



Parent Handbook

2024-2025

Updated January 2024

Thank you for your interest in Burbank Jewish Preschool and Infant Care. Enclosed you will find information about our school including policies and procedures, registration and admission.

Our school is committed to providing a loving, nurturing and stimulating environment for young children, age's infant until 5 years.

We believe that each child has a unique set of interests, abilities, and styles of learning. Our goal is to create a program that can cater to and celebrate their individual differences and challenge those inquisitive minds.

Our program provides a safe environment in which young children can grow through play and hands-on exploration. Children are given many opportunities for experimentation and involvement including taekwondo, cooking, science, creative arts, music and movement, gymnastics, yoga and sports, just to name a few.

We are grateful for the input of experts who are advising us on the best course action. With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures and schedules are subject to change.

We provide a nurturing, high quality program, where each child is given the opportunity to grow physically, cognitively socially, emotionally, and creatively. Our program weaves Jewish values and traditions seamlessly, through music, holiday celebrations, weekly Shabbat party, giving tzedakah, and focusing on kindness and compassion for others.

Parents are an integral part of the educational process. We encourage and support parent involvement. We have small class sizes and a great staff-student ratio, ensuring ample attention for each child. With good communication between home and school and consistent expectations, our children learn the values that matter most, like cooperation, respect and responsibility.

For further questions, or to schedule an appointment, please feel free to call me at any time.

Rabbi Shmuly & Elana Kornfeld

818.954.0070

burbankjewishpreschool@gmail.com

Philosophy of our School & Our Curriculum

Burbank Jewish Preschool and Infant Care was founded to ensure every Jewish child gets a foundation of Jewish education. Burbank Jewish Preschool and Infant Care provides an atmosphere of warmth and acceptance to promote self-esteem. We nurture the children and encourage them to be self-motivated in his/her early childhood learning experience. Our curriculum will expose the children to a wide range of experiences including art, movement, pre-writing and reading skills and early math skills, all of which are integrated into our hands-on learning centers.

Our Primary Goals are to provide a warm and nurturing environment, to create an atmosphere that encourages social and developmental growth, to assure that children have met all the core standards required by the State of California, and are adequately prepared for kindergarten.

Judaic Curriculum

Throughout the year, our preschool combines Jewish culture, tradition, holidays and Mitzvot (good deeds) into our everyday curriculum. The children experience the joys of Judaism through music, storytelling, art, cooking, drama and dance, and family get-togethers. We celebrate Shabbat at preschool every Friday. We make our own Challah and sing Shabbat songs together every Friday. Our Shabbat Sing-a-long begins after carpool on Fridays and lasts approximately ½ hour and includes music and blessings over traditional Shabbat foods. Parents, grandparents and siblings are welcome.

Enrichment Programs

We have wonderful enrichment programs included in our curriculum!
Our enrichment programs include an Animal Enrichment, Playball, Yoga, Music, and Taekwondo!

The **Animal** enrichment program is a fabulous opportunity to get your children familiar with different types of animals, and learn a scientific approach to our Chaggim (Holidays). For instance, for Rosh Hashanah bees will be brought to the school and a turkey will be brought for Thanksgiving.

Playball is a fun, interactive, movement class that teaches many fine and gross motor skills, as well as cognitive development. The Playball coach makes movement and learning enjoyable through use of balls, hoops, bean bags, cones, etc.

Children derive enormous benefits from **Yoga**. Physically, it enhances their flexibility, strength, coordination, and body awareness. In addition, their concentration and sense of calmness and relaxation improves. Doing yoga, children connect more deeply with the inner self, and develop an intimate relationship with the natural world that surrounds them.

Music ignites all areas of child development: intellectual, social and emotional, motor, language, and overall literacy. It helps the body and the mind work together. Research shows music can help children excel in ways beyond the basic ABCs.

Taekwondo is wonderful for children. The well-rounded teachings of martial arts can positively impact kids by enhancing their life-skills and placing emphasis on mindfulness and following simple directions. Taekwondo employs techniques that build strength, endurance, flexibility, posture, balance and coordination.

