



Parent Handbook 2021-2022

BEGINNING DAYS AT SCHOOL

הִנֵּה מַה טוֹב וְיָמָה נְעִים שָׁבַת אַחִים גַּם יַחַד
Behold how good and how pleasant it is for us to dwell together in unity.
—Psalm 133:1

Derech Eretz: The Way of the Road / Respectful Citizenship

The Torah instructs the Jewish people to treat all people and property with kindness and respect. Loosely translated, *derech erez* is about the way we get along with one another and how we live and work together.

It sets a good example when we foster derech erez and model respectful and responsible behavior. We are blessed that our community is so vital, and our programming expansive and inclusive. It is easy to forget that we share our space with others whose needs may be different from our own. When at Brotherhood, please keep the following in mind:

- Strollers should remain outside the school in the designated area.
- In inclement weather, strollers must be folded and placed in the cloakroom on the first floor.
- Strollers must be picked up each day and not left overnight.
- Strollers may not be brought to the lower level.
- The use of cell phones is not permitted in the school or sanctuary during school hours.
- Refrain from holding side conversations during special programming.
- Children should run in the yard and not in school, or in the corridors or on the stairs.
- An adult should accompany children at all times when in the building or in the yard.
- Talking about others does not foster community. We are a small school community. Negativity is damaging to you and to those around you. The staff of the school and synagogue is available to discuss any school-related questions or concerns that you may have.

Social Action and Tzedakah

"*Tikkun olam*" (literally, "world repair") has come to connote social action and the pursuit of social justice. *Tzedakah* literally means righteousness, but it is often interpreted as a charity because Judaism views giving as the ultimate act of righteousness. Each month the Synagogue organizes opportunities to participate in tikkun olam and tzedakah projects. Throughout the year teachers may introduce chances for the children to participate in developmentally appropriate ways.

Separation

Facilitating a positive separation experience is an important goal of the program. There will be several opportunities for parents to hear more about the specifics of this process. We will also be holding separation workshops for parents and/or caregivers during the first weeks of school. We look forward to working together with you to make this a positive experience for you and your child.

Home Visits and/or Park Visits

Home visits for children entering the 2's program take place before school begins, early in September, and are designed for each child to begin to establish a connection to his or her teachers.

Yachad Meetings

Yachad meetings are volunteer opportunities for parents to meet with the teachers before the school year starts. The meetings are an opportunity to discuss goals and expectations for their children for the upcoming year. Teachers schedule these appointments over the summer months.

Phase-in Schedule

Although there are many differences in how and when children adjust to school, we believe that a slow phase-in schedule will ultimately benefit the children. This gradual schedule for the beginning of school enables children to come together in small groups and familiarize themselves with their teachers, their classmates and the rhythm of the day. While this is sometimes inconvenient for families, we believe that it supports our long-term goal of a positive separation, and helps to set a solid foundation on which to build an ongoing relationship between teachers, parents, and children.

Arrival and Dismissal*

The teachers use the time before school begins to meet and prepare for the day. Therefore, please note the specific arrival time for your child's class. The teachers will open the door to the classroom at the scheduled time. We have designated a waiting area for your convenience. It is important to arrive at school on time. Please be mindful that it is disruptive both to your child and to the group when a child consistently arrives late to school.

Each class has its own procedure for dismissal. The teachers will discuss their specific plan with you. Teachers will not dismiss a child to anyone other than those people designated by you on the dismissal form unless we have received a written note from you regarding the change. It is important that you or your caregiver always be on time. Even a very short delay can worry a child needlessly.

School Hours

2's – 3's (Yellow Room)	Monday, Wednesday, and Friday 9:00–11:45 a.m.
3's – 4's (Red Room)	Monday–Friday 8:50 am–12:30 p.m.
4's – 5's (Blue Room)	Monday–Thursday 8:50 a.m.–2:00 pm Friday 8:50 am–12:30 pm

SPECIALISTS

Early Childhood Consultant

Our Early Childhood Consultant is a helpful resource for all members of the school community. They visit the classrooms, observe all the children, and work with staff. They are also available to parents to discuss individual concerns. In addition, the Early Childhood Consultant will facilitate parent workshops. If you wish to make an appointment to speak to them, you may do so through the Director.

