



Aleph Preschool Handbook 2023

License #30437093

Welcome to Aleph Preschool!

Aleph Preschool was established in 2016.

Aleph Preschool admits students of any race, color, nationality and/or ethnic origin and does not discriminate. In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child's disability.

Our teachers are certified, professional early childhood educators.

Aleph Preschool philosophy strives to educate the total child by creating an environment, which encourages the child's intellectual, emotional, spiritual, and ethical growth. We aim to instill a sense of self worth and a lifelong commitment to learning and Judaism.

Mission Statement "Educate a child according to their way."

Aleph Preschool Our atmosphere is open and inviting, allowing children to express themselves and thrive. Our teachers are professional and warm, allowing for maximum communication between parents and staff, and the best school experience for your child.

Aleph Preschool and Chabad Beth Meir Hacoheh operate according to the code of Jewish law. *Entry into Aleph Preschool does not ensure entry into our Hebrew School, Bar and Bat mitzvah program.

AN ACADEMIC DEVELOPMENTAL CURRICULUM The Academic development of each child is of paramount importance. We aim to give your child their first taste of an academic environment using the emphasis of education within the cognitive, social and emotional, language, fine and gross motor areas. Developmental readiness is expressed through exploratory activities in which the child uses the senses: touching, seeing, hearing, smelling, and actively moving about the classroom.

The classroom environment supports developmentally appropriate activities. Centers that encourage role-playing, active learning, quiet time, reading, music and movement along with other activities that allow each child to stretch the neural networks of the brain; at a crucial time when children are capable of learning and growing at rapid rates. Children are exposed to pre-reading activities. We strive to achieve academic goals so that our students will be little scholars prepared for Kindergarten. The presence of visually supportive materials encourages early literacy.



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Outdoor activities are also supportive of a developmental program. Gardening, riding tricycles, water play, digging in the sand, and exploring art through easel work, sand, and water table activities provide opportunities for both creative and physical activity. The children enjoy daily exercise in our beautiful, outdoor area. They delight in climbing and balancing; this encourages large and small muscle development. Our area promotes nature and vegetation with its "Natural Playground" culture.

In our warm, nurturing environment, children experience a positive, active, fun-filled day. Families choose our center because of our modern well-equipped campus as well as the intimate and supportive atmosphere which surrounds their child each day.

HERITAGE AND CULTURE Our fully integrated program weaves Jewish and American customs with a unique developmental Judaic Curriculum. It includes hands-on teaching of a living Judaism. The children are introduced to their first Hebrew language words through song, dance and story. These words are used daily in the classroom. Using role playing, pictures, stories and experiences, our children internalize special feelings and knowledge of the land of Israel. Through the old Biblical stories and the new geography and culture, the children receive a special love and knowledge of the different faces of Judaism. Their cultural awareness creates a strong feeling of community.

FORMS AND RECORDS **Before a student is admitted, parents must fill out application forms, state and medical forms. Parents or guardians are required to sign an agreement indicating the fees and payment schedule. Credit card or head checks are needed before enrollment.**

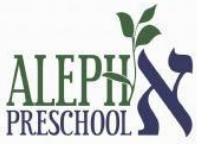
The fees are based on a yearly schedule. We are open 12 months a year with some vacations. Registration fees are due each September per child.

CELL PHONE POLICY Phone calls should be made outside the Preschool facilities so that your full attention is with your child.

CAR POOLS / PARKING/ SIGN IN / SIGN OUT All parents must park their cars in our lot and walk to the preschool to drop off and pick up their children. Parking is not allowed in the handicap spaces or in areas striped with red lines.

SIGN IN: Find your child's name. Sign your full name -no initials please (state law) and time. Check off that the daily phone number is correct. **SIGN OUT:** Find your child's name. Sign your full name and time in the second box. A new sheet will be present every day. ***Each non-signed sheet will be charged \$5 per day.**

DRESS STANDARDS Children in an early childhood school setting need the freedom to move about the classroom unencumbered by bulky or overly fussy clothing. To decide if your child is appropriately dressed, ask yourself the question, "*Will I be upset*



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if paint, food coloring, dirt, or spaghetti sauce gets on this outfit?" If the answer is "Yes", please change your child's clothes. Children are encouraged to wear leggings or pants to protect their legs from climbing outside.

