

KAPLAN COOPERATIVE  
PRESCHOOL



UNITED SYNAGOGUE  
OF HOBOKEN

# Parent Handbook

## 2022-2023

### 5783

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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.

## **Mission Statement**

*Where the love of learning and the joy of Judaism begin.*

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 our students :

- Live the Jewish calendar through Shabbat and holiday activities and celebrations
- 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. Our flexible curriculum enables each child to grow at their pace. 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.

We lead with a social emotional learning and learning through purposeful play philosophy. All developmental academic early childhood skills are woven into this style of learning.

Our students:

- Learn about self and others
- Regulate own behavior
- Manage own feelings
- Respond to others' feelings with growing empathy
- Play with other children
- Learn to be a member of a group
- Demonstrates basic gross motor skills
- Demonstrates basic fine motor skills
- Sustains attention
- Understands how objects are used
- Participates in conversations.
- Shows an awareness of letters, writing and sounds
- Shows number awareness and early math concepts

Our program emphasizes:

- Safety
- Social emotional learning
- Learning through play
- 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

Our philosophy:

- Is based on accepted theories of child development.
- Is individualized to meet the needs of every child.
- Encourages family members to participate in our program.
- Offers an environment that is safe, healthy
- Contains a variety of materials that are stimulating and engaging.
- Respects our students and families
- Creates a nurturing environment



## 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 has an exemption from our license to operate a 2 hour drop off class for 2 year olds; our Gan Katan class. This class meets Monday - Friday from 9:00-11:00. Children may attend 2, 3 or 5 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 once they are 2 ½ years old.

### **Early Drop-off Monday - Friday 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 brought to their classrooms.
- Parents may drop students off at early morning drop-off until 8:50 am.

### **Lunch at Kaplan Monday – Friday 12:00-1:00 pm**

- Students can sign up for the school year or stay for lunch on a drop in basis.
- Students may start the lunch program at any time during the school year. Rates are prorated for a later start.

## **Afternoon Enrichment Programs Monday –Friday 12:00-3:00**

- 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 \$ 21. per hour.
- Students in the Pre-K 2's and 3's nap for about 1 hour .
  - Send a crib sized sheet, blanket and a rest toy. These items will stay at the school and will be sent home each Friday to be washed. Return on Monday morning or the next day your child attends school.
  - We have cushioned resting mats at the school.
  - Parents can adjust the time their child naps directly with their teacher
- Students bring lunch from home or may purchase school lunch. See the food section for more information.
  - Note: Kaplan follows Jewish dietary Kosher laws.
- Students in our Pre-K 4's classes do not have nap/rest time but have quiet time after lunch. Students can rest/nap at parent request.
- The afternoon enrichment program includes additional outside play, creative activities and social time.

## **After-Care Monday - Friday 3:00-6:00 pm**

- Any Kaplan student can use the after-care program at Kaplan
- The cost per day is \$ 21. per hour/ or part of the hour for occasional use.
- Contact the office to register for regular attendance. The tuition will be prorated.
- Notify your child's teacher if your child is staying later than his/her regular pick up.
- If you are late picking up your child, he/she will be brought to the after-care room.
- If you are late picking up your child, he/she will be brought to the after-care room.

## Arrival Procedures

Students are greeted at the front door to the school by one of the school administrators and classroom teachers.

Students that need additional support should contact the director to work out a separation plan.

Early drop off students can be dropped off prior to 8:45am. At that time we close the door and all early drop off students will be brought to their classrooms. The school doors will reopen again at 8:55. We ask for your patience as we take in small groups of children at a time.

- You may leave a stroller at the school during the day. It will be parked outside and inside our gated area
- We will make our best effort to cover the strollers during inclement weather
- Kaplan Preschool is not responsible for anything left in your stroller.
- **Strollers should be labeled with your child's name. We provide stroller tags**

### Parking at Kaplan

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 or take a bus or the Hop
- 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 to the front door entrance or the ramp. When pulling into one of these spaces, remember to leave room for other cars. **If you will be staying 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.

Notify the office at [office@kaplanpreschool.org](mailto:office@kaplanpreschool.org) **if your child is going to be late or absent for the day.**

## Dismissal Procedures

Class is dismissed at 12 noon, 3:00 pm and again during After Care hours. If you need to pick your child up early or late, notify the teacher and the school at [office@kaplanpreschool.org](mailto:office@kaplanpreschool.org)

Students will be dismissed from the front door of the school building. Notify the guard or ring the school bell so school staff can bring your child to the door.

The school administrators 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 **office@kaplanpreschool.org**
- All children must be picked up 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.*



# 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 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.** Parents 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.

The Kaplan teachers cannot distribute birthday cards, gifts or thank you notes from birthday parties that happen outside of school.

