

Billy Dalwin Preschool OF TEMPLE EMUNAH

PARENT HANDBOOK

Effective July 1, 2023

License # P170365

Magen Hagan Judaic Early Childhood Accreditation 2008-2013

USCJ Solomon Schechter Gold Award Recipient 1995, 2009

Billy Dalwin Preschool

OF TEMPLE EMUNAH

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GENERAL INFORMATION ABOUT THE BILLY DALWIN PRESCHOOL

Billy Dalwin Preschool of Temple Emunah is a Conservative Jewish preschool affiliated with Temple Emunah of Lexington. In 1990, the school was founded to serve children of Temple Emunah members, Temple Isaiah members, and the larger community. Billy Dalwin Preschool of Temple Emunah is run by a Board of Directors made up of Temple members and Preschool parent/guardians. Our teachers are professionals trained in early childhood education, special education, and related fields.

As an inclusive program, Billy Dalwin Preschool welcomes interfaith families, families of diverse backgrounds, affiliations, family structures, and sexual orientation, as well as children with diverse needs. The preschool is licensed by the Massachusetts Department of Early Education and Care. The preschool offers a six-week summer program, called Kaytana, which is open to all children, ages 2.10 - 5 years of age. The Kaytana summer program and the Billy Dalwin Preschool of Temple Emunah work cooperatively with the special education department of the Lexington Public Schools and other area schools to include children with diverse needs.

PRESCHOOL ACCREDITATION AND AWARDS

In April 2008, Billy Dalwin Preschool received Magen Hagan Jewish Early Childhood Accreditation from the Bureau of Jewish Education of Greater Boston. This accreditation is given to programs that have demonstrated excellence in Jewish Early Childhood Education, successfully integrating Judaic and secular programming through the use of developmentally appropriate curriculum and practice. The Magen Hagan accreditation process has provided a structure for reflective teaching and has enabled us to enhance Jewish learning and experience for our students and their families.

In June 2009, Billy Dalwin Preschool of Temple Emunah was recognized for excellence by United Synagogue of Conservative Judaism, earning the Solomon Schechter Gold Award in the category of Early Childhood Education. This award is given biannually to one Conservative congregation per size category in North America. We were proud to receive this prestigious award for the second time and we are eager to build upon our successes as we move into our thirteenth year.

MISSION STATEMENT

Billy Dalwin Preschool of Temple Emunah is an inclusive play-based Jewish preschool program that respects individual needs and development, interests, and abilities in the context of a caring learning community. Our goal is to provide active learning opportunities in a warm and engaging environment that fosters a positive self-image and Jewish identity, values the diversity of backgrounds and religious/cultural observance of our preschool families, and creates a sense of *kehillah* ("community") for our children, families, and teachers.

LICENSING

The Massachusetts Department of Early Education and Care (EEC) licenses serves as the licensing authority for the Billy Dalwin Preschool of Temple Emunah of Lexington, and our policies and procedures are designed to comply with these requirements. Parent/guardians can obtain information about BDPS's compliance history from the EEC at 360 Merrimack St., building 9, 3rd floor, Lawrence, MA 01843, telephone: 978 681-9684.

BRUCHIM HABA'IM: WELCOME

Our entire staff and BDPS community WELCOME you to the 2023-2024 school year. We are thrilled you have chosen our program for you and your family. We look forward to a year of sharing the joys of *kehillah* ("community"), Jewish life, and our journey together with our children.

PHILOSOPHY, GOALS AND OBJECTIVES

Billy Dalwin Preschool of Temple Emunah, an inclusive Jewish developmental preschool, provides its students with a warm, nurturing, and developmentally appropriate classroom environment designed to foster positive Jewish identity and meet the diverse needs, abilities, interests, and backgrounds of our children and their families. Judaic and secular curricula are thoughtfully created and presented in a holistic manner to provide a wide range of hands-on learning experiences that enhance the social, physical, and cognitive growth of each child. Developmentally appropriate individual and group experiences enable our students to grow and progress at their own rates. As an inclusive program, we welcome children with diverse needs as full participants in all of our classroom activities. Creating a sense of *kehillah* ("community") is a top priority for the preschool, and we respect and value the diversity of backgrounds and observances of our families.

Our objectives are to:

1. provide for the physical and emotional well-being of each individual child, building their self-knowledge, self-esteem, and self-confidence;
2. create a warm and engaging learning environment that will tap multiple intelligences (the different ways children's brains take in and process information) in order to engage each child's interest and develop their social, motor, language,
3. heritage in a joyous, creative, and nurturing environment;
4. provide a quality Jewish experience for children with a wide range of abilities, interests, and needs;
5. create a school environment which facilitates friendships among all children regardless of ability, interests, religious/cultural background, or family observance.

NON-DISCRIMINATION STATEMENT

Enrollment is open to any child between the ages 2.0 and 5 years. Billy Dalwin Preschool does not discriminate in providing services to children and their families (nor for employment) with regard to race, color, ancestry, religion, sex or gender, pregnancy (including childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity and expression, national origin, age, military or veteran status, physical or mental disability, genetic information, or any other characteristic protected by federal, state or local law. Children do not have to be toilet trained to be eligible for enrollment.

INTAKE PROCEDURE, ENROLLMENT POLICY, AND POPULATION SERVED

Billy Dalwin Preschool is uniquely positioned to serve members of Temple Emunah, Temple Isaiah, and the greater Lexington community. BDPS functions as a community school, serving interfaith and non-Jewish families, families with other synagogue affiliations, and families with no synagogue affiliation. Our families come from many communities, including Lexington and more than ten other nearby towns. The Billy Dalwin Preschool embraces all family structures, including families headed by same-sex parents and single parents. We are LGBTQ+ inclusive, and thoughtful in our support of the diversity of families that are part of our community.

BDPS accepts applications from September onward for enrollment in the following school year. The Preschool is open to all residents of the greater Lexington area. Billy Dalwin Preschool of Temple Emunah works cooperatively with the special education department of the Lexington Public Schools and other area schools to include children with diverse needs who can be served successfully in our program. Membership in Temple Emunah is not required; however, priority enrollment is given to children of members in good standing of Temple Emunah, present enrollees applying for the following year, and siblings of enrollees.

As part of the enrollment process, parents/guardians are invited to make appointments to visit the school beginning in September. Notification of acceptance is sent by the end of February and a \$1,000 non-refundable deposit is required within 30 days of notification (or designated time frame) to reserve a space for the following September.

INFORMATION ABOUT THE 2023-2024 SCHOOL YEAR CALENDAR

Billy Dalwin Preschool operates from September to June and also offers our Kaytana summer program. Opening and closing dates change yearly, and parents/guardians are provided with the school-year calendar before the beginning of the upcoming school year. BDPS is closed in accordance with some Jewish holidays and the Lexington Public School calendar. As with every calendar, some changes may be inevitable, but proper notification will be provided.

Billy Dalwin Preschool

OF TEMPLE EMUNAH

2023-2024 School Calendar

| September 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| October 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| December 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Billy Dalwin Preschool

9 Piper Road
Lexington, MA 02421
(781) 861-0708

First & Last Day of School
 Transition Days

Holidays/No School

| | |
|--------------|------------------------------|
| Sept 4 | Labor Day |
| Sept 25 | Yom Kippur |
| Oct 9 | Indigenous People's Day |
| Oct 20 | Professional Development Day |
| Nov 10 | Veterans Day |
| Nov 23-24 | Thanksgiving Break |
| Dec 25-Jan 1 | Winter Break |
| Jan 15 | Martin Luther King, Jr. Day |
| Feb 19-23 | February Vacation Week |
| Mar 15 | Professional Development Day |
| Apr 15-19 | April Vacation Week |
| Apr 22-24 | Erev Passover and Passover |
| May 27 | Memorial Day |

Early Dismissal
(12 PM unless otherwise noted)

| | |
|---------|---|
| Sept 15 | Erev Rosh Hashanah |
| Nov 22 | Erev Thanksgiving |
| May 17 | Professional Development |
| June 11 | End of Year Celebration (9-10:30, followed by all-school picnic) |

Jewish Holidays

| | |
|---------------|-------------------------------|
| Sept 16-17 | Rosh Hashanah |
| Sept 24-25 | Kol Nidre/Yom Kippur |
| Sept 30-Oct 6 | Sukkot |
| Oct 7-8 | Sh'mini Atzeret/Simchat Torah |
| Dec 8-15 | Hannukah |
| Jan 25 | Tu B'Shevat |
| Mar 24-25 | Purim |
| Apr 23-30 | Pesach (Passover) |
| June 12-13 | Shavuot |

| February 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | |

| March 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| June 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

HOURS OF OPERATION

Our Half-Day Program is from 9:00 a.m. to 1:00 p.m.

Full-Day Program is from 9:00 a.m. to 3:30 p.m.

We also offer the following extended programming options by annual contract:

- Our Early Birds Program is from 8:00 a.m. to 9:00 a.m.
- Our Keshet Program is from 1:00 to 3:30 p.m. (for families enrolled in the Half-Day Program who may need extended coverage on certain days)
- Our Keshet Program Plus offered Monday through Thursday from 3:30 p.m. to 5:30 p.m.

Early Bird and Extended programs require a contract for the entire school year. There is no drop-in option. For the 2023-2024 school year, extended programming will begin on Monday, September 11, 2023.

Billy Dalwin Preschool

OF TEMPLE EMUNAH

Tuition Schedule for 2023-2024 School Year:

| Approved 2023-24 Preschool Tuition Rates: | | | | | |
|--|----------------------|---------------|-------------------|--|--|
| | | Member | Non-member | | |
| Half Day 9 - 1 | Toddler 2-day | \$7,095 | \$7,590 | | |
| | Toddler 3-day | \$8,830 | \$9,450 | | |
| | Toddler 5-day | \$12,460 | \$13,330 | | |
| | 3+ 3-day | \$8,095 | \$8,660 | | |
| | 3+ 5-day | \$11,415 | \$12,215 | | |
| Full Day 9 - 3:30 | Toddler 2-day | \$9,290 | \$9,940 | | |
| | Toddler 3-day | \$12,130 | \$12,980 | | |
| | Toddler 5-day | \$17,935 | \$19,190 | | |
| | 3+ 3-day | \$11,070 | \$11,845 | | |
| | 3+ 5-day | \$16,360 | \$17,505 | | |
| Keshet (1-3:30) | Toddler | \$1,315 | \$1,410 | Per day of week, for whole school year | |
| | 3+ | \$1,205 | \$1,290 | | |
| Early Birds (8-9) | | \$405 | | Per day of week, for whole school year | |
| Keshet+ (3:30-5:30) | | \$830 | | Per day of week, for whole school year | |

| 2023 Kaytana Tuition Rates: | |
|---|---------|
| 3 days/week, 6 week program (morning, 9-1) | \$1,145 |
| 5 days/week, 3 week program (morning, 9-1) | \$1,000 |
| 5 days/week, 6 week program (morning, 9-1) | \$1,850 |
| Keshet (afternoon, 1-3), per day of week | |
| 3-week program | \$90 |
| 6-week program | \$180 |
| Early Birds (8-9), per individual day | |
| 3-week program | \$38 |
| 6-week program | \$75 |

TUITION DISCOUNTS:

- For concurrently enrolled siblings, we discount the lower rate tuition(s) by 5%.
- We offer three payment plans for school-year tuition:
 - Payment in full at beginning of year: \$300 discount
 - Payment in three (3) installments during the first half of the year: \$150 discount
 - Monthly payments: no discount