Movement

Our movement specialist encourages children to express themselves creatively through movement. Movement classes introduce children to being active and physical in interesting, playful ways. The activities help children with developmental skills such as coordination, balance, flexibility, overall strength, increasing stamina, and even enhancing memory. Being active in this way also boosts a child's self-esteem, helping them to feel good about their abilities while increasing confidence. The concepts explored are developed in conjunction with classroom activities.

WHAT TO BRING TO SCHOOL?

It can be helpful, but it is not necessary, for children to bring light backpacks to school. Though most communication will be conducted electronically, parents should check their children's backpacks daily for notes home or other school communication.

From time-to-time parents have requested to have information disseminated to other parents through the children's cubbies and backpacks. This is an effective means for communicating about the Parents' Association and other school-related activities. **Please do not use the children's cubbies for communication about other non-school related activities. Do not leave birthday presents or gifts in the cubbies.**

In general, it is preferable for children to avoid bringing toys from home unless they are part of a study unit or in-class activity. It is understood that at times, especially during separation, children benefit from bringing a cherished transitional object. In those cases, teachers will be sensitive to the needs of the children while encouraging them to keep the object in their cubbies to avoid loss and distraction. The school does not allow toy guns or weapons of any sort, including water guns, light-sabers, etc.

Please do not send bottles, sippy-cups or pacifiers to school.

CLOTHING

Children should come to school in clothing that is comfortable and well-suited for play. Please send your child to school wearing shoes that allow him or her to run, jump and climb comfortably and safely. Backless shoes, those with slippery soles, sandals, cowboy boots and Uggs, Crocs, etc. are not conducive to school activities. If necessary, send in sturdy shoes for outdoor play and the teachers will help your child change into them for recess and movement.

Because we play outside unless the weather is extremely inclement, please be certain to send appropriate outdoor clothes (i.e. hat, gloves, scarves, and boots in winter.) All children should have a complete change of clothing in a box that will be kept in their cubbies. We encourage children to use smocks when they are doing messy activities and help them learn to take care of their things. At the same time, the children are active explorers and it is important that they are free and able to enjoy the many varied activities of the school day. As a result, clothing will sometimes get soiled. Please keep this in mind when dressing your child for school. It is also helpful to help promote emerging independence by dressing your child in clothing that is easy for him or her to manage (i.e. no difficult buttons). Of course, teachers will be available to assist when necessary. **Please label all clothing with your child's name.**

COMMUNICATION WITH TEACHERS

Contacting Teachers

Teachers are always available to discuss your questions or concerns. If you wish to communicate with a teacher by telephone, you are welcome to leave a message with the school office 212-995-9867, and your call will be returned within twenty-four hours. Please do not text teachers during school hours. Teachers will periodically initiate phone contact with parents. These are wonderful opportunities for teachers to share tidbits about your child's life at school. At arrival and dismissal times teachers must give their full attention to the children and we, therefore, urge you not to use this time to have detailed discussions about individual children. Each class has a designated email address to further facilitate communication. Please contact your teachers via emails rather than text messages.

Kitahyellow@gmail.com; Kitahred@gmail.com; Kitahblue@gmail.com

Conferences

Conferences are an opportunity for parents and teachers to share observations and insights about your child's growth and development. Although communication between teachers and parents is ongoing, we have designated two parent conferences each year. Please consult the school calendar for specific dates. In addition, as needs arise, conferences may be scheduled with the teacher or director.

Classroom Visits*

There will be scheduled opportunities for parents to visit the school throughout the year. All parents will have the opportunity to be a visiting Shabbat parent on a designated Friday. The annual in-class Chanukah party is another opportunity for parents to interact with their children in the classroom. Other opportunities may include a special project or event. From time-to-time parents who would like an additional opportunity to visit the class, may schedule a time to join the class to read a story, help with a cooking project, etc. Our school-wide Shabbat dinner provides a wonderful opportunity for families to include siblings or special visitors in a school event. If you have an older sibling who would like to visit your child's class, please speak to your child's teacher in advance. Every effort will be made to accommodate older siblings for a brief visit.

HEALTH GUIDELINES AND EMERGENCY PROCEDURES *

Medical Forms

The New York City Department of Health requires that each child have a complete up-to-date medical form on file. Current health forms must be received prior to the opening of school. Please note that at any given point in the school year, the medical form must be up-to-date within one year from the last well-child visit. Therefore, please update your child's medical form if it becomes out of date during the course of the school year. Children without an up-to-date medical form will not be permitted to attend school.

