



Jewish Educational Alliance
Preschool Savannah

**FAMILY
HANDBOOK
2018-2019**



Jewish Educational Alliance Preschool Savannah

Dear Parents and Families,

We are delighted you have chosen JEA Preschool Savannah for your child's preschool education. We are dedicated to providing your child with a unique educational opportunity that is both enriching and fulfilling.

As we embark on year six of our preschool, we are proud of all that we have accomplished since our inception. The outdoor learning space includes a separate play space for our youngest toddlers, a musical garden, magnetic sand wall and sandbox, outdoor picnic benches, and a climbing structure for our two through five year old children.

Our Pre-K children have successfully transitioned to both public and private kindergarten programs taking with them the positive social, emotional, and academic skills they learned while attending our dynamic preschool.

Parent communication and interaction with the Director, teachers, and staff is encouraged to ensure a smooth transition from home to school. Parent collaboration is important to us; please do not hesitate to discuss any questions, suggestions or concerns.

This handbook is designed to provide you with information about the program, policies and procedures. I want you and your child to have a positive experience at JEA Preschool Savannah and encourage you to familiarize yourself with our guidelines outlined in this handbook.

I look forward to getting to know you and your child. If you have any questions, please call 912 -355-8111 or email at jodi@savi.org.

Sincerely,

Jodi Sadler

Director, JEA Preschool Savannah

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Mission Statement

JEA Preschool Savannah's mission is to provide for the social, emotional, and cognitive growth of the young child in a Judaic setting in order to develop productive citizens.

Philosophy

JEA Preschool Savannah recognizes that each child is a unique individual who needs a caring, safe, and stimulating environment. The Preschool embraces all children and implements developmentally appropriate practices at individualized rates of learning. Children are valued for their curiosity and their ability to learn through play. The tenets and values of Judaism are woven into our curriculum in order to foster a solid, Jewish foundation.

JEA Preschool Savannah takes pride in our nurturing faculty and staff who take delight in children's development and share a love for learning, exploring, and creating.

JEA Preschool Savannah values our families for their bonds to Jewish traditions, their commitment to home and work, and their dreams for their children. We provide opportunities for learning and bringing families together for meaningful tasks as it relates to the children.

"When we are curious about a child's words and our responses to those words, the child feels respected.

The child is respected.

What are the ideas that I have that are so interesting...

I must be somebody with good ideas."

-Vivian Paley

Belief Statements

- All children have individual worth and can learn.
- All children are entitled to an education that maximizes their potential and enables them to contribute to a global society.
- Teaching and learning are life-long processes.
- Learning occurs best in a safe, nurturing environment based upon mutual respect, discipline, responsibility, and cooperation among all members of the preschool community.
- The preschool, parents, and community should have a strong partnership to provide a quality education for all children.

Application and Enrollment

Enrollment procedures are an on-going process. Registration is accepted on a first come, first served basis. JEA membership is required. Note that families must be in good financial standing with the JEA in order to enroll.

Registration is complete when accompanied by the application, the non refundable registration fee, and a current 3231 immunization form. There is no credit for vacations, holidays, illness, early withdrawals or school closings due to inclement weather, nor will make up days be scheduled. Enrollment is understood to be for the full school year, and a full year's tuition is binding upon acceptance of application. The application contract is binding for all fees.

Upon registration and receipt of deposit, a packet of information will be sent containing the Family Handbook, Enrollment Packet, and other important information.

Immunization

Effective August 1, 2015: For the health, safety and welfare of all, JEA Preschool Savannah follows the GA Department of Public Health Guidelines requiring enrolled children to be current on their age appropriate immunizations.

Each child enrolled must provide a current GA 3231 Immunization Form to show documentation of compliance of this policy.

Only medical exemptions approved by JEA Preschool Savannah will be allowed. There are no religious exemptions accepted. It is the responsibility of the parent (or legal guardian) to update the file when the health records change. (Parents/guardians will provide newly updated immunization forms to the preschool.)

Your child's Georgia 3231 Immunization Form must be submitted at the time of registration.

Tuition and Payment

It is MANDATORY that a credit/debit card be on file with the JEA finance department for monthly payment. All families **must** have a valid and current credit/debit card on file with the JEA Finance Department for additional fees incurred above tuition payment. Your credit/debit card will be charged on or after the fifteenth (15th) day preceding the month of attendance. A late fee of \$25 per child will be assessed if payment is not honored by financial institution by 5 pm on the day of the charge and an additional \$5 per day will be incurred until payment is received.

