



# 2018-2019 PRESCHOOL PARENT HANDBOOK

*A Beneficiary Agency of the Greensboro Jewish Federation  
Member of the North Carolina Association of Independent Schools  
Accredited by the Southern Association of Independent Schools  
Member of Prizmah Center for Jewish Day Schools*

# Table of Contents

	3
WELCOME TO B'NAI SHALOM PRESCHOOL	
	4
PRESCHOOL CLASSES AND STAFF CONTACT INFORMATION	
	5
ARRIVAL AND DISMISSAL	
	6
EXTENDED DAY OPTIONS	
	6
SCHOOL CLOSURES AND DELAYS	
	7
FOOD/SNACK/LUNCH/KASHRUT	
	8
BIRTHDAYS/CLOTHING	
	9-10
HEALTH	
ACCIDENT PROCEDURES	11
COMMUNICATION	11
	12
PROTOCOL FOR ADDRESSING CONCERNS	
	12
SECURITY	
ZERO TOLERANCE POLICY FOR SEXUAL MISCONDUCT OR HARASSMENT	12-13
OUTSIDE PROFESSIONAL RESOURCES	13
VOLUNTEERING AT B'NAI SHALOM	13-14

## WELCOME TO B'NAI SHALOM PRESCHOOL!

Shalom,

We are delighted to welcome you and your child to B'nai Shalom Preschool. We are proud of our rich and engaging program. Our preschool provides a developmentally appropriate, nurturing Jewish environment and our play-based, learner-centered classrooms boost the child's social, emotional, and cognitive development. Our program is licensed by the State of North Carolina.

Warm and engaging teachers facilitate the children's learning as they encourage critical thinking skills, teach problem solving, and help build your child's self-esteem. There are various activities during the morning; some are more structured, others are purposefully more open. Jewish traditions, holidays, rituals and Hebrew language are woven throughout the curriculum, creating a positive Jewish identity and commitment to Judaism.

The preschool is part of the larger school community. In addition to regular classroom activities, the children enjoy P.E., music and art with specialist teachers and regular visits to the Library/Fab Lab for library time and book check outs. The preschool children interact with all ages of the B'nai Shalom family. Our buddies (yedidim) program pairs preschool and upper School classes for activities, creating a caring and interactive community.

This handbook contains information about our preschool. Please read it carefully and use it as a resource throughout the year.

I am so excited for our year together! Thank you for sharing your child(ren) with us.