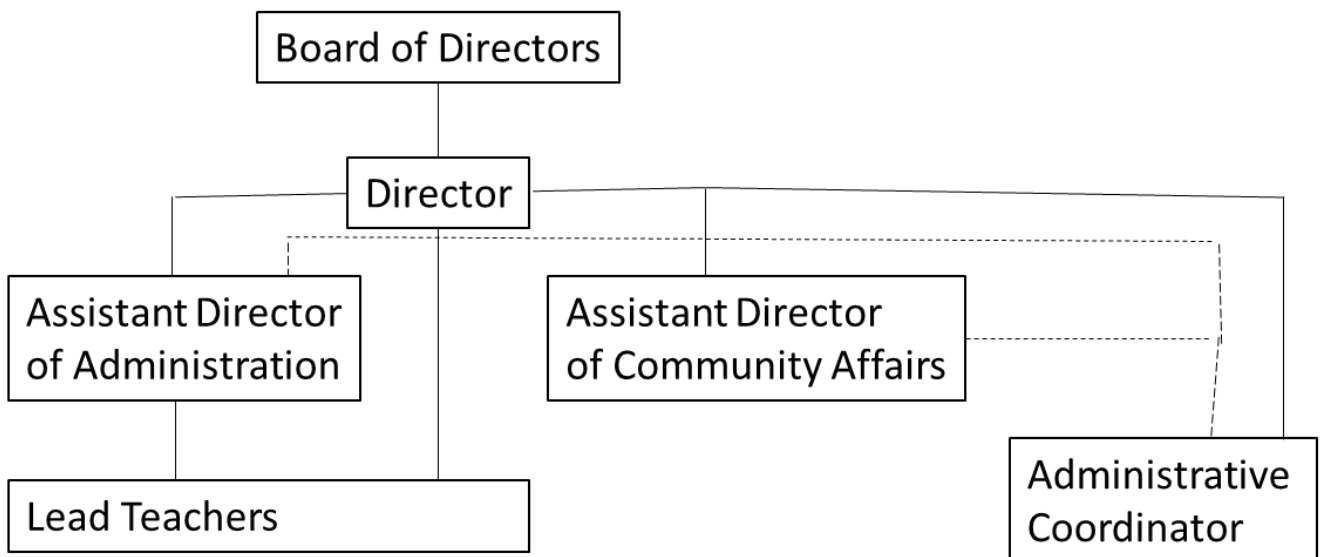
SCHOLARSHIPS

Billy Dalwin Preschool strives to serve all families, regardless of financial need. Families needing financial assistance for the school year can request a Scholarship Application from the Preschool office. When completed, the form is submitted to the Preschool Treasurer for consideration by the Scholarship Committee. Distribution of funds is based on determination of need and the availability of scholarship funds. Applications are reviewed, and every attempt will be made to communicate such that families are informed about the determination regarding a discounted tuition rate prior to the initial contract submission date, guaranteeing a space for the school year. Scholarship Applications are accepted on a rolling basis, even after the initially indicated due date. We also offer limited financial assistance for the Kaytana Summer Program. Interest can be discussed directly with the Preschool Treasurer.

BILLY DALWIN PRESCHOOL BOARD OF DIRECTORS 2023-2024 (subject to change with Board approval)

| Officers | | |
|----------------------------|--------------|------------------------------|
| Amram Migdal, President | 917-579-4378 | amrammig@gmail.com |
| Gil Ettinger, Treasurer | 781-863-8511 | gil.ettinger@gmail.com |
| Directors | | |
| Christine Golden | 603-305-1517 | christine.r.golden@gmail.com |
| Liz Levin | 443-710-1114 | baumliz@gmail.com |
| Katie Rudawitz | 347-443-7678 | katielux@gmail.com |
| Liza Shirazi | 339-227-0356 | lizabk@gmail.com |
| Marilyn Weiss | 317-840-5192 | meweiss4@gmail.com |
| Melissa Robinson | 978-866-4935 | mjrobins79@hotmail.com |
| Mimi Oshinsky | 732-672-7125 | mimioshinsky@gmail.com |
| Volunteer Committee | | |
| Efrat Assulin | 734-678-3731 | efrat.assulin@gmail.com |
| Jason Grunes | 774-270-1618 | jgrunes@gmail.com |
| Michelle Weiner | 443-306-4555 | michellebweiner@gmail.com |

ORGANIZATIONAL CHART OF ADMINISTRATIVE AUTHORITY (subject to change via Board approval):



POLICIES & PROCEDURES

INFORMATION ABOUT AN ENROLLED CHILD

Parents/guardians must complete all forms required by the Billy Dalwin Preschool, and information must be updated annually. This information is kept strictly confidential. Billy Dalwin Preschool requests that parents/guardians share with the Director information about previous experiences in a school setting (if applicable) or any other information that may be pertinent to the program's ability to provide a setting that fully supports children's needs. Information about other therapeutic, educational, social, and/or support services must be communicated with the Director of the Billy Dalwin Preschool.

TRANSITIONAL DAYS FOR THE BEGINNING OF SCHOOL

One of the ways in which we honor the Jewish value of *Pikuach Nefesh* (taking care of mind, body, and soul) is expressed through, among our other practices, our thoughtful transition process.

Our teachers are experienced at helping to facilitate the separation between home and school. We recognize that the initial separation, or the beginning of a new year, can be challenging for young children, whether this is the first time in our program or returning. Whether a two-year-old child or a four-year-old child, a gradual transition into familiarity with all the facets of their day contributes immeasurably to a child's smoother adjustment. As young children, they are negotiating numerous "newnesses" all at the same time. The transition supports giving children the gift of time to develop a 'sense of place' within their classroom environment, gaining familiarity and connections with their peers and teachers, an increased feeling of comfort and safety, while also gradually learning the numerous routines and transitions throughout their day. As competent and capable as we know our children are, a short transition period honors the needs of our young and developing children.

PRIOR TO THE WEEK OF TRANSITION

Each class will hold individual appointments for children, parents, and teachers to meet and begin to build their relationships and plan a successful entry for your child into the new year. These Individual Meetings are required for all new children, returning children going into a classroom with a different teacher, or for a child who is entering in diapers. These meetings will be approximately 20 minutes in length and are made in coordination with children's classroom teachers. These meetings are either virtual or preferably in person. When in person, consideration is important that there will be conversation about the child. Parents/guardians should be mindful to allow this to be a private conversation, not held directly in front of their child. Children are invited into the classroom to explore the materials with a classroom teacher. In some classrooms, children paint or make something for their cubby, such as a frame for a family photo. This changes from year to year, classroom to classroom. The schedule for Transition Days will be sent prior to the start of the year.

Teachers will keep in close touch with parents during the initial days of school and throughout the year to share information and seek input from parents that will ease their child's adjustment to their classroom. A few suggestions have proved helpful to families entering preschool, especially first-timers:

- Gradually adjust bedtime several weeks before school begins.
- Refrain from scheduling multiple other new events the first few weeks of school.

- Allow plenty of time in the mornings to get up, get ready, and get going.
- Some parent/guardians have found it helpful to have children pick out their clothes the night before. Your child may prefer wearing clothes that they have had for a while instead of a new outfit on the first day; it's more familiar and often more comfortable.
- Planning a departure routine with your child for saying good-bye helps a predictability of timing when you will be leaving and allows the child to internally prepare. You are welcome to talk to your classroom teacher/s for suggestions.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

The Preschool will close when the Lexington Public Schools cancel due to poor weather conditions. The Preschool will open at 10:00 a.m. if Lexington Public Schools delays its opening. If the condition of Piper Road or the Temple Emunah parking lot is hazardous, the Preschool reserves the right to cancel regardless of the status of Lexington Public Schools.

School closings are carried on television newscasts and on various radio stations including WHDH, WBZ, AND WEEI. (TV and radio announcements for school cancellation will not specifically mention Billy Dalwin Preschool; Lexington Public Schools will be included.) No calls will be made for cancellation or 10:00 a.m. start. If you are interested in confirming preschool cancellation or delay, you may call the preschool office (781-861-0708) any morning after 7 a.m. and there will be a message on the answering machine. Parents will be contacted in the event of an emergency cancellation—i.e., in case of power outage or because of icy conditions when Lexington Public Schools is open. In these cases, everyone in the class will be notified. The Preschool does not make up or refund money for snow days.

Billy Dalwin Preschool closes in accordance with Lexington Public Schools closures. When BDPS is open for vacations or holidays, and Lexington Public Schools are closed, the need to close, or open late, is also based upon the safety of our children and teachers. In accordance with EEC Regulations, public and private access entryways must be clear, all emergency exits must be accessible and clear, travel must not be hazardous, and there must be the required heat, electricity and plumbing. We must also be able to meet our teacher/child ratio. When each of these criteria are met, the program can consider opening. If hazardous conditions are approaching during the day, an early closing may be required.

We understand the difficulties for working parents that school closings incur. We urge you to make contingency plans in advance wherever possible.

The Billy Dalwin Preschool will not follow Lexington Public School closings for reasons related to COVID-19. The decision to close the Preschool will be informed by the Commonwealth of Massachusetts Office of the Governor, EEC, the Lexington Board of Health, and Temple Emunah and Billy Dalwin Preschool policy.

DROP-OFF AND PICK-UP

This year our drop-off and pick-up will take place at your child's classroom door.

- If more than one family is already standing by the door for your classroom, we encourage you to maintain physical distancing while you wait for the teacher/s to receive your child and you sign your child in.

Drop-off

8:00am-9:00am: Early Bird Program drop-off only

9:00am-9:15am: Regular drop-off for all children not enrolled in Early Birds

Note: Early Bird drop off arrangement is through a child's Billy Dalwin Preschool contract only.

Pick-up

12:45-1:00: Half Day pick-up

3:15pm-3:30pm: Full Day pick-up

3:30 pm until 5:30pm: Keshet Plus pick-up (Monday through Thursday only)

Signing in and signing out: Transfer of Responsibility

Parents/guardians, or whomever you authorize to bring your child to the program will be asked to sign your child in at drop off, noting the time on the class attendance form. Your child's classroom teachers are required to then also indicate your child's attendance. Parents/guardians, or whomever you authorize to pick up your child, are also asked to sign your child out, noting the time on the classroom attendance form.

LATE PICK-UP & LATE FEE POLICY

It is important that children are picked up on time. Our children are acutely aware of when it's their time to leave. Timely pick-ups apply to everyone whether your child leaves at 1:00 p.m., 3:30 p.m., or 5:30 p.m. A prompt pick-up is also essential because our staffing is based on required ratios for the number of children enrolled. **A late fee will be charged if a child is picked up more than five minutes after the end of their scheduled day.**

You will receive an invoice for any late fees incurred. The Preschool reserves the right to refuse Extended Day programming to parents/guardians who are habitually late for pick-up.

TRANSITIONS AND AUTHORIZATION TO PICK UP A CHILD

Per EEC regulations, you must authorize, on a provided form, **at least** two adults to pick up your child other than the child's parent/guardians. We ask you to include a BDPS parent whose child's schedule is the same as your child's. This is not only helpful in an emergency if you cannot be reached, but also if you find yourself running late so the child can be released to the other parent and either wait until you arrive or arrange for another connection location. We will not release your child to anyone unless we have written or confirmed phone authorization from you. A parent/guardian must authorize, on a provided form, any changes in the pick-up arrangement. A detailed letter describing our policy and authorization form will be distributed at your child's appointment prior to the beginning of school.

Sign-Out: If your child will be picked up by someone other than usual, please send an email to the Preschool office with the person's name and contact information that can be printed and added to our sign-out log for the applicable day(s). The communication must include the parent/guardian's signature

(which can be done via email) as a verified communication. Please let the person know they will need to bring a photo ID.

