items are clearly labeled with your child's name!** Extended day children are expected to bring lunch every day. Please do not send pork products, shellfish, popcorn or nuts or other potential choking items (cut grapes, cherry tomatoes). Due to children with life threatening allergies, we ask that families avoid peanut butter.

Late Care Charge: The Early Childhood Education Committee of Temple Beth Hillel has mandated a tardiness policy pertaining to closing time at school, stating that a late charge of \$5.00 per minute for parental tardiness at end of day/closing time will be assessed. The only exception to this rule is if there are extenuating emergency circumstances and a phone call is placed in advance of the anticipated tardiness to the ECE office at (818) 761-6983. After 5pm., please call 818 763-9148 ext 266 and you will be connected directly to the Late Care classroom (please note, we are currently starting the 2020/21 school year with no Early or Late Care). Each month you are responsible for remitting the late charge fee accrued for the previous month. All families must have a credit card on file. Credit cards will be charged at the end of each month for this additional childcare. Please note: **On Fridays BHDS will be closing at 5:45pm (once we are able to offer Late Care).**

Absences: If your child will be absent, please contact the Early Childhood office and inform us of the absence. This information allows us to relay illness information to your child's teacher and gives us the opportunity to send get well pictures from your child's group for extended absences. *Please see additional Covid-19 guidelines on page 13

Staff Professional Development: Beth Hillel Day School ECE is committed to maintaining high standards for academic achievement. To this end, we provide substantial and regular professional development for our staff and teachers. We recognize that days when students are

dismissed early or there is no school due to professional development are an inconvenience, especially for working parents. We will provide Extended Care on these days whenever possible. We also encourage parents to work together to arrange for play dates or share babysitting to cut down on childcare costs.

First Days for Children New to Our School: In order to make your child's adjustment to a new setting easier, we need you to be available for the first several days that your child comes to school. Your availability will be most helpful in making your child's transition into school a successful experience.

When your child goes to school, he or she is taking a first big step away from complete dependence on parents. Your child may need your help in adjusting even if he or she has older siblings or has previously been in a day care setting.

You can assist us by being aware that during the first few days of school, your child may be quiet and cling to you or may have toileting accidents. These are all symptoms of separation anxiety in a new situation and will disappear as your child adjusts to the school situation. Be sympathetic, understanding, and supportive. Realize that nonverbal messages of confidence in the school will be transmitted to your child. If your child knows that you are comfortable here, your child will also feel comfortable at school.

Our staff is well versed in dealing with separation, and this, along with learning school routines, will be the focus of the curriculum for the first several weeks of school. The teachers will help move the children into activities that will make your presence less essential and will give your child a feeling of being welcome in this most exciting adventure, preschool.

The First Day (For All Children): Please send a complete change of clothing (or two or three changes of clothing for the youngest children!) in a box the size of a shoe box clearly labeled with your child's first and last name. Also, please attach a recent photo of your child to the end of the box. Shoe boxes should include pants, shirt, socks, underwear or pull-ups, and the clothes should be appropriate for the season. Please label all clothing with your child's name! All of the above items will remain at school in your child's cubby. Each child is also required to have an "Earthquake Kit" on the premises at all times. (Please refer to our Earthquake Preparedness letter for complete information.)

Behavior and Dress Policies

Discipline Policy: At Temple Beth Hillel, our priority is to provide a safe and nurturing environment for the children in our program. Our classroom rules are simple, and we teach our children respect for classmates, respect for teachers, and respect for our school environment. We help children develop self-control, self-respect, and a good self-esteem.

Our staff has had extensive training in positive discipline techniques and conflict resolution. Our teachers work at positively reinforcing acceptable behavior while discouraging inappropriate behavior. All of the classrooms spend time role playing and modeling positive behaviors and

interactions, especially at the start of a session. We rely upon redirection and conflict resolution when needed. Teachers will encourage a child to “use your words” and to listen to the words that others are saying. We will follow the steps described below to resolve behavior problems. However, the Director of ECE reserves the right to remove a child from our program immediately if that child poses a danger to himself/herself or others or is disruptive to the ECE program.