SCHOOL DIRECTORY

School Address:
2415 W Magnolia Boulevard
Burbank, CA 91506

School Phone Number:
818-954-0070

School Email:
burbankjewishpreschool@gmail.com

Office Hours:
9am-3pm

SCHOOL SCHEDULE

School Calendar:

A school calendar is distributed at the beginning of the school year. Please save your copy and check it often. It will help you plan ahead for school vacations, early dismissal, and special school programs. If you need an additional copy please ask or call the school office. Occasionally, we make changes to the calendar and if we do, we will update you as soon as possible. We also have our calendar listed on our preschool website.

School Hours:

- ☞ AM extended care: 8:00am to 9:00am
- ☞ Full day session: 9:00am to 3:00pm
- ☞ PM extended care: 3:00pm to 5:30pm
- ☞ Reservations for extended care must be made in advance. Longer extended care hours may be available upon request. *See tuition schedule for applicable fees.

*School will close at 2:30pm on Fridays due to Shabbat. If your child is signed up to extended care, they can stay until their regular pick up time.

School Holidays:

We will be closed during the following holidays:

- ☞ *Jewish Holidays:* Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Purim, Passover, and Shavuot.
- ☞ On most Chol Hamoed days, we have Pop-Up care available for an additional fee.
- ☞ *Legal Holidays:* Labor Day, Thanksgiving, Mid-Winter Break, Presidents' Day, Martin Luther King Day and Memorial Day.

DAILY PROCEDURES

Sign-in and Sign-out:

State law requires that you sign your child in and out with a full legal signature upon arrival and pick up at school. We use a sign-in app called Procure. You will scan a QR code using the Procure app on your phone in order to sign your child in and out.

Drop-Off:

Drop-Off is at 8:55am unless a parent has made prior arrangements for Early Care. (Early Care is also available on an as-needed basis for a special daily rate if space is available.) This will allow the teachers the time that is so necessary for them to get their classrooms prepared for the day before the children arrive. Parents are always welcome to come as early as they want and sit outside with their children in the yard watching them play.

Pick-Up and Tardiness Policy:

Please pick up your child on time. Children have an inside clock and expect to be picked up at a certain time. When the first parent comes, the other children start looking for their parents. When you are late this causes your child undue stress.

- ☞ Pick-up time is 3:00pm. Any parent who comes 10 minutes late will be asked to pay a \$10 late fee. If you are later than 25 minutes we will charge you \$25. Parents will have one "late warning" and then we will charge a late fee. Timing is very important to both children and staff members. We know how difficult it can be, especially in LA traffic and we know you are doing your very best. We truly appreciate you working with us to try and help our staff be out on time, as they also have responsibilities and commitments that we need to honor.
- ☞ A note must be brought to school or a phone call must be made if someone other than the parent or primary caretaker will be picking up the child. The child will not be released to anyone other than the parent or primary caretaker (unless they are on the Emergency Information Form) without written parental authorization and proper identification.

Absence:

Please let us know as early as possible if your child will be absent on a given day.

Lunch and Snack:

We are NOT a NUT-FREE SCHOOL. Please let us know if your child has allergies so we can be aware. Our lunch program (which includes two snacks), has an additional monthly fee. The lunch program is for the regular day session only (9AM-3PM). We serve the first snack at 10:15AM, lunch at 12:15PM, and the afternoon snack at 2:15PM. If your child is in extended hours (8AM-9AM or 3PM-5:30PM) and you would like them to have an additional snack then you will need to send one to school for them to have at 4:15PM. We make a monthly menu that you will receive at the beginning of every month to show you what food your child will be eating. We provide two snacks per day for those children on the lunch program. If a child is not on the lunch program and is bringing food from home, a sample lunch should include a healthy fruit, vegetable & protein. No non-kosher meat is permitted. Lunches cannot combine dairy and meat products together. Please save treats for home, we will not serve candy.