CALLS TO PICK UP YOUR CHILD

If your child is ill, or the program is calling because we have evacuated, families are required to make every reasonable attempt to pick up children within ONE HOUR. Notification of an estimated time of your arrival is helpful so the staff can effectively supervise and prepare your child. If you cannot arrive within the hour, the staff will work in coordination with you to identify someone else into whose care your child can be released. If the staff has not heard from you, they will call someone on your child's pick-up list and a message will be left for you. Please enter the program phone number into your contacts for your caller ID: 781-861-0708.

INFORMATION ABOUT FOOD

LUNCH AND SNACK

Families should send in a snack and lunch for their child every day. The Preschool and all of Temple Emunah abide by a policy adhering to standards of kashrut/kosher food in the building. We ask that children bring a kosher dairy snack and kosher dairy lunch. Please do NOT send snacks or lunches with meat (even if it is kosher meat), meat products, or shellfish. Please include a napkin, drink, straw, and utensils (if needed). **Please note also that the BDPS IS A PEANUT & TREE-NUT FREE ZONE.**

Your child's health and safety is a top priority for our staff. In accordance with Red Cross recommendations for choking prevention, **please do not send in: peanuts, popcorn, or any small round food items such as dried fruit snacks. In addition to this, we ask that you do not send in any candy. Grapes must be cut in half. Given that string cheese has now been identified as a prevalent choking hazard for preschoolers, these should also be cut lengthwise, and horizontally.** The following is a list of snack/meal suggestions:

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| <p>PROTEINS AND BREAD</p> <p>Yogurt, Kefir</p> <p>Cottage cheese, sour cream</p> <p>Cheese sticks or sliced cheese</p> <p>Mac & cheese</p> <p>Cold pizza</p> <p>Cereal & milk</p> <p>Falafel & pita</p> <p>Pancakes</p> <p>French toast</p> <p>Waffles</p> <p>Tossed salad with feta, parmesan cheese, or tofu</p> <p>Hummus or bean dip with veggies, pita, or chips</p> <p>Tofu, Tofu-chicken patties/nuggets</p> <p>Salmon, sardines, tuna, sushi</p> <p>Pasta salad</p> <p>Hard-boiled eggs or egg salad</p> <p>Bean salad or beans & corn</p> <p>ITEMS THAT CAN BE SENT IN A THERMOS</p> <p>Mac & cheese</p> <p>Pasta with butter, cheese, or tomato sauce</p> <p>Vegetable, tomato, or any type of vegetarian soup</p> <p>Vegetarian baked beans</p> <p>Scrambled eggs or omelet</p> | <p>SANDWICHES</p> <p>Cheese sandwich</p> <p>Egg salad or hard-boiled eggs</p> <p>Cream cheese & jelly sandwich</p> <p>Bagels & margarine, cream cheese, spreads, or cheese</p> <p>Sunbutter & jelly or banana sandwich</p> <p>Tofurkey or any other veggie “deli” sandwich</p> <p>Guacamole/hummus & fresh veggie sandwich</p> <p>FRUITS</p> <p>Sliced apple</p> <p>Sliced pear</p> <p>Seedless grapes (Please cut in ½ lengthwise)</p> <p>Banana</p> | <p>Berries</p> <p>Melon</p> <p>Applesauce</p> <p>VEGETABLES</p> <p>Tomato slices</p> <p>Cucumber slices</p> <p>Zucchini slices</p> <p>Tabouli</p> <p>Stuffed vegetarian grape leaves</p> <p>*Broccoli</p> <p>*Cauliflower</p> <p>*Carrots</p> <p>*Celery sticks</p> <p>DRINKS</p> <p>Milk or Water</p> <p>Yogurt Drinks</p> |
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*It is not recommended for children under the age of 4 to have raw vegetables, especially the ones with asterisks as they pose a choking hazard.

REQUIREMENTS FOR BRINGING FOOD INTO THE TEMPLE/KASHRUT

Billy Dalwin Preschool and Temple Emunah follow Conservative Jewish practice in abiding by kashrut (Jewish dietary observances). Any baked goods (e.g., for parties or special snacks) cannot be baked at home and must be purchased from an approved bakery or company/producer approved by the Rabbinical Assembly (Va'ad HaRabonim). Please feel free to inquire regarding any clarifications about kashrut and dietary practices at the Temple or the availability of the Temple kitchen for families to prepare food.

Each year we may have children with specific food allergies. Therefore, please speak with your child's classroom teacher before purchasing food to bring into Billy Dalwin Preschool.

As a regulatory compliance, no home baked/cooked food can be brought into the program except for your own child's snack and/or lunches.

Products may be purchased at the following bakeries: the bakery at Lexington Stop and Shop, Cheryl Ann's Bakery in Chestnut Hill, Blacker's Bakeshop in Newton, Kupel's in Brookline. In addition, many items baked in the bakery of the Waltham Costco and Waltham/Watertown BJ's stores are kosher but PLEASE CHECK these items to be sure that they carry an approved Kosher symbol and are peanut/nut-free. A complete list of all approved bakeries is available in the Preschool and Temple offices. Shaw's often has kosher, pre-packaged baked goods—please check the product package to make sure that it contains one of these approved kashrut symbols:



Billy Dalwin Preschool of Temple Emunah observes the rules of kashrut both in the Temple and at associated functions. Please check with one of the Temple Emunah Rabbis if you have any questions.

SPECIAL DIETS/ALLERGY PROTOCOL

Children with special diets or food allergies are fed in accordance with parent/guardian's or physician's orders. Children bring their own snacks and lunches, and food is not exchanged or shared. All allergies are posted in the classroom and on a clipboard that each classroom carries with them outside. **The BDPS is a peanut and tree-nut free zone.** Note: children with snacks or lunches containing a potential allergen are seated a safe distance away from a child with allergies.

PHOTO PERMISSION AND GUARANTEES

All families are required to consent to the use of their child's photo as described below. This is necessary for the flow of the program practices. Exceptions will only be made for legal or documented reasons of safety. In all cases, confidentiality will be maintained regarding child's name, information, and profile. This includes any photo/video on social media, our website, and newsletter. Additional consent will be required for photo release to outside vendors (i.e., Tumblebus), media press releases, and TV advertising.

BIRTHDAYS

Each classroom has its own customs for birthday celebrations, including singing Happy Birthday in English and Hebrew. Please speak to your child's teachers to see if they include a birthday snack as part of the classroom ritual. Birthday snacks must comply with the above kashrut and allergy policies, so all baked goods must have the kashrut symbols of supervision. (See above.) Please check with teachers for food allergy information before purchasing a birthday snack for the class. Home-baked goods may not be brought into school.

The children and staff have loved our tradition of families donating a book in honor of their children's birthdays. Children enjoy donating a copy of one of their favorites. It can be a paperback or hardback book. If this is something that you would like to do, we will read the book, put a template in the front with your child's name and birthdate and keep it in our library for years to come. If you would like more information, please let us know.

CLOTHING

Billy Dalwin Preschool is a place for exploration and manipulation of various media including paint, markers, chalk, clay, water, sand, and others. We encourage children's full participation in these experiences and cannot guarantee protection of children's clothing. Please keep this in mind and dress children in comfortable play clothes that can get messy. Given the changeable nature of our weather in the course of a day, we recommend layers so children can adjust as needed. We plan to spend a minimum of 50% of our time each school day outdoors, even on rainy and snowy days. **Please be sure to send boots, rain pants, snow pants, hats, mittens, extra warm clothing, and other seasonal and weather-appropriate clothing even when such items may not be needed to get to and from school.**

On the first day of school, please send in two complete changes of clothing for your child in a labeled backpack or easy-to-handle bag. Please include extra shirts, pants, underpants, socks, and a pair of mittens and label each item of clothing. For safety reasons, clothes should be labeled with your child's initials only, not their full names.

Also, children may want a large, zippered tote bag with their initials on it to bring to school every day. This bag can be used to bring home art projects, papers, etc.

Safe Clothing: All children's clothing must be free of entanglement hazards such as loose strings, necklaces, hat ties, etc. EEC mandates that a child cannot wear any of the aforementioned items. Teachers will make the assessment if clothing items are safe. Please send your children in every day in shoes that **fit well** to support their feet and are safe for outdoor play and for use on climbing structures.

TOYS FROM HOME

We limit items from home to one "lovey" or "stuffie" to be used at rest time. We recommend this item go home to be washed daily or on the last day your child attends each week.

It is possible that your child's teachers hold a "Sharing Day" during the week when children may be encouraged to bring in items from home. Please speak with them about such occasions.

SLEEP, REST, AND QUIET ACTIVITY

Rest is essential for proper child development. EEC requires that all children attending longer than four hours must have a period of time for resting or napping, appropriate to children's individual needs. While on their mats, children will have available quiet activities such as books, puzzles, or other quiet toys. We understand that some parents would like their child to sleep and others do not. We will try, wherever possible, to accommodate parent requests within the context of the classroom. To protect children's wellbeing, we give all children the chance to sleep and do not keep them awake when their body is clearly demonstrating the need to sleep.

Per EEC regulation, children who attend Keshet Program must provide a fitted crib sheet (not a "pack-and-play sheet") to cover their sleep mat. In addition, families may send child-sized sleeping bags. Many children also love to have a favorite lovey/stuffie for naptime. Loveys or stuffies should be SOFT and CUDDLY. Billy Dalwin Preschool provides individually labeled mats. Please remember to label all of your children's items with their initials. Feel free to talk with our Keshet staff about any questions and to share pertinent information about your children that may help us to facilitate a smooth transition for them.

Please be aware that, per EEC/Fire Code regulations, children must keep their shoes on during nap.

TOILETING PLAN

Billy Dalwin Preschool supports children in toileting in accordance with the requests of their parent/guardian(s) and consistent with children's physical and emotional abilities. For sanitary and preparedness reasons, please plan ahead WITH YOUR CHILDREN'S TEACHERS BEFORE making the transition out of diapers or pull-ups. Teachers will discuss a toileting plan at the beginning of the year for any children who enter the program in diapers. We share our philosophy, developmental information, and cues for readiness in transitioning from diapers to underwear. All children are honored and respected as they learn to use the bathroom independently.

Children are taken to the bathroom as frequently as needed. There are also two times set aside each day to take the children to the bathroom in groups. An adult supervises the children and makes sure that the children and staff wash their hands with soap for twenty (20) seconds after using the facilities. The toilet seat, door handles, faucets, and light switches will be disinfected after each use. Teachers will wear gloves while cleaning and diapering.

For children in diapers:

1. Children's families provide one sleeve of diapers at a time. We ask you to please label it.
2. When using pull-ups, we ask that they be the kind with refastenable sides (similar to Velcro) to facilitate greater ease and more sanitary means for removing.
3. A mat is kept in the bathroom for use during a diaper change. Before changing a child, the mat will be covered with paper as used in a doctor's office on exam tables. The mat will be sprayed after each use with an EEC and EPA approved disinfectant or wiped down with an approved disinfectant wipe, each of which have an EPA number. All cleaning materials are kept out of the reach of children in the bathroom.

4. Soiled clothing, training pants, and cloth diapers are emptied, sealed in double plastic bags, and deposited in a covered, plastic-lined receptacle. If necessary, the same process will be followed with any soiled linen and/or blankets.
5. A soiled disposable diaper will be emptied into the toilet & placed in a sealed plastic bag, and disposed of in a lined and covered garbage receptacle.
6. Liquid soap and paper towels are used for hand washing. Each staff member uses disposable rubber gloves when changing children. The gloves are disposed of in a sealed Ziplock bag after every diaper change.

