

# Aleph Handbook



**License #304371554**

**Welcome to Aleph Preschool Infant Care**

**Aleph Preschool was established in 2016.**

**Aleph (Infant Care) Preschool was established in 2023.**

The children enrolled in this program are from 6 months to 2 years old. Aleph is licensed under Community Care Licensing and follows all guidelines as indicated by licensing. The classroom has teachers to maintain the appropriate child to teacher ratio of one adult to four children. Because the Aleph staff follows stringent state safety guidelines, you can be assured of a safe and positive environment where your child can grow and develop a sense of identity and self-confidence.

Aleph 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.

## **Contact person:**

**Naomi Eliezrie Blesofsky Administrator and Director**

**Naomi@OCJewish.com** You should expect a response within 24 hours or less.

## **Phone During Program Hours:**

Naomi: 714-225-2903 Office 714-693-0770

## **The Daily Schedule**

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. They are fed, changed, and nap only on a schedule and as needed/per child. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, s/he may alter her/his own schedule to fit in with the group. Some common changes you may notice in your child's behavior after enrollment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite.

## **Basic Daily Schedule**

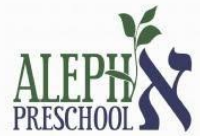
8:30 AM- 9:00 AM Breakfast

11:30 AM-12:15 PM Lunch

2:00 PM-2:25 PM Snack

*Nap occurs sometime between 9:00 and 11:00 and between 1:00 and 2:25 PM depending on the child.* This schedule varies depending on the age and the individual needs of each child.

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For example, children closer to six weeks old sleep and eat on their own schedules, while children closer to 16 months are gradually prepared for the meal and napping schedule.

Students will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. A daily guide will be provided of changes, feedings, and more.

**If a child needs a specific type of formula or food for a medical condition, a doctor's note will need to accompany this.**

A parent may bring in breast milk if desired, all prepared and put in a bottle. We will warm as needed. As the student grows and becomes more adept at eating, they will be using his fingers for eating "finger-foods" and working on using a fork/spoon. As they gradually start to eat cereals, jarred foods, and table foods, parents will inform the teacher of what their child can eat.

It is recommended that students try new foods at home first, then parents can add the new food to the classroom list.

All food and bottles should be prepared and ready for eating and must be labeled with a sticker that says the date on it for each item. This keeps within our **healthy food policy**.

## **Dropping Off and Picking Up**

Please try to drop off and pick up your child around the same time each day. This helps your child adjust to group care more easily by developing a routine.

Hours: 8:30 AM- 2:45 PM Monday-Friday

## **Arrival and Departure Times**

If you are going to bring your child to school much earlier or later than usual, please let Naomi know ahead of time so that the room is properly staffed for your arrival.

*Please bring your child each day in a **clean diaper** and with some food (or milk or formula) in his/her stomach. We cannot guarantee that a staff person will be available to feed and/or diaper your child immediately upon arrival.*

## **Pick Up by Person Other Than a Parent**

Please let the staff know if someone other than yourself will be picking up your child. This person needs to be on the child's list of people allowed to pick up the child or if this is just a one time pick up we have a short form for you to complete. Let staff know the approximate time this person will arrive, and please tell the person who is picking up to bring a photo ID as staff *will* ask unfamiliar individuals for identification.

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**If someone who is not listed comes to pick up your child and we have no note/message, and cannot reach you, we will refuse to release your child.** In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.

## **Late Pick Up**

If you pick up your child after 2:30 PM, you will be charged a **\$1 per minute per child late fee**. Out of respect for the staff and their time, please call if you know you are going to be late.

If we have not heard from you and cannot reach you by 15 minutes after the program end time, your emergency contacts will be called.

If we have still not heard from you or your emergency contacts and cannot reach you by 45 minutes after the program end time, local law enforcement will be notified.

It is understood that conditions beyond one's control exist. If these conditions arise, you must notify the school as soon as possible, and make arrangements for your child to be picked up.

**Continued late pick up *may* result in the termination of your registration.**

## **Absence**

If you will be going on vacation, please let the staff know the dates your child will be gone so we can staff the room appropriately. If your child is ill, please call and let us know. **It is extremely important to let us know if your child has a contagious illness.**

**Aleph Preschool is required, by law, to post information regarding all communicable diseases to which children have been exposed.**

## **Calendar**

Aleph Preschool is closed on all major legal and Jewish Holidays.