Even though we have clear expectations that are communicated to our children, a child may continue to physically or emotionally harm himself/herself, other children and teachers, and/or disrupt the classroom environment. Below are the steps that the Director of ECE and staff will generally use for dealing with these behavior issues:

1. Teachers will demonstrate to the child appropriate behavior and language in order to help a child work out conflicts independently. Teachers will document consistent inappropriate behavior and notify the Director of ECE of these occurrences as soon as possible. The Director of ECE shall follow through as appropriate.
2. If inappropriate behavior continues, at the Director of ECE’s discretion, a parent/teacher/administrator conference may be scheduled to discuss ways to resolve the problem.
3. If the inappropriate behavior persists, parents may be asked to seek help for their child using outside professionals. If appropriate and consistent with the school’s policies and programs, the Director of ECE may work with the child’s psychologist or therapist to assist in resolving the problems. Under appropriate circumstances and with the approval of the Director of ECE, a child may be able to remain in the program with the participation of a “shadow” or companion. The Director of ECE must approve the “shadow” or companion in advance and all costs shall be borne by the parents of the child.
4. If the child’s inappropriate behavior continues despite efforts to resolve the problem, at the sole discretion of the Director of ECE, the parents will be asked to remove their child from our school. As noted above, if at any time the Director of ECE believes that the child poses a danger to himself/herself, to others, or is disruptive to the ECE program, the Director may immediately remove the child from the school.

Harassment: Beth Hillel Day School ECE prohibits unlawful harassment based on actual or perceived sex, race, color, religion, ancestry, religious creed, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. To see the Beth Hillel Day School ECE anti-harassment policy, please refer to Appendix A. For the Beth Hillel Day School ECE sexual harassment policy, please see Appendix B.

Toys: Please refrain from sending toys from home as we will not take responsibility for their being damaged or lost and per our Covid-19 guidelines. The only exceptions to this policy will be the stuffed animals/dolls allowed for extended day rest time or "transitional

objects" during the first several weeks of school while children are separating from their parents.

Clothing: Suitable clothes are extremely important in order to encourage independence and to ensure your child's safety. It may interfere with your child fully enjoying creative experiences if he/she is concerned about getting his/her clothing dirty. Please observe the following guidelines when dressing your child for school:

- Make sure clothes can be easily laundered.
- Every child should have 1 extra clean mask in a baggie in their backpack each morning.
- Please do not send your child in Crocs, sandals, jellies, open-toed shoes, party shoes, slip-on shoes or boots of any type including rain and cowboy. On a rainy day, bring extra shoes to change into. They are unsafe for running and climbing. Many of these shoes are for pool and beach wear only. You may want to consider tennis shoes as the best footwear for your child.
- Socks and closed-toe shoes must be worn at all times.
- Jewelry is discouraged, as it may pose a safety hazard or may get lost during play.
- For hygienic purposes, we recommend no hats (except for sun hats).

School Holiday Observance Policy

Temple Beth Hillel observes all Jewish and legal holidays. A school calendar for the coming year is sent to all families and extra copies are available in the school office or on the school website. From time to time in the coming year, you may receive updated school calendars.

Our school devotes itself to the development of both the Jewish and the American identity of the child. In the school setting, children learn to integrate compatible elements of the respective parts of their heritage. Therefore, celebrations of holidays such as Thanksgiving, President's Day, and other American holidays of a national and a secular nature are an integral part of our program. Conversely, it is our policy that non-Jewish holidays which are of a religious origin, such as Halloween, Christmas, St. Valentine's Day, St. Patrick's Day, and Easter are not celebrated at our school. Although such holidays may be considered to be secular in their observance today, and many of our families may participate in activities related to these holidays outside of school, their origins make them inappropriate for inclusion in our curriculum. We ask that children not wear clothing or bring symbols of these holidays to school. Invitations to parties, and related paraphernalia celebrating these holidays should be sent through the mail and not distributed in our school.

Judaic Observances: Jewish holidays are celebrated in a manner which is age appropriate for young children and Jewish values are woven into the curriculum. Each day before snack and lunch, we recite the motzi (the blessing over bread). Each Friday, the children celebrate Shabbat with Rabbi Sarah Hronsky or Rabbi Keara Stein, and in class the children sing blessings over the candles, juice and challah in preparation for Shabbat.