HOLIDAYS AND SHABBAT CELEBRATIONS

We celebrate the traditional Jewish, U.S. federal, and state holidays in ways that are meaningful for young children. Through songs, dramatic play, crafts, and stories, the children gain a sense of history and a feeling for holidays.

Because Halloween and Valentine's Day have distinctly non-Jewish origins, we do not celebrate them in our program. **Please do not send costumes into school on Halloween.** (Children will have an opportunity to revel in costumes for Purim.) **We also ask that you not distribute Valentine's Day cards to children or staff in the preschool or Temple parking lot.** We will emphasize friendship themes in many other ways throughout the year.

Shabbat is a highlight of our week at Billy Dalwin Preschool. During this time, we sing and move to our favorite Shabbat songs and recite the Shabbat blessings together. In partnership with Temple Emunah and Temple Isaiah, educators and clergy often lead us and share in this celebration of Shabbat. Temple Emunah's Rabbi Lerner and Rabbi Kling Perkins (also a Preschool parent) join us each month to lead us in singing or to tell a story to the children.

SHABBAT AND HOLIDAY OBSERVANCE

Shabbat and Yom Tov (Jewish Holidays) are non-work days and holidays. We ask that you refrain from all school related business. Please, no phone calls or emails to teachers or board members on these days. With your respect and cooperation, everyone in the Preschool community can observe Shabbat and Yom Tov without interruption.

HEALTH

Billy Dalwin Preschool's healthcare consultant is Dr. Mitchell Feldman, MD, FAAP, Patriot Pediatrics, 74 Loomis St., Bedford, MA. Emerson Hospital is used for emergencies, located at 133 Ornac Rd., Concord, MA. The number for Emerson Hospital is 978-369-1400. If you have any questions, please feel free to contact the Preschool office at 781-861-0708.

All Billy Dalwin Preschool staff is trained in CPR, basic first aid techniques, and the proper administration of medication. First aid kits are located in each classroom, the Preschool office, the Preschool kitchen, and at several locations throughout the Temple Emunah building.

A complete copy of the expanded health care policy is posted on the Preschool bulletin board located outside the director's office, and copies are available, upon request, for parent/guardian(s).

HEALTH REQUIREMENTS

EEC requires all forms provided at the time of registration and as needed during the school year to be completed with all information requested. Please be sure that all medical and consent forms are returned to school prior to September 1, 2023. **Please note that children requiring any rescue medication cannot attend until these forms are completed and signed and the medication is on site.** These forms include verification of the following:

- Updated physical exam certificate signed and dated by a physician.
 - A certificate of good health may also be required before re-entrance by a child after any lengthy or serious communicable disease or illness. By Massachusetts law, this form must be returned before your child may attend school.
- Immunization record (or copy) documenting child is current with all age applicable immunizations.
- Documentation of Lead Screening: It is our obligation to inform parents/guardians about the dangers of lead paint poisoning. In compliance with the regulations of the Massachusetts Department of Early Education and Care, we require that a physician or appropriate clinic perform a screening for lead paint poisoning. The health form must include the results of a blood test for lead screening current within the year for all children up to the age of three.
- All health forms must be renewed every twelve months

Billy Dalwin Preschool must be notified whenever a child has been exposed to a contagious, communicable disease or head lice. If a child has contracted a contagious disease, in accordance with regulations, Billy Dalwin Preschool will notify our parent community maintaining confidentiality of the name of the effected child. Refer to the most recent COVID policy in situations related to Covid and Covid contact/exposures.

Billy Dalwin Preschool must be notified in the event that a child has experienced any medical condition that may impact his/her behavior at school or any condition that may require special attention from the teacher.

IF YOUR CHILD IS SICK

If your child seems to be coming down with a cold or looks "under the weather", please keep them at home. Often, a day of rest will prevent more serious illness. Regulations require the program to be informed if your child has a communicable disease (i.e. strep throat). We require a 24-hour fever free period (100.3 or lower on the forehead) without the use of Tylenol or other fever-reducing medication before a child returns to school. When deciding if your child is ready to return to school, please remember that the activity level of the classroom is usually higher than at home and that children usually spend part of each day out-of-doors. In the event that a child becomes ill at school, we will follow the "Care of a Mildly Ill Child" above.

The following guidelines, developed in conjunction with our Billy Dalwin Preschool health care consultant, Dr. Mitchell Feldman, MD, FAAP, should help reduce the risk of contagion in our classrooms. Please do not send children to school if:

- They have not been fever-free for 24 hours (100.3° F or lower on their forehead);
- They have been prescribed an antibiotic for a contagious disease (such as strep) and been taking the prescribed medication for less than 24 hours;
- They are coughing, sneezing, or blowing their nose frequently (i.e., if there is reason to believe they are contagious) for reasons other than allergies;
- They have a runny nose, and the mucus is not clear;
- They have vomited within the last 24 hours or had a significant bout, or more than one mild bout, of diarrhea during the previous day or evening;
- You do not feel that they are well enough to play outside.

The basic questions to ask before either sending a child to the center or assessing whether a child should be sent home are:

1. Will this child be comfortable in the program group setting?
2. Can the teachers provide adequate care for this child without compromising the care of others?
3. Does the presence of this child pose a health risk to other children and teachers?

We will always inform you of any health-related observations or any atypical behavior we observe.

INDIVIDUAL HEALTH CARE PLAN (IHCP)

Should a child have a chronic medical condition diagnosed by a licensed health care practitioner, the parent/guardian(s) will complete an Individual Health Care Plan (IHCP), which will describe symptoms, treatment, possible side effects in administration of medication, necessary actions, and consequences if treatment is not administered. If deemed applicable, the IHCP will be posted in the child's classroom. A copy of the IHCP will be placed in the child's file, in the classroom's emergency go-bag/backpack, and in the program and administration offices.

In circumstances where a child has an IHCP that includes emergency medication, e.g., an Epi-pen, inhaler, or other identified 'rescue' intervention, these must be provided, along with the completed and signed Medication Consent form, recorded as checked-in, and on premises at all times, in order for the child to attend the program.

Billy Dalwin Preschool has an allergy protocol that is updated each year and has been developed to protect the health and safety of all of our children. Our staff is informed of the allergies of all of our students and a list of allergies and pertinent health related information.

A MEDICAL/ALLERGY POSTING is posted in every classroom, office, common space, and anywhere where there is food preparation. The MEDICAL/ALLERGY posting includes the names of each child with an IHCP, their allergy or medical factor, their medication, the expiration date of the medication, and the emergency contact information. The child's photo is also to be included. A PRIVACY PAGE will cover the posting to keep the information confidential.

Children are protected from exposure to food, chemicals, and allergens with potential or known negative effects.

ADMINISTERING MEDICATIONS

In the event that a child must have medication administered during school hours, it will be done in a manner that complies with EEC regulations as follows:

- All medication must be brought to Billy Dalwin Preschool in its original dispenser and with its original label affixed. The container must be “child-proof” and clearly labeled both on the outer box and inside dispenser. Medication will be returned to the parent/guardian(s) at the end of each school day if medication is not provided in the labeled container provided by the pharmacy.
- When medication is handed to a classroom teacher, it will be given to a Director to check-in the medication. The Director ensures the directions on the Medication Administration form are complete and consistent with the directions on the prescription label or instructions.
- The child’s name and photo are placed on the medication and any outer container or bag.
- All medications requiring refrigeration will be stored in the kitchen, out of the reach of children (in the right upper cabinet or on the refrigerator shelf).
- All medications that are considered controlled substances must be locked and kept out of reach of children.
- Only EEC certified staff will be responsible for the administration of medication. In their absence, the Program Director will be responsible.
- Prescription medication will only be dispensed with clear written orders and instructions signed by a physician. Any drugs found in the U.S. Drug Enforcement Administration Schedules II-V will be kept in a locked box that is secured in the metal cabinet in the Director’s office. BDPS will provide the Medication Consent Form to be completed.
- Parents are required to provide parental consent for any non-prescription oral medication and complete the Medication Consent Form including the physician’s signature.
- The first dose of any medication cannot be administered at school. It must be administered by a parent/guardian, unless it is an Epi-Pen or other approved rescue intervention.
- Immediately after a staff member administers medication to a child, they will record their own name as well as the name of the child and medication, dosage, time of day, and date in the Medication Log. Staff will continue to observe the child for any reaction.
- Emergency medications, such as Epi-Pens and rescue inhalers, will be immediately available for use as needed by the child for whom they are prescribed.

Head Lice: in the event of head lice, the child will be sent home for treatment as recommended by their health care professional. The other families will be notified and asked to check their child. A noticeable symptom of head lice is a child’s constant scratching. It is important to note head lice are not a reflection of uncleanness as was assumed in the past. A child treated for head lice may return to the center the

next day, poor hygiene and are not responsible for the spread of any disease. No healthy child should be excluded from or miss school because of head lice.

(<http://www.mass.gov/service-details/head-lice-pediculosis>)

In the event of head lice, children can remain in the program provided their comfort levels enable them to participate in full classroom activities. Otherwise, the children will be sent home for treatment as recommended by their health care professionals. The other families will be notified and asked to check their children. The lice check is the individual responsibility of the parent and health care professional. If you would like assistance, please discuss with the Director. A noticeable symptom of head lice is a child's constant scratching. There are also several 'expert lice services' in the area.

A child treated for head lice may return to the center after treatment. Daily inspections should continue for five consecutive days. We appreciate your cooperation and patience with these standards.

CARE OF MILDLY ILL CHILDREN

Children who are mildly ill may remain in school if they are not contagious and they can and do participate in the daily program, including outside time. The teacher or Director will call parent/guardian(s) to pick up children if:

- the child is not participating, including outside time;
- the child's condition worsens or it is determined that the child poses a threat to the health of the other children;
- the child cannot be cared for by the classroom staff.

Parents are asked to pick up their child within one (1) hour, as designated by EEC. The child will be cared for in a quiet area, a classroom, or in the Center's office by an EEC certified staff member until the parent/guardian(s) arrive to take the child home. The child will be made as comfortable as possible—offered a mat for resting, a drink, their comfort item if they are a napper, or a book.

If a parent cannot be reached or is unable to arrive within the designated timeframe, someone on their emergency pick-up list will be called and a message will be left for the parent noting information regarding the pickup and parties involved.

No medication will be administered without a completed and signed Medication Administration Form. After the child has left the building, all items and equipment used by the child will be disinfected.

MANAGING INFECTIOUS DISEASE AND INFECTION CONTROL

Billy Dalwin Preschool follows CDC recommendations and consults with our health care consultant. The complete Health Care Policy is available to all parents and is posted on the bulletin board. In the event that a communicable disease is identified at Billy Dalwin Preschool, parents will be notified and proper procedures will be followed. Staff is trained in and follows recommended infection control procedures. Guidelines are followed for proper hand washing, sanitizing of surfaces, sinks, bathrooms, and toilets. These procedures are listed in the Billy Dalwin Preschool Health Care Policy.

SEE SEPARATE "COVID PLAN" FOR COVID PRECAUTION POLICIES

RETURNING TO THE CENTER AFTER AN ILLNESS

As per EEC regulations, a physician's note is required for children to return to the program after illness in two circumstances.

1. Absence due to a contagious disease or suspicion of a possible contagious disease (both listed above). A physician's note is required when a child has experienced an illness beyond the common cold and/or for which the child has been seen by a physician.
2. Absence due to a previously medically unidentified rash.

