



RABBI STEVEN FOSTER
EARLY LEARNING CENTER
at TEMPLE EMANUEL

Where discovery meets community

PARENT HANDBOOK



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WELCOME ALL FOSTER EARLY LEARNING CENTER FAMILIES!

At Rabbi Steven Foster Early Learning Center we strive to nurture each child's innate sense of wonder and curiosity by providing them a safe, inviting place to learn and explore. We believe that the foundation for cognitive growth is the development of social and emotional skills, thereby offering children a loving and responsive environment. Small class sizes and a play-based environment provide an opportunity for discovery, creative-thinking and collaboration. Our Emergent Curriculum encourages children to make their own choices, explore their own ideas and follow their own interests through the guidance and expertise of our teachers.

Our approach to early childhood education is informed by progressive educational practices, primarily Judaic values, the Reggio Emilia approach and Social/Emotional Intelligence programs. These methods guide and inspire us to maintain a high level of respect for each child as we honor their uniquely individual experience here at our school.

We are looking forward to a wonderful year!

-Susan Wartchow
ELC Director

VISION STATEMENTS OF RABBI STEVEN FOSTER EARLY LEARNING CENTER

Classroom and Learning Environment

Rabbi Steven Foster Early Learning Center is a place where:

1. Children are supported as they grow in all areas of development in a safe, playful and nurturing environment.
2. Special emphasis is placed on independence, creative thinking and a love of learning.
3. Children are viewed as capable learners and diversity is valued.
4. Core Jewish values are woven into everyday learning experiences.
5. Staff is committed to ongoing learning.

Community and Relationships

Rabbi Steven Foster Early Learning Center is a place where:

1. Each individual is viewed as being created in the image of God.
2. Diversity, dignity and the potential of everyone and every household is valued.
3. Teachers work to develop warm and responsive relationships with children and families.
4. Staff members work together as a collaborative team and are respected, valued and supported.



5. Jewish holidays and traditions are honored and celebrated in meaningful ways with the entire school community.

MISSION STATEMENT OF TEMPLE EMANUEL CONGREGATION

Individuals are inspired to fulfill their Jewish identity and to actively participate in our dynamic Reform Jewish religious community.

OUR PHILOSOPHY

The spirit of our Jewish tradition and heritage rests at the heart of Rabbi Steven Foster Early Learning Center philosophy.

Learning Jewish values and concepts are a very important part of our everyday practice within our early learning center.

JECEI established a set of core Jewish values and ideas to guide our work in constructing Jewish early childhood centers. Understood as "lenses," they help create a framework for teachers and parents for study, discussion and development of a shared vision in the classroom. There is much room for interpretation but below is sample of how the lenses are used in our school:

- *Masa*: Journey (Reflection, Return and Renewal)
- *B'rit*: Covenant (Belonging and Commitment)
- *Tzelem Elokim*: Divine Image (Dignity and Potential)
- *K'dushah*: Holiness (Intentionality and Presence)
- *Hit'orerut*: Awakening (Amazement and Gratitude)
- *D'rash*: Interpretation (Inquiry, Dialogue, and Transmission)
- *Tikkun Olam*: Repair of the World (Responsibility)

During the school year, a number of meaningful tzedakah projects for the children will take place. Tzedakah is social justice, and for our young children, that means helping others. The children will participate in tzedakah projects happening in their classroom and in our school, bringing an authentic "helping others every day" meaning into their lives.

WHAT WILL MY CHILD BE LEARNING?

The Foster Early Learning Center is a play-based, hands-on learning environment where children are encouraged to safely explore the world around them. From these

interests, teachers and children embark on a path of learning that includes skills and concepts children need to know. We incorporate and are inspired by these approaches and curricula:

1) Socially and Emotionally Responsive Environment: Socialization and Emotional competency is a primary goal in our caring, experiential program. Social-emotional development includes the child's experience, expression, and management of emotions and the ability to establish positive and rewarding relationships with others (Cohen and others 2005).

For young children, learning to be a part of a group, sharing and meeting new friends, learning new concepts and skills all happen through play. All other learning is based on this fundamental ability. Some of our school goals are:

- To help children learn the fundamental concept of socialization, how to get along with each other and problem-solve as well as to identify their emotional states and cope with their feelings.
- To help children develop a feeling of self-worth and self-confidence by providing a safe environment in which the activities of the children are valued.
- To develop a positive sense of Jewish identity through incorporating Jewish values, rituals and traditions into the classrooms.
- To offer opportunities for appropriate verbal expression so that children can express ideas and feelings clearly.
- To encourage creativity and a continued sense of curiosity and discovery.
- To offer opportunities to develop large and small motor skills, visual and auditory skills.
- To develop cognitive skills appropriate for each child.

2) The Reggio Emilia Approach is an innovative and inspiring approach to early childhood education which values the child as *strong, capable* and *resilient*, rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it. Fundamental principles of this approach are: 1) Children are capable of constructing their own learning. 2) Children form an understanding of themselves and their place in the world through their interactions with others. 3) There is a strong focus on social collaboration and having their thoughts and questions valued. 4) Communication is a process, a way of discovering things, asking questions, using language as *play*. 5) Children are encouraged to use language to investigate and explore, to reflect on their experiences. They are listened to with respect, believing that their questions and observations are an opportunity to learn and search together. 6) The environment is the third teacher. 7) The adult is a mentor and guide. 8) An emphasis on documenting children's thoughts.

3) Emergent Curriculum is a philosophy of teaching and way of planning curriculum that focuses on being responsive to children's interests to create meaningful learning experiences. This philosophy prioritizes active participation, relationship building, flexible and adaptable methods, inquiry, and play-based learning. Curriculum is child-initiated, collaborative and responsive to the children's needs.