Pacifiers and Sippy Cups:

Pacifiers and sippy cups are permitted in the Nook/Infant Care only. Pacifiers in Kita Aleph will be allowed at nap time ONLY. **Everyone should please bring a water bottle, clearly labeled, daily.**

Nap/Rest Time:

In California, licensing regulations require that “all children shall be given the opportunity to nap or rest without distraction or disturbance from other activities at the center.” Since children have different needs for rest, some may not sleep.

Kita Aleph: The children rest their bodies from 12:30pm until 2:00pm (or longer if they continue to sleep). We understand that some parents don't want their child to nap as it may disrupt their nighttime sleep schedule. Kita Aleph does not have an Awake Room option but you are welcome to pick up your child half day.

Kita Bet: The children rest their bodies for about 30 minutes. There is an optional afternoon curriculum until 2:00pm, if your child has outgrown their nap/rest period.

Kita Gimmel: We have a complete afternoon curriculum for the children in Kita Gimmel.

Clothing:

Please follow these guidelines for dressing your child:

1. Parents should dress children for active play and learning. This means casual, comfortable, washable clothes and sturdy, rubber-soled shoes closed toe shoes only. Flip-flops, sandals and Crocs are not safe. Dirt, pebbles and small sticks can get inside.
2. Parents should be sure their child's clothes can be easily managed during toileting. Elastic waists are best. A young child's self-esteem is enhanced when they can be independent, and onesies (or any items with snaps) do not facilitate this process.
3. The children will be playing outside every day winter, spring, summer, and fall. Please send weather-appropriate, comfortable clothing for sudden changes in temperature.
4. Many art activities are incorporated into our program. **The children do not use smocks.** We use authentic art material, and oftentimes non-washable paints. **Your child will get dirty.** Dress your child every day in clothing that is meant for fun, messy play. 😊
5. Label **all** clothing with your child's name.
6. Keep a complete change of clothing (socks, underwear, shirt, and pants/skirt) in your child's cubby in a labeled Ziploc bag at all times.

Diaper Policy:

If your child requires diapers and wipes, please send in a full package of both. Please label the diaper package and wipes with your child's name or initials. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing BM's are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and the childcare provider and child always wash their hands after each diaper change.

Toys:

Please DO NOT bring toys from home. If toys are brought from home they will be shared and possibly lost. We appreciate everyone's help and understanding in this matter. Exception: a special blanket, or teddy can be very comforting and will be reserved for **naptime only**.

Mitzvah Notes:

To enhance the partnership between home and school, we encourage each family to write Mitzvah Notes. A Mitzvah Note is a narrative recognizing the child's positive behavior and actions. Please send in Mitzvah Notes for your child. He/She will beam with pride when his/her note is read to the class. This is a great way to motivate your child to do what needs to be done at home.

Tzedakah:

Our program stresses the importance of Tzedakah (charity). Please send in Tzedakah daily.

Toilet Training:

We encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at preschool. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet. If a child is in the process of being toilet trained or is prone to accidents, please send an adequate amount of clothing. Replace these items as they are used. Children entering our 3 years old classroom must be toilet trained and come to school in underwear.

YEAR-ROUND SCHOOL SUPPLY CHECKLIST

Here is a checklist of items each family must provide for their child. Please bring them on or prior to the first day.

1. All school forms, including immunization records from child's doctor. Please notify us of any change in your address, phone number, and /or emergency contact information.
2. Complete change of clothing including underwear, socks, shirts and pants or skirt. Please label all items with your child's full name in a labeled Ziploc bag.
3. Bag of diapers (Nook & Kita Aleph parents only)
4. Box of baby wipes, even if the child is potty trained. We use baby wipes for all classes for many purposes.
5. Nap Blanket (crib sized) and small pillow
6. Tzedakah and a Mitzvah Note.
7. Family Photo - Please email this before school begins, as we use them on each cubby.
8. Individual photo should be emailed before school so that we can put in on our family wall.
9. Bottle warmer (Nook students only).