In both of these circumstances, as per EEC regulations, the following four pieces of information are REQUIRED with no exception:

- Diagnosis;
- Confirmation that the child has received treatment, or none was needed;
- Confirmation that the child is not contagious and can return to group care at the center; and
- The date the child can return to the center.

Billy Dalwin Preschool may make the final decision concerning the inclusion or exclusion of the child. If a child has already been admitted to the Center and shows signs of illness (for example, a fever (as defined above), a rash, reduced activity level, diarrhea, vomiting, etc.), they will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed) or it is determined that it is in the best interests of the child to be taken home, their parent/guardian(s) will be contacted immediately and asked to pick the child up as soon as possible. (General EEC guidelines are within one (1) hour of being notified.)

Specific Symptoms or Illnesses for Exclusion from the Center:

(in alphabetical order)

Antibiotics: when being treated for a contagious disease, a child may return to the center upon completion of all doses indicated for a 24-hour period. Upon the child's return to the center, please keep us informed regarding any possible side effects to help us avoid confusion with a suspected illness.

Chicken Pox: excluded until last blister has healed over. This usually means a child is out for 5 to 7 days.

Colds: please use your discretion. Discharge that is yellow or greenish could be a sign of an ear or sinus infection. While not a public health concern, it is an indicator for close observation for your child's discomfort or need to consult your health care provider.

Conjunctivitis: conjunctivitis can be highly contagious. The two kinds of conjunctivitis that typically spread among young children are (a) viral and (b) bacterial. Symptoms connected to allergies are not contagious, and thus do not fall into this category.

Viral Conjunctivitis: pink eyes, swollen eyes, watering eyes that may also be sensitive to light.

Bacterial Conjunctivitis: red or pink eye/s, may eventually become itchy or painful, yellow or green discharge, eye/s might be crusted in the morning upon waking up

When two (2) of these symptoms listed above occur, you will be contacted to pick up your child. When one (1) symptom is present, it will be at the discretion of the Director whether you will be called to pick up your child.

Your child may return to the center upon examination and diagnosis by a physician and with written approval for re-admission, with or without treatment as determined by the physician.

Coughs: exclusion if cough is severe (e.g., child finds themselves out of breath, dizzy, or in pain as a result of coughing, or is accompanied by fever, inability to 'keep up' in classroom, signs the illness may be developing into something more serious). The child may return when well enough to participate in the program and there are no other symptoms which would otherwise indicate exclusion.

Diarrhea: diarrhea is highly contagious in a group setting. A child should be kept home if they have had diarrhea or abdominal pain. A child will be sent home if a bowel movement is unusually loose (compared to that child's norm).

Ear Ache/Ear Infection: child may return to the program when there is no fever, discomfort, and the child is able to participate in class program.

Eye Redness or Foreign Body in the Eye: apart from possible conjunctivitis, eye redness or tearing may sometime indicate a foreign object (often very tiny). We are not equipped to distinguish these different conditions or authorized to irrigate an eye, even if a foreign body is evident. Your health professional, in either case, will carry the responsibility for appropriate diagnosis and treatment. We recognize that eye redness and tearing are also characteristic of allergies or colds. This is taken into consideration, along with a child's medical information, in implementing this policy.

Fever: a fever is a sign of a viral or bacterial infection. **As per the American Academy of Pediatrics, you child has a fever if:**

Rectal, ear, or forehead temperature: 100.4°F (38.0°C) or higher

Oral or mouth temperature: 100°F (37.8°C) or higher

Under the arm (armpit) temperature: 99°F (37.2°C) or higher

Foreign Objects in Ears, Nose, or Skin: we are prohibited from any attempts to remove foreign objects from ears, noses, or skin (e.g., splinters). This is to prevent any harm. In the event a bean, seed, flower, or other object, often the result of natural curiosity of children, enters a child's facial orifice, the parents will be called to either remove the object or engage the aid of a health provider.

Head Lice: in the event of head lice, the child will be sent home for treatment as recommended by their health care professional. The other families will be notified and asked to check their child. A noticeable symptom of head lice is a child's constant scratching. It is important to note head lice are not a reflection of uncleanness as was assumed in the past. A child treated for head lice may return to the center the next day.

Impetigo: child excluded until 24 hours after treatment has started and all the sores are covered

Hepatitis: upon diagnosis, the child may return with your physician's recommendation

Mouth Sores: child is excluded unless the physician states that the child is non-infectious

Physical Injury: you may be asked to pick up your child after a bump, fall, or other incident that suggests a possible need for medical evaluation such as extensive bruising, pinched finger, large cut or abrasion, orthopedic pain or deformity, or persistent discomfort.

Rash: (medically as yet unidentified) Child is excluded until the physician has provided written documentation that the rash has been identified and is not a communicable disease or the child has started a course of either topical or oral antibiotics such that they are no longer contagious.

Sore Throat: excluded if accompanied by a fever, swollen glands, or child's behavior is atypical and unable to participate in classroom activity. The child may return when exclusion criteria are resolved.

Strep Infection: strep throat is highly contagious and can show a variety of symptoms. If your child has a fever, rash, and/or sore throat, we ask for your child to be evaluated for strep. Not all strep is accompanied by a fever. If the diagnosis is confirmed, your child must be on antibiotics for 24 hours, and without fever (without the use of analgesics) before returning to the center.

Tuberculosis: child is excluded until the child is non-infectious as determined by the health care provider.

Vomiting: a child who has vomited two or more times in the previous 24 hours at home, or once at the center, will be excluded from the center until all vomiting has stopped, (and there is no fever for 24 hours).

EMERGENCY HEALTH PLAN

In the event of a health problem, our policy is to call the parent/guardian(s) for their children to be picked up from school. EEC regulations indicate the child should be picked up within one (1) hour of the call. If the child cannot be picked up within that time frame, a person on the child's emergency contact list will be called. If the problem is of emergency status, we would call 911 first and then call the parent to meet us at Emerson Hospital. If the parent can be reached before the ambulance transports the child and the parent/guardian requests transportation to a different hospital all efforts would be made to accommodate that request. (Hospital of preference should be noted on completed health form.)

If the emergency requires services of an emergency medical technician, and the parent was not available, a staff member will accompany the child in the ambulance. (Children would remain in their classroom to avoid "breaking the bubble," but we would bring in an additional adult from the Temple staff if needed to retain appropriate child-staff ratios.)

If parents cannot be contacted, we would call the emergency numbers given to us by the parents and follow the same procedure as above. All parents have authorized the school to get treatment if parent or emergency names cannot be reached.

While we have no off-site field trips planned, if one is scheduled, we bring all IHCPs, medications, emergency contact information, and a cellular phone so the above procedures can be followed.

SAFETY POLICIES

A BDPS Director is a member of the Temple Emunah Security committee, and the committee receives training and input from professionals in the security field. Security policies and procedures developed by the Security Committee are reviewed annually or more frequently on an as-needed basis. BDPS staff has received ALICE training and practices emergency evacuation procedures.

DAILY SAFETY PRACTICES

Backpacks and cell phones are carried with teachers at all times inside and outside the building. Staff cellphones are kept on airplane mode or vibrate. Staff has programmed their cell phones to call the direct line for the Lexington Police Department (781 862-1212) to reach them as quickly as possible should they be needed. Class emergency and supply backpacks are hung on a designated hook by the back door of each classroom so that they are easy to access. The class backpack contains the class attendance sheet, first aid kit, medication, emergency numbers, and any IHCPs.

EMERGENCY CONTACT INFORMATION

BDPS families provide their own transportation, either by transporting their own children or participating in carpools. Families complete an EEC Emergency Contact Information Form as part of the registration information. Each family must identify two people (other than parent/guardian(s)) who are authorized to pick-up their children in case of illness or emergency. We ask parents to update this information as is necessary during the year. Please be sure to inform those individuals they are on your Emergency Contact List. Staff members use their cell phones to contact the parent/guardian(s) or emergency contacts in the order of preference listed on the form.

EMERGENCY NOTIFICATION PROCEDURES

Every child must have a school parent/guardian, other than their own, who is authorized to pick them up in the event of an emergency. Preschool staff will use cell phones to contact designated adults for pick up. Every effort will be made to reach parent/guardian(s) before emergency contacts are activated. In case of evacuation, parent/guardian(s) will be notified of the location of their children.

FIRE AND EVACUATION DRILLS

All children at Billy Dalwin Preschool participate in monthly fire and evacuation drills. They practice fire-safety rules and learn what they should do and how to act safely and attentively in the event of a real emergency situation. The designated meeting point for drills is the far end of the parking lot.

Evacuation routes are posted at the exits to all rooms used by Billy Dalwin Preschool. All staff members are trained in evacuation procedures during Staff Orientation Days before school begins. Attendance is taken early in the day and the attendance sheet is updated throughout the day. It is carried by teachers whenever the children leave the classroom for another activity area. In an evacuation, the lead teacher takes attendance before leading children out of the building and again when they gather at the far end of the parking lot. The Director will check all spaces (including closets and bathrooms) at all levels before closing classroom doors and leaving the building themselves. The Director or Fire Department will tell the classes when they may return to the building.

Evacuation drills are conducted monthly at various times in the school day in accordance with EEC regulations. The Director documents and signs a Fire Drill Log in the main office for each evacuation including date, time, exit routes used, number of children evacuated, weather conditions, and effectiveness.

PROCEDURE FOR A MISSING CHILD

In the case of a missing child, the staff member responsible for the child will immediately alert the Director and follow the school's Plan for Missing Child. Teachers, the Director, and the Billy Dalwin Preschool Administrative Assistant will systematically search all rooms, bathrooms, and storage areas, as well as the property surrounding the building. Parent/guardian(s) and 911 will be called if the child cannot be located within five minutes.

GENERAL INFORMATION ABOUT EMERGENCY EVACUATION & LOCK-DOWN CONTINGENCY PLANS

Billy Dalwin Preschool is connected to the emergency 911 system and receives "reverse 911 notifications." In the event of a natural disaster, emergency authorities will provide information on when to evacuate and the location of the evacuation shelter. In the event that Billy Dalwin Preschool needs to evacuate due to site-related problems, it will promptly notify the emergency authorities after the facility has been evacuated.

A lock-down procedure has been developed in case of an emergency that involves a threat from an intruder. Should that occur, the Director will determine whether it is safer to flee or to remain on-site and lock-down. The Director will call 911, contact the teachers and Temple personnel, and direct the situation. If lock-down is determined to be the safest option, all doors and windows will be locked; lights will be turned off; and windows will be covered. The Director will be in communication with and follow directions from emergency personnel, maintaining children in the safest possible spaces.

In the event of an emergency the following measures will be taken and determined by the nature of the specific event:

1. 911 will be called and attendance will be taken before evacuation and immediately after evacuation;
2. Under no circumstances will any child be left without a caregiver's presence;
3. In the event of a medical emergency, an authorized staff person will call 911 before contacting the parent/guardian(s);
4. In the case of any emergency that requires an evacuation, classroom teachers will check the children as they evacuate the setting against their attendance sheet for that day. After confirming that every child is accounted for, they will relay that information to the Director, who will do a final sweep of the building to ensure that no child has been left behind;
5. Classroom backpacks/go-bags will always accompany the class. These contain first aid, medications, IHCPs, and other useful items.

DESIGNATED EVACUATION LOCATIONS

Evacuation sites progressively move further from the building as each situation dictates. Situations that would require evacuation to which these plans apply are related to:

- In case of a situation unique to the building;
- In case of a fire;

- In case of an evacuation of the area.

