

B"H

Garden of Eden
Child Care

Parent Handbook
2008-2009
5769

Dear Parents,

You've searched and searched, now search no longer. In a home environment and with the warmth of a large family... With the wisdom of Jewish values and age old traditions - we present you with "The Garden of Eden Child Care". The preschool with a heart and soul.

Here at Garden of Eden Child Care, manners, kindness, caring and respect are not just taught alongside our curriculum as a subject but will become part of your child. Our goal is to have children see themselves as happy positive young people who are sensitive and caring to others' feelings and ideas and ready to lend a hand where needed.

Your child's wellbeing and development is of paramount importance. Our warm, nurturing and stimulating environment will enrich your child's learning experience and sense of Jewish values. We will encourage your child to establish a love for learning, a fascination with holidays and life cycle events, and a sense of community.

We have prepared this handbook to help ease any anxieties you may have and to assure you that your child is in good hands. It is an outline of our carefully designed program, and includes important information. We look forward to a fulfilling year of growth and learning.

Please feel free to contact me for all your questions and concerns.

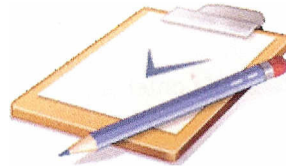
Sincerely,

Sara Hecht
Director of Garden of Eden Child Care

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Program Philosophy



Garden of Eden Child Care is dedicated to providing a warm and safe Jewish environment where our children can explore and establish a love for learning, a fascination with holidays and life cycle events and a feeling of pride for their unique heritage.

Our program activities are designed to help children learn more about the world, their heritage and their values through hands-on activities. Through experiences of dramatic play, visual aids, manipulatives and the use of centers within the classroom such as art, science, math and literacy children will gain the skills they need for future learning.

Our low child to teacher ratio ensures that each child will be treasured for their uniqueness and individuality. Our staff works closely with each child to help them develop their self esteem through problem solving, encouraging self expression and offering positive reinforcement.

WE BELIEVE:

- That the home is the most important factor in a child's development.
- We should support and complement the family in order to promote healthy development of children with parents.
- That loving, trusting, and respecting each child makes each child capable of loving, trusting and respecting others.
- That children deserve a nurturing, safe and happy environment which promotes their natural curiosity and desire to learn.
- That play is the work of children and through using their senses, children discover the world around them.
- That children deserve to have teachers whose values enable them to be excellent role models.

Staff

Our staff is warm, nurturing and loving. Our teachers delight in the children and provide them with the greatest love of all, a love of learning and sharing. All of our staff members are CPR First Aid certified and have been cleared through Live Scan. Our staff members work hard to recognize each child as an individual and strive to meet each child's needs.

Our Atmosphere

Our classes are held in a warm and friendly environment which fosters learning and creative expression. We use an extensive supply of early childhood toys and an array of manipulatives that give our children the hands on experiences they need to expand their imagination and creativity. We strive to create a home away from home atmosphere where children along with their parents can feel at ease.

Programs

Garden of Eden Child Care serves children ages two and three. We offer two different programs:

Half Day: Two to five days a week of your choice from the hours of 9:00 - 1:00 pm. This program offers a true preschool experience. During this time children will experience circle time, centers, outside play, snack, with Judaic as well as Secular themes.

Full Day: Two to five days a week of your choice from the hours of 9:00 - 1:00 pm. This program offers all the experiences of the half day program, and also includes a rest time, discovery time activity, snack time and an additional circle time.

Other Programs



Shabbat Parties: Every Friday at 12:00-12:30 pm we have a Shabbat party. Children enjoy this time as we pick an Ima (Mother) and Abba (Father) to dress up in character and go through the traditions of drinking Kiddush (grape juice) and eating Challah (special Shabbat bread) to welcome the Shabbat. During this time, children will also learn many songs and stories relating to Shabbat and our holidays. We welcome and encourage our parents to join us the last Friday of each month. Having our parents (and grandparents) participate helps encourage the tradition of spending time with family and friends on Shabbat.