School Shabbat Policy: As a Jewish organization, Temple Beth Hillel encourages all families to observe Shabbat. In keeping with this, school-sponsored events may not be held prior to 6 p.m. on Saturdays. Parents who are planning school events should contact school administration about the policy. In addition, so that everyone in our community may participate, **we request that parents do not schedule birthday parties on Friday nights, Saturdays or on Jewish holidays.** During Covid-19, we discourage gatherings for birthdays parties. In accordance with our Healthy Snack program, we ask that families not bring extra dessert items for Shabbat. Every classroom will individually serve challah and grape juice on Fridays.

Birthdays: To make your child's day special, each teacher will do a little something to make him/her feel special i.e, read a book, make a crown and/or a special leadership opportunity. As Shabbat takes precedence, we will not celebrate birthdays on Fridays. Please email your classroom teacher to determine the appropriate birthday plan and possible treat item (either one, food or nonfood) for your child's special day. While we encourage nonfood items (ex. stickers, box of crayons, donate books to the classroom), if you feel so inclined to bring a food item, this needs to be individually wrapped. Be sure to ask your child's teacher if anyone in the class has a food allergy. **We ask that you NOT cubby birthday party invitations or birthday party thank you notes. Again, during Covid-19 we discourage parties.**

Tzedakah (Righteous Giving): According to our Jewish tradition, it is appropriate to give money as *Tzedakah* (righteous giving or charity) to people in need. We strongly encourage the children to bring a small sum of money, preferably from savings, allowance or earnings, at intervals in our school year that may align with classroom projects or school-wide *Tzedakah* collections. This will afford students the opportunity to participate in the mitzvah of righteousness and caring for others.

Our families are also encouraged to participate in our Temple-wide Mitzvah Day. From time to time, there will be other opportunities for students and their families to participate in school-wide and temple-wide *Tzedakah* projects. Please participate according to your means in order to model the values of *Tzedakah* and *tikkun olam* (healing the world) for your children.

Parent Participation and Communication with our School

Parent Communication: Effective two-way communication between families and the school is key to the success of any program. Beth Hillel Day School ECE seeks to maintain a positive and constructive working relationship between the school and each student's parent(s)/guardian(s) in order to fulfill Beth Hillel Day School's ECE purpose. Beth Hillel Day School ECE reserves the right to dismiss a student if the Head of School/Director, in his or her sole discretion, determines that the actions of a parent(s)/guardian(s) impair the positive and constructive relationship with Beth Hillel Day School ECE. These actions may include, but are not limited to, a parent's treatment of temple staff and school staff. Beth Hillel Day School's ECE expectations about the behavior and actions of its students and their parent(s)/guardian(s) include both on- and off-campus behavior and actions.

Here are some guidelines that outline the ways in which we will communicate with you regarding your child's progress and needs, as well as policies for parent communication with the school.

It is very important that we have the most updated and frequently checked email address on file with our office. Many school communications, including last minute changes in after school enrichment class schedules and parent meetings, can only be quickly and effectively communicated to our families by email. Like most organizations, we have occasional problems which can interfere with the delivery of email. If you believe you are not receiving your Temple or ECE email, please contact Karla in our school office and your classroom teacher.

Teacher to Parent Communication: Your child's teacher will communicate to you in a number of ways. All teachers in the ECE will provide weekly classroom updates with current information on curriculum and the news from the class. Teachers may also communicate through personal notes, class newsletters, emails and phone calls.

Parent to School Communication: Please notify Soheila or Karla in the school office if your child has a communicable disease, you will be out of town, your home routine will be changing for any reason, **any** contact information has changed, or you wish to add or change designated individuals who may pick up your child. **Please also send a signed note or email letting us know if your child will be picked up by any adult (including another day school parent or guardian) who is not listed on your emergency form. Notify us of any changes in your residence or place of employment. We must have a working emergency number at all times, and we must be able to reach you.**

Parent to Teacher Communication: Our priority is the education of your child. Our teachers care deeply about your child and will make themselves available to address questions or concerns that arise during the year. It is important that we have a complete profile of your child. If there is any information which is not covered on your registration forms, but which may give us a more comprehensive understanding of your child, please discuss this information with your child's teacher. Please also share with your child's teacher any events which may affect your child's feelings or behavior patterns.