In case of a natural disaster:

1. If the situation calls for the evacuation of the building, Billy Dalwin Preschool teachers will lead the children out of the building, using the outside exit of each classroom and the same emergency evacuation procedures listed under fire drills.
2. If it is deemed unsafe for children to remain in close proximity to the building, they will be evacuated to the nearest safe site and supervised by the staff at that site. The site of choice will be the playground if it is determined that the proximity to the building is safe.
3. If the playground is too close to the danger, the staff will walk the children to the upper corner of the Temple parking lot.
4. If that is not a sufficient distance from the danger, children will be walked through the woods to the parking lot in the adjacent apartment complex.
5. If these locations have been deemed unsafe, we will evacuate the children through classroom and/or back-of-building exits, walking them on or parallel to Piper Road, turning left onto Waltham Street to the light at the corner, and continuing to the Bright Horizons Child Care Center located at 903 Waltham Street, Lexington (approx. 0.3 miles from Billy Dalwin Preschool), Ph. 781-234-7507, unless otherwise advised by emergency personnel. Bright Horizons will provide bathroom facilities, water, and food, if necessary.

When children have been walked to the safest place, staff will continue to supervise them at that safe site, administer any necessary first aid, and use the cellular phone to make calls to activate the emergency phone chain notifying parent/guardian(s) and emergency contacts as needed.

In case of an evacuation of the area (e.g., a chemical spill on Rte. 128, neighborhood gas leak, etc.), Billy Dalwin Preschool staff will drive the children in staff cars to the Walgreen's parking lot (60 Bedford Street, Lexington, MA 781-863-1111) on the corner of Worthen Road and Bedford St., or to the Lexington playground across from the Hayden Center. We will notify parent/guardian(s) where to meet us.

As is the procedure in all Pick-Ups, the parent/guardian will 'sign-the-child-out' along with the time. Anyone who is not on the child's pick-up list must be authorized by the parent ahead of time and show identification to the Billy Dalwin Preschool staff member. Staff members will be released to attend to their own families only if we can maintain the proper ratios with remaining staff.

If the emergency dictates the need to be transported to a more distant site from the immediate location of the program we are contacted by the Police or Fire department with the arrangement information of the mode of transportation being provided, and location. Once safely evacuated and the children are settled, parents will be contacted as immediately as is possible. Please remember that program personnel need their phones to contact parents and effectively manage the situation.

In case of loss of power or heat in our building, we would still have water and telephone service, so we could remain in the building, with outdoor clothing on for warmth, for as long as it would take us to phone parent/guardian(s) to notify them of an early closing. The Billy Dalwin Preschool will remain open and operating as long as the temperature inside the building does not fall below 65°F (regulated by EEC), or above 78°F inside the building (as established by the Massachusetts Department of Public Health and

OSHA), or reaching the unhealthy zone in accordance with the WeatherWatch guide. Teachers will use the normal attendance sheets to document departure of the students and note the special circumstance of loss of power or heat at the bottom.

In the event that it becomes unsafe, parent/guardian(s) will be notified to pick up their children. If no contact can be made for a particular child or children, teachers will assist in taking the remaining children to Bright Horizons located at 903 Waltham Street, Lexington. Parent/guardian(s) will always be notified. The Billy Dalwin Preschool will maintain required staffing ratios until the last child has been picked up.

In case of loss of water: if this happens before 11:00 a.m. and is not temporary in nature, we will notify parent/guardian(s) by telephone of early closing for all children, as soon as possible. If this happened after 11:00 a.m., we will notify by phone the parent/guardian(s) of those children who remain for our Extended Day afternoon programming and would hold the rest of the children for scheduled pick-up at 12:00 p.m. We will use bottled water and paper cups for drinking. We will use baby wipes for personal hygiene and Lysol Wipes for cleaning surfaces and toys. We will follow the directions of the Temple staff/custodian about flushing toilets.

Weather-related school closing: see above in this Handbook.

SHELTERING IN PLACE IN CASE OF NATURAL DISASTERS—SHORT TERM

If the emergency is short term, the Director will decide whether and when we will close the school, based upon the information and time of day provided by reliable resources including utility workers and/or the Executive Director of Temple Emunah. If a decision is made to close, the Director and teachers will contact parent/guardian(s) to pick up their children. Billy Dalwin Preschool will continue daily activities until all children have been picked up by authorized drivers and logged out on the attendance sheet. EEC regulations dictate children be picked up within an hour of notification, barring complicating circumstances.

As the program is in operation from 8:00 a.m. to 5:30 p.m., Monday to Thursday, and 8:00 a.m. to 3:30 p.m., Friday, there is only brief need for emergency lighting. Billy Dalwin Preschool has emergency lights in the Preschool open space, and these can be supplemented by flashlights/lanterns. We will utilize the snack foods and water as needed from the supply on hand. If the situation warrants it, staff will enlist the aid of the Executive Director, the custodian, and other members of the Temple Emunah staff to shut off electricity, gas and/or water.

In all cases, teachers will bring the Emergency Backpacks containing the attendance sheets, emergency sheets, cell phones, first aid kits, and medications. Teachers will count the children when leaving their classroom, as they enter the sheltered area, and again when they are seated to make sure all are present in shelter. Classroom teaching staff will work together to keep the children calm and quiet for the duration of the shelter-in-place/lock-down. They will call parent/guardian(s) when the police or other emergency officials tell them it is safe to do so.

Access to food, water, medications, or first aid while in shelter may be extremely limited. If the emergency extends to more than a few minutes, teachers will encourage the children to be patient and they will use whatever food/water supplies are proximate to the sheltered area, unless doing so will endanger children or staff.

CONTINGENCY PLAN FOR AN INTRUDER

If Billy Dalwin Preschool comes under threat from an intruder, the Director or member of the Temple Emunah staff will declare an emergency. The Director will designate a staff member or the Temple Emunah office staff to call 911, whomever is closer and available. The Director will notify classroom personnel with instructions whether to leave the building or shelter in place. The Director will also notify the staff when the emergency is over.

THE PROCEDURE IN CASE OF AN ACTIVE SHOOTER IS TO RESPOND IN THIS PRIORITIZED ORDER: RUN, HIDE, FIGHT

Billy Dalwin Preschool staff has also received ALICE training (**A**lert, **L**ockdown, **I**nform, **C**ounter, **E**vacuate), and the specific circumstance will determine the plan of action.

1. **RUN:** If at all possible, children should exit the building immediately using the closest exit deemed safe. Typically, this is through the back door of the classroom. Exiting as quickly as possible, teachers will lead their children to the upper corner of the parking lot and exit through the wooded area to meet in the parking lot of the apartment complex next door.
2. **HIDE:** If it is not possible to exit the building b/c of the location of the intruder, then we will shelter in place. The preferred shelter-in-place location would be a room w/ an exit such as a classroom. If we need to shelter-in-place teachers will:
 - a. Lock and barricade the door using any available furniture.
 - b. Cover the small rectangular window on the classroom door
 - c. Wrap a rope or bungee cord around the metal bracket that opens the door. (These items are kept next to the classroom door at all times.)
 - d. Children & teachers should:
 - i. Remain as quiet as possible
 - ii. Position themselves as close to the ground as possible
 - iii. Position themselves as far away from the door as possible (suggestion would be to use the inside corner opposite the door)
3. **FIGHT:** If exiting the building and sheltering in place are not possible, the third (and least preferred option) is to fight. Staff will keep children as far from the shooter and as covered as possible while adults throw anything available at the shooter.

We hope and pray reference to the above will never become necessary.

COMMUNICATION WITH FAMILIES

FAMILY INVOLVEMENT AND PARTICIPATION

Parent/guardian(s) and families play a very important role at Billy Dalwin Preschool. We welcome and encourage parent/guardian(s) to maintain close contact with the Directors and classroom teachers in any/all of the following ways: ask questions, make suggestions, raise issues, give feedback, make an unannounced or scheduled visit to the school, or speak with the teachers about volunteer opportunities.

VOLUNTEER AND COMMUNITY BUILDING OPPORTUNITIES

Throughout the school year, Billy Dalwin Preschool offers many opportunities for parent/guardian(s) and families to become involved and have fun strengthening our community thereby giving families a greater connection to the school as well as with one another. Whether you help with outdoor clean-ups, attend virtual or distanced events as a family, help to plan those events or work as a volunteer. Volunteer opportunities also include serving as room parents, serving on the board, helping to prepare for and staff community events, including Shma PJ and holiday celebrations, helping staff our annual virtual Israel trip, supporting teachers on special projects, helping to market or advertise the school at community events or online, etc. We also have the special visitors part of Shabbat helper, grandparents and special visitors' day, etc. It's bound to be a good time and a great chance to meet some wonderful people.

PARENT/GUARDIAN-TEACHER COMMUNICATION AND CHILD PROGRESS

Before the school year begins, our teachers have an individual appointment with each child and their parent/guardian (see above in this Handbook). At that time and throughout the year, we encourage parent/guardians to ask questions and to share any information with their child's teachers that would help them to provide for each child's needs. A few weeks after school begins, a "Back to School Night" for each classroom will further acquaint parent/guardian(s) with the classroom and afford an opportunity to address any general questions about the classroom or the school. This will be either in person or virtual.

Our teachers are eager to maintain open lines of communication with parent/guardian(s). As the school year begins, our staff will speak with families to find the format (phone, e-mail, videocall) that will work best. If parent/guardian(s) want to communicate something that is especially relevant on a particular day (such as that the child didn't eat much breakfast, didn't sleep well, needs to be picked up early or by another person, etc.), please email the classroom teachers, copying the Preschool Administrative Coordinator and/or leave a phone message on the Preschool office phone 781-861-0708; please include the best number and time for the teacher to call in the event speaking together is warranted. Staff members will return calls as soon as possible after their teaching responsibilities conclude.

If it is urgent that you speak with a staff member and no one answers the office phone, please call the Temple office at 781-861-0300. The teacher will leave the classroom to attend to your call as soon as we can provide coverage to maintain the required ratio in the classroom. We recognize you are busy, however, if it becomes of timely importance to reach you, please do answer calls from Billy Dalwin Preschool.

CONFERENCES/PROGRESS REPORTS

Billy Dalwin Preschool offers two parent/guardian-teacher conferences per school year. These are scheduled at the mutual convenience of the parent/guardian(s) and staff member(s) in the Fall and Spring. These are preceded by information about the child regarding each area of development and life in the classroom. This year we anticipate that our conferences will take place via FaceTime or an online platform. As the time approaches, we will update you. The purpose of these conferences is to provide parent/guardians with specific information about their children. Additional conferences may be scheduled upon request by either the teacher or the parent/guardian. For infants and children with specialized needs, Billy Dalwin Preschool shall complete a written progress report of the child's development every three (3) months, and provide it to the parent/guardian(s).

Teachers and parents share information about children's daily lives on an ongoing basis.

As per EEC regulations, staff members of Billy Dalwin Preschool shall bring any concerns or significant developments, particularly as they regard infants, to the parent/guardian(s)'s attention as soon as they arise.

If parent/guardian(s) are not English speakers, the Billy Dalwin Preschool will help locate someone who could assist with verbal or written translation. At no time will parent/guardian(s) miss information about their children or the program due to language barriers.

PROGRAM INPUT FROM PARENT/GUARDIANS

At Billy Dalwin Preschool, parent/guardian input regarding Center policy and programs can be given to classroom teachers, the Director, and/or any member of the Preschool Board of Directors. Billy Dalwin Preschool offers different ways for parents/guardian(s) to provide input about the program.

Questionnaires and interest surveys may be sent home during the school year, and this data may be used by the Preschool staff and Board of Directors to modify policy and curriculum as needed. The staff is available by phone or face-to-face to discuss any suggestions that parent/guardian(s) may have. A list is included in this handbook of the directors and officers of the Billy Dalwin Preschool Board of Directors, and parent/guardian(s) are encouraged to contact board members to give their input.