There are no make-up days for legal holidays. For the days off for Jewish Holidays parents may make up the day, the week of the holiday. If students are absent there are no makeup days.

## **Feeding and Supplies**

### **Bottle Feeding**

While at Aleph, your child may be fed using a bottle. You may choose for your baby to be fed formula or breast milk, however **all bottles must be made of plastic**. By labeling all parts of your child's bottle including the date (excluding the nipple) we can ensure that no part of your baby's bottle will be used to feed another child.

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**Breast Milk:** Please express the breast milk, put it in bottles, and bring it to school every day when you drop off your child. **All breast milk bottles must be labeled with the child's name and date on which you bring them to the center.** The milk will be stored in your child's assigned place in our refrigerator. Please help your child become acclimated to bottles well before they transition to group care. Not all babies are able to latch onto bottles without assistance. Introducing your baby to a bottle well in advance of childcare minimizes the stress your child may experience when transitioning to group care.

**Ready-to-feed plastic bottles are required:** All bottles containing breast milk will be sent home unwashed at the end of each day. Child Care licensing standards do not allow staff to have direct contact with breast milk.

**Formula:** Prepare your child's bottles for the day at home and send them in a lunch box. Bring the lunch box to school every day when you drop off your child and it will be stored in your child's assigned place in our refrigerator. Please keep a backup supply of formula and a spare bottle on your child's shelf in the kitchen in case of emergency. Please note that all bottles prepared at home will be sent home unwashed per licensing standards.

**Juice:** Staff are not allowed to serve juice from bottles at the program. This is a preventive measure against baby bottle tooth decay. We will serve only water and milk.

**All bottles must be labeled with your child's name and the date on which you bring them to the center, every day.**

**Bottle Warming:** Microwaves are **NOT** used for warming. Staff will place all bottles in a cup of warm water to bring up the temperature of the milk.

**Solids:** We do not require that solids are given by our staff, but doctors recommend that students start on solids at six months in order to keep them satiated longer and we strongly support this recommendation.

***Please try all foods at home with your baby for at least three days before asking us to serve them in case of allergic or adverse reaction to any foods. This is for your child's safety.***

**Baby Food:** When it is time to start baby food, please bring containers of fruit and vegetables to leave at school. These will be stored on a shelf that is labeled with your child's name. Unless your child consumes the entire container of baby food in one sitting, we will serve your child's baby food out of a bowl rather than the original container in order to keep the remaining portion fresh.

**Finger Food:** When it is time to start finger foods (recommended between 7 and 9 months), please bring your child's food in a container that is labeled with their name.

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Please make sure that all food items are individually and clearly labeled with your child's name. Your child's spot is labeled with your child's name.

It is extremely important for students to learn to self-feed and, eventually, self-feed from a spoon. We strongly encourage children to pick up food and feed themselves.

**Diapering and Supplies:** Disposable diapers are **required**. Typically, the staff changes each child's diaper every two hours and when a child has a BM. If your child is sleeping, his/her diaper will be changed upon waking. If your child is on a stroller ride, his/her diaper will be changed upon returning to the room.

**Disposable Diapers:** Please bring a pack of the appropriate size diapers for your child. When your child needs more diapers, the staff will indicate this on the Daily Sheet. We want AT LEAST enough diapers for an entire week in their cubby at all times.

**Diaper Wipes:** Please bring a large refill package of wipes that can stay at school with your child. A note will be sent home when you will need to bring refill wipes.

**Diaper Rash Ointment:** Please bring a tube or container of diaper rash ointment to be kept at Aleph. This must be labeled with your child's first and last name.

**Clothing and Supplies:** Please bring three sets of the appropriate size clothing, including socks, to be left in your child's locker at school. Make sure to label all clothing items with your child's first and last name. If your child's clothing becomes dirty due to a messy meal, or because of a diaper leak, the staff will put the dirty clothing in a plastic bag and place the bag in your child's cubby.