It is very common for children to have arguments or difficulties with another child in his/her class. We strongly believe that students should be given the tools to learn to solve problems independently. To this end, we ask that if your child comes home upset about an interaction with another child, you please contact your child's teacher so he or she can help your child solve the problem in school. We find that when parents communicate directly with the other child's parent, the problems become exacerbated and the children do not learn the skills they need for problem solving. **It is never appropriate for a parent to speak to another child about a social issue.**

Please note that when class is in session, the teacher's priority needs to be the education of all the children. With this in mind, we ask you to **please not interrupt class to talk to a teacher about your child. Also please note that we will not put your call through to a teacher's classroom when class is in session.** If you wish to speak to your child's teacher, please either email the

teacher or leave a message with your phone number and time you can be reached in the school office and the teacher will call you back at his or her earliest convenience. If it is a pressing issue, we will get a note to the teacher immediately. Please also refrain from holding conferences at drop off or pick up.

In order to meet the needs of all students, from time to time it is necessary to discuss a child's status with the whole staff. This information is treated confidentially within the staff and will never be disseminated to the greater community. Parents should not have the expectation of privacy with the classroom teacher in their communications.

Additionally, we request that parents may not call staff at their personal phone number or ask staff to babysit. This is against Temple policy.

Parent to Administration Communication: After speaking to the teacher, if you feel that the matter requires further discussion, you may contact the Director of ECE to set up a meeting with the teacher and the administrator.

At times parents have questions about which administrator to contact for a specific issue. Issues dealing with the daily operations of the ECE, teachers, curriculum or your specific child should be directed to the Director of the ECE. Conversations regarding policies, tuition assistance, Temple matters or development should also be directed to the Director of ECE.

Parent Conferences: Twice a year, we close our school for one day in order to hold formal Parent/Teacher Conferences. Conferences will enable you to dialogue with the teacher regarding your child's development progress. The teacher will also discuss progress towards individual goals for your child. At any time during the school year, parents may schedule informal conferences as needed to address questions or concerns.

Communication with other Families: Families are provided with school rosters. These rosters are to be used to arrange carpools, play dates, send birthday party invitations and other similar tasks that facilitate personal and positive communication among school families. Using rosters to contact families regarding concerns about the classroom, school or Temple is in violation of our policy. All concerns must be directed to the appropriate staff person, Director and/or Senior Staff person. *Rosters are for personal use only and may not be copied or distributed or otherwise utilized for business purposes.*

Health and Safety Policies

Security: Security procedures have been put in place to safeguard our School and Temple community. Every car entering the lot must have a "TBH" sticker on the left side of the windshield. Those walking on must carry a "TBH" walk on pass. (You may get extras in the office.) As previously noted, any child who arrives late or is picked up early must be signed in or out in the office or classroom if appropriate. We must have written authorization to release a child to anyone other than a custodial parent.

Visitors and Volunteers: Visitors and volunteers must sign in and out in our office and must receive a visitor name badge from security (Once we are out of current Covid-19 restrictions). During current Covid-19 guidelines, all visits or unusual pick up times must be scheduled through our school office. This policy helps us ensure the safety of our students. Also, in the unlikely event of an emergency, it will let us know who is on our campus so that we can account for everyone. This policy will be strictly enforced. **In addition, any parent who volunteers regularly in the classroom must be fingerprinted and have a TB test on file in the office.**

Parking Lot Safety: Safety in the parking lot is always a concern. If the guard asks you to stop and provide identification, he is doing so to insure the safety of our campus. Please comply with any requests. Drive safely and slowly and do not use your cell phone while driving in our lot. Remember to park your car in a designated parking space, take one space only, and turn off your engine while you are parked. Please do not park in handicapped spaces unless you have a handicapped placard. Please do not leave children or pets unattended in cars or send unescorted siblings under the age of 13 to pick up your child. Please cross at the marked crosswalks only. When exiting the parking lot, let the gate open completely before you exit. During Covid-19 there will be a carline with staggered drop off. There are designated parking spaces if you are late or your child is having a hard drop off and you need to pull out of the carline.