Lisa Lasovsky  
Preschool Director

## **PRESCHOOL CLASSES AND CONTACT INFORMATION**

### **Infants**

**Bernadette Walker (Lead Teacher)** [bwalker@bnai-shalom.org](mailto:bwalker@bnai-shalom.org)

**Stephanie Maschi** – [smaschi@bnai-shalom.org](mailto:smaschi@bnai-shalom.org)

**Aara Mckoy** – [amckoy@bnai-shalom.org](mailto:amckoy@bnai-shalom.org)

### **Ganohn Katan - PS 1/2 (Younger Toddlers)**

**Heather Lance** - [hlance@bnai-shalom.org](mailto:hlance@bnai-shalom.org)

**Jessica Erdheim** – [jerdheim@bnai-shalom.org](mailto:jerdheim@bnai-shalom.org)

### **Ganohn PS 1/2 (Older Toddlers)**

**Maddie Barbour** [mbarbour@bnaishalom.org](mailto:mbarbour@bnaishalom.org)

**Autumn Speaks** [aspeaks@bnai-shalom.org](mailto:aspeaks@bnai-shalom.org)

### **Kitat Gar'een - PS 2/3**

**Bobbijean Spellman** – [bspellman@bnai-shalom.org](mailto:bspellman@bnai-shalom.org)

**Jessica White** – [jwhite@bnai-shalom.org](mailto:jwhite@bnai-shalom.org)

### **Kitat Nitzan - PS 3/4**

**Toni Jacques** - [tjacques@bnai-shalom.org](mailto:tjacques@bnai-shalom.org)

**Tracy Simon** [tsimon@bnai-shalom.org](mailto:tsimon@bnai-shalom.org)

### **Kitat Ilan – Pre-K**

**Ryann Hyer** - [rhyer@bnai-shalom.org](mailto:rhyer@bnai-shalom.org)

**Elana Sigal** - [esigal@bnai-shalom.org](mailto:esigal@bnai-shalom.org)

### **Preschool Director**

**Lisa Lasovsky**

**(336) 897-0693** [llasovsky@bnai-shalom.org](mailto:llasovsky@bnai-shalom.org)

### **Front Office Administrators**

**Lisa Meyerhoffer and Susan Feldman**

**(336) 855-5091** [FrontDesk@bnai-shalom.org](mailto:FrontDesk@bnai-shalom.org)

## **ARRIVAL AND DISMISSAL**

### **Arrival**

The formal preschool program begins at 8:30 am. There is an optional early drop off from 7:30 am to 7:50 am at no additional cost. Kitat Gar'een (PS 2/3), Kitat Nitzan (PS 3/4), and Kitat Ilan (Pre-K) children will wait with a teacher who will take them to their classroom at 7:50 am. If you are dropping your child off at this early time, you may choose to drop them off in carpool line or you may park and walk them to the designated area. All children arriving after 7:50 am need to be walked to their classrooms. Children arriving before 8:30 am may be allowed to eat/finish breakfast in the classroom..

### **Dismissal**

Half Day Preschool dismissal is at 1:00 pm. Drivers form a line in the parking lot. Students will be escorted to the front foyer for carpool. Preschool teachers will bring students to their cars where drivers are responsible for buckling the children into their car seats. PLEASE remain in your car until a teacher brings your child to you. To ensure the safety of all children, please do not congregate at the bottom of the front steps during dismissal time. Notify the school in writing by emailing the front desk [frontdesk@bnai-shalom.org](mailto:frontdesk@bnai-shalom.org) if a child is not leaving with his/her regular carpool. Students will not be allowed to go home with another adult unless we have an email or written, dated, and signed permission,. As mandated by our state license, preschool children must be signed out at the end of every school day.

### **Ganohn Katan, Ganohn and Infant Arrival and Dismissal**

Ganohn Katan and Ganohn (PS 1/2) children must always be walked directly to their classroom regardless of drop off time. For the safety of our youngest students, parents are required to pick up Infants and PS 1/2 children from the classroom for dismissal. As mandated by our state license, Preschool children must be signed out at the end of every school day.

### **PRESCHOOL DROP-IN POLICY- GANOHN AND KITAT GAR'EEN ONLY**

Due to staffing and space availability, Ganohn (PS 1/2) and Kitat Gar'een (PS 2/3) students may only attend school on the days they are enrolled. For students not enrolled 5 days a week and who need occasional drop-ins, not enrolled 5 days a week, please contact Lisa Lasovsky, Preschool Director, 24 hours prior to the drop-in day. We will make every effort to accommodate your request providing space is available. The drop-in rate is \$48/day (7:30 am – 1:00 pm) or \$63/day (7:30 am – 3:20 pm). You will be invoiced by the Business Office.

## **EXTENDED DAY OPTIONS**

### **Extended Day Pick-Up Carpool Line**

There is an all school carpool line at 3:20 pm. Please follow the same procedures for Full Day Preschool pick-up as you would for Half Day Preschool pick-up. If you are picking up your child at a time other than 3:20 pm, please park and come into the building. As mandated by our state license, preschool children must be signed out at the end of every school day.

### **After School Enrichment Overview (previously Kids'Care)**

B'nai Shalom Day School's After School Enrichment Program, from 3:20 – 6:00 PM, is dedicated to providing a safe, nurturing, and pressure-free environment for students after the school day. We recognize the need for children to exercise their creative expression, to run, jump, play, and rest. The structure of B'nai Shalom's After School Enrichment Program is designed to meet these needs and includes the following:

- Snack time, sometimes prepared by the students themselves
- Weekly themes
- Outdoor and indoor free play
- Child-directed activities such as organized games, art and socializing
- Quiet area for reading, storytelling, and board games.