SPECIAL EVENTS

Birthdays:

Children love to celebrate their birthday at school with their friends and teachers. Please talk to your child's teacher about celebrations.

If parents plan to bring in a cake or cupcakes for your child's birthday, they must be from either Continental or the Ralph's kosher bakery. Instead of goody bags, we respectfully ask that parents present a "wish list" gift to the classroom in honor of the child. View the Burbank Jewish Preschool and Infant Care Wish List and please consider purchasing a gift for your child and his/her friends to use in the classroom in lieu of the money usually spent on goody bags. We will present the wish list gift to the class in honor of your child (this is instead of goody bags). If the wish list item you have chosen is a book, it would be wonderful if you could read it then to the class.

Parents will highlight the unique qualities that your child has with a customized poster celebrating the child's life. If you would like to celebrate a Birthday at Home: Invitations to a party outside of school may be distributed in school only if all of the children in the class are invited to attend, if the party is not held on Shabbat or a Jewish holiday, and if the refreshments served are kosher. This is a great opportunity to teach your child about consideration and thoughtfulness.

Family Holiday Get-Togethers:

During the course of the year, we plan many exciting family holiday get-togethers: PTA Mixer events, Sukkot BBQ, Thanksgiving Grateful for Generations Sing-a-long, Chanukah Festival, Purim Celebration, Passover Model Seder, Mom's Muffins, Dad's Donuts and more!

MEDICAL INFORMATION

Daily Health Check:

In accordance with the State of California Day Care Centers for children, our Health Policy is as follows: A daily health check will be performed by staff to assure that children are healthy upon arrival. A teacher and/or assistant will greet the child and parent upon arrival. The parent will be required to remain at the center while the teacher conducts a daily health check. If the teacher observes health-related problems (example: fever or head lice), the child will be excluded from attending until well. A child should be fever-free for 24 hours, on antibiotics for 24 hours or in the case of head lice, nit-free before returning to school with clearance from either a doctor or a lice-removal company. Upon arrival, we will perform a wellness check before your child can be signed in.

- ☞ Food allergies and other allergies will be posted in the classroom and kitchen area. Staff members will be aware of the allergies of every child in their care.

Isolation and Fever:

If your child is sick during the day we will have them wait in an isolation area (Get Well Area) until you come to pick them up. **They need to be free of illness and fever-free for 24 hours before they can return to school.** If they are taking antibiotics, they need to be on them for at least 24 hours before returning.

Communicable Disease:

- ☞ When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm, scarlet fever, whooping cough, diphtheria or meningitis, the health department will be notified.
- ☞ When diagnosis of a communicable disease is made, the exposed children will be watched for symptoms of the disease, and the parents will be notified.
- ☞ A child may be readmitted upon receipt of statement from a physician stating that the child is “free from communicable disease.”
- ☞ Posting a note in the classroom will make notification of suspected or confirmed communicable disease. The classroom will be “Cleaned” prior to readmission of any other children. Anonymity of the ill child will be kept.
- ☞ When a diagnosis of hepatitis is received, the entire center will be alerted and the center will take all necessary precautions. Staff and families will be educated about symptoms and precautions, such as hand washing, will be re-emphasized. The Health Department will be notified immediately and the center will comply with regulations set forth by the health department. Parents will be encouraged to consult their pediatricians for additional information.

Head Lice

Pediculosis (LICE) outbreaks are common among young children and even the cleanest child can easily get a case of head lice. The chief symptom is itching. Sores from scratching often develop and can lead to infections. Lice and nits are usually seen in the area behind the ears and at the nape of the neck. If your child has lice, it is important that you act immediately to prevent spreading to other members of the family and the child is excluded until treatment is completed and the child is **nit-free**. They must receive a note from either a doctor or a certified lice agency stating they are nit free. A check for head lice is performed as needed by the teacher or assistant to prevent the spread of lice within the classroom. If head lice or nits (eggs) are found on the child during the daily health check, the teacher privately discusses the presence of head lice or nits with the parent.

