



Parent Handbook

2017-2018

5778

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This document can also be found online at
<http://www.kaplancooperativepreschool.org>

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NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS.

The Kaplan Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, disability or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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Mission Statement

Where the love of learning and the joy of Judaism join.

The Kaplan Cooperative Preschool is committed to creating a nurturing and inclusive community for preschoolers and their families. Each child is empowered to develop at his or her own pace in an integrated Jewish and secular curriculum.

Each family member is welcomed into the school community through our parent cooperative program. Each teacher is supported in his or her professional development.

The Kaplan Cooperative Preschool is part of the United Synagogue of Hoboken’s mission to welcome young families into the Jewish community.

Philosophy

The United Synagogue of Hoboken offers a unique program of early childhood education. Complementing a developmental secular curriculum, the Jewish curriculum celebrates Shabbat and the beauty of the Jewish experience.

Through the Jewish Curriculum, Children:

- Live the Jewish calendar through Shabbat and holiday activities and celebrations
- Learn select Hebrew words
- Discover Jewish values in a school setting
- Gain a sense of spirituality and gratitude
- Participate in an environment that is conducive to Jewish observance
- Become involved with the Jewish community

The Kaplan Cooperative Preschool strives to help each child develop a healthy lifelong curiosity about all learning. We focus on each child’s developmental needs and promote a positive, secure and accepting environment, enabling each child to grow with a sense of joy and wonderment. Children are encouraged to explore at their own pace in our nurturing, stress-free, stimulating classrooms. Classrooms are designed with a variety of learning centers, each with a hierarchy of materials. These areas include fine and gross motor, language, math, science, imaginative play, and creative arts.

In every way, from our curriculum to our teaching staff, our preschool promotes in our children a positive self-image and self-confidence. Children learn responsibility for their actions and for themselves, as well as the social skills that foster care and consideration for their peers and all people.

Our early childhood program stresses:

- Safety
- Jewish values
- Parental involvement
- A loving, nurturing environment
- School as a fun place
- Community
- Friendship
- Exploring the world
- Thematic, child-centered, developmentally appropriate curriculum
- Experiential, hands-on learning
- Close bonds between teachers, parents, and friends

Preschool Ages and Hours

The Kaplan Cooperative Preschool is a Jewish preschool open to children of all faiths. The school is licensed by the State of New Jersey, Department of Children and Families, Office of Licensing, to serve children 2 ½ to 6 years of age. School is in session Monday through Friday; 8:00-6:00 pm Kaplan allows flexible scheduling. All students can attend our early drop off, enrichment and after care programs if they are current Kaplan students. Students can use these programs on a regular or drop in basis. Contact the office if you are interested. The school follows an academic calendar. This year school begins on September 7, 2017. The last day of school is June 13, 2018. Each class has at least one Head Teacher and one Assistant Teacher. There are 7 classes for the 2017-2018 school year:

9:00-12:00 KAPLAN PRESCHOOL CLASSES

- **One Pre-K 4's Classes (Susim)**
 - students attend a minimum of 5 mornings a week
- **Three Pre-K 3's Class (Dubim, Dagim, Goorim)**
 - students can attend 3,4 or 5 mornings a week
- **Two Pre-K 2 ½ Classes (Kofim, Mish Mish)**
 - students can attend 2,3,4 or 5 mornings a week
- **2 1/2's class (Parparim)**
 - November – June
 - Tuesday, Thursday and Friday mornings a week
 - Children may attend 2 or 3 days a week

Children may increase the number of days they attend school at any time during the school year if there is space in the class. Discuss this with the Director if you are interested in changing the days/times your child attends school. **There are no make-up days.**

Add-on Programs

Children can add the early drop-off, lunch bunch, afternoon enrichment or after-care program at any time during the school year if space allows.

Early Drop-off

We offer early drop-off from 8:00 to 9:00 am. Families can sign up in advance or pay by the day. Students may bring a dairy breakfast. At 8:50 the students are walked to their classrooms. Parents may drop students off at early morning drop-off until 8:50 am. We cannot guarantee that your child can be accepted into early drop off if you do not reserve a space in advance.

Lunch Bunch

Students are welcome to stay for our lunch program: Lunch Bunch- which meets every day from 12:00-1:00. Lunch is a fun time at school. When class ends at 12 noon the lunch bunch kids join together (mixed age). After lunch- activities include outside play and other enrichment activities.

Students can sign up for the school year or stay for lunch on a drop in basis.

We are a Kosher facility. Children may bring a healthy, dairy, vegetarian, peanut-free lunch. Fish (except shellfish) is allowed. Lunches are refrigerated. We have a microwave to heat up food.

Pasta, yogurt, pizza and bagels are favorites. Peanut butter alternatives, edamame, meat alternatives, cereal and milk, vegetarian soups, tuna, cheese and crackers, hummus, granola bars, are other examples of popular lunches. Kosher catered meat lunch is available for \$ 7.00 per day on Wednesdays and Thursdays.

Fees for Lunch Bunch are prorated if you sign up later in the school year. Students can enter at any time.

Afternoon Enrichment Programs

Monday –Friday 12:00-3:00

- Open to all Kaplan students except Gan Katan, our 2 hour drop off class.
- You may enroll your child in the enrichment program at any time during the school year if space allows. If you decide to add a day after the school year has begun, your fee will be prorated.
- If space allows, students can attend our enrichment programs on a per day basis for a fee of \$ 13.00 per hour. We recommend your child ease into the full day. If your child has adjusted to this schedule, he/she may stay for the entire time. If your child is staying a full day, you should bring his/her vegetarian, peanut-free lunch (Fish is allowed except shellfish) to school in the morning and place it in the basket located

near the entrance door. Kosher catered meat lunch is available for \$ 7.00 a day on Wednesdays and Thursdays.

- Families can purchase a Flexpak for \$300, which will work like a debit card for additional time in enrichment and after-care. Our administrator will keep track of usage and notify you when you have used up your Flexpak.
- If a Flexpak is not purchased, families must pay in full at time of usage.
- Enrichment is a multi-age program. This is a great opportunity for your child to meet other students in the school and work with different teachers. We have set enrichment teachers which may not be your child's regular preschool teachers.
- Children are asked to bring a healthy, vegetarian/ dairy, peanut free lunch. Lunches are refrigerated. We have a microwave to heat up food. Pasta, yogurt, pizza and bagels are favorites. Peanut butter alternatives, meat substitutes, soy products, cereal and milk, vegetarian soup, tuna, cheese and crackers, hummus, granola bars, are other examples of popular lunches. There is a 30 minute rest period during enrichment. The school provides resting mats. The students are asked to lie quietly on their mats during rest time.

