



CHABAD BURBANK  
PRESCHOOL

&

Infant Care

**Parent's Handbook**

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

Chabad Burbank Preschool & Infant Care is committed to providing a loving, nurturing and stimulating environment for young children and their inquisitive minds.

Our belief is that children learn best through play. Our program provides a safe environment in which young children can grow through play and hands-on exploration. Children are given many opportunities for experimentation and involvement including cooking, science, creative arts, music and movement, and sports.

Following NAEYC guidelines, we provide a nurturing, high quality program, where each child is given the opportunity to grow physically, cognitively socially, emotionally, and creatively. Our program weaves Jewish values and traditions seamlessly, through music, Holiday celebrations, weekly Shabbat party, and daily good deeds such as charity and kindness to one another.

We believe that each child has a unique set of interests, abilities, and styles of learning. Our goal is to create a program that can respond to those individual differences; enjoy and celebrate those differences.

Parents are an integral part of the educational process. In recognition of this important role, parent involvement is encouraged and welcomed. Families and teachers are brought together in the spirit of teaching our children the value of cooperation, respect, and responsibility.

The classes are kept small and the staff-student ratio low, ensuring special attention for each child.

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

Elana Kornfeld  
Administrator  
818.954.0070  
[coburbank@sbcglobal.net](mailto:coburbank@sbcglobal.net)

## **Philosophy of our School**

Chabad Burbank Preschool was founded to facilitate the Early Childhood Educational process of Jewish children. Chabad Preschool provides an atmosphere of warmth, acceptance and self-esteem, which nurtures the child to be self-motivated in his/her early childhood learning experience. The primary goal of Chabad Burbank Preschool is to assist the child in developing a strong positive awareness of his/her Jewish identity. Our curriculum will also expose the children to a wide range of experiences including art, movement, pre-writing & reading skills, early math skills, all of which are integrated into our hands-on learning centers.

### **Our Primary Goals:**

- 1. To provide a warm and nurturing Jewish environment**
- 2. To create an atmosphere that encourages social & developmental growth**
- 3. To assure that children are adequately prepared for kindergarten**

## **Judaic Curriculum**

Throughout the year, our preschool combines Jewish culture, tradition, holidays and Mitzvot (good deeds) into our everyday curriculum. The children experience the joys of Judaism, through music, story telling, art, cooking, drama and dance, and family get-togethers.

Below is a list of some of the special Jewish Holidays celebrated here at the Preschool.

### **Shabbat:**

Although Shabbat lasts from sundown Friday until sundown Saturday, we celebrate Shabbat at preschool every Friday, to commemorate G-d creating the world in six days and resting on the seventh, so we too rest on the seventh day. Shabbat is a wonderful opportunity for children and families to take some time out from their busy schedules and enjoy one another. We make Friday a special day at the Preschool; the children shape their own "challah" and bake it in time for the Shabbat party. Each week we choose a Shabbat Imma and Abba (hostess and host) from the class, who are honored with leading the class in Shabbat candle lighting & kiddush. Our parties last approximately ½ hour and include music, songs & dance, and blessings over traditional Shabbat foods.

### **Rosh Hashana:**

The Jewish New Year, or Rosh Hashanah, celebrates the birth of the world, and usually falls in September. The children enjoy dipping apples in honey symbolizing the hope for a sweet year. The blowing the Shofar, Ram's Horn, is an exciting experience for the preschoolers and signifies the calling to do good deeds.

**Yom Kippur:**

This is the most solemn and holy day of the year, the Day of Atonement. At this time, 10 days after Rosh Hashanah, we reflect on the deeds of the past year and discuss the nice things we can do for others during the coming year.

**Sukkot:**

The holiday of Sukkot recalls the journey of the Jews from Egypt to the Promised Land when they lived in tents and booths, or Sukkot. The harvest season is symbolized by the Lulav, Palm Branch, and Etrog, a citrus fruit. During this week we build a Sukkah and decorate it with fruits and greenery and enjoy snacks and lunch in it with our friends.