Please do not send your child to school with flip flops or crocs.

CHANGE OF CLOTHING: The following items are required to be sent to school in a large zip-locked bag identified with your child's name:

- o 2 pair of SOCKS
- o 2 pair of UNDERWEAR
- o 2 SHIRT/BLOUSE
- o 2 PANTS/SKIRT/JUMPER
- o 1 EXTRA SWEATER
- o Diapers/wipes if applicable

When any of these items are sent home soiled or wet, please replace them the next day.

Earthquake We have an earthquake kit in the classroom.

Fire Drills Fire drills are routinely conducted according to school regulations and procedures.

Security Lock-Down Drills This school has implemented a plan for security lock-down. Teachers are trained in this procedure and practice drills are scheduled throughout the year. The facility has cameras, and we lock the perimeter doors during school hours.

WHEN YOUR CHILD IS ILL It is **urgent every parent cooperate fully with our health policies!** Our regulations are designed to protect the wellbeing of all the children and to guard, as much as possible, against avoidable absences for health reasons. All vaccinations must be up to date for enrollment.

When symptoms of possible illness arise, or other indications that your child is not well enough for group activity, arrangements **MUST BE MADE** for his/her care at home. **PLEASE**, do not bring a "borderline" ill child to school hoping he/she will pass. A proper place for a sick child is at home, so he/she will not infect other children. Proper care right from the start is imperative so he/she will not infect other children. If your child becomes ill at school, you will be called at home or work and you or your emergency contact will be expected to pick up your child as soon as possible. Exposure to communicable disease and any infectious illness of other family members should be promptly reported to the school office, so we may alert our families to watch for early symptoms.



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We will notify families when their child has been exposed or has exposed the school to an infectious disease. If your child has an episode of vomiting, you will be required to take him home as soon as possible. If your child is sent home with a temperature of 99 degrees or higher, your child can not return to school the next day without a note from a physician **or** no fever for 24 plus hours. Also, if your child has 2 episodes of diarrhea you will be required to take him home as soon as possible. These are signs of illness. In the unusual event that your child is seen to be infected with lice, you will need to take him/her home and treat both your child and the environment accordingly. Your child must be checked and determined to be free of lice and their eggs by the Director of the Preschool.

LUNCHES/SNACKS We strive to be a peanut free facility. Please send a nutritious lunch and a morning and afternoon snack including a refillable bottle of water. Lunches should have proteins, fruits and vegetables.

Please clearly write your child's name on his/her lunch bag or box. Include eating utensils, if needed. We will try to send home uneaten food, when practical. Remember to consider the eating limitations of small children when preparing portions of food.

LUNCH IDEAS Cheese, cut into cubes and crackers | Vegetables and dip in a container | Hard-boiled egg | Sandwiches | Tuna in a container | Fruit whole or cut up | Bagel and spread | Pasta | Olives | Thermos of Soup | Raisins | Salad in a container | Yogurt

Water will be available to the children throughout the day. Please bring a water bottle for your child.

MITZVAH NOTES During the school year we will be learning about different mitzvot (good deeds). Please send short mitzvah notes to school as often as possible.

PLAYGROUND RULES Children who are eating sit at the table. Shoes and socks must be worn at all times on the playground. Toys should be returned to its proper place after use. Sand: The sandbox should only be used when a teacher is nearby. Bikes: Children should ride sitting on the bike seat, ride one person at a time on the bike, ride on the bike trail only, and refrain from pushing other children while riding on the back of the bike or pushing with their hands on the bike step.

COMMUNICATION Parents can expect a return call or email from Naomi Blesofsky within twenty-four hours after their initial call.

BIRTHDAY CELEBRATIONS Simple classroom birthday celebrations may be arranged in cooperation with Naomi for students in Preschool. **GOODY BAGS AT BIRTHDAY PARTIES SHOULD NOT CONTAIN ANY FOOD ITEMS. All refreshments must be Kosher Parve and approved by Naomi.**



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EVALUATION Whenever the need arises, teachers and administrators may request a meeting with parents to discuss their child's progress in school. Parents should feel free to request a meeting when they have a particular matter to discuss with the teacher or with the Director.

TZEDAKAH Tzedakah ("charity" or "righteousness") is a basic concept of Judaism to develop a commitment to charity. Parents are asked to provide young children with one coin daily.