If your child is sick or does not appear well, please do not send your child to school. You should keep your child home if he or she has had a fever, diarrhea, or has vomited within the previous 24 hours. For colds and other illnesses, we ask you to consider the comfort of your own child as well as the well-being of others at school. Often remaining at home an extra day helps ensure the health of all of our children and staff. Some symptoms to watch out for include a heavy nasal discharge or a persistent cough, diarrhea, or vomiting, fussy, cranky or atypical behavior, reddened eyes with discharge and/or crusty lashes. For routine colds, a good rule of thumb is to keep your child home if the nasal discharge is heavy, or not clear, or if your child is exhibiting more than one cold symptom (i.e. sneezing and coughing).

At times, if a child arrives at school and appears ill, the teachers will ask you for more information and may at times, with your permission, ask for input from your pediatrician. We sincerely feel that it is in the best interest of all the children to use caution in this area.

If your child has a communicable disease i.e. chickenpox, strep, impetigo, conjunctivitis, fifth's disease, etc. please let the office know promptly, so that we may communicate the information to other parents as is required by the Department of Health. Even if your child is no longer contagious it is important that you report the illness to us.

Children returning to school after an illness should be well enough to participate in all activities including outdoor play. Please notify the school office if your child will be absent from school.

If a sibling is sick and you are dropping off your well child at school, please arrange for a friend or a member of the staff to sit with the ill child upstairs or outside while you do drop-off.

*** Please refer to the school website for current Covid-19 safety protocols and regulations.**

Medication

The school does not dispense any medication except under emergency conditions. If your child needs emergency allergy medication kept in school, written instructions from the pediatrician and a parent release must be kept on file in the office. Please make sure we have all the necessary information regarding allergies. Children who require an Epipen need to have emergency forms completed by both parent and pediatrician prior to the start of school and must meet with staff prior to the start of school to review the emergency protocol.

Emergency Procedures

Emergency forms are kept on file in the office. We must have these prior to the start of school. Please be sure to notify us of any changes that may occur during the school year. In an emergency, we will attempt to contact you immediately. Please make sure that you provide us with phone numbers where we are able to contact you during the school day. If we cannot reach you, we will try the other people you have specified. Please let them know you have designated them to make decisions in case of an emergency. If an emergency involves an illness or injury that requires immediate attention, we will contact your pediatrician if we cannot reach you.

In the event that we would be required to evacuate the building, but could remain safely outside, we would use Gramercy Park as a temporary location until we could contact each parent or another authorized person to pick up your child. If that location would not be safe, we would use the Calvary St. George's at 21st Street and Park Avenue South (212-475-0830 or 212-475-1216) as an emergency shelter. Your children's safety is our number one priority. We will take care of your children for as long as needed until you or another adult authorized by you, pick up your child arrives.

We are also able to contact the parent body via Parent Reach. The contact information will be taken from the emergency forms that you fill out at the beginning of the school year.

Allergies

The Brotherhood Synagogue Nursery School is a nut sensitive environment. No peanuts or tree nuts may be brought into the school.

Parents of children with severe allergies are asked to meet with the Director and teachers before school begins to discuss a detailed plan in case of an allergic reaction. Parents of children with serious allergies must also fill out an allergy protocol form to be kept at school along with the child's emergency information. It is essential that you keep the teachers up to date on any suspected or known changes regarding your child's allergies.

Fire Drills

The Nursery School conducts monthly fire drills as required by the New York City Fire Dept.

Lockdown Drills

The Nursery School also conducts lockdown safety drills on a regular basis.

SPECIAL DAYS

Birthdays

Birthdays are a special time for children and their families. We look forward to acknowledging children's birthdays in school. Each class has its own plan for establishing birthday traditions. Some classes will coordinate in-class birthday plans with parents. Please note the food section in regard to any food served to the class. We like to keep birthdays special but simple. Small, individual servings are suggested. Please be sure to consult your teachers about allergies in the classroom before making your selection. Please do not send in party favors or special paper goods. If you choose to celebrate your child's birthday with an out-of-school celebration that involves other children from school, we would greatly appreciate your adhering to the following suggested guidelines. Our goal is to make extensions of the in-school experience reflect our community with thoughtful inclusive planning.

When scheduling a party that involves members of your child's class, we ask that you **please check the calendar so as not to conflict with the Sabbath or any Jewish holiday**. This includes Friday afternoons when Shabbat comes in early. For children's parties, we request that parents adhere to the same guidelines that the school uses when serving food in school to children (regarding Kashruth and allergies of children in the class.) We want to ensure that all the children feel comfortable eating the food at a birthday party of a classmate. For any assistance in this matter please feel free to contact the school office.