Our Good Neighbor Policy: On days when the Temple schools or other organizations have events, our parking lot may fill. Our synagogue is located in a residential neighborhood. Please help Temple Beth Hillel be a good neighbor to local residents and set a good example for your children by following the directions of the Temple security guard, parking legally, using crosswalks and keeping the noise level down when you are walking through the neighborhood.

Food and Snacks: We encourage healthy eating at school. Therefore, please refrain from sending junk food. No pop-top cans, glass jars or popcorn is allowed in school, as they are potentially hazardous. Please do not send nut products, or peanut products, or popcorn and be sure to cut grapes in half. No peanut, almond, soy or sunflower butters as it is too difficult to distinguish between these butters. Please label your child's lunch box and thermos with his/her name so that the items may be easily identified.

* On Friday, we also provide challah and grape juice ($\frac{1}{3}$ grape juice and $\frac{2}{3}$ water) for Shabbat.

Lunch: As a Jewish school, we have a Kashrut (dietary laws) policy. We do not mix milk and meat in the same meal. **When food is sent from home for snack or lunch please do not send or serve pork or shellfish products or mix meat and milk products in the same snack or meal.** (For example, please bring plain cheese or cheese and vegetable pizza rather than sausage, pepperoni or barbecue chicken pizza, or send a hamburger rather than a cheeseburger.) These same rules apply when serving to a group of children at our school (i.e. at a class birthday party, to aftercare or to a class).

Medications: If your child needs medication while at school, the State of California requires that we adhere to the following guidelines:

- All prescriptions must be current and must be in the original prescription container. Medication must be presented to the ECE office accompanied by a doctor's note with specific instructions for administering the medication.
- A parent must complete a consent form in order for us to administer any medication, including all over-the-counter medications and sunscreen.
- Medication may not be handed to a teacher or left in a lunch box or cubby.
- An IMS Plan (Incidental Medical Services) needs to be completed if your child has one of the following three conditions: anaphylaxis, asthma, and/or diabetes (depending on the intervention needed).

Health Policies: Because vomiting, diarrhea, and fever are all signs of a potentially contagious illness, please keep children home if they have exhibited any of these symptoms within the previous 24 hours. If your child suffers from an allergy or has any restrictions on physical activity or food intake, please submit a written statement to the office. If your child becomes ill at school, we will phone a parent to come and pick him or her up. If you are not available, we will phone those on your emergency list. *It is essential that you keep your emergency list of phone numbers updated.* Children are expected to be picked up in a timely manner, within 20 minutes. It is also extremely important that you advise us if your child contracts a contagious disease (e.g., chicken pox, conjunctivitis, head lice, etc.) so that we may notify the other parents in the school of their child's exposure. In the case of head lice, all nits and eggs must be removed from a child's hair and scalp before the child may return to school. Your child must be checked by the school office after having lice.

COVID-19: In order to prevent the spread of contagious illness, Beth Hillel Day School ECE (BHDS), reserves the right to exclude from the facility any child, parent, caregiver, or staff showing symptoms of COVID-19 and those who have been in contact with someone with symptoms of COVID-19. This includes but is not limited to: individuals primarily having a temperature of 100.4° or higher, coughing, difficulty breathing or showing other illness within the last 24 hours.

Please keep children home if they are showing any of these symptoms, are sick, have been in contact with someone who has tested positive for COVID-19, or if someone in the household has symptoms (cough, fever, shortness of breath). It is important that you report to us if your child is exhibiting any of these symptoms by email and/or phone call to the school office. Per BHDS Health Policies, families will be notified if potential exposure occurred.