- **Enrichment activities 2017-2018:**

Monday – Enrichment Art

Tuesday – Stories with Penny

Wednesday – Lego Workshop

Thursday – Yoga; January 11 – March 22: Musical IQ Drum Circle special program

Friday – Dance Party

Nap Option

We have a nap option in the afternoon enrichment programs. Students nap for one hour. Parents may request their child sleep longer. We ask that you send a small sheet, blanket and comfort toy to use during nap time. These will be stored in an individual large plastic bag. We ask that you take this home every Friday to wash and return on Monday.

After-care 3:00-6:00 pm

Any Kaplan student can use the after-care program on a regular or day-to-day basis. If you want your child to stay past 3:00, notify the office at drop off. If you are late picking up your child, he/she will be brought to the after-care room. The cost is \$13.00 per hour or part of an hour. This program operates Monday through Friday.

Arrival Procedures

It is best to arrive at school at 9:00 am. For safety reasons everyone must sign his/her child in and out each day. A Kaplan employee is posted at the front door at drop-off /pick-up time. If you arrive at school at other times or are picking up early, we ask that you stop in at the office and let us know you are dropping off/picking up your child.

If you are running late – past 9:15- we ask that you email us to tell us that you are arriving late.

Strollers can be parked inside the school for the day. Please do not leave any valuables or money in your stroller. We are not responsible for anything left in your stroller. Strollers should be labeled with your child's name. We will provide stroller tags, if needed. Please stop in the office if you did not receive one.

Families wait in the foyer until the school opens each morning.

The Kaplan Classrooms are open at 8:55 am. Please do not enter the classrooms until the school is open, which occurs when the Kaplan employee is posted at the door.

Drop-Off

Please follow these procedures out of respect for our neighbors on Park Avenue and for safety reasons—emergency vehicles must be able to easily pass by the building.

- DO NOT PARK DIRECTLY ACROSS THE STREET FROM THE SYNAGOGUE OR SCHOOL. THESE SPACES BLOCK DRIVEWAYS.
- At all times: LEAVE ROOM FOR AN EMERGENCY VEHICLE TO PASS.
- There is no double parking in front of the synagogue or school building along Park Avenue.

Options

- Walk your child to school and into his/her classroom
- If you are driving to school, either:
 - pull into one of the spaces in front of the school, on the yellow line area, and walk your child into his/her classroom. When pulling into one of these spaces, remember to leave room for other cars. **If you will be longer than a few minutes, find a legal parking space. This is the quick drop-off zone.**
 - Find a legal parking space around the school area—there are meters on First Street.

****If you are running late, please do not enter the classroom once the meeting time has begun. Most morning meetings will begin at 9:15 am. Please wait in the hall until meeting is over. It is very disruptive to enter the classroom once meeting has begun. Please respect the teachers and other students and wait quietly in the hall.

If your child is going to be late or absent for the day, please call the school and notify us with the reason.

Dismissal Procedures

Class is dismissed at 12 noon, 3:00 pm and again during After Care. If you need to pick your child up early, notify the teacher and the school at ushpreschool@gmail.com

The director and assistant director monitor this email address throughout the day.

- Children will only be released to their parents or authorized individuals as directed in writing by their parents.
- If a non-custodial parent has been denied access or granted limited access to a child by court order, it is the obligation of the parent that has secured the order to provide the school with the order and revised orders as soon as revised orders are entered so that the school may comply with the terms of the court order.
- If someone other than an individual listed on your dismissal form is picking up your child, you must call the school or email us at **ushpreschool@gmail.com**.
- All children must be picked up from inside the school by someone 18 or older.

If you are having trouble finding a parking space or you have a sleeping baby in the car, you can call the office and we will walk your child to your car, if we have staff available. Remember there is no double parking around the school

As per State policy on the Release of Children, if a student is not picked up by an authorized individual and staff members have attempted to contact those individuals authorized by the parents and an hour has passed, the preschool can call the New Jersey Division of Youth and Family Services 24 hour Child Abuse Hotline to seek assistance in caring for the child until the parent is able to pick-up the child. Parents who are chronically late in picking up their child may be fined. *Children do not like being the last one picked up at school.*

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement of the director and /or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- If the center is unable to make alternative arrangements, a staff member shall call the 24 hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

School Policies

Babysitting

Teachers and staff members of the Kaplan Cooperative Preschool are not permitted to provide babysitting or other family services for Kaplan families. This includes transporting students to and from school. Our reasons include the possibilities of fatigue, conflict of interest, blurring of the roles of teacher and caretaker and favoritism.

Backpack

Your child should come to school each day with a backpack, clearly labeled with your child's name. Backpacks are necessary to carry your child's precious art work and to hold your child's possessions- including gloves, hats, etc.

Birthday Celebrations

Children are welcome to celebrate their birthdays during snack time. Parents may provide a celebration treat but no favors or other party items may be brought in. This includes birthday paper plates, napkins, etc. Family members may join the class for this celebration. The teacher should be notified of your intentions a few days prior to the event. All food must be purchased at a synagogue-approved bakery or must have a "U" or "K" marking if purchased in a supermarket. Because of Kosher food regulations, items baked at home are not permitted. If you have a kosher home, and want to prepare food to be served at the school, you can do this with Rabbi's approval.

If the entire class is being invited, you can distribute invitations or thank you notes for birthday parties in the class mailboxes or use the class e-groups. If you are not inviting the entire class please do not bring invitations or thank you notes to the school.

We have several school parties planned during the year. Out of respect to the families we ask that you do not schedule birthday parties in conflict with school events. The dates for the 2017-2018 school year are:

Sunday, October 8, 2017	Sukkot Party, 10:30-12:30
Sunday, December 3, 2017	Book Fair Family Day
Sunday, December 17, 2016	Family Hanukkah Party 11:00-1:00
Sunday, February 25, 2017	Family Purim Party 10:00-1:00
Sunday, June 3, 2017	End of the Year Family Party at Camp Riverbend

Clothing

Please dress your child in play clothes and sneakers or other rubber-soled shoes. We will be using paints, glue and other “messy” materials on a daily basis, so please do not send your child to school in “good” clothes. Children should be comfortable with their clothing: not too loose or too restrictive.

All clothing should be labeled with your child’s name. Each child will need a shoe box with the child’s name on it filled with a seasonally-appropriate complete change of clothing. This includes underwear, shoes and socks. This box will remain at the school. Please remember to change it as your child grows and the seasons change. If your child wears diapers or pull ups, you will need to supply the school with some.

We will take the children outside to play every day, even in the winter. Your child should come to school in the winter with a hat and gloves, boots and warm jacket. Come to school prepared for the weather. Outside play is an integral part of our program.