Medication:

No over-the-counter medication will be given. Prescription medication may be given to a child by a staff member **only when a release & permission form is signed and in the original prescription bottle.** We will only follow the prescription as the doctor recommended.

Emergency Numbers:

- ☞ It is the responsibility of the parent to keep emergency names and numbers current so that a child who may become hurt or ill during school hours can be picked up when necessary.

Personal Cleanliness:

- ☞ Children's hands will be washed with soap and water before and after eating, before and after diapering and toileting, and before and after playing with sand or water.
- ☞ Persons working with children will wash their hands with soap and water before handling food/drink as well as before and after diapering and toileting, after assisting a child with blowing their nose, before and after administering first aid, etc.
- ☞ Wet or soiled clothing will be changed promptly from an available supply of clean clothing provided by the parents.

Accident or Injury:

Procedures for the treatment of accidents and injuries will include the following:

- ☞ Minor injuries such as scrapes, cuts, scratches, will be treated by the teachers (soap and water and bandages).
- ☞ All teaching staff is trained in CPR and First Aid at the beginning of the school year.
- ☞ A first aid kit equipped with Band-Aids, bandages, and tape will be kept in the classroom.
- ☞ In the event of serious injuries, the parent will be called (by the classroom teacher or director) immediately. If neither parent can be reached, the emergency rescue squad will be called (911), and you are responsible for any emergency fees incurred by this call. The director or site supervisor accompanies or transports the child.
- ☞ All injuries resulting from falls, accidents or incurred by other children will be recorded and an "Incident Report" will be sent home with child and a copy placed in student file.

Immunization:

The state requires us to have complete and current medical records for each child. Prior to admission, each child's immunization record will be checked to determine that the age-related immunizations are current. The only exception is a child who has a medical exemption. This requires a written statement from a licensed physician which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) cannot be given.
- Which vaccines are being exempted.
- Whether the medical exemption is temporary or permanent.
- The expiration date, if the exemption is temporary.

Documentation must be provided in accordance with licensing procedures and will be kept in the child's medical file.

COMMUNICATION

Effective communication is the key to a successful home/school connection and your child's education. Please feel free and welcome to call if you have any concerns, comments, or questions. The phone number is (818) 954-0070.

Here's how we keep you informed about what's happening at school:

1. A weekly newsletter is emailed every Friday.
2. Parents may speak to the teachers **after or before** school. If you need to conference with your child's teacher, please feel free to make an appointment. We provide report cards and conferences in January and follow-up conferences if necessary in May.
3. Parents can observe anytime. We have an open-door policy, but please call ahead as a courtesy to the teachers. This also helps us to maintain good security in our facility.
4. Teachers will call all families once a month to touch base about your child.
5. If a parent needs to speak with their child's teacher, you can reach out to them directly.

Keep us informed:

- ☞ Please let us know if your child is having any special problems at home that may influence his behavior at school. Let us know about your concerns. This will help us to do our best to support your child through any difficult situations.
- ☞ Please let us know when you will be away from home and your child will be in the care of another adult, either at home or elsewhere. This is critically important in case of an emergency.
- ☞ Please be supportive of our staff. They are dedicated, caring professionals. Your support and respect help them provide quality education. If you have a concern or suggestion, please schedule a time to talk. If you have a thank you or some positive comments, please pass it on. We welcome your feedback. Any problems or concerns are also welcome.