**Simchat Torah:**

This holiday falls on the day immediately after the end of Sukkot. Throughout the year, the Torah is read aloud in the synagogue. On Simchat Torah, we celebrate the reading of the last portion of the Torah. We then immediately begin again, symbolizing that the reading of the Torah has no beginning and no end. Children are called to read the Torah alongside the adults and we all join together in a parade of flags around the classroom.

**Chanukah:**

The Festival of Lights, or Chanukah, celebrates the victory of Judah Maccabee over Ancient Syrians. For eight days each year, the Menorah is lit to remind us of the small jar of oil that was found enabling us to light the Menorah in the Temple in Jerusalem. It was also a celebration of the rededication of the Temple, after its near destruction. You can expect handmade gifts from your children.

**Tu B'shvat:**

Tu B'shvat, or Israel Arbor Day, is a day dedicated to celebrating the New Year of the Trees and our belief in the future of the world. As Jews, we have a kinship with trees, especially fruit trees; they are a symbol of life, a symbol of the Jewish People. Our children do a lot of planting & gardening during this time.

**Purim:**

Purim is the most joyful of holidays, commemorating how Queen Esther and her Uncle Mordechai saved the Jews of Persia from a plot by wicked Haman to destroy them. On this day we spin groggers, and eat stuffed triangular pastries called Hamantaschen. We have a big Purim Party where the children are encouraged to dress up as their favorite Purim character. We also make plenty of fun-filled Hamantaschen.

**Passover:**

This exciting holiday commemorates the ordeals of slavery in Egypt and the 40 years spent in the desert on the way to Israel. The holiday is called Passover to recall how G-d passed over the Jewish households during the Plague of the first born sons. We have a traditional Seder in which we eat Matzah to remind us of how the Jews hastily departed from Egypt, not allowing time for the dough to rise thus making unleavened bread, Matzah. We also sing songs, tell stories of the miracles that our forefathers experienced leaving Egypt, and give thanks to G-d for all he has done for them and for us. We eat symbolic foods that encourage our children to ask questions and to be involved in the Seder experience. We

use a Haggadah (Passover book) to guide us through the Seder, and our children each make their own beautiful Haggadah. The children also prepare the four questions to ask at the Seder table.

**Shavuot:**

Seven weeks after Passover we celebrate Shavuot, which mean weeks. We celebrate receiving the Torah at Mount Sinai. Traditionally we eat dairy foods such as blintzes and cheesecake, which the children make at school, along with their very own Torahs.

**SCHOOL DIRECTORY**

School Address:  
2415 W Magnolia Boulevard  
Burbank, CA 91506

School Phone Number:  
818-954-0070

School Fax:  
818-954-8211

School Email:  
coburbank@sbcglobal.net

Office Hours:  
9am-4pm

**SCHOOL SCHEDULE**

**School Calendar:**

A school calendar is distributed at the beginning of the school year. Please save your copy and check it often. It will help you plan ahead for school vacations, early dismissal, and special school programs. If you need an additional copy please ask or call the school office.

**School Hours:**

- ☞ AM extended care: 8:00am to 9:00am
- ☞ Half day session: 9:00am to 12:30pm
- ☞ Full day session: 9:00am to 3:00pm
- ☞ PM extended care: 3:00pm- 6:30pm

Reservations for extended care must be made in advance. Longer extended care hours may be available upon request. \*See tuition schedule for applicable fees.

\*School will close at 2:30pm on Fridays due to early Shabbat.

## **School Holidays:**

We will be closed during the following holidays:

- ☞ *Jewish Holidays:* Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Purim, Passover, and Shavuot.
- ☞ *Legal Holidays:* Labor Day, Thanksgiving, Mid-Winter Break, President's Day, and Memorial Day.

## **DAILY PROCEDURES**

### **Sign-in and Sign-out:**

State law requires that you sign in and out your child with a full legal signature upon arrival and pick up at school. You must list the actual time of arrival and pick up. This is the list we use to check attendance in case of an emergency. These forms are on a clipboard in every classroom or with the teacher on duty in the yard at drop off or pick up times. Please use them!