The Preschool provides an explanation to parent/guardian(s) about suggestions they make regarding programs or policies of the Center if those suggestions are not adopted. If the parent/guardian requests a written response, the Preschool shall respond in writing to the parent/guardian.

COMMUNICATION WITH A DIRECTOR

The Preschool teachers work in partnership with parents/guardian(s) to provide the best possible Preschool experience for families and their children. Accordingly, input from parents/guardian(s) is critical to classroom teachers and the Director.

If the Director is away from the office, we ask that you leave a message. You may email the Director (leadershipteam@billydalwinpreschool.com) or leave a message on the preschool voice mail at 781-861-0708, and your call will be returned as soon as possible. We encourage you to first address questions or comments regarding children or children's classrooms with classroom teacher(s).

CHILD GUIDANCE/BEHAVIOR MANAGEMENT PLAN

The guiding principles of the child guidance/behavior management plan of Billy Dalwin Preschool of Temple Emunah are to treat each child, and their families, with courtesy and respect, to interact in ways that are sensitive to individual needs, to maintain the physical and emotional safety of all children, and to support the development of self-esteem, self-expression, autonomy, and social competence among all children at the Center. Staff provide positive and consistent care and expresses warmth to children through behaviors such as holding, social conversations, eye contact, and eye-level communication.

Our teaching teams establish classroom environments and interactions to help each student's self-image and develop self-management skills, maximizing the growth and development of each child while also demonstrating safety and respect for the group and individuals within it. Demonstration of *kavod* ("respect") is a central value of our program. Staff members offer opportunities for children to make choices and decisions and encourage children's efforts, work, and accomplishments. Rules are clearly defined and are based on the need for safety and a sense of security in the classroom. At the beginning of the school year, classroom teachers explain basic safety rules to the children in a manner consistent with their understanding: 1) keep yourself safe, 2) keep others safe, and 3) keep the materials in the room safe. Among older classes, teachers and children use part of "group time" during the first few days of school to discuss how we demonstrate *kavod* with each other and with our indoor and outdoor environment.

Conflict and frustration are part of normal child development. The Preschool provides an excellent forum for the acquisition of social competence skills that allow children to express their feelings, solve problems, and resolve conflicts in an age-appropriate manner. Billy Dalwin Preschool teachers are 1) trained to observe and anticipate triggers or situations that may elicit a concerning behavior, 2) work to reduce the occurrence of potential behavior triggers and 3) support the children as they resolve conflicts and manage frustrations. When necessary, teachers use the following progression of techniques: provide language and modeling to express oneself; encourage children to resolve conflicts between themselves with appropriate staff supervision, scaffolding, and support; and speak with the child/ren involved about what happened and what could have been done differently.

When applicable, a child will be redirected to a different activity or location in the room that will help the child to calm and regroup. In matters of safety, or a child's Individual Behavior Plan, the child will be moved to a time/place away from the classroom. "Time away" or "regroup time" is defined as removal of a child from the classroom to a quiet space outside of the room where the child can regroup on their own timetable with staff supervision and support. Once the child has regained composure, the teacher and child together will create a plan to return to the classroom. We do not ask a child to say "I'm sorry," as studies have shown this is not a trusted or effective reparation strategy. Rather, children are encouraged to think of how they can "make it right" with their classmate(s). Our Center does not use the term "time out" or similar language. "Time out" suggests punishment for inappropriate behavior. "Time away" differs in purpose and approach. The purpose of time away from the location of dysregulation is to enable the child to regain composure and self-control. The length of time away from the classroom is determined by the child and the staff together, based on when the child feels ready and demonstrates sufficient self-management to return to the stimulation of the classroom.

Our Center strictly abides by the EEC prohibitions of: 1) spanking or the use of other corporal punishment, 2) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment, including any type of physical hitting inflicted in any manner upon

the body, shaking, threats, or derogatory remarks, 3) depriving children of outdoor time, meals, or snacks, 4) force feeding children or otherwise making them eat against their will, or in any way using food as a consequence, 5) disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing; or forcing a child to remain on the toilet; or using any other unusual or excessive practices for toileting, 6) confining a child to a swing, high chair, crib, playpen, or any other piece of equipment for an extended period of time in lieu of supervision.

The Preschool does not suspend children from our program as a form of punishment or lack of skills. Suspension or termination from the program may be used if the safety of the child or other children cannot be guaranteed (or as described in the Termination and Suspension Policy).

If/when a staff person sees an atypical or unusual behavior in the classroom, the staff person will talk with the parent/guardian(s). Such conversations may begin along the lines, "We have seen [behavior] a couple of times now. Do you see this at home?" Staff members will attempt to gather information and stay in communication with the family. The observations are shared with the Director. If a standard progression of skill development is not effective with the scaffolding and strategies used, the teacher will again bring it to the Director's attention. The teachers and Director will observe and record the child's behavior and discuss potential behavior support alternatives with the parent/guardian(s). If the identified behavior persists, the staff and parent/guardian(s) will discuss inviting an outside professional to observe, lend another view, and make recommendations.

Any observation of a specific child by an outside professional requires written consent of parent/guardian(s). A decision of what to do further will be made once the outside professional, staff, and parent/guardian(s) have an opportunity to discuss the observation and recommendations. Referrals may be made to personnel or resources available to families through public school systems or other community resources', with the written consent of parent/guardian(s). (See referral policy)

SERVICES PROVIDED/SERVICE REFERRAL POLICY

In the event that the Director, teachers, or parent/guardian(s) express a concern about a child's development or behavior and suggest further evaluation, either party may initiate a referral. Should Billy Dalwin Preschool make such a suggestion or be requested to make a referral, parent/guardian(s) will be required to sign consent prior to such contacts. Potential referral sources may be appropriate social, mental health, educational, and/or medical services, including, but not limited to, dental check-up, vision, or hearing screening. Billy Dalwin Preschool maintains a current list of referral sources for these services. If Billy Dalwin Preschool staff feel that a child would benefit from an assessment for such additional services, they are required to follow this procedure:

1. Discuss their concerns with the Director.
2. Make a plan for observing and recording the child's behavior and for reviewing the child's record prior to making a referral.
3. Meet with the parent/guardian(s) to inform them of their concerns and the plan for evaluation.

4. Should further action be required by mutual (written) agreement of the parent/guardian(s) and staff, appropriate referrals will be made. The referral will be in writing and will include the reason for recommendation, a brief summary of observations leading to the referral, and efforts made to accommodate the child's needs at school. These referrals will include but not necessarily be limited to the following resources:

Preschool Consulting Physician, Mitchell Feldman MD, FAAP (781) 674-2900

Child-at-Risk Hot Line (800) 792-5200

Dept. Of Children & Families (Arlington) (781) 641-8500

Jewish Family and Children's Service (781) 647-5327

Public Schools (services available for children 3 years+) (subject to change):

| | | |
|------------|----------------------|-------------------------|
| Arlington | (781) 316-3635 | Joyce Schlenger |
| Bedford | (781) 275-1700 x4419 | Tanya Kalantari |
| Belmont | (617) 993-5615 | Patricia Toohig Nardone |
| Burlington | (781) 270-1808 | Deborah Clark |
| Cambridge | (617) 349-6502 | Shelagh Walker |
| Lexington | (781) 860-5823 | Liz Billings-Fouhy |
| Lincoln | (781) 259-9889 | Lynn Fagan |
| Melrose | (781) 462-3258 | Kim Leonard |
| Newton | (617) 559-6050 | Kathleen Browning |
| Somerville | (617) 625-6600 x3624 | Susan Gibbons |
| Waltham | (781) 314-5653 | Julie Doane |
| Watertown | (617) 926-7765 | Karen Feeney |
| Winchester | (781) 721-7015 | Sarah Casey |

Woburn (781) 937-8233 x11251 Maureen Ryan

Early Intervention Program (services available for children birth - 3 years of age)

| | |
|---|----------------|
| Arlington, Burlington, Lexington, Winchester, Woburn & Wilmington | (781) 932-2888 |
| Belmont, Waltham, Watertown | (781) 894-6564 |
| Bedford, Carlisle, Concord, Lincoln | (978) 287-7800 |
| Cambridge, Somerville | (617) 702-5755 |
| Needham, Newton, Wellesley, Weston | (781) 449-1884 |

Billy Dalwin Preschool will notify parents of children younger than 2.9 years of age about the administrator of the DPH Early Intervention program and parents of children 2.9+ years of age and older of the appropriate administrator of special education for their town.

Staff will follow up all referrals, documenting and maintaining records of all contacts and outcomes regarding the child. With parent/guardian permission, the Preschool will contact the agency or service provider that evaluated the child for consultation and assistance in meeting the child's needs at the Center. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the Preschool will review the child's progress at the Center every three months to determine if another referral is necessary.

PREPARING CHILDREN FOR TRANSITIONS BETWEEN CLASSROOMS AND PROGRAMS

When preparing children to transition from one classroom to another within Billy Dalwin Preschool, teachers from both classrooms, with parent/guardian permission, will meet to share information and collaborate in planning for a smooth transition. The plan teachers develop together will assist children with the transition in a manner consistent with their developmental needs and abilities to understand. Strategies this year to facilitate the transition may include but not be limited to: 1) introducing the teacher from the new classroom to visit with the current classroom and share a story or game, 2) have the children visit the new classroom at Story Time or for a special activity before making the transition, 3) learning children's likes/dislikes from the current teacher and from parent/guardian(s) and planning activities for the first week accordingly.

When children transition between programs, the staff at Billy Dalwin Preschool will, with the permission of parent/guardian(s), contact teachers at the receiving school, sharing the interests of the child and other information pertinent to the change. Additional strategies that Billy Dalwin Preschool teachers may use are to create a Good-Bye Book with photos of friends and activities in the current classroom, write a social story for or with the child(ren), read books, and role-play going to a new place.

PREVENTION OF ABUSE AND NEGLECT

Billy Dalwin Preschool protects children from abuse and neglect while in our Center's care and custody, following the guidelines and procedures as described and mandated by the EEC for the identification and reporting of child abuse and neglect. Our staff members are required by law to report suspected cases of child abuse or neglect to the Department of Children & Families (formerly known as the Department of Social Services or DSS), following all guidelines promulgated by the Massachusetts Department of Social Services Child Protection Services. The state mandated procedure consists of oral communication with Department of Children & Families followed within 48 hours by submission of a written report.

The procedure that must be followed by each BDPS staff member is:

- To report any case of suspected abuse or neglect of any child in the Preschool to the Director immediately.
- Within 24 hours of the teacher notifying the Director, the teacher and Director will meet together, and the teacher will discuss and document observations.
- The Director will also observe the child and will provide instructions and forms for observation and documentation for staff use.
- If the Director and the teacher agree that it is necessary for a 51-A report to be filed with DCF, the Director will place the call, and the Director and teacher will meet to complete the written form together within 48 hours of the oral communication with DCF.
- In the unusual circumstance that the Director and teacher disagree about the necessity to file a report with DCF, a call to DCF will be made and the perspectives communicated. It is the responsibility of DCF to decide whether to screen it in or out. The Director will report to EEC by phone and in writing any case suspected of child abuse or neglect.

Staff members receive instruction from a trained professional and/or the Preschool Director regarding the responsibilities of a mandated reporter, signs of abuse, and the steps a staff member must take in reporting suspected child abuse or neglect. Written materials on these topics prepared by the Department of Children & Families are incorporated into each staff member's handbook. All staff members are familiar with the phone numbers that should be used to report suspected abuse or neglect.