There are extra-curricular paid programs offered as well. These are run by third party vendors. Instructors work with small groups of students in all areas of extra-curricular subjects such as fine arts and sports.

For information, visit [www.bnai-shalom.org](http://www.bnai-shalom.org) or contact the After School Enrichment coordinator, [fakman@bnai-shalom.org](mailto:fakman@bnai-shalom.org).

## **SCHOOL CLOSURES AND DELAYS**

### **Snow Days/Inclement Weather**

In the event of inclement weather, you will receive a notification depending on which option you chose for our "One Call" system. You can expect a call/text between 6:00-6:30 am. Please know that B'nai Shalom does not necessarily follow the Guilford County School System's closings. School closings will also be announced on local TV news channels (WFMY News 2 and FOX 8), on our Website and FaceBook page.

Occasionally, it may be necessary to delay the opening of school by one or two hours or until streets can be safely negotiated. If it is necessary to close the school early for any reason, parents will be contacted via One Call and email.

Please know we will make every effort to keep the school open unless travel appears to be prohibitive. Should the school be open, it is ultimately your choice as to whether you feel comfortable driving your child to school.

### **Unexpected School Closure**

In the event of any failure or delay in the school's operation from causes beyond the school's reasonable control the school shall not be liable for any such failure or delay in its performance. The school's schedules may be extended for a period of time equal to the time lost due to any delay.

## FOOD

### Snack and Lunch

Children bring their own snack and lunch every day. Please pack and label SNACK and LUNCH SEPARATELY. Please put your child's name in permanent marker, on the OUTSIDE of the snack and lunch boxes. As mandated by the state, snack and lunch boxes must be dated daily and refrigerated. Teachers will place a piece of white tape on each lunch box and ask that you cross off the previous date and write the new date each day. The classroom teacher will refrigerate all snacks and lunches.

In the event of a late start (due to inclement weather) students WILL eat snack.

### Water Bottles

We ask that you send a dated/labeled water bottle with your child each day. The children will have access to their water bottle while in the classroom and on the playground

### Food Allergies

In order to meet the needs of all students, B'nai Shalom's preschool is a nut-sensitive environment. This means no nut products of any kind (including peanut and tree nut) may be packed for snack or lunch.

### Kashrut

B'nai Shalom Day School observes the traditional dietary kashrut laws. We handle this at BSDS with sensitivity knowing that within our community there are families who do not observe kashrut and, among those who do, it is observed at many different levels. All food brought into the school must be dairy or pareve. Meat, poultry, meat products and shellfish are NOT allowed in the building. All food to be distributed to the children by teachers or by a class parent must come from a store-bought package with *kashrut* symbols, made from scratch in the school kitchen with kosher ingredients or purchased from a bakery approved by the Beth David Rabbi. No food prepared in a teacher's or student's home may be distributed to students. All foods must be checked by Lisa Lasovsky prior to use in our kitchen or distributed in classrooms. This is to ensure that the highest standard of *kashrut* is maintained in the building. Common kosher symbols include:



### Approved Bakeries and Shops

Bagel Station (bagels only), Baskin Robbins, Bruegger's Bagels Friendly Ave. (first run bagels only), Delicious Bakery, Dunkin Donuts, Edible Arrangements(High Point Road), Feeney's Frozen Yogurt Bar, Foster Caviness – Fruits and Vegetables, Krispy Kreme Donuts, Lowes Food Bakery, Maxie B's, Menchie's Frozen Yogurt, Milk & Honey (breads and pastry only), Nazareth Bread Company (breads and pastry only), New Garden Bagels, Once Upon A Chocolate, and Panera Bread (bakery only). **Not all products are certified – detailed lists available at stores.**

## **Birthdays**

In the preschool, parents may wish to provide a healthy kosher snack in honor of their child's birthday. Please arrange birthday celebrations with your child's teacher in advance. Remember that nothing that is prepared at home may be distributed to the children in school. Parents are welcome to prepare a snack in the B'nai Shalom kitchen. All packaged food must be labeled as kosher with an approved symbol. All food must be checked by Lisa Lasovsky before entering the kitchen or classroom.