CLASS OBSERVATION Parents and prospective parents may observe classes by calling the school office and scheduling an appointment in advance. Parents must check in with the office upon arrival. When visiting classes, parents are requested to refrain from engaging students or teachers in conversation. In general, 15 minutes is considered ample time to observe a class.

PARENT SUPPORT The partnership between home and school begins with enrollment and continues throughout a student's educational program. • Volunteer to be a room parent. Room parents are our liaison between teachers and families. • Organize the Earthquake kits • Help with the Fundraisers

There are no make-up days.

LATE PICK UP Families who do not pick up before 12:30pm (if half day option chosen) or after the 2:30 PM will be charged \$1.00 per minute unless other arrangements have been made.

STUDENTS WITH SPECIAL NEEDS/SPECIAL TRACKING It is our goal to meet both the academic and social needs of all of its students. Administration and teachers will make every effort to plan an appropriate program that provides the necessary support. If non typical behavior is observed by the teacher, the teacher and director will do a 2 week observation followed by a meeting with the parent.

ADMINISTRATIVE GUIDE

1. Whenever possible, teachers will receive advance notice of special student enrollment.
2. A team meeting will be convened to assist the teacher with program needs and classroom modifications, including goal setting and expectations.
3. Regular meetings may be held with parents of special needs students and classroom teachers to ensure regular progress.

DIVORCE PROCEEDINGS Any divorce or separation must be communicated to Naomi immediately. Parents are required to abide by the safe school policy with respect to staff and other parents. Recognizing the complexities of divorce proceedings, teachers are asked to refrain from taking sides, especially as it relates to questions of parental



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custody. As a result, any requests for employees to write a letter supporting one parent or another will be denied by the school administration. Teacher time is limited and must be focused on the education of all Aleph Preschool. Aleph Preschool has the right to terminate any enrollment if any divorce/separation is causing unnecessary distraction to the school.

In a situation of divorce, the school requires all legal documents pertinent to dealings with a child(ren) be on file and updated regularly in order to follow any arrangements with the child(ren). **If documents are not on file, the school will treat either parent as custodial parent.**

CHILD ABUSE AND NEGLECT All staff members are required by law to report suspected incidents of child abuse and neglect. Abuse and neglect allegations are reported to the Department of Social Services 714-703-2800. If a parent suspects child abuse or neglect by a staff member please notify the director immediately.

COMMUNICATIONS Our teachers strive to maintain both frequent and clear communications. Weekly newsletters will keep you informed about activities in which you may want to participate. Questions about your child's program or progress should be directed to the child's teacher. If further clarification or information is desired, the Director of the Preschool is available to you. If you have a concern about the preschool or the level of care your child is receiving, we want to know. We need to get both positive and negative feedback in order to learn and continually improve our service. Parents should be reassured any concern made would never adversely affect the care provided to a child.

Behavior GUIDANCE Our staff actively encourages children to have a positive attitude toward each other and empathy for others' feelings, but expectations are always developmentally realistic. Our staff encourages children to accept differences, appreciate the capabilities and limitations of children with special or additional needs and actively support them.

Some examples of behavior guidance strategies: Problem solving and conscious discipline methods. Redirection, and positive speech by staff. Encouragement and positive feedback. Children are taught to communicate their feelings verbally.

Special needs children: We refer children with special needs to the appropriate community service agencies. If a teacher sees a concern, they will first document unusual behavior for two weeks and then set up a meeting with parents for a conference with documented information that is observed. Parents will be recommended to the appropriate organizations.

TERMINATION OF ENROLLMENT DUE TO DISCIPLINARY DIFFICULTIES/Parents: Aleph Preschool reserves the right to terminate enrollment whenever it is determined

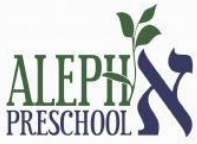


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that a child's behavior is out of control to the extent of endangering the safety and well being of a child or staff member. Also Aleph Preschool has the right to terminate the enrollment for a student if the parent has chosen to not follow the safe school policy.

Safe School Policy: Proper decorum, and appropriate speech (including greeting and goodbye) on school property, in school classroom, on social media sites and within conversation with other parents.