If tuition becomes 14 days delinquent, a written agreement will be necessary for the child to continue enrollment.

Items not included in tuition are school pictures, enhancement programs, and fund raising purchases. Parents are also responsible for any costs incurred for classroom parties, such as for Chanukah or end-of-the-year parties.

Your Child's Classroom

- Toddlers from 12 months and walking through 24 months
- Children will be 2 years old on or before September 1
- Children will be 3 years old on or before September 1
- Children will be 4 years old on or before September 1

Staff-Child Ratios

Ratios within group size are maintained during all hours of operation, including playground time and during Extended Care. Ratios are within Bright from the Start Rules. During Extended Care, ratios are maintained even though some children may move to a different classroom mixed with other ages.

"The cornerstone of our experience, based on practice, theory, and research, is the image of the child as rich in resources, strong, and competent. The emphasis is placed on seeing the children as unique individuals with rights rather than simple needs."
Loris Malaguzzi

Classroom Behavior Management

The JEA Preschool Savannah approach to discipline is through conflict resolution processes, and classroom behavior management procedures. As part of social development and relations with others, children will be guided to

- Try alternative methods to solve problems
- Join with others in activities
- Participate in routines
- Try negotiation or other socially acceptable means
- Initiate and sustain interaction
- Express feelings in acceptable ways

When parents and teachers use similar approaches to discipline, it creates yet another connection between home and school for your child. Teachers appreciate your support and are always willing to share with you the strategies that work well with your child at school.

If a child has consistent difficulty with a particular behavior such as hitting or biting, we will work collaboratively with parents to resolve the issue. This means that communication is key in discussing the behavior and the resolution.

On-Site Field Trips Only

JEA Preschool Savannah does not participate in off-site activities. Children are not transported on field trips. We offer on-site walking field trips as the JEA property offers a variety of hands-on learning experiences inside and outside of the facility.

Dress Code

We expect parents to show good judgment in their choice for the children's school clothing. Children should be dressed for participation in painting or messy activities without concern for soiling or staining. Comfortable and appropriate footwear such as tennis shoes should be worn for daily activities. A complete change of clothes including underwear, socks, and a sweater should be kept at school; remember to change these seasonally.

Child's Personal Items

All children enrolled should have a complete change of clothing to keep at school. These may be sent in a Zip Loc bag, with each item labeled with the child's name.

12 months – 24months

- Package of diapers, pull-ups, or underpants (if you wish to use cloth diapers, they must have an absorbent inner lining, completely contained with an outer covering made of waterproof material that prevents leaking. Both the diaper and outer-covering are changed as a unit. Cloth diapers will be sent home in a plastic bag, without being rinsed.)
- Lunch for the day, clearly marked with the child's name
- Sippy cups, as needed
- Bibs , as needed
- Clean blanket/ crib sheet or nap mat. Nap time linens must be laundered weekly

3y, and 4y

- Lunch for the day, clearly marked with the child's name
- Sippy cups, as needed
- Clean blanket/ crib sheet or nap mat. Nap linens must be laundered weekly

In the summer, sunscreen should be applied at home, before arriving at school. A signed, written permission form is required for Extended Care staff to apply sunscreen.

We cannot stress enough the importance of labeling all items with your child's name!

Biting

Current research suggests that biting may be a normal developmental phase for infants and toddlers, but when it happens; it can be scary and frustrating for everyone involved. Because of the developmental nature of most cases of biting, experts stress that biting is not something to blame on the child, parents, or teachers.

Because theorists think that biting may be related to the child's developmental stage, punishment in general is not advised either at home or in a child care center. Instead, experts recommend focusing attention on the victim, shielding the victim from the biter, initiating first aid measures as necessary, and consoling the victim.

For safety and health concerns, we take biting seriously. Our staff members quickly remove the biter from the situation without dramatic movements, attention, or an emotional response that could provide negative reinforcement to the biter. Parents and caregivers can tell the biter that "biting is not OK," "I can't let you hurt your friends", etc. Toddlers in particular may not understand time-out, but caregivers need to make sure that the biter is not near other children until he or she has calmed down and can be redirected to other play.

In an extreme biting situation, a meeting of the biters family will be scheduled with the director and classroom teacher. Items to consider during this meeting will be to determine time, place, and possible reason for the biting and to develop a plan together.