Celebrations and Birthdays: Families will be invited to join us in Holiday celebrations throughout the year. Birthdays are another important celebration. The parents are invited to come from 12:30 - 1 :00 pm. We provide Kosher cupcakes made in our kitchen with yummy icing and sprinkles. Your child will also receive a special birthday hat and a little treasure of their choice from our birthday box. We will also provide each child with a penny for Tzedakah to encourage the idea of charity. A gift for the classroom in honor of your child's birthday is a wonderful way of teaching your child to think of others on happy, celebrative occasions.



Curriculum

Our curriculum is all about S.P.I.C.E.S., the Social, Physical, Intellectual, Creative, Emotional and Spiritual development of your child. We follow a daily schedule that creates a perfect balance of activities and learning. Your child will receive an education rich in Jewish traditions, integrated with a developmentally appropriate secular curriculum.

Our educational motto is:

Tell Me I forget
Show Me I remember
Involve ME I understand

At Garden of Eden Child Care, we will not merely “Tell” your child or “Show” your child, we will actively “Involve” your child in every aspect of his/her education.

Some sample themes we will be covering:

All about Me	Lag B'Omer and Nature
Yom Kippur and Feelings	Ocean Life
Simchat Torah and Movement	Opposites
Safety and Shapes	Weather
Day and Night	Noah's Ark and Rainbows
Purim and Puppets	The Five Senses
Discovering Science	Thanksgiving and Manners



Sample Schedule

- 9:00 Arrival: Choice of a variety of discovery activities in the learning centers: literacy, manipulatives, dramatic cooking, art and science.
- 9:35 Washing hands
- 9:40 Circle time with prayer, music, stories and games to introduce theme concepts.
- 10:00 Bathroom, Washing and Snack
- 10:30 Outdoor Active Play
- 11:10 Themed art project/baking
- 11:30 Special Activity: Music Teacher/Gymnastics
- 12:00 Washing hands, lunch and conversation
- 12:30 Inside group activity
- 12:45 Bathroom and nap time for full day program
- 1:00 Dismissal for 1/2 day program
- 2:15 Washing, snack and clean up
- 2:30 Movement and discovery Time
- 2:50 Goodbye circle time and handing out of mitzvah notes
- 3:00 Dismissal

Enrollment

Enrollment is ongoing during the school year as space allows. Registration for the forthcoming year begins each March. Registration fees are incurred yearly. Children will be admitted between the ages of two and three.

Each child that is admitted must be determined to be able to benefit from the program offered. Children are admitted on a trial basis for the first two weeks. Parents are required to work closely with the staff to encourage appropriate behavior while at the center. The Garden of Eden Child Care Center must be able to meet the needs of the child in order for the child to remain in the program.

Garden of Eden Child Care reserves the right to refuse the enrollment of any child or to ask parents to make alternative arrangements for the care of a child enrolled in our program if we feel we cannot meet the child's needs.

Enrollment Requirements: Upon receipt of your application and tuition form we will send a complete enrollment package to be brought with you on the first day of enrollment.

Holidays: Each year we follow public school and/or the Jewish holiday schedule. There is no tuition reduction for these days; tuition is based on annual operating costs which are charged monthly.

Withdrawing your child: Should you wish to have your child discontinue at the Garden of Eden Child Care , please notify us in writing at least a month in advance.

Referral Bonus: We hope that you will recommend us to friends, neighbors and colleagues. If a child enrolls based upon your referral, you will receive a \$50 credit towards your child's tuition after their full month enrollment at the center.

Your Child's First Day

The first day of school is often harder for the parent than it is for the child. When your child comes to school the first few times he or she may need some help adjusting. Please plan on spending the first ten minutes helping to familiarize your child with the new setting. Once you have familiarized your child with the classroom and you are ready to leave, please do not linger where your child can see or hear you. A child that is crying or clinging usually calms down soon after the family member moves out of sight. It will be easier for your child to adjust if good-byes are short. You may call and speak to a staff member at any time during the day to check on your child's well being.

Parents Responsibility:

1. To sign your child in/out using your full name and the time of day
2. To check your child's art folder/box
3. To voice any questions or concerns you have regarding your child
4. To provide your child with a nutritious lunch

What your child will need for preschool:

If child attends 1/2 day program

- Extra set of clothing to be kept in their cubby
- Diapers
- Box of wipes
- Dairy or non meat lunch

If child attends full day program

- The list above
- Small blanket (no sleeping or large blankets will be allowed due to lack of storage space)
- Crib sheet for cot

We will launder all sleepwear twice a week.