PARENT INVOLVEMENT

Parents are welcome to visit and observe at any time. We encourage you to get involved with the school and to work with us to provide the best experience for your child. Here are some ways in which you can help:

- ☞ We encourage parents to share special moments together at school. During the course of the year we plan many exciting family holiday get-togethers. Please join us! It is difficult for a child if all the other parents are there and his/her parents are not.
- ☞ Volunteer to help with special programs, or to "teach" the children about a talent/hobby/occupation that you have. You can come read a book or do a fun holiday craft. We can help you create an enjoyable activity for the class.
- ☞ Recycle and reuse! Contribute dress-up clothes and art supplies such as boxes, containers, scraps, baby food jars, Styrofoam trays, cardboard rolls from toilet paper and paper towels, etc. Your trash is our treasure. 😊

DISCIPLINARY GOALS

The goals of Burbank Jewish Preschool and Infant Care are:

1. To strive to help the child become critical thinkers and self-motivated. We help them experience the intrinsic pleasure of doing the right thing and having appropriate behavior.
2. We always take into consideration behavior of a child that is typical and age appropriate. Teachers are thoroughly knowledgeable about the child's development.
3. We provide periods of activity alternating with periods of rest and quiet.
4. We are consistent and as fair as possible.
5. We always speak to the behavior, not the children such as: "Hitting hurts. Let's find another way to solve the problem." "Hands are not for hitting, hands are for hugging...." "It is not okay to hit," "Use your words," and "Stop your body." We never tell a child he is good or bad. **All** children are good. We focus on their behavior and we do not label the child. We give clear directives such as "You need to listen to my words!" We make sure it is always in a positive way, "Chairs are for sitting," "Scissors are for cutting paper," "We need to sit while we eat." We never humiliate or shame the child or ever use any form of corporal punishment or violate the rights of a child.
6. Prevent a child from hurting themselves or others, or from doing damage to equipment. If necessary, a teacher will calmly but firmly hold a child to prevent such harm. The child will be held lovingly with a helpful attitude, rather than a punishing or admonishing one.
7. Help children develop listening skills.
8. Help children develop good manners and respect for teachers, parents and authority.
9. We create an open forum for communication by allowing the children to express themselves. This builds self- esteem and prevents many of the disciplinary problems such as hitting and biting that children do when they can't express themselves.
10. During outside play, when a teacher needs to talk to a child, we never yell across the yard. We go to the child and speak to them directly.

BITING POLICY

Biting is developmentally appropriate at certain ages and can be expected to occur in the Nook and Kita Aleph classrooms only. Kita Bet students receive one warning and at the next occurrence, they are sent home. Kita Gimmel students will be called for immediate pick-up. Young children may bite for a variety of reasons, usually because their communication skills are not developed. Sometimes there are other factors involved such as:

- Teething: chewing on something relieves the discomfort and stops the pain shortly.
- Sensory Exploration: The “Oral Mode,” an important style of learning for infants, continues into the toddler years.
- Cause and Effect: Biting produces a predictable response. Often, the response is dramatic: There is a lot of noise and attention from adults.
- Self-Assertion: Biting is a way to express frustration when a child has not yet mastered regulation and language skills.

Our proactive steps to reduce biting incidents include, providing numerous sensory activities, redirection, opportunities to explore cause and effect relationships, and strategies to reduce and handle physical & emotional frustration. When a child is bitten, that child is immediately comforted and ice is applied to the bite. The site is washed with soap and water. The biter is told very firmly, “It is not okay to bite. Biting hurts very much. We only put food in our mouth.” If the biter is from The Nook or Kita Aleph, they will be redirected to another area of the classroom and the parents will be called and made aware of what occurred. If biting continues, we will set up a meeting with parents and create an action plan. Burbank Jewish Preschool and Infant Care reserves the right to determine a child cannot return to class if they cannot keep their friends safe and there is repetitive biting. BJP has the right to terminate the child’s enrollment if need be.

Each incident receives documentation following our Incident Report. Consistent with children’s rights and privacy policies, parents are not told the name of the biter. Parents of the biter are informed and work together with the teachers in hope of preventing further incidents of biting.

ADDITIONAL SERVICES

As educators, we are aware that the needs of all children are different and some children may require more support than others in order to succeed in the classroom. The primary role of BJP staff is to provide a loving, safe environment so that all children can have the best foundation for their early learning years in all developmental areas including cognitive, physical, sensory, and motor skills. **If we believe your child needs extra assistance or an assessment, BJP will arrange to have a therapist come to do the assessment at the cost of the family.** BJP can provide you with a list of resources that may assist with supporting and enhancing your child’s self-esteem, sense of accomplishment, and other areas of development. BJP is in no way connected to any of these therapists, and while they come highly recommended, we cannot guarantee any particular outcome. Therapy is different for each child and it is by nature personal.