Conferences

A Parent/Teacher conference is scheduled in November. This is the time for you to fully discuss your child’s progress in school. Any questions or concerns you have should be presented to the teacher at this time. However, you may always feel free to contact the teacher and request time to meet. Please understand that the teacher is not available to meet with you when class is in session. Teachers are unable to confer during arrival and dismissal time. If you have something to share with the teacher during those times a note is best. The teacher will contact you after school hours. Email is an excellent way to let teachers know you would like to set up a meeting or you have a question. **Teachers may be called at home after 9 am and up to 9:00 pm.** Don't hesitate to contact your child’s teacher with questions you have about your child, the curriculum or general early childhood development questions.

Parents are encouraged to speak with their child’s teacher often and share concerns and questions. This may be done in person, via telephone calls, e-mail or through written correspondence.

A written report is mailed home in the spring. End-of-year conferences are optional.

Positive Guidance and Discipline Policy

The State of New Jersey’s Division of Youth and Family Services requires that we provide a brief explanation of our philosophy of discipline. This explanation is signed by all parents and kept in your file at school. This policy is to aid in your child’s social/emotional growth. All the teachers at Kaplan have training in Early Childhood Education and developmentally appropriate practices.

It is our philosophy that discipline is not punishment. At all times we strive to teach our students to make positive social choices that help them become dynamic members of our community. We work on skills that support the development of positive self-esteem, good communication skills and self-discipline. We always expect kindness and consideration for others and want to instill pride and good feelings in every child.

Our rules are simple and easy to follow. Below are the usual steps we take to discipline a child but since every child is different we may choose to change our responses in order to suit your child's needs. This will happen at the teacher's discretion and in an age appropriate way.

Step 1: A teacher will point out the behavior that is disruptive and then suggest to the child "make another choice." The teacher will also help the child to redirect him or herself.

Step 2: If the behavior continues, the teacher will explain to the child the effect that his behavior is having on the other community members. S/he will be helped to "make another choice" or redirected.

Step 3: The child may be asked to sit out or be removed from the situation. The child will sit briefly by him/herself, and the teacher and child will discuss the behavior. This is the time for the child to recognize why the choice he/she made was not a positive one. The teacher will ask the child if he/she is ready to rejoin the group. At this point the choice is up to the child to join the group. The purpose of this is for the child to be able to recognize when he or she has regained self-control and is ready to rejoin the group.

The other objective for a child to sit briefly alone is for him/her to observe children and adults interacting in positive ways or to "pull himself together."

Emergencies at School

Parents sign a medical release form allowing the Preschool to seek emergency medical care for any enrolled child. In the event of an emergency, the Director, or her designee, will take immediate action to get medical attention for your child. We will then contact you or your authorized emergency contact.

We might attempt to contact your pediatrician, if time allows; otherwise prompt medical attention will be secured for your child at Hoboken University Hospital or through the Center of Family Health at 122-32 Clinton Street, Hoboken. 201 418-3110.

If there is an emergency situation concerning the school or the synagogue building, the teachers will walk the children to the Stevens Cooperative School, 301 Garden Street, Hoboken, New Jersey 07030. We will send an email notifying the parents that we have moved to our emergency site. We will also place a sign on the Kaplan school entrance door. Parents are asked to pick up their child as soon as possible from the emergency site.

Emergency notifications will also be sent via email and text message through Kaymbu, posted on our Facebook page and website.

Expulsion Policy

The Expulsion Policy is part of our Annual Student Contract and Forms Packet .

STUDENT CONTRACT: The Board of Trustees of the Synagogue may terminate this contract upon written notice in the event of any of the following events:

- A. *The Faculty recommends that your child be withdrawn; or*
- B. *The parent(s) or guardian(s) do not fulfill all their duties; or*
- C. *Any tuition payment is unpaid for thirty (30) days following the due date.*

It is our goal to always work and support the families in our community. Our program strives to meet the needs of all our students. In rare circumstances this is not possible. In the event a child is struggling in the class we would proceed as follows:

1. Meet with parents
2. Create and enact a plan for support
3. Have a meeting with parents to review the plan
4. Continue attempts to build in support with revised plan
5. Conduct a Placement meeting to discuss appropriate programs

EXPULSION POLICY IN FORMS PACKET

IMMEDIATE CAUSES FOR EXPLUSION

- The child is at risk to causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up our child.
- Verbal abuse of staff.

CHLD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child to parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety) Failure of the

child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Field Trips

Field trips are a fun and exciting part of our school curriculum. They reinforce the learning that is taking place inside the classroom.

- Each class has a field trip in the fall. Examples of past trips are apple picking, the Turtle Back Zoo, Green Meadows Farm.
- We hope that a parent or other adult will be able to accompany the trip. If not, we will help arrange a ride with another parent. We will help with carpools.
- At times a class will organize a trip somewhere in the neighborhood. Parents will be informed through our email group and will be asked to email back to us with permission.

Whenever more involved trips are planned, a separate form will be issued in advance indicating the destination and method of transportation. **THIS FORM IS CALLED PERMISSION FOR NEIGHBORHOOD WALKING TRIPS.** Only children whose signed permission slips are on file will be able to take part in these activities. We often need parents to join us as chaperones and drivers.

When going on parent-driven trips, children must use a car seat at all times. A child may never ride in the front seat of any vehicle during a school-sponsored field trip. Parents should make arrangements with their assigned driver to have a car seat properly placed in that car the morning of the day of the trip. The Kaplan Cooperative Preschool is not responsible for properly installing a car seat in a parent's car.

Our Kaplan Cooperative Preschool T-shirt must be worn by your child for all field trips.

Each Friday we enter the USH sanctuary on the second floor for a Shabbat sing a long led by Rabbi Scheinberg. This is considered a field trip within the school.

Fire Drills

Fire drills are conducted monthly as required by the Hoboken Fire Department and our licensing agency. The alarm is sounded and the entire school must evacuate and

meet at our pre-arranged meeting space. Fire drills are conducted at different days and times so all students and teachers have practice evacuating our building.

Food

Our food policy is designed with Jewish dietary laws in mind. We are a **KOSHER** school. All food that is served at the Kaplan Cooperative Preschool is Kosher. This includes snack, birthday celebrations, and school sponsored events. Lunches must be dairy, vegetarian or pareve and peanut free. Fish is allowed (except shellfish). Children's lunches and dinners are not shared with the other children.

Our school is also **PEANUT-FREE**. Peanut allergies in children are common, so we do not allow peanuts or peanut butter in the school. Check the ingredients before serving food at the school. Peanut oil may be one of the ingredients. **Kaplan Cooperative Preschool policy requires that you check with the teachers before giving a child, other than your own, any food.** Children are asked to bring a healthy, dairy, peanut free lunch. Lunches are refrigerated. We have a microwave to heat up food.

Lunch/Dinner suggestions

Pasta, yogurt, pizza and bagels are favorites. Peanut butter alternatives, meat substitute alternatives, edamame, cereal and milk, vegetarian soups, tuna, cheese and crackers, hummus, salmon, grilled cheese, eggs, jams, cheese sticks, quiche, fish sticks, falafel, cheese quesadilla, granola bars, couscous, quinoa, are some suggestions.