### **Daily Health Check:**

A daily health check will be performed by staff to assure that children are healthy upon arrival. A teacher and/or assistant will greet the child and parent upon arrival. The parent will be required to remain at the center while the teacher conducts a daily health check. If the teacher observes health related problems (example: fever or head lice), the child will be excluded from attending until well. A child should be free from fever for 24 hours, on antibiotics for 24 hours or in the case of head lice, nit free before returning to school. Upon arrival, we will perform a wellness check before your child can be signed in.

### **Pick – Up and Tardiness Policy:**

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

- ☞ **Pick-up time is 12:30pm, or 3:00pm. Any parent who comes 10 minutes late will be asked to pay a \$10 late fee for every 10 minutes. Parents will have one "late warning" and then we need to caharge the late fee.** Timing is very important to both children and staff members. Please notify us in advance if you plan a late pick up.
- ☞ A note must be brought to school or a phone call must be made if someone other than the parent or primary caretaker picks up the child. The child will not be released to anyone other than the parent or primary caretaker without written parental authorization and proper identification.

### **Absence:**

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

### **Lunch and Snack:**

Our lunch program (includes snacks), which is **NUT FREE**, is an additional fee of \$75 monthly. If your child is not on the lunch program, please provide 2 healthy snacks and a lunch, daily. A sample lunch should include a fruit, vegetable & protein. We will supplement additional snacks. Infants need to have their baby food labeled with utensils.

- ☞ The children sit down for a snack at approx 10am and 2pm.
- ☞ Lunch is at noon. We make a monthly menu that you will receive at the beginning of every month to show you what food your child will be eating.

☞ **If your child has a nut, milk or dairy allergy, please let us know.**

### **Bottles, Pacifiers and Sippy Cups:**

Please send your infant with enough labeled bottles, pacifiers and sippy cups for the week. If you send you're your infant with baby food, please

### **Daily Infant Report:**

For our Infant Care, parents receive a daily infant report, listing when your child was given a bottle (when applicable), what they ate and drank, when diapers were changed and what it was, their nap schedule, and any other pertinent information.

### **Clothing:**

Please follow these guidelines for dressing your child:

1. Please dress your child for active play and learning. This means casual, comfortable, washable clothes and sturdy, rubber-soled shoes. Flip-flops are not safe. Dirt, pebbles and small sticks can get inside sandals. Also be sure your child's clothes can be easily managed during toileting. A young child's self-esteem is enhanced when they can be independent.
2. The children are expected to play outside every day winter, spring, summer, and fall. Please send warm, comfortable outdoor clothing for sudden changes in temperature.
3. Many art activities are incorporated into our program. The children use smocks but it is still possible for some paint to get on their clothing. We use washable paints, but on occasion clothing may stain. Please dress your child in clothing that can get dirty.
4. Label **all** clothes with your child's name.

5. Keep a complete change of clothing (socks, underwear, shirt, and pants/skirt) in your child's cubby at all times.

### **Diaper Policy:**

If your child requires diapers and wipes, please send enough to last for the entire week. Please label the diaper package and wipes with your child's name or initials. As mentioned previously, we have an Infant Daily Report that we fill out to keep you informed. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing BM's are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

### **Toys:**

Toys from home: Children enjoy sharing toys, books, jewelry, etc. However we cannot be responsible for their care. Please do not send guns, weapons, or toys to encourage violent play. We appreciate your help and understanding in this matter. In our Infant Care, during the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day.

### **Mitzvah Notes:**

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

### **Tzedakah:**

Our program stresses the importance of Tzedakah (charity). Your child will get a chance to put their change in the charity box each day during morning circle. Please send small change with your child everyday. You can tape the change onto the Mitzvah Note!

### **Toilet Training:**

We will not begin toilet training under 24 months unless your child is showing serious signs of interest and you have begun the process at home as well. We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at preschool. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet. If your child is in the process of being toilet trained or is prone to accidents, please send adequate amount of

clothing. Replace these items as they are used. It's hard for everyone when an accident occurs and no change of clothing is available

## **ROUND THE YEAR SCHOOL SUPPLY CHECKLIST**

Here is a checklist of items we need you to provide for your child. Please bring them on or prior to the first day.