Please keep in mind that if we are requesting additional assistance for a child, it is because we are child advocates and want each child to have the best possible early learning years and opportunities at our school. BJP families of course have the right to refuse any additional services, however, if they are recommended and the school does not feel adequately equipped to deal with the additional assistance the child requires, BJP may regretfully be forced to terminate the child’s enrollment.

DISASTER PREPAREDNESS

Fire Drills

Fire Drills will be executed once a month. Staff knows how to use the fire extinguishers and we review this at the beginning of every school year. There are basic regulations that are observed to expedite the evacuation and establish a greater safety factor.

- 1) The Morahs lead the class out. They take the attendance sheets from their classroom.
- 2) Each teacher discusses these procedures with their class. They follow the evacuation exits on the charts in their classroom. Take the first evacuation route would be to exit to the yard. The second alternative would be to evacuate through the front exit doors onto Magnolia Boulevard.

Disasters

The sign-in app/tablets will be brought in the event of an emergency. With immediate evacuation of the building, this information will be used. Your emergency form/list of adults allowed to pick up students will also always be on file.

SECURITY GUARD

- BJP has an armed security guard. He's here during regular school hours but not for early or after care. He patrols our perimeter and assists during carpool times. Please be respectful and courteous to our security guard as he is here to help ensure that we are all safe.

LOCKDOWN

- In cases where a threatening person is in the area of the center, all staff will be notified and everyone will remain indoors, all doors will be locked, the police will be notified and staff will follow instructions of local law enforcement.
- If a parent becomes threatening while at the school, the police will be called and all staff will follow the instructions of the Director and local law enforcement.
- In cases of a dangerous animal on the center property, all staff will be notified and remain indoors until the animal has been removed or leaves the premise.

Any other threatening situation will be handled by the Administrator based on the specific threat. Staff will be immediately informed of all procedures that need to be followed to insure the safety of everyone.

In case there is a shooting situation in our facility G-D FORBID, our teachers will lock and barricade the classrooms and stay put quietly until they hear that it is safe or until help arrives. We also practice the ALICE plan – alert, lock down, inform, counter and evacuate. (We will make ourselves as hard a target as possible. This includes throwing things at the shooter and getting out of there as fast as possible.) Our staff will have the cell phones on them at all times in case of an emergency and mass texts will be sent out. Our staff will block all entrances like doors, etc. with classroom furniture. Our staff will somehow indicate to those outside the room if all is safe or if there is danger.

TUITION POLICIES, SIBLING DISCOUNTS AND PROCEDURES

- ☞ Tuition is due in full before the school year starts.
- ☞ For your convenience, the annual tuition fee can be divided into five or ten payments, but it is an ANNUAL TUITION.
- ☞ There is a non-refundable Registration Fee.
- ☞ School hours for this year are as follows: Extended care is available in the mornings from 8:00-9:00 am and after school from 3:00–5:30 pm. The cost is outlined on the school tuition fee page. For occasional extended care, parents must speak to the Director **ahead of time** to see if staff is available. School will close at 2:30pm on Fridays due to Shabbat. Aftercare is available on Fridays for those who are signed up.
- ☞ Tuition refunds for early withdrawal will only be given if parents provide the preschool office with a 60-day written withdrawal notice.
- ☞ **Sibling Discounts:** For families that have multiple children enrolling in school, there is a 10% sibling discount. This means, the first child pays regular tuition fees and the second child gets 10% off tuition **excluding Registration Fees and Early/Extended Care.**

IMPORTANT CARPOOL DROP-OFF AND PICK-UP INFORMATION

School begins at **9:00AM** each day unless your child is signed up for Early Care. Our gate will open at **8:55AM**. If you wish to hang out with your child in our outdoor play area prior to **9:00AM**, you are more than welcome to, but please understand there will be **no staff supervision prior to 9:00AM**. If you need a daily rate for early care, please call the office to arrange by 1pm the day before.