We do not allow any home baked goods in the school—including birthday cakes and cupcakes. If your home is strictly kosher, please obtain permission from Rabbi Scheinberg to bring home-baked goods into the classroom.

Optional Meat Lunch Order

Lunch delivery for a kosher meat lunch option is available on Wednesdays and Thursdays. A link to the monthly order form will be emailed at the end of each month with the menu for the following month.

Cost is \$7.00 per lunch. Parents are encouraged to purchase a flex-pack to make payment easy.

Forms

Each child will need to have completed and updated medical, emergency, policy on release of children, policy on the management of communicable diseases, field trip permission form and personal information forms on file each year prior to the beginning of school in September. Children cannot start school until all forms are complete.

Emergency telephone numbers, cell phone numbers, new home or work numbers should be updated immediately if they change during the year. Don't forget to give us your new address if you move.

Our annual forms packet includes:

- Information to Parents Document
- Policy on the Release of Children
- Policy Guidance and Discipline Policy
- Policy on Methods of Parent Notification
- Policy on Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media
- Permission for Emergency Treatment
- Dismissal Authorization Form
- Permission For Neighborhood Walking Trips
- Child Health Record and Immunizations

Gift Policy

The United Synagogue Board of Trustees approved this policy in April 2013 in an effort to help parents show appreciation to teachers in a manner that would be equitable and would make everyone in our community feel comfortable.

Twice a year, at Hanukkah and the end of the school year, the office administrator will accept cash contributions towards teacher's gifts. Participation in this collection is strictly voluntary and anonymous. The co-chair of the parent association divides this collected gift among the entire school staff as a demonstration of the parents' appreciation of their devotion to our children.

Health and Attendance Policies

Each child enrolled in our school must have had a health examination performed by a health care provider within one year prior to admission and recorded on the Universal Child Health Record or equivalent and updated annually.

Children attending school need to be in good health both for their own benefit and the protection of classmates and teachers. Please keep your child home if he or she is ill or uncomfortable. A child who does not feel well cannot effectively participate in the school program. Parents should call the school if a child is ill and unable to attend that day.

EXCLUDABLE COMMUNICABLE DISEASES. Children may not attend school if they have any of the following and parents will be called to take the child home if any of these symptoms appear during the school day.

- Severe pain or discomfort
- Acute Diarrhea
- Episodes of Acute Vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit

- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Don't be surprised when your child first starts school if he/she gets sick more than in the past. It is important that your child remain at home if he/she has fever, diarrhea, a persistent cough, nasal discharge or other contagious condition. Otherwise it is difficult to keep everyone in the classroom healthy!

Children must be fever free for 24 hours before returning to school.

Children must be on antibiotics for 24 hours before returning to school.

Children who come to school are expected to partake in all activities, including going out-of-doors. If you feel that your child is not up to being part of the entire program, please keep him/her home until he is totally recovered.

Should your child become ill in school, **he/she will be separated from the group.** You will be contacted and expected to take your child home within one half-hour after the call has been made. If you are not available, emergency contacts will be called. It is important that the school is aware of local emergency contacts.

During the school year, if your child develops any conditions or specific needs that may require special accommodations, please notify the Preschool Director.

Contagious Diseases

Over the course of the school year, incidences of contagious diseases, i.e., chicken pox, head lice, conjunctivitis, strep, Coxsackie virus, etc., might occur. To help protect all children, we require that any contagious diseases be reported to the Preschool Director. If there is an exposure of a contagious condition, the child's class will then receive a note informing everyone of the illness. Confidentiality will be maintained.

A doctor's note stating that the student may return to school is necessary for any contagious disease, including:

- Head Lice
- Chicken Pox

- Strep throat
- Coxsackie virus
- Herpes
- Conjunctivitis
- Whooping cough
- Mumps
- Hemophilus influenza

All children will be checked for head lice periodically during the school year. We are a nit free school. Children cannot return to school until they are nit free.

Holidays

Our school celebrates all of the Jewish Holidays. Christmas, Easter, Halloween and Valentine's Day are **not** celebrated in our school. Please respect the school's policy by **not** sending your child to school in a Halloween costume or sending Valentine's Day cards to be distributed through our school mailboxes. We learn about Thanksgiving, and of course we honor parents on Mother's Day and Father's Day.

Immunization Requirements

Our licensing requires that we have a copy of the child's immunization records on file. All students are required to submit documentation that they received the flu vaccine.

Children must be immunized except under the following conditions:

- Immunizations are medically contraindicated; indicate time period
- If immunizing conflicts with the child's exercise of bona fide religious tenets or practices
- Children who are not immunized may be excluded from school during a vaccine preventable disease outbreak or threatened outbreak.
- Exemptions must be submitted in writing

Incident/Illness/Accident Reporting

Teachers complete an incident/illness/accident report under the following circumstances.

- An accident occurs and the child hits his/her head
- An accident occurs and the child has a mark on his/her body as a result
- There is a biting or aggressive incident between students

- First aid is applied
- A child does not feel well or becomes sick during the school day
- The teacher suspects abuse or neglect

Parents will be informed verbally under the following circumstances:

- A child is bitten and the skin is broken
- A child sustains a head injury
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care occurs
- A child is ill and needs to be picked up

Parents will select method to be informed under all other instances in their enrollment paperwork. Options are email, text or phone.

Lockdown drills

- At least twice during the school year we will practice with the students “going to our hiding places in the classroom”.

Medications

If your child has a chronic medical condition and needs to take medication in order to attend school we can work out a system to administer the medication.

- Whenever possible, it is best that medication be given at home.
- The first dose of a medication should always be given at home and with sufficient time before the child returns to child care to observe the child’s response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care.
- Medication will only be given when ordered by the child’s health care provider and with written consent of the child’s parent/legal guardian. A “Permission to Give Medication in Child Care” (Permission Form) form must be completed prior to giving the medication.

Prescription Medication will be administered by the director/assistant director of the school under the following conditions:

- Written parent or guardian consent is on file
- The medication is in the original container labeled by a pharmacist with the child’s name, medication name, dosage and strength of medication
- The date the prescription was filled

- The name of the health provider who wrote the prescription
 - The medication expiration date
 - Administration, storage and disposal instructions
 - We have a Permission Form on file
- **Nonprescription Medication** will be administered by the director/assistant director of the school under the following conditions:
 - Parents or legal guardians will provide the medication in the original container.
 - the medication will be labeled with the child's first and last names;
 - specific, legible instructions for administration and storage supplied by the manufacturer.
 - A Permission Form is on file

A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: sun screen, acetaminophen, Epi-pen.