1. All school forms, including immunization records from child's doctor. Please notify us of any change in your address, phone number, and /or emergency contact information.
2. Complete change of clothing including underwear, socks, shirts and pants or skirt. Please label all items with your child's full name.
3. Diapers (if needed) - please label.
4. We ask all children to bring a new box each semester: wet wipes, facial tissues and sandwich ziploc bags.
5. Tzedakah and a Mitzvah Note.

## **SPECIAL EVENTS**

### **Birthdays:**

Children love to celebrate their birthday at school with their friends and teachers. Make arrangements with the office at least one week in advance to ensure there are no conflicts in schedule.

At the Chabad Burbank Pre-School, we will celebrate this special day by:

1. Baking a cake in the classroom.  
This will take place during indoor centers time. You are welcome to join in the activity and coordinate a special recipe with the Morah.
2. Presenting a "wish list" gift to the classroom in honor of your child.  
View the Chabad Burbank Pre-School Wish List and please consider purchasing a gift for your child and his/her friends to use in the classroom in lieu of the money usually spent on cakes and goodie bags.
3. Celebrating with a Birthday Circle Time after lunch.  
We will highlight the unique qualities that the friends have shared about the birthday child by reading the birthday book they have prepared. We will also ask the birthday child to give coins to all their friends for Tzedaka and to announce a new mitzvah

they have chosen. They will say the “shehechyanu” blessing on a new fruit and give good wishes to their Morahs, family and friends. Finally, we will do a birthday dance and enjoy the cake! We will present the wish list gift to the class in honor of your child (this is instead of goodie bags). If the wish list item you have chosen is a book, it would be wonderful if you could read it then to the class.

What you need to bring:

1. A camera – to capture these beautiful memories
2. A “new fruit” – one your child has not eaten for the last season
3. Coins for tzedaka
4. Wish list item
5. Optional – ingredients for a special cake recipe

Note: For at home parties: Birthday invitations can be given out in school if **all** the children in the class are invited. If you have decided to do otherwise, please mail the invitations. We always try to encourage sensitivity and inclusion of all our children and their families.

### **Family Holiday Get-togethers:**

During the course of the year, we plan many exciting family holiday get-togethers; Sukkot, Thanksgiving, Chanukah, Purim, Passover, Seder, etc.

### **Library/Special Events Book Program:**

This program provides parents with a way to donate new books to the school in honor of their child’s birthday or other special events in their family’s life. Please ask to view books that are on our wish list.

### **MEDICAL INFORMATION**

In accordance with the State of California Day Care Centers for children, our Health Policy is as follows:

**Objective:** To maintain and protect the health of all children.

**Purpose:** To reduce the risk of spread of disease and childhood illness to children.

#### **Observation:**

- ☞ The staff will observe each child upon arrival for symptoms of illness. Any evidence of bruises, contusions, lacerations, or burns will be observed by a staff member, documented in the child’s record, and reported immediately to the director, who will then get in touch with parent, and/or report to Child protective services.

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

### **Isolation and Fever:**

An isolation area (Get Well Area) will be provided for the care of children who become ill. The area will be in a room separate from other children, and supervised by the Director. (Director's office)

Children with a temperature above 99.0 degrees will be released to their parent or a designated representative. When illness is diagnosed, the child may return after confirmation by a health care practitioner, that he/she does not have a communicable illness.

Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illness/conditions will be removed from the classroom and sent to the Get Well Area to await the parent or a designated representative.

The child's parent, or a designated representative, will be contacted as soon as possible after an illness is discovered. Arrangements will be made for the removal of the child from contact with the other children until the child is released to the parent or designated representative.

### **Communicable disease:**

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

## **Head Lice**

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

## **Medication:**

Prescription medication or non-prescription medication such as, but not limited to, aspirin, Tylenol, diaper rash products, cough medication, nose spray, may be given to a child by a staff member **only when a release & permission form is signed and in the original prescription bottle.** We will only follow the prescription as the doctor recommended. If it is over the counter medication, we will only give the child the amount it says on the bottle's label unless otherwise noted by a physician.