Overall, we strive to maintain positive relationships with parents during biting outbreaks. Guidance to children who bite should be provided with the goal of helping children develop inner control of their feelings and actions. A written report is completed for any biting incident and parents of both children are informed. Names of children who bite are not shared.

[Http://ceep.crc.uiuc.edu/poptopics/biting.html](http://ceep.crc.uiuc.edu/poptopics/biting.html)

Accident and Incident Policy

In addition to written biting reports, all accidents and incidents will also have written reports that are completed by staff members, reviewed by the Director and kept on file. If the accident or incident is minor, you will be notified when you pick up your child. We will call parents about any significant accidents or incidents. If the Director determines that the child needs medical attention, you will be informed during the initial contact by phone.

Daily Procedures

School Day and Hours

JEA Preschool Savannah has a twelve month program, which includes a preschool curriculum for ten months and a camp program during the summer season. Classes for children ages 12months-24 months are offered on a two, three, or five day basis. The two day class meets Tuesday and Thursday. the three- day class meets Monday, Wednesday, and Friday; the five-day class meets Monday through Friday. Classes are from 8:30 a.m.-12:30p.m. Morning Care for all ages is offered from 7:00 a.m. through 8:30a.m. five days a week. Extended Care is offered 12:30p.m. -6:00p.m. five days a week. Prior registration is mandatory for the Morning and Extended Care programs. Crib sheets and covers are required for parents to provide for Extended Care participants. The sheets will be sent home on Fridays for washing and need to be returned to school on Monday. See the school calendar for holiday closings.

Arrival and Departure

The school day begins promptly at 8:30a.m. Drop off begins at 8:20a.m. An adult must accompany the child to the classroom, sign the child in using the Surface Pro program, and make contact with the teacher or assistant. It is the responsibility of the child's parents to make sure that the child is properly signed in and out daily. There will be a \$10 charge for missed or incorrect entries. This

money will be donated to Tzedakah/charity at the end of the year. The children should be encouraged to place their own lunch boxes, backpacks and coats into their cubbies.

In order to make drop-off time pleasant, we recommend allowing time in your schedule to take a few minutes to say good-bye to your child. Take a moment to interact with the teacher. Reassure your child that you will return at pick-up time. Never sneak out- always say good-bye to the child.

Upon departure, please be sure to check your child out. Do not send an older child to sign the child out for the day. If someone other than a parent is to pick up your child, the office must be notified. Children will not be released to unknown or unauthorized adults. Unknown adults will be required to present a valid ID.

Late Fees

The school day ends promptly at 12:30 and 6:00pm. A late fee of \$1.00 per minute is charged for late pick-up.

Diapering Procedures

Proper diaper changing procedures must be followed. Only the diaper changing table will be used for changing diapers. Proper diaper changing procedures are as follows:

- Wash hands
- Place disposable paper on the changing table
- Put all necessary supplies on end of table including wipes
- Put on plastic gloves
- Pick up child, if diaper is soiled hold child away from you
- Lay the child on the table
- Keep a hand on the child at all times
- Remove clothes and soiled diaper
- Clean child's bottom with disposable wipes, cleaning from front to back using as many wipes as needed
- Put soiled diapers and used wipes in a plastic bag, close and put into a diaper pail
- Put soiled clothes into a plastic bag
- Remove and dispose of gloves and paper towels in diaper pail
- Wipe your hands and child's hands with a wipe, dispose of it in diaper pail
- Diaper and dress child
- Wash the child's hands for 20 seconds
- Put child down to play in a safe area
- Remove disposal covering from diaper table and dispose of in diaper pail
- Wash and disinfect diaper changing table and pad with bleach solution and air dry
- Wash hands thoroughly

Staff with diaper changing responsibilities will not be simultaneously assigned to kitchen food preparation duties.

Toilet Training Policy

We work with the families and children individually on toilet training when a child indicates readiness. A child must give some indication that he/she knows what is about to happen. If not, the child is not ready and should not be pushed.

If the child is really ready, he/she should wear underpants or pull ups if the parents prefer. Children should wear clothing that they are able to pull down and up themselves.

Toilet training should begin at home first for a couple of days. At the very beginning of school, staff will take the children to the potty every 15 minutes. After several days to a week (depending on the child), they will take children every ½ hour and keep asking them. Don't worry about accidents, they are going to happen. Some children toilet train in a day, some children take much longer. Each child is an individual. During this time, please send in some extra sets of clothing to have on hand.