*While the staff tries to make sure that your child stays clean during the day, please note that it is an important part of a child's development to explore and get messy. Hands-on activities are essential at all stages of a child's life. Consequently, staff recommends sending your child in clothing that stands up to a little wear and tear. Clothing may become stained.*

**Outdoor Attire:** Please bring a hat to protect your child from the sun when we go outside. If you would like your child to wear sunglasses, please bring those as well. Also, please bring a sun block of at least **SPF 45**. This must be labeled with your child's first and last name.

**Preparing Your Child for Group Care:** There are a few things you can do in advance to prepare your child for the transition to group care.

**Socialize Your Baby:** Expose your baby to other family members, children, friendly adults or babysitters. This will help your child enjoy and look forward to interactions with other people.

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**Sleep:** Let your baby learn to sleep around conversation, music or other daily activities. During group care some children will enjoy a restful sleep while others are playing, eating or engaged in a developmental activity.

**Becoming Familiar with Bottle Feeding:** If you are breastfeeding at home, you must acclimate your child to drinking from a bottle.\* Not all babies are able to latch on to the bottle without assistance. Introducing your baby to a bottle well in advance of his/her transition to group care will set him/her up to succeed.

**\*If your child refuses to take a bottle, we may have to ask you to pick up your child or come to the center for feedings until they are able to take a bottle.**

**Curriculum:** The classroom provides activities to fit the developmental level and needs of each child. The major developmental areas are: Cognitive and Language Development, Social Development and Group Playing; Large Motor; and Small Motor Development. The children have the opportunity to explore and learn in a secure and safe environment.

**Social Development and Group Playing:** Group playing refers to the ability to interact socially on a nonverbal level. The idea is to have fun, learn about relating to others by playing with them and, incidentally, develop motor and social skills. With social development, sharing is an important skill to be mastered because children are naturally egocentric. We lay the foundation for this developing skill.

**Gross Motor:** Gross Motor refers to activities using large body muscles. Activities that encourage children to use their large muscles are an important part of brain development. These activities include large block play, music and movement, crawling, walking and climbing both indoors and outdoors.

Balance is the basis of all large muscle movement. Balance games that encourage postural awareness include tiptoe walking, rocking, or walking with something on the head.

Eye-foot coordination happens when the feet respond to information from the eyes. Eye-foot coordination helps us to avoid tripping and stumbling over things in our path. Dancing and clapping encourage rhythm and a sense of timing.

Motor planning refers to the ability to plan movements, even if a person is only subconsciously aware of this planning.

Finally, the spatial sense has to do with knowing where one is in space and how physical objects relate to one another. Good games for this include getting into boxes, crawling through tunnels, and going through obstacle courses.

**Fine Motor:** This term refers to the manipulation and strengthening of the small muscles of the hand and foot. Children need to learn how much muscle strength to use to accomplish

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different tasks. For instance, children practice using their hands and fingers while playing with interactive toys in our classroom. Hand-eye coordination is developed by playing games such as throwing and catching, and playing with cause-and-effect toys.

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**Cognitive and Language Development** Children learn to recognize their name. They will begin to understand the concept of objects. They learn what is/is not food. They will begin to understand me, you, him/her, and yours/mine. They will begin to understand when an activity is ok, or when to stop an activity. Sensory activities are a fun and excellent stimulus for brain development. Participating with music will encourage memory, imagination, and language. Staff will read with the children, and will encourage touch, playing and nurturing, which are all necessary experiences for your child's healthy development.

**Baby Sign Language** At Aleph we communicate their basic needs without whining or tears. Giving the proper tools to communicate will cause less frustration for them and for you! As soon as your baby can wave goodbye, he/she can begin to sign other things, too. The basic signs we use here include, but are not limited to: milk, water, eat, drink, more, all done, play, please, and thank you. Please ask your primary caregiver if you have additional questions about sign language.

**Primary Care:** We follow a continuity of care model. Research has shown that providing a consistent caregiver allows children to maintain a sense of security that allows them to explore more freely the world around them. Children need a loving, consistent caregiver to help them with their learning process.

**Sick Procedure When your child is ill, It is urgent for every parent to 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.

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 Aleph.



**Medication** If your child needs to take medication daily, it is preferable that you give the required doses at home before your child comes to school and when s/he gets home in the evenings. However, we understand that sometimes it may be necessary for the teachers to administer medication. **We follow very strict guidelines for medication administration, and your adherence to these rules is of the utmost importance to your child's health and safety.**

Parents are required to complete a Prescription Medication Authorization/Administration Form. This form is valid for two weeks from the date of completion. **A separate authorization is required for each medication and each episode of illness.** Forms are available in the classroom and the office upon request.