## **Emergency Numbers:**

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

## **Personal Cleanliness:**

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

## **Accident or Injury:**

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

- ☞ Minor injuries such as scrapes, cuts, scratches, will be treated by the teachers (soap and water and bandages).

- ☞ In the event of serious injuries, the family physician will be notified and the parent called (by the classroom teacher or director) immediately. If neither the physician or parent can be reached, the emergency rescue squad will be called (dial 911), and the child will be taken to the hospital specified on the child's emergency record.
- ☞ The director, teacher's assistant, or classroom teacher summons emergency medical help.
- ☞ The director, teacher's assistant, or classroom teacher accompanies or transports the child after making certain that the classroom ratio is maintained.
- ☞ All teaching staff is trained in CPR and First Aid at the beginning of the school year.
- ☞ All injuries resulting from falls, accidents or incurred by other children will be recorded and an "Incident Report" will be sent home with child and a copy placed in student file.
- ☞ Children will be taught age-related accident prevention measures.
- ☞ A first aid kit equipped with Band-Aids, bandages, and tape will be kept in the classroom.

### **Immunization:**

The state requires us to have complete and current medical records for each child. Prior to admission, each child's immunization record will be checked to determine that the age related immunization(s) (is)(are) current. Exceptions to immunization may be made because of allergy. Documentation must be provided in accordance with licensing procedures and will be kept in the child's medical file. If you choose not to immunize your child a waiver must be signed stating that you accept full responsibility for illness which have otherwise been prevented by immunizations.

### **COMMUNICATION**

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

1. A weekly update "Pre-School Press" is sent home on Friday.
2. Parents may speak to the teachers after or before school. If you need to conference with you child's teacher, please feel free to make an appointment.

3. Parents can observe anytime. Please call ahead as a courtesy to the teachers. This also helps us to maintain good security in our facility.
4. If you need to talk with your child's teacher, please call and leave a message - the teacher will get back to you as soon as she can.

### **Keep us informed:**

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

### **PARENT INVOLVEMENT**

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

- ☞ Attend schedule programs! We encourage parents to be at school programs; these are excellent opportunities for the parents and staff to discuss the development of each child. Of course, we are always available whenever the need arises.
- ☞ During the course of the year we plan many exciting family holiday get-togethers. Please come, it is difficult for your child if all the other parents are there and his/her parents are not.
- ☞ Let us know about any special problems or concerns. Send in a note or leave a message in the office for the teacher to call you.
- ☞ Volunteer to help with special programs; or to "teach" the children about a talent/hobby/occupation that you have.
- ☞ Contribute dress up clothes and art supplies such as boxes, containers, scraps, baby food jars, Styrofoam trays, cardboard rolls from toilet paper and paper towels, etc.

**\*Your questions and concerns are very important to us! We would be happy to schedule a conference time so that you can share them with us.**

## **DISCIPLINARY GOALS**

The goals of Chabad Burbank Preschool are:

1. To strive to help the child become self-controlled, that is by helping them to experience the intrinsic pleasure in appropriate behavior.
2. Always take into consideration behavior of a child that is typical and age appropriate. Teachers will be thoroughly knowledgeable about the child's development.
3. To provide for periods of activity alternating with periods of rest and quiet.
4. To be as consistent and fair as possible.
5. Always speak to the behavior, not the children such as: "Hitting hurts. Let's find another way to solve the problem." "Hands are not for hitting, hands are for hugging....." "It is not o.k. to hit" "Use your word" "Stop your body" . We never tell a child he is good or bad. We focus on their behavior and we do not label the child. Give clear directives, "You need to listen to my words!" Make sure it is always in a positive way, "Chairs are for sitting, "Scissors are for cutting paper", "We need to sit while we eat".
6. Do nothing to humiliate or shame the child.  
To NEVER use any form of corporal punishment or violate the rights of a child.
7. Prevent a child from hurting themselves or others, or from doing damage to equipment. If necessary, a teacher will calmly but firmly hold a child to prevent such harm. The child will be held lovingly with a helpful attitude, rather than a punishing or admonishing one.
8. Help children develop listening skills.
9. Help children develop good manners and respect for teachers and authority.
10. We create an open forum for communication by allowing the children to express themselves, and to use their words. This builds self- esteem and prevents many of the disciplinary problems such as hitting and biting that children do when they can't express themselves.
11. During outside play, when a teacher needs to talk to a child, never yell across the yard. We go to the child and speak to them.