The three year old classrooms are not licensed to be a diapering room. Therefore, in order to enroll for the three year old class, children must be potty trained.

Communication with Parents

Open communication between parents and teachers is a basic value at JEA Preschool Savannah. We will do our best to keep you well informed about classroom and school activities through notes, mailings, e-mails, phone calls, calendars, and newsletters mainly through the Kaymbu communication program . Please be sure we have your correct e-mail address on file.

If you would like to speak with your child's teacher and he/she is unavailable, please leave a message at the office. All messages will be delivered to teachers and staff as quickly as possible at appropriate times. Teacher and staff will make every effort to respond to all parent communications as promptly as possible. We ask that you do not interrupt class to speak with a teacher. We want the teachers to be able to focus their attention on the children and classroom activities.

Electronic correspondence with the Director may be sent to jodi@savj.org.

Parent Conferences

Parent conferences will be scheduled twice each year, in the fall and spring. The teachers will meet with the parents to discuss all aspects of growth and development. Parents may request a conference with a teacher at any time during the year.

Special Situations

JEA Preschool Savannah is committed to understanding and adjusting, if possible, to the individual needs of each student. If there has been a special circumstance (birth, death, divorce, illness, loss of a pet, extensive travel) in your family, please notify the Director and your child's teachers so that we may be aware of your child's individual needs.

Please indicate on your child's Emergency Medical Information form any known allergies, physical limitations, broken limbs, mental health disorders, developmental delays, vision or hearing issues or

disabilities that might affect your child's participation in our school's program and activities. Please include any special procedures to be followed in caring for your child.

Parental Involvement

Parental involvement is always welcome in our school. You can enhance your child's preschool experience by sharing your time and talents in the classroom. Please speak with your child's teacher to arrange a convenient time to participate. When visiting during the school day, please check in at the office before going to the classroom.

Court orders regarding child custody must be in the child's file. Only court orders signed by a judge may be honored. Notarized forms or letters from parents are not acceptable. Please notify the office prior to the first day of school if there are child custody guidelines that state procedures for parental pick-up and visitation.

Safety and Security

The staff of JEA Preschool Savannah works hard to maintain a safe environment for all children. Children are supervised at all times. Children are never left alone. At least one teacher is present in each classroom when children arrive and depart. At least one staff person working with each group of children is certified in Pediatric CPR and First Aid. Children are taught safety rules within each classroom as well as safety rules for outdoors.

Faculty and staff will release children only to persons noted on the release form provided by the parent. If an emergency arises, the parent must provide written notification giving the pick-up person permission to take the child. Photo ID's are checked of anyone we do not recognize. Please let your family know this ahead of time so they won't be offended. Our priority is the safety of the children.

Doors in the preschool wing are kept locked at all times and entrance is permitted at the school entrance only.

Emergency Action Plan

Inclement weather: JEA Preschool Savannah will follow the Chatham County Public School policy on openings and closings.

Fire: In the case of fire or smoke:

1. Director will pull fire alarm.
2. Teachers will evacuate children to the outdoor safe zone.
3. Teachers will take their attendance clipboards and teacher backpacks with them to the outdoor safe zone.
4. Teachers will count children and display appropriate color card.
5. Director will call 911 and notify JEA Executive Director.
6. Director will assist teachers with evacuation, and bring the Emergency Book to outside safe zone.
7. Director will notify parents/guardians to pick up children if dismissal is warranted.
8. Teachers will supervise children in the designated area until children are picked up by parents/guardians or until further instruction from Director.
9. Director will notify DECAL/Bright from the Start.

Fire drills will be practiced so the children will be prepared.

Tornado: In the case of severe weather or tornado warning:

1. Director will notify teachers of severe weather alert.
2. Teachers will evacuate children to the stairwell near the JEA control desk.
3. Teachers will take their attendance clipboards and their teacher backpacks to the stairwell with them.
4. Teachers will count the children and display appropriate color card.
5. Director will assist teachers with evacuation process and will bring Emergency Book to stairwell.
6. Director will notify JEA Executive Director and continue to monitor weather situation.
7. Director will notify parents/guardians if dismissal is warranted.
8. Teachers will supervise children in the stairwell until children are picked up by parents/guardians or until further instruction by Director.

Tornado drills will also be practiced so the children will be prepared.