### **Non-Prescription Medications**

- The medication must be in its original container, labeled with the child's first and last name
- Medications are to be given only to the child indicated on the container (twins and siblings **cannot** share).
- **Medication containers typically do not identify a dose for specific ages under two, a physician/nurse practitioner's written authorization is required for group care providers to administer it.**
- Parents/guardians are required to give as many doses as possible at home

### **Prescription Medications**

- The medication must be in its original container, with a legible label from the pharmacy indicating the child's name, date (covers period when medication is to be given), name of medication, dosage, instructions for use (consistent with parent's request), doctor's/nurse practitioner's name, pharmacy name and telephone number. (This label constitutes the physician's/nurse practitioner's order.)
- Samples must be accompanied by a doctor's written prescription.
- Medications are to be given only to the child indicated on the container (twins and siblings **cannot** share).
- Parents/guardians are required to give as many doses as possible at home

**Nebulizers** Children who require nebulizer treatments are, by law, only allowed to have two treatments per day in the child care setting. Any child who is still wheezing or having respiratory distress *after* a nebulizer treatment *will be* excluded until his/her condition improves.

All medication administered at Aleph will be documented on the Medication Authorization/Administration Form. Medication will be returned to parents or thrown away at the end of the two week period for which the medication form is valid.

## **Administering First Aid and Sources of Care in Case of Emergency:**

We make every effort to maintain a safe environment for all participants.. A staff person trained in CPR, first aid, and general emergency response (fire, tornado) will always be present. Emergency contact information forms must be completed and signed when enrolling. No child will be allowed to attend the program without a completed and signed emergency contact form.

If a child has a **MINOR INJURY**, first aid will be administered and a family member will be informed.

If a child has a **MAJOR INJURY**, which may need medical attention, the staff will contact a family member immediately so that the child may receive necessary medical treatment.

In an **EMERGENCY**, when immediate attention is needed, the staff will call 911 then immediately contact a family member. After the emergency services have been called it is up to EMS personnel to decide on appropriate action. If the child needs emergency treatment, it will be at the nearest available facility. The family will be responsible for all medical charges.

**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.

## **Development**

**Exploration and Language** As students enter the toddler years, they begin to perceive themselves as separate from other people. They are beginning to become more independent and able to do things for themselves. They are rapidly developing expressive language and becoming better able to convey their likes and dislikes.

**Tantrums and Biting** The gap between what a child wants to do and what the child is capable of doing can lead to frustration and tantrums that are common during these years. It can also result in biting.

**A Note to Parents about Biting** Biting is a natural event that occurs in all childcare programs. It is unavoidable. When it happens, it can be frustrating and very stressful for children, parents and teachers. There are no quick or easy solutions.

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Children bite for a variety of reasons: simple sensory exploration, over stimulation, teething, panic, crowding, seeking attention, cause and effect experimenting, or an intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results. Staff applies the following deterrents:

**Parent/Staff Communication** Staff works with parents to understand any biting event, and asks parents to reinforce non-biting resolutions at home.

**Response to Biting** When a child is bitten, the staff avoids any immediate response that reinforces biting. This includes negative attention. The biter is immediately removed from the situation with no emotion. Caring attention is focused on the victim. The biter is not allowed to return to play for a moment and is talked to on a level that s/he can understand. S/he is redirected to another activity.

**Context** The staff discusses and examines the context and possible causes of each biting incident. In addition, the staff tries to determine if the child who is biting is getting enough attention, care, appropriate stimulation and positive non-biting reinforcement. The staff works with the child on conflict resolution or expressing frustration in a positive manner.

**Environment** We strive to provide an environment that minimizes crowding and frustrations.

**Avoidance of Biting** The staff makes every effort to protect potential biting victims. Many times a staff person shadows the child who bites to try to avoid any biting situations by redirecting the child to other activities.

**Assessments and Parent/Teacher Conferences** Regular assessments provide help to determine the developmental growth of each child on intellectual, physical, social and emotional criteria. Conferences are scheduled twice during the school year. Please contact your child's primary caregiver if you would like to schedule a conference at a different time.