## **BITING POLICY**

If a child bites another child, we first tend to the child that has been bitten, making sure all his or her medical needs and emotional needs are met. We then turn to the child that bit and let the child know, "Biting is not O.K. Teeth are for food, not for biting people." We find out if maybe he/she is feeling upset or frustrated, and explain that we use our words to express how we feel; we don't use our teeth, hands, feet, etc. We also involve the other children and use this as a learning experience. If the child is older, then he/she can be removed from a specific activity for a short amount of time to "think" about the proper way to express themselves when they are feeling frustrated, angry, etc. We always talk about how we could have handled it differently. Have the child give ideas. We find positive reinforcement works best. Every ten minutes we go to the biting child and classmates and give them a treat and announce they did not bite – hooray! When a child is having a very difficult time being part of a group activity, or listening to safe instructions, remove them from the situation. Sometimes "We need to calm our bodies down", and maybe sit in a thinking chair. We don't use time outs. We want to bring out positive lessons for every situation.

## **SAMPLE DAILY SCHEDULES**

The daily schedule will vary slightly for each class, depending on the age. A sample daily schedule will be posted on the Parent bulletin board.

## **DISASTER PREPAREDNESS**

### **Fire Drills**

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

- 1) The Teacher's lead the class out. They take the attendance sheets from their classroom.
- 2) Each teacher discusses these procedures with their class. They follow the evacuation exits on the charts in their classroom. Take the first evacuation route would be to exit from the back door and go out the side gate on Avon Street. The second alternative would be to evacuate through the front exit doors onto Avon Street.

### **Disasters**

Teachers have a list of all children in the class. They are required to keep this list with them at all times so that in the event of an emergency which may require the immediate evacuation of the building, this information will be readily available to them. Your emergency form/list of adults allowed to pick up students will always be on file.

## **Dangerous or Threatening Situations**

In cases where a threatening person is in the area of the center, all staff will be notified and everyone will remain indoors, all doors will be locked, the police will be notified and staff will follow instructions of local law enforcement.

If a parent becomes threatening while at the school, the police will be called and all staff will follow the instructions of the Director and local law enforcement.

In cases of a dangerous animal on the center property, all staff will be notified and remain indoors until the animal has been removed or leaves the premise.

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

## **TUITION POLICIES AND PROCEDURES**

- ☞ Tuition is due in full before the school year starts.
- ☞ For your convenience, the annual tuition fee can be divided into monthly or quarterly payments. These payments are outsourced to a company, which will charge a minimal fee for this service. Please make clear on your enrollment contract if you wish to benefit from this service.
- ☞ There is a non-refundable Registration and Insurance Deposit of \$150.
- ☞ School hours for this year are as follows: Extended care is available in the mornings from 8:00-9:00 am and after school from 3:00–6:30 pm. The cost is \$80 per month for one session, or \$136 per month for both AM & 3:00-4:00 PM care. 4:00pm-6:30pm is an additional \$240 monthly. To receive this service, children must sign up & pay on a monthly basis. For occasional extended care, parents must speak to the director **ahead of time** to see if staff is available. The cost is \$10 per hour. School will close at 2:30pm on Fridays due to early Shabbat.
- ☞ Tuition refunds for early withdrawal will only be given if parents provide the preschool office with a 30 day written withdrawal notice.