**PLEASE NOTE:** March 5, 2023 is the Kaplan Family Purim Party from 10:00-2:00. This is a fun event for the whole community. Please do not schedule a birthday party that day.

## CLASS PLACEMENT

The Director is responsible for classroom placement and makes the final decision.

Class placement decisions are made using a team approach. The director consults with teachers, parents and other school administrators during this process. Some factors that go into class placement are age, hours of attendance, space, child's needs, etc.

If you have a concern about the placement of a child in your class, you should communicate the concern to the Director immediately for discussion. The Director will observe and assess the child and make recommendations based on these observations.

We take a team approach to managing children in the class and if a child is having difficulty working as a member of the class, a plan will be developed and implemented with assistance of the teacher, parents, and school administration. Progress will be monitored and adjustments will be made as the Director sees necessary.

If a parent is concerned about the developmental growth of their child, we recommend you discuss these concerns with your child's teacher. In collaboration, they will decide if it is appropriate to seek additional professional advice.

Once the school year has started, the Director may recommend that a student be moved to a different class. The Director will consult with the parents.

## **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 full change of clothing at the school. This includes underwear, shoes and socks.

Please remember to change it as your child grows and the seasons change. If your child wears diapers or pull ups, you will need a supply at the school.

We will take the children outside to play every day, even in the winter or when there is light rain. Your child should come to school prepared for the weather. Outside play is an integral part of our program.

## **Conferences**

A Parent/Teacher conference is scheduled in the Fall. 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 during your school visits or at drop off and pick up. If you have something to share with the teacher you can use our communication app: Remini and send a private message. Email is also an excellent way to let teachers know you would like to set up a meeting or you have a question. Don't hesitate to contact your child's teacher

with questions you have about your child, the curriculum or general early childhood development questions.

## **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 teachers and 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 be 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.

At Kaplan Preschool you can expect that we WILL

- create a positive "yes" environment for children by ensuring that our guidance is developmentally and age appropriate and focused on promoting positive behaviors
- use a respectful tone when speaking to children and our language is used to praise, encourage and explain and to provide appropriate words to help children solve conflict and express their emotions
- model appropriate behavior for children and provide opportunities for child choice, decision-making and problem-solving. We provide alternatives and redirect children to appropriate behaviors.

At Kaplan Preschool you can expect that we will NOT

- use an inappropriate tone or language to shame, humiliate, threaten or intimidate children. We refrain from name-calling and labeling.
- use corporal punishment or any physical contact as a means of showing disapproval or punishment. (This would include but is not limited to spanking, pushing, pulling, biting, grabbing.)
- use food as a reward or a punishment in any way, nor will we force or withhold sleep.

- withhold or force physical activity.

This policy is to aid your child's social/emotional growth. All the teachers at Kaplan have training in Early Childhood Education and developmentally appropriate practices.

## **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, we have 2 emergency places available to us: Across the street at 120 and 130 Park Avenue and also at Stevens Cooperative School, 301 Garden Street. We will send a message through our communication app, Remini, 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.**

## **Expulsion Policy**

The Expulsion Policy detailed and signed in your Student Contract states *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. This plan may include recommendations for outside professional help.
4. Continue attempts to build in support with revised plan

Immediate expulsion could be warranted by safety concerns or potentially dangerous behavior conducted by a student or parent.

We will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations or questioning a center directly regarding policies and procedures.

## **Field Trips**

The students will not be leaving the school building unless the parent is notified and gives permission.

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. 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.

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 to the class must be Kosher. This includes snacks, birthday celebrations, and school sponsored events. Parents are not permitted to bring in baked goods that are made at home unless they have a Kosher kitchen.

Kaplan is also **PEANUT-FREE**.

- Parents provide food for their children each day.
  - Snack eaten mid morning
  - Lunch eaten at noon
  - Snack eaten at 3:00
  - **Water bottle - we will refill with spring water during the day**
  - Label all snack and lunch bags and your child's water bottle
  
- This food must be dairy, vegetarian or pareve and peanut free. Fish is allowed (except shellfish). Ideas for lunches or snacks can include - bagels, nut butter (except peanut) sandwiches, pasta, pizza, cheese sandwiches
- Children's snacks and lunches are not shared with the other students.
- Students can bring other nuts or nut butters for snack or lunch
- We have a microwave in each classroom to heat up lunches
- If your child is bringing meat substitutes for lunch we appreciate it if you put a note in the lunch box so we know

### **Kosher Catered lunch available**

- A Kosher catered meat lunch is available Monday- Friday
- The cost is \$9.25 per lunch.
- Food is catered by Naturally Kosher
  
- Prior to the beginning of each month you will receive a lunch order and payment form
  
- The office places the order on Thursday morning for the following week. All orders must be in prior to Thursday at 10:00 am

**Kaplan Preschool policy requires that you check with the teachers before giving a child, other than your own, any food.**

## Forms

- We use a digital program called Guidestar(Formsite) for school related forms. The office will send you the link to register your child.
- You can update your child's page at any time if you move or other information changes.
- New addresses, emergency contacts, cell phone numbers, nanny changes, dismissal authorizations, medical conditions should be updated immediately if they change during the year.
- We need paper forms for your child's annual medical exam and immunization record. Drop off at the office or scan to [office@kaplanpreschool.org](mailto:office@kaplanpreschool.org)
- Students cannot start school until all forms are complete.