**Publicity** Participants' images and names may be used in publicity (including newsletters, brochures, websites and videos) and any media coverage of our programs and events. If you do not want your child's image used in publicity, please contact the office.

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**PLEASE SIGN AND RETURN TO THE OFFICE BEFORE YOUR CHILD BEGINS SCHOOL:**

I have received a copy of the Aleph Preschool 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.

**\_\_\_ (initial) I acknowledge that 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.**

Name of Student : \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Date Signed

\_\_\_\_\_  
Parent or Guardian Date Signed

***Aleph Preschool, Aleph Infant Care and Chabad Beth Meir Hacoen 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.***

**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.**

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**CELL PHONE POLICY** Phone calls should be made outside the facility 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 Aleph 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.**

**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. Lunch 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 | Bread and spread | Pasta | Thermos of Soup | 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. **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. Our school attempts to develop a commitment to be more fortunate than themselves by donating a few pennies a day 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. Our PA (Parent Association) provides many opportunities for volunteer efforts. • 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

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to refrain from taking sides, especially as it relates to questions of parental 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 students. Aleph 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. 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 is available to you. 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 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.

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**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 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 (Infant Care Program) is for Ages 6 Months- 2 years old. is open Monday- Friday

- Half Day 8:30 AM-12:30 PM
- Full Day 8:30 AM-2:45 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.**

	<b>5 days per week</b>
<b>Full Day Monthly Tuition Fee based on year schedule</b>	\$1265.00
<b>Half Day Monthly Tuition Fee</b>	\$1200.00
<b>Hourly After Care</b>	\$20/hour
<b>Non-Refundable Registration Fee per student.</b>	\$600.00



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**OFFICE FORM:**

**Name of Student:** \_\_\_\_\_

**Date of Entry:** \_\_\_\_\_

**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 (\$600)

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 2025 Academic year 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 Aleph Preschool Forms and Payment Schedule.

\_\_\_\_\_  
Signature (financially responsible)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# Aleph Handbook



## APPLICATION FOR ADMISSION

<b>Name of Child</b> <b>Hebrew Name if applicable</b>	
<b>Date of Birth &amp; Birthplace</b>	
<b>Siblings living at home</b>	<b>1:</b> <span style="margin-left: 100px;"><b>F/M</b></span> <span style="margin-left: 50px;"><b>Age:</b></span> <b>2:</b> <span style="margin-left: 100px;"><b>F/M</b></span> <span style="margin-left: 50px;"><b>Age:</b></span> <b>3:</b> <span style="margin-left: 100px;"><b>F/M</b></span> <span style="margin-left: 50px;"><b>Age:</b></span>
<b>If Child is adopted, please explain:</b>	
<b>Any family Jewish conversions, please explain, mother/father:</b>	
<b>Other related Information such as health issues, allergies, special needs:</b>	

<b>Father's Name or Guardian</b>	
<b>Email</b>	
<b>Home Address</b>	<b>Address:</b>  <b>City:</b> <span style="margin-left: 150px;"><b>State:</b></span> <span style="margin-left: 100px;"><b>Zip:</b></span>
<b>Driver's License</b>	
<b>Occupation</b>	
<b>Business Name and Address</b>	<b>Name:</b>  <b>Address:</b>  <b>City:</b> <span style="margin-left: 150px;"><b>State:</b></span> <span style="margin-left: 100px;"><b>Zip:</b></span>
<b>Cell Phone &amp; Work Phone</b>	
<b>Mother's Name or Guardian</b>	
<b>Email</b>	

# Aleph Handbook



Home Address (Only if separate addresses)	Address: City: State: Zip:
Driver's License	
Occupation	
Business Name and Address	Name: Address: City: State: CA Zip:
Cell Phone & Work Phone	

**Administration:** Application Date Received: \_\_\_\_\_ Date Deposit Received: \_\_\_\_\_

**B"H**

## Aleph Infant Care Needs/Service & Feeding Plan

**Semester/Year:** \_\_\_\_\_

### CHILD'S INFORMATION

**Child's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_

### Feeding Plan:

#### Liquids:

Child is to be fed the following:

- Breast Milk
- Formula – Brand: \_\_\_\_\_
- Milk – Special: \_\_\_\_\_

# Aleph Handbook



Milk – Whole

Child now uses:

Bottle – How often & when: \_\_\_\_\_

Cup – How often & when: \_\_\_\_\_

What age do you plan to introduce your child to a cup : \_\_\_\_\_

## Solid Foods

Child is currently on solid foods?