We encourage parents and caregivers to practice screening methods with their children before coming to school for flu-like symptoms (ex. checking temperature every day before arriving at school). Your child will have their temperature taken upon arrival and you will be asked a series of questions during drop off. If your child becomes ill at school, we will call you to come and pick up your child in a timely manner from a designated area for sick children, within 20 minutes. Emergency contacts must be updated to include those that will be available to pick up your child within this timeframe. For a daily update to your emergency contacts, please write the person's full name and phone number on the sign in/out sheet at the time of drop off. Children

must remain at home until fever has been gone for at least 24 hours without the use of fever-reducing medicines.

Adults entering the facility and children over 2 years old must wear a face covering upon entry to the facility. It is now required that all children start their day with a face covering. Prior to signing in your child, children will need to be wearing a face covering. Please provide your own pen for sign in and sign-out procedures.

If you forget to bring a face covering that morning, please let your teacher know, and we will provide one for your child to start their day.

Your child will also need to have 1 extra clean face covering in a baggie in their backpack and 1 additional face-covering in their school box where we keep extra clothing/diapers/etc. Children will continue to be encouraged to wear masks throughout their day and will continue to take mask breaks as needed. Face coverings should be washed or replaced daily. We recommend that your child have a quick release toddler/child lanyard to help stay safe and assist them in keeping their mask on their own body anytime the mask is removed including breaks, mealtimes, and a mask falling off accidentally. Face coverings are available for sale in the school office.

No carpooling can be permitted with anyone outside your household.

Air travel (personally or hosting someone who has traveled) - Before returning to TBH you must either quarantine for 10 days; AND, receive a negative PCR test between day 7 - 9 OR quarantine for a full 14 days.

Along with helpful resources you can find on Temple Beth Hillel's website, we strongly suggest you seek immediate medical care if symptoms become more severe (ex. high fever or difficulty breathing).

Programming Agreement (beginning July 1, 2021): In the event TBH is required to close by any state, local or federal governmental entity and/or if TBH otherwise determines in its sole and absolute discretion that it is unsafe to remain open for any length of time up to 20 school days, consecutive or non-consecutive, I agree to pay full tuition and will be offered remote learning. If TBH/ECE is required to remain closed longer than 20 consecutive school days (one month), I agree to pay 60% of tuition and will receive a refund or credit of 40% of tuition for any days beyond 20 consecutive school days where we are unable to be on-site and are engaged in remote learning. The portion of tuition that covers Temple Membership will not be discounted in the event that remote learning is required. By executing this form, I further agree to take all recommended and reasonable actions to protect my family from exposure to COVID-19. I agree that, in sending my child to the ECE Program, my family assumes the risks associated with COVID-19.

Family Enrollment Agreement:

You agree that your family, to the best of their ability, will follow all Los Angeles County Department of Public Health COVID-19 guidelines and requirements, included but not limited to, following all social distancing and mask-wearing guidelines. Additionally, you agree to disclose any known or reasonably suspected COVID-19 exposure for anyone in my immediate family. You agree to closely monitor any symptoms of illness in members of my immediate family and agree not to send my child to the ECE Program if anyone in your immediate family has symptoms of illness, including but not limited to fever, signs of upper respiratory illness, stomach discomfort, and/or rash.

Marijuana Policy: The use, possession, consumption, serving or sale of marijuana, including in edible form or vaporizers, on the premises of Temple Beth Hillel is strictly prohibited. This zero-tolerance policy applies to clergy, staff, vendors, congregants, community partners, visitors, tenants and all rental parties.

HIV/AIDS Policy: Beth Hillel Day School ECE has adopted the Jewish community HIV/AIDS policy. As stated in the policy, state and federal law has declared that persons with HIV/AIDS are physically disabled and shall not be discriminated against. Therefore, as with anyone else who has a physical disability, children who are infected with HIV/AIDS shall be permitted to attend the school. HIV/AIDS is not transmitted through casual contact involved in attending school. Only the Head of School shall know the identity of an infected student unless the child's parents determine that other staff should be informed. In the event that some staff members are informed, they shall treat this information as highly confidential.

Child Abuse Reporting: In accordance with school policy and California law, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. *In this very serious and legally narrow area, the school does not contact parents in advance of making a report to legal authorities.* The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of any reasonable suspicion of abuse be made. School staff members are legally required to make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. Reports are made directly to Child Protective Services (800-540-4000).