Bomb Threat: In the case of a bomb threat:

1. Person receiving call should make notes on caller's comments, writing down as much of the conversation as possible.
2. Notify Director and JEA administrative personnel. Call 911.
3. Director will notify teachers to evacuate children to outside safe zone.
4. Teachers will take their attendance clipboards and teacher backpacks with them to outside safe zone.
5. Teachers will count children and display appropriate color card.
6. Director will assist in evacuation process and will bring Emergency Book to the outside safe zone.
7. Director will notify parents/guardians if dismissal is warranted.
8. Teachers will supervise children in the designated area until children are picked up by their parents/guardians, or until given further instruction.
9. Director will notify DECAL/Bright From the Start.

Loss of Water:

1. Director will notify JEA Maintenance Director and JEA Executive Director.
2. Maintenance Director will contact city water authorities for further guidance.
3. Director will notify parents of dismissal, if necessary.

Loss of Electrical Power:

1. Director will notify JEA Maintenance Director and JEA Executive Director.
2. Maintenance Director will access situation and call Power Company if applicable.
3. Teachers will move children from the 2Y classroom into the 16 Mo Old classroom.
4. Teachers will open windows for ventilation.
5. If power will not be restored for an extended period of time, Director will notify parents/guardians of dismissal.

Loss of Cooling (Air Conditioning):

1. Director will notify Maintenance Director and JEA Executive Director.
2. Maintenance Director will call appropriate repair service.
3. Teachers will move children from the 2Y classroom into the 16 Mo Old classroom.
4. Teachers will open windows for ventilation.
5. In the case of excessive heat and immediate repair is not available, Director will notify parents/guardians of dismissal.

Loss of Heating (Gas):

1. Director will notify JEA Maintenance Director and JEA Executive Director.
2. Maintenance Director will notify Gas Company.
3. Teachers will dress children in warm clothing and wait for further instruction from Director.
4. In the case of extremely cold weather, and immediate repair is not available, Director will notify parents/guardians of dismissal.

Lock Down Procedures:

1. Director is notified immediately and 911 is called.
2. Director alerts teachers and JEA administrative staff of lockdown.
3. Teachers immediately gather children into closest classroom, turn out lights, lock all doors and windows, and pull down window shades. Teachers aid children in sitting on the floor under tables.
4. Teachers remain in lockdown mode until notified by Director.
5. Director will notify parents/guardians when crisis is resolved.
6. Director will notify DECAL/Bright from the Start.

Procedure for Lost or Missing Children

1. Teacher re-counts children in group, using roll book and checking off each name.
2. Teacher searches room, bathroom, closet, and all secluded play areas in the room and on the playground.
3. Teacher notifies office personnel immediately.
4. Every teacher is notified to re-count number of children, using roll book and checking off each name. Children are to remain in classrooms until further notice.
5. Director and Executive Director of JEA conduct room by room search for lost/missing child.
6. If child is still not found, Director calls parents as well as 911.
7. Continue with room by room search until child is found, or parents/police arrive
8. Document search in writing with date, time, name of child, teacher and results.

Lunch and Snack

Snacks will be provided by the school. Children bring their own lunches to school. We are unable to heat up or refrigerate lunches. We recommend sending an icepack when needed. In preparing food for your child try choosing fruits, veggies, yogurt and sandwiches. JEA Preschool Savannah provides milk or water at snack and lunchtime. To ensure safety, all food and beverages brought from home are to be labeled with the child's name. We are for a nut-free environment; so do not send nuts of any kind and no peanut butter. JEA Preschool Savannah has a kosher sensitive policy which means dairy and fish products are permitted, not meat, shellfish or pork items.

Please be aware that the state of Georgia Child Care Learning Center Rules prohibit us from serving food to children less than 3 years of age that could cause choking. Therefore, in classes with children under the age of 3, we will not serve hotdogs, raw carrots, grapes, peanuts, or popcorn. Please refrain from including these items in your child's lunch if your child is enrolled in a classroom serving children under the age of 3. We strongly recommend that lunch consist of healthy foods rather than items heavy in sugar. Any portions of food or drink not consumed by the child must be thrown away.

Information relative to allergies must be included on the child's enrollment forms. It is **IMPERATIVE** that you inform us of any food allergies your child might have, such as peanut butter, milk, eggs, etc. A meeting with the teacher before school begins will ensure that no child is served foods to which they may be allergic. We also request info on medication allergies, just in case of a medical emergency.