We appreciate your sensitivity in composing a guest list for children's birthday parties. We suggest that children invite either the whole class, a small number of children (less than 1/3 of the class, or a logical segment of the class that does not personalize a child's omission (such as all the boys or all the girls). Please do not distribute invitations to out-of-school birthday parties at school. Do not leave presents or gifts in children's cubbies.

Holidays

On Fridays, each class creates its own special atmosphere to welcome Shabbat. Children learn about the Jewish holidays through stories, art projects, songs, and cooking. We do not celebrate Halloween, Valentine's Day, Christmas or Easter at school.

FOOD

As part of the Synagogue, the Nursery School observes Jewish dietary laws. In an attempt to be respectful of the many issues surrounding the sharing of food (i.e. allergies, dietary law observance, and varying nutritional expectations within families), we have adopted the following guidelines that we hope will help preserve those values.

All food served in school must be prepared in school or marked kosher. We cannot serve any food prepared at home.

Lunch

For those children who will have lunch in school, please send a non-meat lunch along with a beverage in a lunch bag with your child's name on it. We ask that you send a nutritious lunch that your child will enjoy that does not include candy, gum, or soda. School policy does not allow for sharing of food brought from home.

Snack

A kosher snack is provided daily by the school. Families are asked to sign up on a rotating basis to provide fresh fruits and vegetables to the classroom.

Other Food Policies

The school adheres to a no nuts and no peanuts policy for both foods served at school and food brought from home. Please do not send tree nuts or peanuts to school. Please do not send any foods prepared at home to be shared with the group. For food that will be shared with classmates, such as in-school birthday parties must be Kosher. Please note that the above guidelines include food consumed in the hallways before or after school.

PARENT COMMUNITY

Parent Association

There are many opportunities to become involved as parents of children at the Nursery School. In addition to class parents who help facilitate communication on school issues for parents within classes, opportunities exist to help the school as a whole with volunteer projects and to help plan events and activities throughout the school year. Involvement in the Parent Association offers an opportunity to meet other parents and to help the school community.

Here is a list of the various Parents' Association Committees:

1. **Tzedakah and Chesed Committee:** Coordinates community outreach in conjunction with the Social Action Committee of the Synagogue, acknowledges events in the lives of the Nursery School Community (sibling births, etc.), and promotes the extension of Jewish life beyond the classroom (parent education, etc.).
2. **Shabbat Dinner:** Plans and runs school-wide Shabbat dinners for Nursery School children, alumni, and their families.
3. **Spring Benefit:** Plans and runs our spring fundraising event.
4. **Teacher Appreciation Committee:** Plans and runs our annual "Orange Tea."
5. **Merchandise Committee:** Orders and distributes merchandise to promote school spirit.
6. **Challah Committee:** Coordinates parent and student volunteers to distribute Shabbat challahs.
7. **Special Events Committee:** Coordinates special holiday events for Nursery School parents.

We ask that parents pay PA dues each year to support the work of the committees and to promote opportunities for connection, growth and enjoyment.

The PA dues cover the cost of holiday gifts for our valued security team, administration and support staff as well as the class teachers. The dues also cover the Orange Tea; a beautifully catered lunch held every May to celebrate the staff and parents for having completed a successful year in their child's growth. The money additionally goes towards subsidizing Shabbat dinner; a cherished opportunity for the whole community to gather together. If there has been a birth or a death of a family member in our Nursery School community, the PA dues cover the cost to plant a tree in Israel as a way to honor that event. Finally, if a child from the Nursery School has a hospitalization, the PA will send a gift to the child to help brighten their day and remind them that their classmates are waiting for them.

Parent Workshops and Classes

During the year several workshops will be held for parents to come together to discuss issues of common interest such as toilet training, sibling rivalry, preparing to celebrate Jewish holidays in the home, etc. Some of the workshops will be held during the day and others in the evening. Synagogue programs, including adult education classes, are open to Nursery School parents.

I found a fruitful world because my ancestors planted it for me.

Likewise, I am planting for my children

—Talmud, Taanit 2

Please sign and return the following slip to the Nursery School office to confirm that you have read the Parent Handbook.

I have read the Parent Handbook

NAME(S) _____

SIGNATURE(S) _____

DATE _____