* * * Please mark your child's name clearly on all of these items * * *



Dairy Lunches:

Garden of Eden Child Care Center will provide hot lunches everyday beginning November. Parents will provide lunches for their child in the interim. Please do not send meat in your child's lunch. We are unable to warm up foods, please feel free to use a thermal container. Foods high in sugar considered dessert items and those of empty nutritional value are not allowed and will be sent home.

Some suggestions for your child's lunch are:

- | | |
|------------------------|-----------------|
| Peanut butter sandwich | Yogurt |
| Vegetarian foods | Cheese sandwich |
| Tuna sandwich | Egg sandwich |
| Macaroni and cheese | Potato salad |

Snacks:

Garden of Eden Child Care Center provides nutritional snacks that are non dairy and meatless for those enrolled in our programs. Please do not send snacks with your children.



Child Care Policies



Sign In/Sign Out:

For your peace of mind and safety of your child, children must be signed in and out by parents or a person you have specifically authorized, whose name is listed on the child's information form and emergency card. No child will be released to anyone without your written authorization. The authorized person will need to show a picture ID when picking up your child. If someone other than persons on the "Authorized Pick-Up list" is to pick up your child, a written, signed note should be given to the teachers at the time of your child's arrival. Please do not leave your child unattended or unsupervised for any reason.

Arrival:

We request that children arrive by 9:00 am so they may take full advantage of the entire morning program especially the discovery time, which allows them to smoothly transition into the daily routine and provide them with focused and individual attention.

Dismissal:

The center closes at 3:00 pm for full-day programs and 1:00 pm for half-day programs. Children are to be picked up punctually. In case of lateness for unforeseen circumstance, please notify the center as soon as possible so that we can prepare your child for the late arrival.

Late Charges:

Parents arriving late to pick up their child will be charged a fee.

Emergency Evacuations:

Should an emergency occur which causes an evacuation of the center, the first two persons on your emergency card will be called as soon as possible. You will be asked to pick up your child if the emergency is expected to last a significant length of time.

Immunization Schedule:

Garden of Eden Child Care Center follows the routine vaccination schedule recommended by the American Academy of Pediatrics and the U.S. Public Health on vaccine service.

A parent may opt to choose exemption from immunization requirements based on their personal beliefs. Parents who chose their child to be exempt must sign an exempt from immunization form.



General Health Policies

Please do not send your child to school if he/she shows any sign of illness. Any contagious or communicable illness must be reported to the teacher or director.

Please keep your child home:

- If they have a fever or have had one within the last 24 hours.
- For the first 24 hours of taking an antibiotic.
- If they have a cold for more than three days (especially if they have been given a cold remedy). Children needing medication should not be sent to preschool)
- If they have a constant cough.
- If they are fussy! cranky! or generally not themselves.
- If they have the symptoms of a possible communicable disease.
- Keep your children home if they are unusually tired! Rest at such times may prevent the development of serious illness.

We do not have the facilities to care for sick children. Should your child become sick during the day, you will be notified as soon as possible. Upon notification, parents are required to promptly pick up their child from the center. In case of illness or injury to a child, where parents are not available, a person on the emergency card will be notified.

The following criteria will be considered in determining if your child must go home:

- Fever of 100 degrees or more
- Inflammation in the eyes
- Vomiting
- More than one incidence of diarrhea
- Communicable disease

- Unknown rash
- Sore throat or trouble swallowing
- Severe coughing
- Difficult or rapid breathing

We ask that you exclude your child from preschool for a minimum of 24 hours if he/she develops any of the symptoms of contagious diseases, and remains excluded until symptoms disappear or your physician determines that your child can return to the center.

In the event of serious illness or injury, at the discretion of the Director paramedics will be called and your child will be transported to an emergency medical facility.

Medication:

Children receiving medication during school hours must have written permission permitting staff to give medication . You must fill out an "Authorized to Administer Medication" form. Staff will only give medication out of original prescription bottles, with child's name, dosage and date of expiration written on the bottle. We will only administer the amount listed on the prescription bottle. Medicine must be given to a staff person to lock up, and **never** left in a child's lunch box or cubby.