After 9:10AM, our gate will be locked. This is for the safety of all the children. If a parent arrives later than **9:10AM**, they will need to enter the building through the front door, even if there are staff members in the outdoor play area. Please do not ask them to open the gate after **9:10AM**. Thank you for helping to keep our children safe!

Pick-up is at **3:00PM Monday-Thursday**, and **2:30PM on Friday**, unless your child is signed up for Extended Care. Your child will be waiting in the office after 10 minutes. There will be a **10-minute grace period**, after which time you will be billed.

Our side parking lot needs to be kept clear during drop-off and pick-up periods.

Please **ONLY** enter the carpool lane at the right of our building **from the Magnolia Blvd. side**. Please drive parallel to our building, and do **NOT** park in any of the spaces on the side of the building, as this blocks the carpool lane for everyone. There will be a staff member at the side gate during these times to welcome you, help you sign in, and quickly and efficiently bring your children into school. **DO NOT leave your car unattended in our carpool area at any time.**

PARKING LOT SAFETY RULES

1. Drive **VERY SLOWLY**. This is common sense. Small children are present and it isn't always easy to see them. The lot is narrow and the safety of your children is always our number one priority.
2. The parking lot must **ONLY** be entered **from Magnolia Blvd.**, **NOT** from the alley. There are **NO EXCEPTIONS**. Driving through our lot from the wrong direction is unsafe.

TERMINATION

Burbank Jewish Preschool and Infant Care may terminate a child's enrollment for any of the following reasons: failure to pay tuition, continual late pick-up, or in the event that the center believes it cannot adequately meet the needs of the child, for example, if the child is continuously hurting others or staff members, the process is as follows:

1. We will alert the parent of the incident and give the child his/her first warning.
2. If the issue continues, the Director will be alerted and we will have a parent teacher conference to discuss the issues at hand.
3. If there is a third occurrence, we will call the child in together with the parent and teacher to come up with a plan of action.
4. After this, if the issue is continual, we will have the Director refer the family for some outside support.
5. If Burbank Jewish Preschool and Infant Care feels that this issue is not being resolved, we reserve the right to terminate a child's enrollment.

AUTHORITY OF THE DEPARTMENT

The Department of Social Services and Burbank Jewish Preschool and Infant Care has the authority to interview children or staff without prior consent, and shall provide a private space for interviews with children or staff. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the Department of Social Service's discretion. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

FORCED CLOSURE TUITION POLICY

We will certainly make every effort to provide in-person learning when safe to do so. However, in the event that Government/Healthcare Agencies determine that early childcare facilities need to close at some point during this year, the following policies will take effect:

1. Parents will be required to continue payments for 2 weeks following school closures.
2. In the event that we cannot reopen and that we have to stay closed longer than 2 weeks we will stop future payments.
3. We will not be offering zoom lessons online or require tuition payments during closures. It goes without saying that we will do our best to collaborate with our BJP families to support our staff during any unforeseen forced closure.

Tuition will not be reimbursed if the following events occur:

1. In the event that a staff member exhibits symptoms, goes home sick and tests positive for Covid19, that class will close for a minimum of 7 days AND any other children in BJP who have siblings in the closed class will also be required to stay home for 7 days.
2. In the event that you, your spouse or other members of your family contracts Covid19 your child must have no Covid related symptoms.

ADMISSIONS PROCEDURE

1. Schedule a tour of Burbank Jewish Preschool and Infant Care by contacting (818) 954-0070.
2. Complete and return the Registration form with the Registration fee. We will send you a tuition agreement which must be signed by you. Once this agreement is signed and all state forms are complete and returned, you will receive an email confirmation of your child's start date.

We look forward to being a part of your child's early development!