Record of Medication Order form

- The instructions should include the child's name;
- name of the medication;
- the dose of the medication;
- how often the medication may be given;
- the conditions for use;
- any precautions to follow; and
- potential side effects;
- A child may only receive medication with the permission of the child's parent or legal guardian.
 - **A list of your child's allergies to medications or other substances or foods should be kept strictly up to date in school files. This information is posted in all classrooms.**

CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS

Children with special health needs should use this form – completed by the health provider- to give clear instructions to the school staff.

This form will help describe any needed accommodations to particular activities:

- Describe special diets or feeding techniques which may be needed
- Classroom activities- list any modifications needed to allow the child to participate such as extra rest breaks, use of adaptive equipment, etc.

- Outdoor activities/Field Trips- List any special precautions needed for class trips such as emergency kits, mobile phones, special vehicles, etc.
- Special equipment/medical supplies- examples are nebulizers, peak flow meters, glucometers, braces, hearing aids, wheelchairs, apnea monitors, etc.
- Emergency care – Help the child care providers to understand which signs/symptoms merit calling the parents and which are more serious and indicate that EMS should be activated.
- Describe interim measures that should be taken while waiting for parent or EMS arrival such as administering an asthma nebulizer treatment or an Epi-pen
- Special Staff Training- Are there any special trainings that staff should attend in order to care for the child such as medication administration training, first aid/CPR, etc.

Parent Participation

Our school is a parent cooperative. Parent participation is an essential component of your preschool experience. Our participatory environment encourages the development of a strong sense of community. Parents are asked to help with committee participation and as a classroom volunteer. The Parent Cooperative is run by a Parent Cooperative Team. The team members lead committees that run various fundraising and social events at the school. This group also acts as an advisory board for the Director. Parents are asked to join the committee if they have shown an interest in helping run events or taken on additional cooperative responsibilities during the prior school year. The Chairpersons are selected by the Director. The Education Chair of the Synagogue Board of Trustees also sits on this committee.

HELPING PARENT DAYS (HP)

Every Kaplan family is given the opportunity to assist in the classroom on a regular basis. This time is set aside for you to be with your child. It is not intended to be a hardship for you. Contact the Director if you need to modify your Helping Parent assignment.

We do not have helping parents in September and June.

****When it is your child's helping parent day – only 1 adult may stay in the classroom****

SNACK PARENT DAYS (SP)

Several times a year you will be asked to be Snack Parent. When your name is on the calendar as Snack Parent of the day, we ask that when you drop off your child at school you also drop off a healthy snack including fruit for the class

FAMILY JOBS

Each Kaplan family is assigned one committee job by the Kaplan Parent Team. If you are not able to fulfill your committee job contact the Chairpersons of the Kaplan Cooperative Preschool Parent Team.

Classroom Participation

Helping Parent Scheduling: We do not have helping parent in September and June.

Only one adult at a time can be helping parent. Older siblings (6 and older) can join you once in the school year. Younger siblings cannot come with you on helping parent days. Parents are assigned as follows:

- **Pre-K 4's Classes – SUSIM** – October, November and December / Helping parent 3 times. After December parents are asked to rotate as snack parent. They are asked to send snack for the class on the days their child is listed on the snack parent calendar. You may ask for an additional helping parent day in the spring or for your child's birthday.
- **Three year old Classes- DUBIM, DAGIM, GOORIM:** Parents are scheduled 6 times during the school year to be helping parent.
- **Two and a half year old classes- KOFIM AND MISH MISH:** Parents are scheduled 8 times during the school year to be helping parent.
- **Parparim classes:** There is no helping parent obligation. You are invited to join the class on your child's birthday and bring a treat for the class.
- Parents, grandparents and other special adults are welcome to act as Helping Parents
- We understand that sometimes you will not be able to make your helping parent day or arrange for another relative to be here. If your child is sick you are relieved of your helping parent responsibility. We appreciate having the snack dropped off, but only if it is not a huge inconvenience.

Helping Parent Days

Arrive with your child at 9:00 am. There is no need to come early.

- **Parking** near the school can be a challenge. Do not park in front of the school building. This area is for quick drop-off/ pick-up. It is always best if you can walk, take public transportation to the school, or find a legal parking space near the school.
- Please make arrangements for **younger siblings** when you are scheduled to work in the classroom. If you are nursing please discuss this with the teacher. This is your special time with your child – plus a younger child keeps you busy and is disruptive in the classroom.
- Parents are considered part of the helping staff on the days you are assigned to the classroom. Your role is to help the teacher and assistant with whatever is planned for the day plus assisting with clean-up, snack set-up/clean-up and hand washing.
- **Please check with teachers before you give any food to a child. You may not be aware of allergies or other medical conditions.**
- You can only take your own child to the bathroom. If a child needs to use the bathroom or needs a diaper change while they are with you, notify a teacher.

- Your own child will need to be understanding when you are helping parent. Some children find it too difficult to have you in the classroom although they look forward to it. It is not always easy for them to share you. If your child is having difficulty on your helping parent days discuss the situation with your classroom teacher. Do not get upset with your child. It may work out to have you skip some helping parent days or to have you stick with your child for the entire helping parent time.
- Please do not socialize with other adults while supervising children.
- Please remain quiet during circle or story time. It is distracting to the teacher and students if a conversation is going on in the room during these important educational times.
- **Cell Phones** – if possible turn your cell phone off while you are the helping parent. If you must have your phone on and you receive an essential telephone call – go out to the hall to have your conversation. **DO NOT TALK OR TEXT ON THE TELEPHONE DURING CLASSROOM TIME.**
- The Preschool Director can waive the helping parent responsibility if circumstances in your family warrant this.
- If you are unable to volunteer on a scheduled day:
 - You have the option of filling in for a day that is open on the calendar to make up the time.
 - Each class has a master copy of the helping parent schedule hanging in the classroom. Note any changes on the master schedule.
 - Each class has a Class Parent who manages the schedule. Any changes or questions about scheduling should be directed to the Class Parent

SCHOOL COMMUNICATION

Email: ushpreschool@gmail.com

This email address is checked throughout the day and is the best way to communicate with the school. The director and assistant director monitor this email address

Communicating with your child's teachers

Teachers can be contacted about how their child is doing in class. We suggest the following approach

- Email the office with a request to speak with your child's teacher so she can be relieved of classroom responsibilities and speak with you
- Email the teacher after school hours and arrange a time to talk.
- Please do not call teachers before 8:00 am or after 9:00 pm

Back to School Night

The School will hold at least one mandatory parent meeting in the fall—Back to School Night—so that parents can meet with classroom teachers and review curriculum

and class plans. There may be other parent meetings during the school year, as necessary. This year Back to School Night is on Monday October 2 at 7:00 pm.

School Directory, Class E-Groups, School Website, School Blog, Social Media

The school will distribute class lists with address and telephone numbers, and create class e-groups for communication among families. Please let us know if you are not receiving emails from the school.