Aleph Preschool expects civility from all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions. Communication, either positive or negative, regarding parents or their children’s concerns about the quality of instruction, classroom atmosphere, discipline, or interpersonal communication, or other relevant issues is not public. A meeting with the Administrator and director will be set up upon request. When concerns are shared in a hostile manner through the use of abusive language, insults, threats, or loud discourse, this is not in adherence to the safe school policy.



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Tuition Schedule and Fees

- Aleph Preschool is open Monday– Friday
- Half Day 8:30 AM-12:30 PM
- Full Day 8:30 AM-2:30 PM
- A late pick-up fee of \$25 will be charged to your account if your child is picked up more than 10 minutes after his/her scheduled time.
- Tuition is based upon a yearly schedule. **Tuition is the same each month September-August even if there are days off due to holidays or sickness. At signing of contract, the first month and last month’s tuition is due. Yea**

| | 5 days per week | 4 days per week | 3 days per week |
|---|------------------|-----------------|------------------|
| Full Day Monthly Tuition Fee based on 12 month schedule | \$940.00 | \$835.00 | \$730.00 |
| Half Day Monthly Tuition Fee | \$810.00 | \$730.00 | \$625.00 |
| Drop In | Full Day \$55.00 | | Half Day \$45.00 |
| Non-Refundable Registration Fee per student once per year | \$250.00 | | |



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OFFICE FORM:

Name of Student: _____

HANDBOOK SIGNATURES: I have received a copy of the Parent Handbook and understand that I must abide by the guidelines and expectations of the Aleph Preschool to ensure my child’s continued enrollment in the program.

Printed Name of Parent or Guardian _____

Signature _____ Date Signed _____

TUITION FEES SIGNATURES:

___ Registration Fee (\$250)

Tuition: ___ Paid in Full ___ Monthly Payments
 ___ Check ___ Credit Card

Tuition due every 1st of the month. All bills must be in order with credit cards or post dated checks by August 25th. **There is a 5% credit card fee.**

Credit Card on File

Name on Card _____

Credit Card Number _____

Exp _____ Code _____

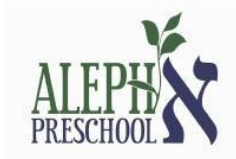
Financial Commitment: Any outstanding balance not paid in full by the first day of the year 2023 will not be admitted.

I/we agree to pay the school tuition and registration fees for the child/children registered and enrolled at the school. I/we acknowledge that I/we have been advised of such fees, rates, and terms as defined in this document Preschool Forms and Payment Schedule.

Signature (financially responsible)

Printed Name

Date



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APPLICATION FOR ADMISSION

| | | | | | | | | | | |
|---|---|------|-----|------|----|-----|------|----|-----|------|
| Name of Child Hebrew Name if applicable | | | | | | | | | | |
| Date of Birth & Birthplace | | | | | | | | | | |
| Siblings living at home | <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">1:</td> <td style="width: 45%;">F/M</td> <td style="width: 40%;">Age:</td> </tr> <tr> <td>2:</td> <td>F/M</td> <td>Age:</td> </tr> <tr> <td>3:</td> <td>F/M</td> <td>Age:</td> </tr> </table> | 1: | F/M | Age: | 2: | F/M | Age: | 3: | F/M | Age: |
| 1: | F/M | Age: | | | | | | | | |
| 2: | F/M | Age: | | | | | | | | |
| 3: | F/M | Age: | | | | | | | | |
| If Child is adopted, please explain: | | | | | | | | | | |
| Any family conversions, please explain, mother/father: | | | | | | | | | | |
| Other related Information such as health issues, allergies, special needs: | | | | | | | | | | |



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| | |
|---|---|
| Father’s Name or Guardian | |
| Email | |
| Home Address | Address: City: State: Zip: |
| Driver’s License | |
| Occupation | |
| Business Name and Address | Name: Address: City: State: Zip: |
| Cell Phone & Work Phone | |
| Mother’s Name or Guardian | |
| Email | |
| Home Address (Only if separate addresses) | Address: City : State: Zip: |
| Driver’s License | |
| Occupation | |
| Business Name and Address | Name: Address: City: State: CA Zip: |



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| | |
|-------------------------|--|
| Cell Phone & Work Phone | |
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| Administration: Application Date Received:..... Date Deposit Received:..... |
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