We recognize that although our personal observances may differ, we are all part of one Jewish community. **Please do not schedule your child's parties on the eve or day of Shabbat or major holidays, so that any child, regardless of his or her religious observance level may attend.** We recommend that all food served at these celebrations be dairy, vegetarian, or certified kosher. In making your guest list for parties, please consider including all of the students in your child's class.

## **CLOTHING**

Dress to mess! Please dress your child in comfortable, washable clothing. We engage in many fun and messy activities and suggest that your child wear clothing that may get stained.

### **Fridays**

Fridays are dress up for Shabbat and children should wear fancier clothing. We will NOT do messy activities on Fridays, but please remember that this is still preschool!

### **Shoes**

All children should wear closed-toe, sturdy shoes. Please do not send your child in flip-flops or crocs as they can be dangerous on the playground and in the gym.

### **Dress for Weather**

We strive to play outside every day, regardless of the weather! We love to play in the snow and splash in the puddles on a rainy day, so please pay attention to the weather and send appropriate clothing. If your child comes to school in rain boots or snow boots, please send school-appropriate shoes. We believe there is no "bad" weather, just "bad" clothes!

### **Extra Clothing**

Please send in a complete set of extra clothing (including underwear and socks) to be kept in your child's cubby. As preschool children often grow quickly, please check the extra clothes during the year to make sure that they are sized correctly. Please label every article of clothing.

### **Kippot**

Boys are encouraged to wear kippot when we do tefillot and eat snack and lunch. Girls may choose to wear a kippah. Please send in 3 labelled kippot to keep in your child's cubby.



## HEALTH

We make every effort to maintain a safe, healthy environment for our children.

The school reserves the right to send any sick child home. If your child has been diagnosed by a doctor with a contagious or communicable disease, a doctor's note is required before the child may return to school.

If your child presents any of the following symptoms, please do not send them to school:

- Nausea/vomiting/diarrhea within the past 24 hours
- A fever of 100° or higher orally within the past 24 hours
- Pain such as earache, headache or stomachache
- Thick, discolored drainage from the nose
- Untreated ear drainage
- Untreated matting or drainage from the eyes
- Untreated sore throat. If strep throat is diagnosed, the child should not return to school until the fever is gone, and she/he has been on medication for at least 24 hours
- Untreated skin sores or an unexplained rash
- Untreated scabies
- Severe cough that interferes with regular play or produces green mucous
- Chicken pox: The child may return on the 6th day after the initial outbreak if all blisters have crusted. If your child has been exposed to chickenpox, please remember that a high fever often occurs 24 hours prior to the appearance of the pox. Your child is HIGHLY infectious during this period of high fever and should not be sent to school if you suspect chicken pox.
- Fifth Disease: The child may attend school with a rash once the fever has resolved. Please notify the teacher of this condition, as pregnant women who have been exposed to this illness should notify their physician.
- Flu-like symptoms

A child needs to be excluded if they are unable to participate and/or staff members determine that they cannot care for the child without compromising their ability to care for the health and safety of other children in the group. Sick children may return to school if the following criteria have been met:

- Doctor's note for contagious diseases such as Hand, Foot and Mouth
- Fever free (without medication) for 24 hours
- On antibiotics for 24 hours
- No vomiting or diarrhea for 24 hours

## LICE POLICY

As in all schools, B'nai Shalom has occasional outbreaks of pediculosis (head lice).

We follow the current recommendations of the American Academy of Pediatrics, the Centers for Disease Control, and the National Association of School Nurses with regard to our head lice policy. Parents are expected to report all suspected cases of head lice to the school. The school will then examine the student for signs of an infestation.

If viable nits are found or live lice, the parent will be confidentially contacted by the school and asked to contact their health care provider regarding appropriate treatment. The student can remain in class until the end of the school day, but must be treated after school. The school will check the student the next morning. Parents should re-treat within 7-10 days and the school will re-check the child following the second treatment.