The directory is the property of the Kaplan Cooperative Preschool and is published and distributed as a service to Kaplan families and staff. The use of the directory or e-groups for commercial or other non Kaplan purposes without the express consent of the Director is prohibited.

Kaymbu

The school uses a secure family communication and documentation application called Kaymbu. Each class has a school issued Ipad loaded with the Kaymbu application to be used by the teachers for attendance logs and to take photos of the children and their work. The program is also used by the teachers to send the weekly newsletter and by the office to contact parents in an emergency situation.

There is now a Kaymbu Parent App which can be downloaded on your Apple or Android device. Weekly newsletters will also appear here. Search for “Kaymbu for Parents” in the App Store or Google Play.

Friday note

Each Friday, the director will send a Shabbat note to everyone in the school. This note will be sent through Constant Contact. The note will include information about the past week, upcoming events, pictures around the school and events in the greater synagogue and Hoboken community.

Weekly Teacher note

The classroom teacher will write a class note each week, giving parents information on what happened in class in the past week, upcoming class events, pictures and reminders. This class note will be sent via Kaymbu to your email.

Flyers announcing field trips, upcoming school and class special events will be placed emailed and/or posted on the parent board and website.

Parents receive a school evaluation survey at the end of each school year. Parents are encouraged to complete this survey honestly and openly. Feedback is important in establishing policies and procedures for the school.

Parents are encouraged to make suggestions to the parent cooperative chairpersons and the school director. The school director and parent cooperative liaison are available on a daily basis to discuss your concerns or answer your questions.

Social Media Policy

This policy includes (but is not limited to) the following technologies:
Social networking sites (ie. Facebook, Twitter, Instagram, My Space, SnapChat)
Blogs, Discussions forums, Collaborative online spaces, Media Sharing services (e.g. YouTube), Kaplan Cooperative Preschool Website

Kaplan Cooperative Preschool aims to endure that our school, students, educators, or families are not compromised on an form of social networking or related website. However, we acknowledge that social media can play an important role in maintaining communication with families and the local community in today's current society.

The Kaplan Cooperative Preschool Facebook page is used as an additional means of communication between our school and the families we serve. The following conditions are put in place to ensure the privacy, dignity and rights of the preschool, our students, staff and families.

- Only use first names on our page
- Respect the rights and confidentiality of others
- Do not impersonate or falsely represent another person

The posting of confidential and identifying information about the children, parents, or staff at KPS on social media (e.g. Facebook, Myspace, Twitter, etc..) is strictly prohibited. In no way does KPS wish to abridge the rights of its employees to engage in critical commentary and observations that may relate to KPS and its operations; however, when such commentary and observations occur within a public forum and contain confidential information, it may result in disciplinary action for the employee.

Kaplan website: <http://www.kaplancooperativepreschool.org>

Like us on Facebook: <https://www.facebook.com/kaplancooperativepreschool>

Security

We are very concerned about the safety of our students and faculty.

- Security cameras are located inside and outside the building.
- There are 2 locked doors that must be opened by school staff before access can be made into the building. All other doors are locked.

- We have an intercom system that allows us to communicate with teachers in every area of the building.
- Faculty are trained in lock down and building evacuation procedures.

Separation Guidelines

Separation anxiety is universal for most children. Children can go through 3 stages: protest, despair and, finally, adjustment, as they separate from their parents and form an attachment to our teachers. The Kaplan staff is committed to helping each family through this process. We are confident that in a short amount of time every child will adjust to our school.

We believe that it is important for parents to take extra time to help their children adjust to a new environment. Children are unpredictable in this area. Even if your child has separated easily in the past, he or she may need some extra time to adjust to school. There can even be a delayed reaction on the second day or several days after your child has attended school. Don't be alarmed if this happens.

We do not want you to drop off your child and leave without the "Okay" from the teacher or director. Plan to be in the preschool building for at least the first few days. Depending on how many days your child is attending this might be plenty of time. If your child is attending less frequently (2-3 days per week) you might need to stay into the second week. This is usually all the time that is needed to help your child feel secure at school.

While you are in the classroom we suggest that you seat yourself in a corner of the room. If your child needs you he/she will come to you. It is important for your child to develop a trusting relationship with the teachers. This happens as they work on projects, go wash hands, read stories, play in the sandbox, tie shoes, put on coats, etc. If you limit your interaction with your child during the preschool day the separation process will move along more quickly.

We feel that it is important for the class to move the separation process along as quickly as possible. The class cannot move forward with our developmentally appropriate curriculum until all the children have completed the separation process. When the teacher feels that it is time for you to leave—as difficult as this might be—we ask that you cooperate. Our teachers have had many years' experience working with children and parents and we are confident in their decisions. We appreciate your trust and support through this very fragile period for everyone. We know how difficult it is to see your child upset and we want you to know that at Kaplan we will always work lovingly with your child while you are not here.

Here are some helpful strategies:

- A week or two before school begins, talk to your child about the fun that he/she will have at school. Gently inform them that you will not be there with them.

- Read to your child about separation and the exciting aspects of school. *Owl Babies* and *The Kissing Hand* are two books that deal with this subject.
- Some children like to bring a comfort object from home—a stuffed animal or special blanket—even a picture of your family may be helpful.
- Review the schedule with your child and remind him/her when you will return to pick him up.
- It's helpful to have a fun activity planned for after school so your child has something to look forward to.

We're so excited that your family is going to be part of the Kaplan family. We strive to provide a wonderful, nurturing environment. Rest assured that all children adjust in their own time. We're looking forward to seeing you at school and working together with your family.

Shabbat

Since Shabbat is central to the Jewish experience, our Preschool strives to instill in our children an appreciation for the prayers and rituals of candle-lighting, blessings over the wine and challah, and music of Shabbat. The Rabbi will join us for a weekly Shabbat program on Friday morning. This will include a visit to the sanctuary.

The school offers a challah program. Families can pre-pay at the beginning of the year to have a challah sent home with their child every Friday. Details will be available at the beginning of the school year.

SHABBATPAK

A different child from each class will get to take the Shabbat backpack home on Friday for the weekend (or Thursday if your child does not attend school on Fridays). Your child should return the Shabbatpak on Monday morning (or the next time your child returns to school). When it is your child's turn to take the Shabbatpak home, we encourage each family to do as much or as little as they want to celebrate Shabbat in their home on Friday night. We encourage you to invite another Kaplan family for dinner to celebrate Shabbat with you in your home. The Shabbatpak includes:

- Fresh challah and cover
- Small bottle of grape juice
- 2 candles and holders
- A Kiddush cup
- A tzedakah box—money for charity
- A journal page—this will be shared with the other students in the class during meeting
- The guide to Friday night rituals
- Wooden Shabbat set

- CD of Shabbat music
- Shabbat Book

Show and Tell

Your child is welcome to bring an interesting object to school to share with their classmates. It should be something either connected to the curriculum or unusual and interesting. Your child's teacher will let you know if the class has a special Show and Tell time.