## **TERMINATION**

Chabad Burbank Preschool may terminate a child's enrollment for any of the following reasons: failure to pay tuition, continual late pick-up, or in the event that the center believes

it cannot adequately meet the needs of the child, for example, if the child is continuously hurting others or staff members, the process is as follows:

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

### **AUTHORITY OF THE DEPARTMENT**

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

### **ADMISSIONS PROCEDURE**

1. Schedule a tour of Chabad Burbank Preschool by contacting (818) 954-0070.
2. Schedule a registration appointment with our admissions director to receive your registration form. You will receive additional forms and information at the registration appointment.
3. Complete the application form and return with \$150 registration fee.
4. Join FACTS tuition management program.
5. Once all forms are complete and returned, you will receive an email confirmation of your child's start date. Forms include:
  - ☞ A Well Child Statement to be filled out by your child's pediatrician
  - ☞ Emergency Consent Form
  - ☞ Current Immunization Record

**CHABAD BURBANK INFANT CARE TUITION FEE (AGES 6-24 MONTHS)**

<b>5 Days Per Week</b>	<b>Annual Tuition</b>	<b>10 Monthly Tuition</b>
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$8500</b>	<b>\$850</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$6650</b>	<b>\$665</b>
<i>Lunch Fee if applicable</i>	<b>\$750</b>	<b>\$75</b>
 <b>4 Days Per Week</b>		
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$7650</b>	<b>\$765</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$5760</b>	<b>\$576</b>
<i>Lunch Fee if applicable</i>	<b>\$600</b>	<b>\$60</b>
 <b>3 Days Per Week</b>		
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$6800</b>	<b>\$680</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$4900</b>	<b>\$490</b>
<i>Lunch Fee if applicable</i>	<b>\$450</b>	<b>\$45</b>
 <b>2 Days Per Week</b>		
<i>Full Day</i> 8:00a.m.-3:00p.m.	<b>\$5350</b>	<b>\$535</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$4200</b>	<b>\$420</b>
<i>Lunch Fee if applicable</i>	<b>\$3500</b>	<b>\$35</b>
<b>Daily</b>		
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$650</b>	<b>\$65</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$550</b>	<b>\$55</b>
 <b>Extended Care</b>		
<i>8AM-9AM Monthly session</i>		<b>\$90</b>
<i>3PM-4PM Monthly Session</i>		<b>\$90</b>
<i>Both Sessions</i>		<b>\$150</b>
<i>4:00-6:30 pm Monthly Session</i>		<b>\$340</b>
<i>Daily Extended Care</i>		<b>\$10 hourly</b>
 <b>Annual Registration</b>	<b>\$150</b>	

**CHABAD BURBANK PRESCHOOL TUITION FEE (AGES 2-5)**

<b>5 Days Per Week</b>	<b>Annual Tuition</b>	<b>10 Monthly Tuition</b>
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$6500</b>	<b>\$650</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$4650</b>	<b>\$465</b>
<i>Lunch Fee</i>	<b>\$750</b>	<b>\$75</b>
<b>4 Days Per Week</b>		
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$5650</b>	<b>\$565</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$3760</b>	<b>\$376</b>
<i>Lunch Fee</i>	<b>\$600</b>	<b>\$60</b>
<b>3 Days Per Week</b>		
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$4800</b>	<b>\$480</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$2900</b>	<b>\$290</b>
<i>Lunch Fee</i>	<b>\$450</b>	<b>\$45</b>
<b>2 Days Per Week</b>		
<i>Full Day</i> 8:00a.m.-3:00p.m.	<b>\$3350</b>	<b>\$335</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$2200</b>	<b>\$220</b>
<i>Lunch Fee</i>	<b>\$350</b>	<b>\$35</b>
<b>Daily</b>		
<i>Full Day</i> 9:00a.m.-3:00p.m.	<b>\$450</b>	<b>\$45</b>
<i>1/2 Day</i> 9:00a.m.-12:30p.m.	<b>\$350</b>	<b>\$35</b>
<i>Lunch Fee</i>		<b>\$4.50</b>
<b>Extended Care</b>		
<i>8AM-9AM Monthly session</i>		<b>\$80</b>
<i>3PM-4PM Monthly Session</i>		<b>\$80</b>
<i>Both Sessions</i>		<b>\$136</b>
<i>4:00-6:30 pm Monthly Session</i>		<b>\$240</b>
<i>Daily Extended Care</i>		<b>\$10 hourly</b>
<b>Annual Registration</b>	<b>\$150</b>	