Within Guidestar we include links to our annual forms such as:

- 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
- School contract

## 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. **Please note our separate Covid19 updated policy.**

Parents are asked to keep their child home when the following conditions exist:

- Fever – 100 degrees or above  
Children should be fever free for 24 hours before returning to school
- Diarrhea
- Ear pain
- Vomiting
- Persistent cough
- A green or thick white nasal discharge
- Sore throat and/or strep throat
- Flu-like aches and pains, weakness or general lethargy
- Unexplained rashes
- Chicken pox
- Head lice
- Reddened eyes
- Herpes mouth sore

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 Conditions**

To help protect all children, we require that any contagious conditions be reported to the Director immediately. The school administration will notify the child's class using our communication app- Remini- informing you of an illness or exposure. Confidentiality will be maintained.



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

- Covid
- Head Lice
- Chicken Pox
- Strep throat
- Coxsackie virus
- Herpes
- Conjunctivitis
- Whooping cough
- Mumps
- Flu

**As of August 2022, Covid is considered one of the contagious conditions that your child may be exposed to. The Kaplan Cooperative Preschool follows the guidelines recommended by the CDC.**

## **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 by November 15, 2022.

- **All children who attend Kaplan must be fully vaccinated according to the NJ Department of Health Requirements**
- **We do not accept religious exemptions**
- **Medical exemptions must be signed by a physician and will need to be reviewed and approved by the Kaplan Cooperative Preschool Medical Director**
- **Kaplan does not require the Covid vaccine for students at this time.**

## **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

## 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.

**Prescription Medication** will be administered by the school administrators 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
- **Nonprescription Medication** will be administered by the school administrators 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 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.

- **A list of your child's allergies to medications, other substances and/or foods should be kept strictly up to date in Guidestar. This includes any special considerations you want the school to be aware of. This information is posted in all classrooms.**

## **Holidays**

- Our school celebrates all of the Jewish Holidays.
- We do not celebrate :Christmas, Easter, Halloween and Valentine's Day
- Please respect the school's policy by **not** sending your child to school in a Halloween costume or send in Valentine's Day cards or candy for the class.
- We learn about Thanksgiving, and of course we honor parents on Mother's Day and Father's Day.

## **Parent Participation**

Parent participation is an essential component of our preschool. Our participatory environment encourages the development of a strong sense of community. Parents are given the opportunity to visit their child's classroom and to help with committee participation.

Our Parent Cooperative is run by a Parent Cooperative Team. The team members lead committees that run various fundraising and social events at the school and also arrange parent nights out and other family meet ups for class.

This group also acts as an advisory board for the Director. The Chairpersons are selected by the Director.

## **PARENT VISIT DAYS**

Every Kaplan family is given the opportunity to visit their child's classroom. This time is set aside for you to be with your child.

- Parents are invited to visit the class for their child's birthday celebration.
  - Arrange the day and time with your child's teacher
- Parents are invited to visit their child's class in the Fall and the Spring
- Each visit will be one hour (this could be during the class outdoor time and could also include bringing a book to read to the class. )
- Parents will be notified how to sign up to visit
- There may be other times throughout the year when parents are invited to visit the class/school.

## **PARENT VOLUNTEER OPPORTUNITIES**

At the beginning of the school year the Parent Chairpersons will send out an email asking parents to join committees.

- Class Parents
- Social committee leaders
- Fundraising
- Family event help
  - Sukkot party
  - Hanukkah party
  - Purim Carnival
  - Family Shabbat
- Back to School Night set up
- Open House parent representatives
- Lunch on Thursdays ( LOTS lunch) help is needed to bring the donated lunches to the shelter
- Holiday drive presents and gently used donated items. Assistance is needed gathering items and transporting them

We are very grateful for parent volunteerism. This helps to create a more meaningful school experience for your child and our community.

## **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 parent association will collect cash/Venmo contributions towards teacher's gifts. Participation in this collection is strictly voluntary and anonymous. The money collected is shared with the entire school staff . These gifts are greatly appreciated by the staff

## **PICTURES**

- Family members or caregivers are only allowed to take pictures or videos of their own child. You are responsible for making sure that no other child besides your own is seen in any picture or video that you take while at school.