Behavioral Management

At Garden of Eden Child Care Center, we seek to build a child's self esteem by helping him/her develop self control and responsibility for his or her actions.

Children are encouraged to use language to resolve conflicts within their environments. A child may be required to choose a different activity or refrain from interaction with other children until he/she can regain appropriate control. Children rejoin activities whenever they are ready to cope. In this way, children learn acceptable group behavior and develop positive techniques to solve their own problems.

We at Garden of Eden Child Care Center do not give children a "Time Out". We work with the children and their environment to redirect a child's behavior to an appropriate activity. In extreme cases where redirection is not affective the teacher may choose to have the child leave the classroom and spend time with the Director to discuss their behavior. This option is only used if it is developmentally appropriate for the child. If such an extreme case is performed, the Director will follow up with a phone call to the child's parents to discuss an appropriate behavior management solution which will enable the child to have a successful day at preschool.

No physical punishment is ever used.

Toys from Home

Children always enjoy sharing things from home with their friends. Guns, knives or any other toy representing a weapon are not allowed at school. To lessen conflicts over toys with other children it is advisable for toys to be left at home. Items from home will remain in student's cubby and will not be used in school.

Clothing

It is best for the children to wear comfortable clothing and save their best outfits for home. Children are always active, and sometimes messy. We do provide smocks for wearing while painting but sometimes paint still gets on clothing. All children need a change of clothes placed in a Ziploc bag, labeled with the child's name in their cubby, in case of an "accident". Closed toe shoes are preferred for safety.



Field Trips

Field trips to places of interest in the community may occasionally be scheduled. When taking a field trip, the safety of your child is our primary concern. In advance of each trip you will be notified of the details and your written permission will be required. Children on a field trip are required to adhere to safety control standards and children less than 6 years and 60 pounds must be in car seats. The adult-child ratio is three to one. Your child will NEVER leave the school premises unless you have given your written permission

Toilet Training

We believe that toilet training should begin when the child shows signs of interest and readiness. Staff will encourage and assist you in your attempts to train your child. Our staff will encourage your child in his or her attempts at independence and offer praise when your child tries or is successful. We make every effort to follow your direction to ensure consistency between the home and the center when possible.



Special Needs/Allergies

If your child has allergies or special needs, please discuss it with the director and child's teachers. We will make every effort to accommodate your child.

Communication and Involvement

We recognize that communication between center personnel and parents is essential. We will make every effort to communicate to you daily the kind of day your child had at the center. We appreciate your sharing with us any insight into your child's life that could influence his or her progress at the center.

Always feel free to speak with your child's teacher regarding any questions or concerns you may have. If the teacher is unable to speak with you at the time, they will make arrangements to speak with you at a more appropriate time. Our teachers' primary focus while in the classroom is the children. We appreciate your cooperation and understanding in this matter.

Newsletters and Calendars:

Newsletters and calendars will be distributed each month, so we can share with you special events, holidays, birthdays and curriculum.

Classroom Activities:

Classroom activities will be posted daily on the parent board. Each day, activities will be marked for you to follow and use as an outline for discussing the days activities with your child.



Special Events:

Garden of Eden Child Care Center schedules several events during the year, designed to provide parents, children, and family members, with special opportunities to enjoy each other at the center. Some examples are: open house, Chanukah programs, Purim puppet show, Passover Seder and end of the year celebration.

Each event is an opportunity to get to know each other, to talk with your child's teacher and to have an inside look at your child's center experience and progress.

We encourage all parents to participate in these events and experience many Nachas moments.



Looking Ahead:

Our goal is to treat each child and parent with love, understanding and respect, being responsive to your individual needs and expectations. The intent of the Parent Handbook is to provide information which is both helpful and useable, and thereby strengthen Garden of Eden's partnership with you, in providing the very best care for your child. We value the trust you have imparted in us and look forward to a wonderful experience together.

*Nothing is more precious than a
smile on your child's face.
A real smile. A smile that expresses
positive self-worth, proud achievement,
and the feeling of relaxed security
that results from an environment of
healthy care.*

Garden of Eden Child Care Center

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