From 9:00 a.m. – 5:00 p.m. calls should be placed to **781-641-8500**, Department of Children & Families, Arlington.

From 5:00 p.m. – 9:00 a.m. calls should be placed to the 24-Hour Hotline at **800-792-5200**.

The procedure for allegation of abuse and neglect by a staff member is as follows:

- Billy Dalwin Preschool Director will notify EEC in writing of any complaints filed.
- Director will notify Department of Children & Families in writing of any complaints filed.
- Director will notify the staff person against whom the allegations were made.

- Director will assign the teacher to a duty that does not involve direct contact with children until any appropriate investigations by EEC or the Department of Children & Families are completed and for such further time as the Center requires.
- Director may consider suspending the teachers or giving the teacher leave during the investigative period.
- Billy Dalwin Preschool and the staff person under investigation will cooperate fully in all Department of Children & Families and EEC investigations.
- In the event that it is determined that the staff member is guilty of such wrongdoing, s/he shall be dismissed.

TRANSPORTATION PLAN

Billy Dalwin Preschool does not own or operate any vehicle for transporting children, and, therefore, does not provide transportation to or from school. Parent/guardian(s) are responsible for making all transportation arrangements. Parent/guardian(s) must sign the form included in the registration materials explaining how their child arrives and leaves Billy Dalwin Preschool.

Billy Dalwin Preschool typically does not hold off-site outings that require motor vehicles. In the event any such programming is planned, Billy Dalwin Preschool will provide full procedures, including details of the authorized transportation company and mode of transportation, assignment of roles of responsibility, and other plans and contingency planning. Parents will be asked to sign forms to authorize such activities and acknowledge their receipt and understanding of such procedures. Parent/guardian(s) will be required to sign permission papers authorizing their child to go on a field trip. Under no circumstances will children go on a field trip without the proper forms.

The procedure that would apply if there were to be any off-site outings.

- The Director will be responsible for hiring a vehicle from an authorized transportation company that complies with the Massachusetts transportation requirements and owns updated insurance coverage.
- All buses/vehicles will be equipped with seatbelts.
- There will be no less than two cell phones and two first aid kits on each bus/vehicle.
- Driver and trip supervisor will both take count prior to departure and every time the children get off or on the bus.
- Parent/guardian(s) providing car seats will be required to mount them on the bus seats.
- Parent/guardian(s) will be required to sign permission papers authorizing their child to go on a field trip. Under no circumstances will children go on a field trip without the proper forms.
- There will be a complete set of Emergency Contact Info and Release Forms for every child.

- All staff members and volunteers will supervise children, always maintaining a ratio of one adult for every three children. Volunteers must remain within sight of Billy Dalwin Preschool staff members. If a child requires a toilet, a Billy Dalwin Preschool certified staff member is the only authorized person to take the child. (Two smaller groups will need to combine to maintain certified supervision for all children.)
- Each child will carry program information when off premises.
- Under no circumstances will BDPS use parent/guardian(s) as drivers on a field trip.

GRIEVANCE POLICIES

CONCERNS AND QUESTIONS REGARDING EDUCATIONAL, PROGRAMMATIC, OR CLASSROOM ISSUES

Parent/guardian(s) are encouraged to try to resolve any questions or concerns they may have regarding educational, programmatic, or classroom issues with their children's teacher(s). In the event resolution is not possible, then the Preschool Director is available to discuss such questions or concerns. Similarly, parent/guardian(s) are encouraged to bring to the attention of the Preschool Director any such questions or concerns that they may have regarding Early Birds, Keshet Program, or Keshet Program Plus. The Preschool Director's decision regarding educational, programmatic, and classroom issues shall be final.

CONCERNS AND QUESTIONS REGARDING POLICY, PRACTICES, OR PROCEDURES NOT INVOLVING EDUCATIONAL, PROGRAMMATIC, OR CLASSROOM ISSUES

Parent/guardian(s) are encouraged to present questions or concerns regarding policy, practices, or procedures not involving educational, programmatic, or classroom issues to the Preschool Director, administrator, or a member of the Preschool Board of Directors for informal resolution. The appropriate person may depend on the parent/guardian(s)'s question or concern. In the event an issue is not adequately resolved, the parent/guardian(s) may appeal to the Preschool Board of Directors. In the case of an appeal, the President of the Preschool Board of Directors will appoint a Grievance Committee to consider the issue.

The President of the Preschool Board of Directors shall give the parent/guardian(s) ten (10) days' notice of the date on which the Grievance Committee is scheduled to meet. Within five (5) days prior to the date on which the Grievance Committee is scheduled to meet (or within such other time as the President of the Preschool Board of Directors shall determine in his/her sole discretion), the parent/guardian(s) may present any information or arguments relative to such issue, in written form, to the President of the Preschool Board of Directors, for consideration by the Grievance Committee.

The Grievance Committee shall make a recommendation for resolution, which shall be presented to the Preschool Board of Directors at its next regularly scheduled meeting, or, in the President of the Preschool Board of Director's sole discretion, at a special meeting of the Preschool Board of Directors called for considering the grievance. The decision by the Preschool Board of Directors regarding policy, practices, or procedures not involving educational, programmatic, or classroom issues shall be final.

TERMINATION & SUSPENSION POLICY OR CHANGE OF SCHEDULE

Billy Dalwin Preschool strives to help every student reach their potential in a positive and meaningful way. If difficulties arise, Billy Dalwin Preschool will make every effort to avoid measures of suspension or termination. Directors and teachers, with the collaboration of the parent/guardian(s), will follow a process to attempt to meet the specific needs of every child enrolled in our program. Throughout the process, Billy Dalwin Preschool will maintain documentation of all meetings and conversations with parent/guardian(s). The process will include but not be limited to:

- Meeting with parent/guardian(s) to discuss the concerns;
- Offering options to resolve the concerns either in school and/or with outside resources;
- Providing referral information and resources for evaluations, diagnostic, or therapeutic services;
- Meeting with outside consultants for advice, diagnostic input, and training in school for family and staff members;
- Implementing recommendations of consultant if deemed appropriate by Preschool Director; and
- Developing a collaborative plan for appropriate behavioral intervention at home.

If all reasonable efforts to provide for the child have been exhausted, Billy Dalwin Preschool reserves the right to change/modify the child's schedule or to terminate or suspend a child from the program under any of the circumstances described below:

- The health and safety of the child (and/or the other children) at the school cannot be assured;
- The child's developmental needs are not being met and the child therefore no longer benefit from the program;
- The program cannot reasonably provide the needed support or instructional programming for the child, or a safe environment;
- The parent/guardian(s)'s failure to abide by the Preschool policies, procedures, and regulations as described in this Handbook and other Preschool policies is detrimental to the smooth operation of the program consistent with its purposes; or
- The parent/guardian(s) is/are delinquent in making specified payment of tuition and fees within 45 days of the deadline for payment thereof, unless alternative arrangements have previously been made with the written consent of the Preschool's Treasurer, and repeated efforts to resolve the matter have failed.

If it is necessary to withdraw a child from the program, either at the initiation of the Preschool or of the parent/guardian(s), the Preschool will prepare the child for termination in a manner consistent with the child's ability to understand. When possible, the same activities for transitioning to a new school will be implemented, i.e., a Good-Bye Book, etc. Upon request, the Preschool will provide information and referrals for other services to the parent/guardian(s). The Preschool Director and the Lead Teacher shall

provide the parent/guardian(s) with written documentation of the reasons for termination in accordance with this policy.

The decision to terminate a child's attendance in the Preschool shall be made by the Preschool Director after consultation with the President of the Preschool Board of Directors and such other members of the Board of Directors as the Preschool Director and President of the Board of Directors shall deem appropriate. The decision of the Director in these circumstances shall, however, be final. Termination in circumstances where the conduct of the parent/guardian(s) is not detrimental to the safety and/or welfare of the children shall be made by the Preschool Director with the approval of the majority of the Board of Directors present and voting at a regularly scheduled board meeting, or one called specially to consider the termination.

The Preschool Director may initiate termination by sending a written notice to the parent/guardian(s), mailed by certified mail/return receipt requested, setting forth the reasons for termination and the Director's plan for effectuating termination consistent with the child's needs and the needs of the program. For termination in circumstances where the conduct of the parent/guardian(s) is not detrimental to the safety and/or welfare of the children, the notice shall also include the date of the next meeting of the Board of Directors and shall state that the parent/guardian(s) shall have the right to seek reconsideration by the Board of Directors at such meeting, after prior arrangement with the President of the Board of Directors. Notwithstanding the foregoing, in such cases where the Preschool Director determines that the presence of the child in the program poses an immediate threat to the safety and/or welfare of children or staff members, provisional termination or suspension may be made by the Preschool Director, after which the above procedures shall be followed.

In the event of termination initiated either by the Preschool or by the parent/guardian(s), except where the termination is due to non-payment of tuition, the Preschool may, in its sole discretion, decide whether to refund the unused pro-rata portion of the tuition previously paid. Billy Dalwin Preschool may also choose to re-instate enrollment under the conditions reached by the Director and the parent/guardian(s) in an agreement for a "Plan of Action."

CONFIDENTIALITY and DISTRIBUTION OF CHILDREN'S RECORDS

Staff will receive written permission from parents/guardian(s) before using equipment (e.g., cell phones) to document children and there will be no use of photographs of children on any public domain without parental consent. This consent form is provided in the enrollment registration packet.

Information pertaining to children and their families is privileged and confidential. No staff member may distribute or release information about a child or their family to any unauthorized person or discuss with any unauthorized person information about a child or their family without the written consent of the child's parent/guardian(s) or pursuant to a court order. The parent/guardian(s) must be notified if a child's record is subpoenaed.

The child's parent/guardian(s) must, upon request, have access to their child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent/guardian(s). Upon such request for access, the child's entire record shall be provided, regardless of the physical location of its parts.

- Upon written request of the parent/guardian(s), Billy Dalwin Preschool must transfer a copy of the child's records to the parent/guardian(s) or any other person the parent/guardian(s) identifies within a reasonable amount of time.
- Billy Dalwin Preschool shall establish procedures governing access to, duplication of, and distribution of such information; and shall maintain a permanent, written log in each child's record indicating any persons outside of Billy Dalwin Preschool to whom information contained in a child's record has been released or reviewed.
- Each time information is released or distributed from a child's record to someone who is not a program employee the following information must be recorded: the name, signature, and position of the person releasing or distributing the information; the date, the portions of the record which were distributed or released, the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released.
- Such log shall be available only to the child's parent/guardian(s) and program personnel responsible for record maintenance, and to the EEC as part of its regulatory function.
- Billy Dalwin Preschool shall not charge an unreasonable fee for copies of any information contained in the child's record.

AMENDING THE CHILD'S RECORD

A child's parent/guardian(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;

A child's parent/guardian(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with procedures described below:

1. If such parent/guardian(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, the parent/guardian has a right to have a conference with the licensee to make his objections known;
2. The BDPS must, within one (1) week after the conference, render to the parent/guardian(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent/guardian(s), steps must be taken immediately be put the decision into effect.

INFORMATION REQUIRED BY THE MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE

Upon request of an employee, authorized by the Director and involved in the regulatory process, Billy Dalwin Preschool shall make available to the EEC any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of EEC shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records.

Billy Dalwin Preschool maintains a copy of the current EEC regulations on the center premises at all times and the regulations will be made available to any person upon request.

Billy Dalwin Preschool

OF TEMPLE EMUNAH

We look forward to a wonderful year of exploration, fun, and connection with your family!