Yes

No

Child can feed itself?

Yes

No

Child now uses:

Spoon

Fork

What age do you plan to introduce your child to

Spoon :

Fork :

## Food Groups Age Specific Food Consistency

Bread	Cereal	Fruits
<input type="checkbox"/> Strained	<input type="checkbox"/> Strained	<input type="checkbox"/> Strained
<input type="checkbox"/> Whole	<input type="checkbox"/> Whole	<input type="checkbox"/> Whole
<input type="checkbox"/> Chopped	<input type="checkbox"/> Chopped	<input type="checkbox"/> Chopped

Vegetables	Meats
<input type="checkbox"/> Strained	<input type="checkbox"/> Strained
<input type="checkbox"/> Whole	<input type="checkbox"/> Whole
<input type="checkbox"/> Chopped	<input type="checkbox"/> Chopped

# Aleph Handbook



**Special instructions from the child's pediatrician relating to diet:**

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# Aleph Handbook

## Feeding Schedule

What type of milk and how many ounces daily ?

- Breast Milk : \_\_\_\_\_
- Formula : \_\_\_\_\_
- Milk : \_\_\_\_\_

Approximately what time do you usually offer your child solid foods? \_\_\_\_\_

Healthy foods child likes: \_\_\_\_\_

Foods child dislikes: \_\_\_\_\_

## Food Allergies

List food allergies: \_\_\_\_\_

List any other types of allergies: \_\_\_\_\_

Allergy special instructions: \_\_\_\_\_

## Sleeping Patterns: Sleeping Schedule

Does your child take a nap in the morning?  Yes  No

Approximately what time? \_\_\_\_\_

Usually how long? \_\_\_\_\_

Does your child take a nap in the afternoon?  Yes  No

Approximately what time? \_\_\_\_\_

Usually how long? \_\_\_\_\_

Does your child use any transitional objects (blankets, pacifier, etc.)?  Yes  No

If yes, what objects? \_\_\_\_\_

Special instructions: Some children derive great comfort from personal items such as a photo of the family, a “key” to the house (not the actual key), or an item belonging to a parent such as a shirt. Please talk with the teacher about transitional objects children can carry with them, both literally and figuratively! We do not wish to have children associate food with behavior and discourage any food items brought into the center for this purpose.

## Medications:

Medication(s) taken (including inhaler): \_\_\_\_\_

# Aleph Handbook



How often: \_\_\_\_\_

## Diapering And Toilet Learning Plan:

Infants and toddlers will be checked frequently and will be kept clean and dry. During arrival, the family will complete a diaper check before the family departs. Each family is required to provide the center with diapers and wipes.

Child uses:

\_\_ Disposable Diapers–Brand: \_\_\_\_\_

\_\_ Wipes–Brand: \_\_\_\_\_

\_\_ Training Pants–Brand: \_\_\_\_\_

\_\_ Potty Chair

\_\_ Toilet

Any other products which family will supply to be used on your child: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notes:** 1) A completed Non-Prescription Medical Instruction, Consent and Waiver form on file for the use of all topical ointments (diaper ointments, sunscreen, mosquito repellent etc.)

## At what stage of development does the family anticipate starting the introduction of:

Potty Chair: \_\_\_\_\_

Child-sized toilet: \_\_\_\_\_

Underwear: \_\_\_\_\_

Method of toilet learning: \_\_\_\_\_

\_\_\_\_\_

## Individual Infant and Toddler Activities:

What songs do you sing with your child? \_\_\_\_\_



# Aleph Handbook



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Families are encouraged to contribute ideas to the plan. Please discuss any special exercises or helpful accommodations for your child: \_\_\_\_\_

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*Active play, diapering and toileting and all other interactions will be provided during your child's routine.*

**This form is required to be updated each semester as your child's needs change and reviewed with parent/guardian prior to being signed and approved by persons listed below. The family will receive a copy of the updated plan each semester.**

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Parent/Guardian's Signature

Date

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Center Director's Signature

Date