Celebrations

You are welcome to celebrate your child's birthday and other special days in the classroom. Healthy snacks such as muffins or fruit are encouraged. Please make arrangements with your child's teacher in advance of any celebrations. Plan the snacks around any allergy and or food restrictions the children in your child's class might have.

Invitations to birthday parties held outside of JEA Preschool Savannah and gifts to individual children may be distributed through the cubbies only when the entire class is included. Unless all children in the class are invited to a birthday party, please refrain from sending birthday invitations through children's backpacks or cubbies.

As a Jewish program, we will celebrate **only** Jewish holidays.

Wellness Procedures

In a preschool community, good health is an important issue. At this age, children are just beginning to develop immunities. Children should remain at home during the initial and most contagious days of a cold. This concern is for the child's comfort and for the protection of the other children in the program. Children may return after being fever free for 24 hours without fever reducing medication.

Please be considerate of all concerned- **Sick children must be kept at home.** Children may not attend with: fever (100.5), diarrhea, vomiting, a frequent or severe cough or cold, persistent runny nose, skin infection, conjunctivitis, or rash. If any of these symptoms are visible, your child will not be allowed to attend school. If any symptoms become evident during the day, you will be notified immediately. For the comfort of your child, you will be requested to pick up your child as soon as possible, within 30 minutes. If we are unable to reach you, we will call your emergency contacts. For the health of all children, children who have had impetigo or strep must be treated 24 hours prior to readmission. In the case of a contagious illness, a physician's note may be requested before the child may return to school.

Medical Safety

Children's files are located in the school office and contain emergency medical information and emergency names and phone numbers. If after administering medication an adverse reaction occurs, it will be documented and the parents will be notified by telephone. In case of serious illness or accident if the parent cannot be reached, the emergency number indicated on the application form will be called to care for the child. If neither of these adults can be reached, the doctor noted in the Emergency Medical Release form will be contacted. In case of an emergency, EMS will be called and the child will be taken to the hospital noted on form.

Medication

Parents are urged to adjust dosage times so medication will not need to be administered during the program day. If necessary, medication will be administered by office personnel. Prescription **and** non-prescription medication must be accompanied by a completed medication form from the child's parent or physician. The director must be notified if your child will be taking medications. Medication may be

given from its original container and must be clearly marked with child's name, name of medication, dosage, and the time that the medication is to be administered. Medications will be kept in a locked storage cabinet or container in the office. Medication permission forms for application of topical medicines are available and must be completed and signed by a parent before administration.

Do not send medication to school in your child's book bag.

Sunscreen should be applied at home before bringing your child to school. In the afternoons, teachers will reapply sunscreen.

Lice Control

JEA Preschool Savannah head lice policy and procedures are in line with evidence-based practice and are based on recommendations from the Center for Disease Control.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- *Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'.*
- *Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.*
- *The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.*
- *Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.*

Child Abuse Policy

The staff and faculty are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if there is reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. The staff will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Inclement Weather Policy

JEA Preschool Savannah will follow the Chatham County Public School's policy for severe weather closings. We may decide, however, to reopen school at a different time than the public schools. Therefore, continual communication between families will be maintained during inclement weather.

Withdrawal Procedures

Voluntary withdrawal and changes to children's schedules will result in the loss of current and prepaid tuition and fees. With written notice to the Director by the tenth of the month prior to the month of intended withdrawal, fees for the remaining tuition may be waived.

JEA Preschool Savannah reserves the right, at all times and for any cause that it may consider sufficient, to request the withdrawal of a student.

Students wishing to transfer to another school may have all records forwarded pending completion of fee payments.

Nondiscrimination Policy

JEA Preschool Savannah admits students of any race, color, national, racial, ethnic origin, or special needs to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

HoliDaycare Policy

If a parent has registered and payment has been secured for one or more days of HoliDay Care, and the child does not attend the scheduled day(s) due to a medical reason or illness, a credit will be issued to be used for another day (or maximum of two days) of HoliDay Care at a later date in the same school year upon receipt of a doctor's note.

If the day(s) for which the HoliDay Care credit will be used is not attended, the credit is forfeited. If there are no more HoliDay Care days on the school calendar for that year that can be used, then the credit is forfeited.

Cancellations for HoliDayCare are not permitted. Staffing and materials are arranged based upon enrollment.

Registration and payment for HoliDay Care is non-transferrable and non-refundable, except for credit for medical reasons as noted above. A maximum of two days' credit is permitted, except in special cases (such as hospitalization) to be determined by the Director.