- Parents, relatives and caregivers are prohibited from posting photos or videos of any child other than their own that are taken at school.
- Kaplan schedules a School Picture Day in early spring. Individual and Class taken and are offered to parents to purchase directly from the company.

## **SCHOOL COMMUNICATION**

### **Email: [office@kaplanpreschool.org](mailto:office@kaplanpreschool.org)**

This email address is checked throughout the day and is the best way to communicate with the school. The director and program managers 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

- Send a note in Remini
- Email your child's teacher
- Email the office

### **Back to School Night**

The School will hold at least one 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 September 19, 2022 at 7:00 pm.** There will be a parent social and parent coop team information earlier that evening at 6:00 pm.

### **School Directory, Class Email Groups, School Website, What's App groups, Remini - the school communication tool**

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

Each class will have a What's App group run by the Parent Association. Please do not use this forum as a gripe session. If you have questions or concerns contact the director at [director@kaplanpreschool.org](mailto:director@kaplanpreschool.org)

*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 email groups for commercial or other non Kaplan purposes without the express consent of the Director is prohibited.*

## Remini

The school uses a secure family communication and documentation application called **Remini**.

- Each class has a school issued Ipad loaded with the Remini application to be used by the teachers for attendance logs, to take photos of the children and their work and for communication between teachers and parents,
- The teacher will send a Shabbat note every Friday to talk about class happenings the week that passed and to let you know about upcoming class news.
- Pictures of your child will appear in the weekly newsletters
- The director will send a Shabbat note every Friday to share about school news and upcoming events.
- **The office uses Remini for emergency notification**
- Download the app - "**Remini- schools & ecc**" in the App Store or Google Play.
- The office will send you an invitation to join before the new year starts.

## Social Media Policy

This policy includes (but is not limited to) the following technologies:

Social networking sites (ie. Facebook, Twitter, Instagram,)

Blogs, Discussions forums, Collaborative online spaces, Media Sharing services (e.g. YouTube), Kaplan Cooperative Preschool Website

Kaplan will post pictures of students on Instagram of students engaged in activities at the school. This is part of our outreach effort to let the community know about our school.

Kaplan Cooperative Preschool aims to ensure that our school, students, educators, or families are not compromised on any 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 Instagram and Facebook pages may be used as an additional means of communication between our school and the community. 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

### **Parents and Staff**

The posting of confidential and identifying information about the children, parents, or staff at KPS on social media (e.g. Facebook, Twitter, Instagram 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>

**Instagram:** @kaplanpreschool

### **Security**

Security at Kaplan is a critical concern of ours. We have a security guard at the front door whenever students are in the building and at our off site events.

We have detailed security policies and procedures in place as well as security cameras and other systems that can be activated if needed.

- THERE IS ONLY ONE ENTRANCE TO THE SCHOOL BUILDING.
- DO NOT LET ANYONE INTO THE BUILDING WITH YOU IF YOU ARE BUZZED INTO THE SCHOOL.
- All faculty receive training on our security policies and procedures. They also receive training in our lock down and building evacuation procedures.
- We ask you to cooperate with our security personnel at all times.

### **Lockdown drills**

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

### **Separation Guidelines**

Separation anxiety is common for children at this age.

The Kaplan staff is committed to helping each child through this process. We are confident that in a short amount of time every child will adjust to our school.

If your child needs extra time or attention to enter the school building we will work with you to make the transition as comfortable as possible.

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.

## **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. We cannot guarantee the item will be returned home!

## **Snacks**

Please send in a snack each day for your child and a reusable water bottle.

Students eat a snack at mid morning and full day students eat a snack at 3:00 every day.



## **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 will receive notification through the Remini communication app if school will be closed or we have a delayed opening. There will be no refunds for days missed due to weather.

## **Solicitation**

Solicitation of Kaplan families is not permitted, on or off the school property. Class lists and email 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 2023, siblings of current Kaplan and LC students, and current Shalom Chaverim/ Mini Holiday students. If we still have space we open to the community.

## **Technology and 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 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
- If students are not toilet trained before the start of the Pre-K 4’s class, the director will meet with the parents to develop a plan.

## **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 backpack or 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 arrival 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](http://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**

- There is a \$ 75. 00 Application Fee
- A non refundable deposit of \$ 1800. is needed to hold a space for your child.
- For Fall 2022 - Tuition payments being on July 1, 2022
- We cannot hold spaces for students that have not given the deposit or do not start tuition payments on July 1.

### **Payment Options**

- Payments may be made by cash, e-check, personal check or credit card (3% charge).



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