Snacks

The helping parent of the day provides a healthy snack for the class. This is very much appreciated by the school and one of the favorite times of the day in the classroom. If it is your turn to provide the snack we ask that you prepare **one** dry snack from the approved list below, plus fresh fruit. The fruit should be cut into bite sized pieces (grapes need to be cut in half). The school provides bottled water daily and grape juice and challah on Friday mornings. All purchased food served at school must be labeled Kosher with a "U" or "K". (See the preschool director or Rabbi if you have questions). For safety reasons we do not serve carrots in the school. Please do not bring in cookies, candy or cake for snack. We only allow these items to be served for class birthday celebrations, and even then only a small portion for each child. Our families appreciate a healthy snack.

If there is a child in the class with an allergy or food related medical condition we ask that you try to send or serve snack that the entire class can eat.

Approved Snack List

- *Pretzels*
- *Skinny Pop*
- *Roberts Gourmet Bootie products*
- *Graham Crackers*
- *Cheese Crackers*
- *Crackers*
- *Animal Crackers*
- *Kosher Cheese sticks*
- *Kosher Yogurt tubes*

Snow Days and School Closings

The Kaplan Cooperative Preschool follows the Hoboken Public School System closings on snow days or bad weather days. In addition, our Preschool will close for Jewish holidays as noted on our calendar. School will also be closed at the Director's discretion should there be concern about weather, road or building conditions. You can

check the class e-mail group or school website for information on school closings. You will also receive a notification via email or text message through Kaymbu. There will be no refunds for days missed due to weather. Remember to always check the Preschool calendar; when in doubt call the Preschool office or e-mail us at ushpreschool@gmail.com.

Solicitation

Solicitation of Kaplan families is not permitted, on or off the school property. Class lists and e-mail lists are the property of the Kaplan Cooperative Preschool. Use of these lists for non-school related events is strictly prohibited.

Summer Camp

Summer Camp is in session for 7 weeks. The camp meets Monday through Friday from 8:00 to 6:00 pm. The camp admission priority is: current Kaplan students, synagogue members, students who have been accepted for admission September 2018, siblings of current LC students, and current Shalom Chaverim students.

Technology/Screen viewing

The Kaplan Cooperative Preschool provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration.

We follow the recommendations established by the American Academy of Pediatrics, which has found that too much television and screen viewing has been linked to poor performance in school and interferes with brain development.

In keeping with the recommendation, children at Kaplan Cooperative Preschool will not have access to screen time while at school. This includes watching videos, DVDs, playing with video games, and using the computer.

School issued iPads may be used occasionally by the teacher to research a question that arises during the classroom discussion or for visual materials to enhance the curriculum. Only the school assigned iPads or school cameras will be used for all pictures taken of the students and their work.

Toileting

Students do not need to be toilet trained to attend Kaplan.

- Diapers are changed on an “as needed” basis. If children are staying for any enrichment or after care hours they are changed prior to joining the new group.
- Kaplan teachers will help you with toilet training. Discuss with your teacher and send extra clothing

Toys in School

As a rule, children are discouraged from bringing personal playthings to class due to possible loss, damage or class disruption. At the beginning of the school year, some children find it necessary to bring something from home as a transitional aid. As the year progresses, however, we encourage your child to say goodbye to his/her toy before they leave home or the car. If it is impossible, try to keep the item in your child's cubby for safekeeping during class.

Tzedakah (charity) and LOTS (lunch on Thursdays)

Each Thursday we ask that you bring a bag lunch to school that is donated to the Hoboken Shelter. The lunch should include a sandwich, drink, fruit and treat. The lunch should be brought at drop-off and placed in the LOTS basket in the foyer.

At other times during the school year we collect gently used clothing, books or new baby items for local Hoboken organizations.

Unsafe Children's Product Information

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parents of a child enrolled at our center, with this informational statement.

As per the Department of Law and Public Safety (DLPS), Division of Consumer Affairs' (DCA), Kaplan Cooperative Preschool routinely reviews the list of unsafe children's products and there are no unsafe products in our facility. For your reference, this list can be accessed online at

www.state.nj.us/lps/ca/recall/recalls.htm

THE JEWISH HOLIDAYS

United Synagogue of Hoboken is a place for the Jewish community to gather and celebrate Jewish festivals and holidays together. At the Kaplan Cooperative Preschool we introduce each holiday with stories, music, art, food, family and more. The holidays are full of concrete symbols, exciting rituals and important values that carry over in our daily life.

At Kaplan, we welcome children and families of all religious backgrounds and observance. Here is a brief description of the Jewish holidays we learn about and celebrate at Kaplan. We hope you enjoy learning and celebrating along with your child.

- Before we eat we recite the Hamotzi- and English and Hebrew prayer of thanks to God for our food.

SHABBAT

Shabbat is the holiest day of the week. From sundown Friday until an hour after sundown on Saturday, Jews are blessed with a day of rest, a day of reflection and rejuvenation. In six days God created the entire world: light, darkness, day, night, plants, birds and fish, animals and human beings. By the seventh day, God finished the work of creating the world and rested. Although Shabbat starts at sundown on Friday and ends at sundown on Saturday, we celebrate in school during our snack time on Friday

We celebrate Shabbat with challah (twisted egg bread) and grape juice. All classes light the Shabbat candles and recite the traditional blessings. We join together in the sanctuary with Rabbi Scheinberg and he leads us in song welcoming Shabbat.

ROSH HASHANAH

The Jewish New Year is called Rosh Hashanah because in Hebrew “rosh” means head and “shana” means year. Rosh Hashanah is the head, or beginning, of the Jewish New Year. On Rosh Hashanah, we blow the shofar in the synagogue to announce the new beginning of the Jewish year. On Rosh Hashanah, the children will eat sliced apples, and other fruits of the season dipped in honey, signifying the hope that we will all enjoy a sweet New Year.

YOM KIPPUR

Yom Kippur is the Day of Atonement – a day of self-reflection and seeking forgiveness. On this day adults fast (no food or drink) - from sundown to sunset- 25 hours in total. In school we focus on the things that we can do for others to be kind and helpful. In our prayers, we say we’re sorry for our mistakes.

SUKKOT

Five days after Yom Kippur, we celebrate Sukkot for a whole week. We begin by building a hut in our yard. The hut, is called a sukkah. It reminds us of the flimsy houses the Jews lived in after their escape from Egypt while they were in the desert. We cover the roof of the sukkah with palm branches and corn stalks. The children colorful artwork from the roof of the sukkah. We eat snacks and lunch in the sukkah. During Sukkot we express our thanks for the food that comes from the earth by reciting a special blessing over the plants and fruits of the autumn harvest season. The blessing is done by holding an Etrog, a fruit that looks like a large lemon and has a sweet, pungent fragrance, and a Lulav, which is a tall palm branch with myrtle and willow branches attached to it, and shaking them in all directions to show that God is all around us.