- Siblings of students with head lice will be checked by the school. Classroom head checks will be conducted at the discretion of the school.
- Parents of students with head lice will be encouraged to contact the parents of children with whom their child has had close contact.
- The school is abiding by HIPPA regulations and will therefore no longer send a letter/email to parents notifying them when a child in the class has lice.

### **Medication Notification**

The school must be kept informed of any prescription medication that a student is taking on either a short-term or long-term basis, regardless of whether the medication is administered before, during, or after school hours. This includes, but is not limited to, all antibiotics, behavior management medication, allergy medication, and anti-epileptics. All information will be kept strictly confidential by school administration and the child's teachers. This information is critical in the event that illness or unforeseen side effects occur and the parent is unavailable.

### **Medication Administration**

The Preschool Director will administer prescription medication to children during the school day if arrangements are made in advance. Prescription medications are never to be sent to school until a medication form has been completed for that particular drug. Medication forms are available in the front office or from the Preschool Director and must be filled out for each new prescription to be administered during the school day. All prescription medications that are to be administered in school must be in their original bottles.

### **Diaper Cream**

An expiration date must be visible on diaper cream. If it is not visible, you must provide the original box that shows the expiration date. You must complete the Permission to Administer Topical Ointment/Lotion/Powder form before a teacher may use diaper cream on your child.

## **ACCIDENT PROCEDURES**

Minor injuries, such as superficial cuts and bruises, will be handled by the classroom teacher. If there is any question as to the severity of injury, you will be called. As mandated by the State, we are required to complete an incident report form for injuries more significant than regular minor bumps and scratches. Should an incident report form need to be filled out, the parent(s) will be notified. This form must be signed and returned to school.

## **COMMUNICATION**

In order for the teachers to focus on the children, they will only email, text and send photos to you at the end of the day or planning period. If you need to contact your child's teacher during the school day, please call or email the front desk or Preschool Director who will relay your message. Parents can expect to receive regular communication from teachers and school including:

### **Teacher Emails and Newsletters**

Communication from your child's teacher will be regular and ongoing. A weekly newsletter is sent home via email.

### **All School Emails and Newsletters**

You will receive a weekly newsletter, *Blizzard Beat*, from the school with announcements, comments about school life, and explanations of calendar items. This is a great way to stay informed about the happenings at B'nai Shalom.

### **Coffee & Conversation**

Class parent coffees with the Head of School, Preschool Director, and Director of Admissions are held once a year per class. This is an opportunity to meet other parents and chat with school faculty.

### **Flyers**

Occasionally, flyers containing special announcements are sent home with the children. Check backpacks and/or lunch boxes daily. Information and announcements are more frequently sent by email. Parents are encouraged to check the website ([www.bnai-shalom.org](http://www.bnai-shalom.org)) for calendar information and Shalom U (afterschool programs).

## **PROTOCOL FOR ADDRESSING CONCERNS**

Any problem in the classroom should be discussed first with the teacher. If further discussion is necessary, parents are asked to seek help from the Preschool Director. If the problem is not solved, it should be brought to the attention of the Head of School.

Information discussed between parents and teachers or between parents and administration will be shared with appropriate personnel as necessary to resolve any problems or concerns. Parents are asked to use discretion when discussing school issues, especially in front of their children. We help our children have a positive attitude toward their school and their education by modeling a positive attitude while quietly pursuing solutions. This lets the child know that his/her parents and teachers are working together for his/her benefit and that there is mutual trust between school and home.

The Head of School shall have the final decision when interpreting any situation, rule or consequence. At her discretion, the Head of School may deal directly with any issue which the regulations do not explicitly cover or when she feels the spirit of a specific policy has been violated.

## **SECURITY**

### **Visitor Management System**

The safety and security of students and staff is always top of mind. Visitors to B'nai Shalom Day School are always welcome. All visitors will be asked to input information into a visitor management system by using their driver's license. The information garnered from the driver's license will produce a background check on every individual who enters the building. After parents are registered in the system, they will be given a fob to use when entering and exiting B'nai Shalom. All visitors will be given a sticker to wear while in the building. Visitors may not wander through the school unaccompanied by a staff/faculty member. Please do not hold the door open for others entering the building. This is to prevent people from entering the building without following the above mentioned protocols.