HoliDayCare registration forms should be turned in on or before the due date listed on the form. A due date is given to allow time for proper staff and material planning. Any forms turned in after that date will only be accepted if there are spaces available, and late charges of \$10 per day per child will apply.

Confidentiality

Confidentiality is of extreme importance. Staff is expected to maintain a high level of professionalism by keeping any and all information about the school, staff, and children strictly confidential. Children's school records will be kept confidential.

The two most precious gifts we can give our children are roots and wings—to be firmly rooted in our rich heritage and to be inspired to reach one’s fullest potential.

**Joseph Lookstein*

Facilitator for Children

In a situation where a child may need additional support in a classroom, due to physical, social, or behavioral issues, a facilitator may be suggested or required.

JEA Preschool Savannah utilizes a group approach consisting of a child study team of professionals; the classroom teacher, Babies Can’t Wait personnel, other therapists, and school administration. The process proceeds in the following way:

- 1) The teacher identifies any areas of concern and talks to the parents to determine if the parents have similar concerns at home
- 2) The child’s teacher discusses any areas of concern and communicates concerns to the ECE director and/or other appropriate administrators
- 3) Babies Can’t Wait or a private professional is contacted and an evaluation scheduled
- 4) Peer observation and documentation occurs and continues
- 5) Administrative observation and documentation occurs and continues
- 6) Babies Can’t Wait, the teacher, and the administrator meet with parents to make recommendations

Evaluation and placement is done as a team. Teacher input and evaluation is very important in early detection of any concerns. JEA Preschool Savannah reserves the right, after meeting with the parent(s) and conferring with the evaluating professionals, to refer a child

- for more intensive or specialized services or
- for early intervention or
- Preschool special needs services in the best interest of the child
- They may also recommend the child to be present in the program only with a trained facilitator/shadow.

JEA Preschool Savannah may allow a parent to employ a private professional at the **sole** expense of the parent or guardian. The sole purpose of this employee is to focus on their child and it is understood they will have no involvement with any other children in the early childhood program and will not interrupt normal program activities. JEA Preschool Savannah reserves the right to supervise and evaluate the private professional ensuring that they adhere to all policies of JEA Preschool Savannah. For each classroom, JEA Preschool Savannah reserves the right to limit the number of children requiring a facilitator to one child. All facilitators hired privately by parents are required to complete Bright from the Start required background fingerprint scans and paperwork.

A facilitator eases the transition into our curriculum and class interactions by facilitating one on one assistance for the child when necessary. The ultimate goal of the facilitator is to extinguish the need for their services.

In the event that a child is identified as having special needs after the school year begins and there is already a child with a facilitator assigned to the classroom in which the newly identified child is placed, the ECE Director may determine that a change in classroom placement is necessary in the best interest of a child or the program.

Facilitator Financial Terms and Conditions

The parent(s) are financially responsible for covering the cost of the facilitator including any training specific to their child's situation. When the parents hire the facilitator privately, it is the sole responsibility of the parent to pay for that professional directly and ensure they attend the program according to the schedule that has been established in coordination with the Early Childhood Education Director. If there is a problem with attendance, JEA Preschool Savannah reserves the right to ask the child not to attend without the presence of the facilitator. When possible, the school may seek grant money or money through private donors to help reduce the cost of a facilitator to the parent(s).

"We worry about what a child will become tomorrow, yet we forget that he is someone today. "
~Stacia Tauscher

Supply Lists

LABEL EVERYTHING WITH YOUR CHILD'S NAME

Toddlers and 2Y

- 1 package of diapers
- Sweater or sweatshirt to keep at school
- Crib sheet and blanket to keep at school
- Diaper cream(with signed authorization form)
- Sippy cup
- Paint smock or adult shirt
- 1 box of diaper wipes (monthly)
- Complete change of clothing in zip-loc bag
- 1 photo of your child

3Y and 4y

- Complete change of clothing in zip-loc bag
- Sweater or sweatshirt to keep at school
- Paint smock or adult shirt
- 1 box of FLUSHABLE wipes
- Crib sheet and blanket or nap mat to keep at school
- 1 photo of your child
- cup

FAMILY HANDBOOK ACKNOWLEDGEMENT

Please sign and return this page after reading the JEA Preschool Family Handbook.

I have read the JEA Preschool Savannah Family handbook and understand the policies and procedures outlined therein.

Parent's signature _____

Date _____