SIMCHAT TORAH

The Torah contains the first five books of the Bible. It takes one whole year to finish reading the Torah from beginning to end. The day on which we read the last portion and begin reading the first portion again is called Simchat Torah, which means “being happy with the Torah.” To show how happy we are, we take all the Torahs out of the ark and parade around the sanctuary with them. The children in school join a parade, waving homemade flags, singing and dancing and having a wonderful time.

HANUKKAH

Every year at Hanukkah we remember the Maccabees and their heroic deeds. The Maccabees saved the Jewish people from the Syrians, who ruled over Palestine 2,000 years ago. When the Syrians ruled Palestine, they didn't let the Jews practice their religion. The Syrians removed the menorah that had always burned in the Temple in Jerusalem and placed idols in the Temple instead. After the Maccabees defeated the Syrians and chased them out of Jerusalem, the Jews wanted to light the Temple menorah again but all they could find was a small jug of pure oil, just enough to keep the menorah burning for one day. But, alas, a miracle happened. The oil continued to burn for eight days and this is why we light candles on a special menorah called a Hanukiyah on each of the eight nights of Hanukkah-to remind us of a great miracle that happened long ago.

On Hanukkah we eat potato pancakes called latkes, and play games with family and friends. In one of the games we use a dreidel, a spinning top with four sides. Each side has a different Hebrew letter on it nun, gimmel, heh and shin. These are the first letters of four words: nes gadol haya sham, meaning, “A great miracle happened there (in ancient Israel).” That great miracle is that the little bit of oil kept burning for eight days.

TU B'SHVAT

When the Hebrew month of Shvat arrives, we know that winter will soon be over. The trees will start growing again so we celebrate the renewal, or birthday of the trees. Trees are the symbol of life, a symbol of the Jewish people.

PURIM

At Purim we read the scroll of Esther, called the Megillah. The Megillah tells us that about 2,500 years ago in ancient Persia, where Iran is today, the king's wife, Vashti, would not obey him. The king decided to find someone else to be the queen and held a beauty contest. The contest was won by a girl named Esther. In the Purim story, Haman was a wicked man who wanted to chase all the Jews out of Persia. Queen Esther and her cousin, Mordacai, were able to stop him and save all the Jews of Persia.

In school we dress up in costumes on Purim. To remind us of Haman and his evil plan, we eat tasty pastries called Hamantaschen, in the shape of a triangle, just like the hat

Haman used to wear. In school we will make groggers (noise makers) to shake and drown out the name of Haman whenever it is mentioned in the Megillah. We will also exchange Mishloach Manot bags – treats for friends.

PASSOVER

When winter is over, we know that soon we will celebrate Passover. We all help to clean the house very carefully to prepare for this beautiful holiday. On Passover, we have a Seder. At the Seder we read the Haggadah, a book that tells the story of the first Passover and how the Jews escaped from Egypt and became a free people. We read the Haggadah, sing songs and eat a festive meal so that we will not forget our redemption from Egypt.

On Passover, we eat matzoh instead of bread to remind us that when the children of Israel were freed from slavery in Egypt, they had to leave in a hurry. The ancient Egyptians were afraid that more plagues would come to them if the Israelites did not depart from Egypt quickly. So the Israelites packed up their bread dough before it had time to rise. They took the dough, along with their other belongings, and fled Egypt. Later the Israelites baked the dough in the desert sun. The bread was flat and looked very much like the matzoh we eat today.

In school the children will make lovely crafts for your Seder table and a Haggadah.

SHAVUOT

Seven weeks after Passover, we are ready to celebrate the holiday of Shavuot. Many years ago in the springtime, God gave the Ten Commandments to Moses on Mount Sinai. The children of Israel waited at the foot of the mountain for Moses to come down with this precious gift. We will learn about the ten ‘Good Rules.’”

YOM HA’ATMAUT

Yom Ha Atzmaut is Israel’s Independence Day. The history of Israel and its people is an important part of our curriculum. Throughout the year we talk about the Jewish Homeland: the language, culture, weather, terrain, cities, kibbutz life, food, music, major religious sites and importance for many religions.

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Financial Policies

Application and Initial Payment Fees

All fees are per student, not per family.

	<u>PAYMENT TYPE</u>	<u>COST</u>
Returning students	Non-refundable or transferable deposit at time of application in January. This	\$ 1,000.
New student	Non-refundable or transferable application fee	\$75.00
	Non-refundable or transferable initial payment at time contract is returned to KPS	\$1,000.00

Payment Options

- Payments may be made by cash, e-check, personal check or credit card. We encourage payment of all fees by cash or personal check and therefore give a discount for using either of these methods. There is a 3% charge on credit card payments
- Families can arrange for recurring fees to be automatically taken from their checking accounts. We will also allow automatic payment via credit card but this method is more expensive.
- Families are asked to provide credit card information so that flexpak purchases (for additional after care or early drop off usage) may be automatically charged. There is no surcharge for these credit card payments.
- Payment in full before April 1 : 5 % discount
- Payment in full by July 1: 2 % discount
- Semi-annual payments
 - Half remaining tuition due on July 1, 2017
 - The balance due on Jan 2, 2018
- Monthly payments
 - July, August, September, October, November. December, January.
 - This option carries an additional \$10.00 service charge per month.
 - You may instruct us to automatically charge your credit card every month.

Late Payments

- \$20.00 per payment received after the 10th of the month. You will be invoiced this additional charge.
- Failure to be up to date in payments may result in action, up to and including suspension of your child, as determined by the Board of Trustees of USH.

Withdrawal

When a child is withdrawn from KPS, no refund will be given for deposits or tuition already paid.

The following will provide some additional guidance:

- Withdrawal before July 1: If a family has paid all tuition and fees and withdraws before July 1 and the space can be filled, 75% of the amount paid minus the \$ 1,000 deposit, may be refunded at the discretion of the VP of Finance.

The application fee and deposits are non-refundable, and may not be used to pay other USH obligations, including USH dues or Learning Center tuition.

Charges for Non-members of United Synagogue of Hoboken

Families of which at least one parent or guardian is not a member of United Synagogue of Hoboken will be assessed an additional \$375 for the USH Building Campaign. This charge may be converted to cover a portion of membership dues should the family decide to join USH during the school year.

Important Telephone Numbers

United Synagogue of Hoboken	201 659-4000
Kaplan Cooperative Preschool	201 653-8666 Fax 201 659-2614
Rachelle Grossman, Director	201 910-6056 cell rachellegrossman7@gmail.com
Rabbi Rob Scheinberg	201 855-6696 office 201 892-2083 cell rabbi@hobokensynagogue.org
School e-mail address	ushpreschool@gmail.com
School website	http://www.kaplancooperativepreschool.org