Fire drills: Temple Beth Hillel holds regular fire drills. These drills are held during school hours. When the fire alarm sounds, **everyone must clear the buildings**, including adults as well as children. If you are on campus volunteering or visiting and you hear the fire alarm, you must leave with the students and teachers. If you are in your car or in the parking lot, you must stay in your car (unless otherwise instructed) and do not attempt to leave to the parking lot until the drill has ended and the children have safely returned their classrooms. Everyone proceeds in an orderly way to the west parking lot area. When all students are accounted for and it is determined the building is safe, supervising adults will let everyone know it is safe to return to class.

Unscheduled School Closures: In addition to activating a phone tree and email lists we will attempt to notify KNBC, Channel 4, along with radio stations KFWB and KNX any time we close unexpectedly. Unfortunately, we have no control over whether the announcement will be made. If LAUSD closes due to an earthquake, flood, or other emergency, we will also close. We will not close unless we feel it is absolutely necessary, and we apologize for any inconvenience this may cause.

Emergency Phone Contact Information: Please note that Temple Beth Hillel phone service relies on electrical power. In case of a power outage or emergency during school hours, Temple phone service may not be available. In that case, we recommend that you try our battery powered after hours cell phone (see number below). If local phone service is not available, try our out of state contact.

Out of state contact: Temple Chai in Phoenix Arizona (602) 971-1234

We strongly recommend that you post these numbers prominently in your home and office and add them to your cell phone and paper or electronic address book so that you have them in the unlikely event of an emergency.

Emergency Preparedness Plan: A Temple wide emergency preparedness plan has been put in place to deal with an earthquake or other disaster situation that may occur while the children are in school. In the unlikely event of an emergency, please call the regular school line or after hours extension. If local phone service is not available call the out of state contact for information and instructions.

Temple Beth Hillel maintains emergency supplies for our students to use in the unlikely event of an emergency. In addition, students are also required to bring a change of clothes and personal items that will be stored with our school emergency supplies. Specific details of the required items have been included in the Back to School mailing.

APPENDIX A

SEXUAL HARASSMENT POLICY

Beth Hillel Day School ECE prohibits unlawful sexual harassment of or by any student by anyone in or from the school. Conduct which constitutes sexual harassment of students impairs the ability of students to make full and effective use of the school's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment, academic status, or progress.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Students who engage in sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school. Any student of Beth Hillel Day School, ES or ECE who believes that she or he has been the victim of sexual harassment is urged to bring the problem to the attention of the Director/Head of School so that appropriate action may be taken to resolve the problem. Such reports should ordinarily be brought to the attention of the Director/Head of School because she is responsible for maintaining a suitable learning environment on the school campus, is trained to investigate misconduct, and is authorized to impose appropriate disciplinary action.

However, the school recognizes that, due to the possibly embarrassing nature of sexual harassment conduct, individual students may instead choose to make a report to another trusted adult employee such as a teacher. BHDS employees who receive such reports are expected to take appropriate action to ensure that students are not subjected to sexual harassment. Additionally, should the sexual harassment constitute child abuse, reporting shall be made in the manner provided in the Personnel Handbook.

All BHDS staff involved in the receipt of, or investigation of, allegations of sexual harassment are to hold such information in appropriate confidence to the extent possible so as to ensure the privacy of the individuals concerned.

APPENDIX B

ANTI-HARASSMENT POLICY

Discriminatory harassment is a particular form of personal disrespect that Beth Hillel Day School ECE **DOES NOT TOLERATE** among students, among employees, or between employees and students. BHDS is committed to providing an educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment of a student includes harassment based on actual or perceived sex, race, color, religion, ancestry, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation.

Retaliation constitutes a violation of this policy. Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender.

No student shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student.

All students shall report any conduct, which fits the definition of discriminatory harassment, to the Head of School or other appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, in order to take subsequent remedial action and to conduct ongoing monitoring.

All students shall cooperate with any investigation authorized or conducted by Beth Hillel Day School ECE into any alleged act of discriminatory harassment.