No student or non-student, including all adults and visitors, shall possess, use or distribute a weapon when in any school location, including Beth David Synagogue. The school will act to enforce this policy and to discipline or take appropriate action on anyone who violates this policy, including notification of law enforcement.

### **ZERO TOLERANCE POLICY FOR SEXUAL MISCONDUCT OR HARASSMENT**

We intend for B'nai Shalom to be free of any intimidation or harassment of students or faculty by other teachers, administrative staff, parents, or other students. Prohibited conduct includes, but is not limited to threats, physical or mental abuse, and racial, ethnic or sexual insults, jokes or slurs. Verbal or physical sexual advances, sexually explicit statements, or sexually discriminatory remarks that are offensive, objectionable, or cause an individual discomfort or humiliation are strictly prohibited.

Any person who believes that he or she has been the victim of discrimination or discriminatory harassment should report the conduct immediately to the Head of School. Any complaint will be investigated promptly by a designated school official. To the fullest extent possible, the school will keep complaints and the nature of the resolution of complaints confidential. Any form of retaliation against a person who has complained about discrimination or harassment is strictly prohibited.

All acts identified or complained as violations of this policy will be fully and impartially investigated. In cases where a criminal investigation is pending, the Head of School or Board President has full authority to suspend an employee or volunteer. Any acts rising to the level of criminal conduct will be referred to local law enforcement authorities or Child Protective Services.

### **OUTSIDE PROFESSIONAL RESOURCES**

Together, parents and teachers partner in our B'nai Shalom children's education. There are outside resources available should there be questions or concerns about fine/gross motor, speech/language, or behavioral issues.

Should an evaluation be completed by an outside professional, it is in the child's best interest if the school has access to all evaluations results. This data will allow teachers to create a plan specific to the child's learning needs.

All outside support personnel must complete an Outside Resource Authorization (including criminal background check) form before working with students in the school. Parents must sign a Release of Information form allowing the school to communicate with any outside professionals. These forms are available through the Preschool Director.

### **Forms and Recommendations**

Requests for student evaluation forms and recommendations will be completed within 48 hours of receipt at B'nai Shalom. Completed paperwork will be mailed directly to the outside professional.

## **VOLUNTEERING AT B'NAI SHALOM**

### **PTC- Parent-Teacher Committee**

Parent volunteers play an integral part at B'nai Shalom. The Parent Teacher Committee (PTC) arranges for volunteers for a variety of school events such as holiday preparation, room parents, and providing meals for staff on teacher workdays.

### **Annual Fund Campaign**

Independent schools and preschools rely on annual fund drives to generate income for the operating budget. It is through the generosity of our contributors that B'nai Shalom Day School continues to provide exceptional educational services to infants through grade eight. The

campaign begins each Fall and ends December 31. Every family is encouraged to make a donation to reach the goal of 100% parent participation.

### **Harris Teeter/VIC Together In Education Program**

Every time you shop any Harris Teeter and purchase Harris Teeter private label items, 2% of those purchase dollars will be contributed to B'nai Shalom just by giving the cashier your VIC card and our school code #1234. The code #1234 only needs to be given one time per year after which your card will be "linked" automatically when scanned.

### **General Mills Box Tops for Education**

Earn cash for B'nai Shalom by clipping the pink "box tops for education" from cereal and cake mix boxes. Deposit these in our pink "GM Box Tops for Education" container at the entrance to the school.

### **Target Take Charge of Education**

Apply for Target's Redcard and select B'nai Shalom as your school of choice. Every time you shop, you benefit with a 5% savings and our school benefits up to 1% of your purchase.

### **AmazonSmile**

AmazonSmile is a simple and automatic way for you to support your B'nai Shalom every time you shop, at no cost to you. When you shop at [smile.amazon.com](https://smile.amazon.com), you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate 0.5% of the purchase price to B'nai Shalom.