Children will be exposed to the wonder of discovery and learning new things. Ultimately they will become their own teachers, seekers of knowledge and understanding on their own terms. We believe that the best way to prepare children for their future is to encourage them to think for themselves, to make their own decisions, and to trust themselves. Our children will develop an essential sense of their own self-worth. Fostering independence and curiosity helps each child attain their own worthiness. Children will be encouraged to select their own play activities and develop their own ideas.

HISTORY

Rabbi Steven Foster Early Learning Center was started by Rabbi Foster in 1971 with two teachers and 12 students. Today it has more than 40 teachers and 275 students. Throughout the years, the Foster Early Learning Center has continued to be a leader in early childhood education in the Denver metropolitan area.

ADMISSION TO OUR SCHOOL

Admission is based on a first come, first served basis, with priority given first to Temple members and then to families of children enrolled at the time of application. The school serves children ages 12 months through age 6 regardless of ethnic, racial or religious background.

REGISTRATION OF YOUR CHILD

Timeline

The application process for the next school year begins in January. Priority registration windows will open in the following order and run through the month of January:

1st window – Registration begins for members of Temple Emanuel.

2nd window – Registration begins for families currently enrolled in the ELC, but are not members of the Temple.

3rd window - Registration begins for families waitlisted from the previous school year. Following the 3rd priority window, registration will open up for all interested families.

We are committed to making sure we are providing *best practices* for young children and staying true to our philosophy of creating emotionally responsive environments for children, teachers and families; which means lessening children's transitions throughout the day. To do this, we create classrooms based upon children's schedules and ages. If

you wish to change your schedule after you have completed your registration, you may be moved to a waitlist for a different schedule if we are not able to accommodate the change and have a waitlist for the class in which your child was initially placed.

Children with Special Needs

In compliance with Americans with Disabilities Act, children with special needs shall be included in enrollment when it is determined that the staff and/or facility can provide a beneficial classroom setting for this child. At the time of application to the school, parents shall be required to fully disclose any known special needs of his/her child. It is the prerogative of the school to request that the child be evaluated prior to admission to the Foster Early Learning Center and that any medical, education or other pertinent records be offered to the school for consideration. If families wish to invite teachers meet with any specialists or therapists working with their children, and this meeting takes place outside teachers' working hours, families may be charged \$50 per meeting to compensate teachers for their time. You will be billed directly through Smart Tuition.

Requests for a Teacher

If you wish to make a teacher request, please submit it in writing and turn it into the office no later than April 1. Know that we will honor as many requests as we can but children's schedules take priority over teacher and friend requests.

In keeping with the best academic practices of our community, all children must be the appropriate age for the class they are being enrolled in by October 1st in order to attend our school. Every effort is made to ensure the best grouping which will allow for a positive experience for each child. Children must be at least 12 months of age to attend the Foster Early Learning Center.

Once you have been offered a space for a given school year, you will have the opportunity to make a registration deposit by a date set in your registration email. This deposit consists of a \$75 registration fee and one month's tuition. All registration deposits are nonrefundable and nontransferable. However, the one month's tuition will be credited back to you for the month of May of that school year.

MANDATORY HEALTH FORMS

You must submit to the office the following completed forms before August 15, 2017. You may not attend until all forms are turned into the school office. Social Services may ask that your child be excluded from school until these forms are on file with the school:

1. Certificate of Immunization - required by state law to be signed by a licensed physician or a representative of the state or local health department by the first day of school.
2. General Health Appraisal Form – filled out and signed by both the doctor's office and parent and/or guardian..
3. ELC Emergency Form—listing emergency phone numbers and people designated to pick up your child.



4. Any additional forms as required at the time of admission or at a later date. If these forms are not on file in the office, Social Services can ask that your child be excluded from school.

Forms may be dropped at the ELC office or faxed to: 303-388-6328, Attn: Emily Dunn. We encourage you to establish a medical home and dentist for your child to establish a place of consistent care, if you have not done so already. When enrolling your child through our parent portal, you will be required to enter this information.

MEDICATION FORMS

The following requirements must be met before administering medications, both prescription or over the counter.

1. Written authorization from the health care provider.
2. Parent written authorization.
3. Medication in the original labeled container.
4. Documentation of medication administration.
5. Nebulized medications and emergency injections (such as Epipen) require a written health care plan completed by the child's health care provider.

These forms are available in the ELC office. The ELC staff of the Foster Early Learning Center will not be held responsible for missed or incorrect dosages of medication. Program staff may not deviate from the written authorization from the health care provider with prescriptive authority. If at all possible, please administer all medication at home.

GENERAL HEALTH APPRAISAL FORM

Allergies to any particular foods must be noted on the General Health Appraisal Form which is kept in the office and on the list posted in the child's classroom.

CHILDREN'S MEDICATIONS

The procedure for storing and administering children's medications and delegation of medication administration is in compliance with section 12-38-132, C.R.S., of the "Nurse Practice Act".

Children's medications will be stored in locked and/or inaccessible locations to ensure that children are safe. Teacher's will carry children's individual Epipens and or other life-threatening medications. All staff will receive CPR, First Aid, Universal Precautions and trained in administration of epi-pens. A select amount of staff will complete the *Administration of Medication* course taught by the school nurse. These individuals are able to provide additional care.

HOW DO I PAY MY TUITION?



We have partnered with Smart Tuition for the processing and collection of our families' tuition and fees. With Smart Tuition you will be able to select a payment option that works best for you. A \$50.00 application fee, a \$75.00 registration fee, plus a deposit of one month's tuition, all nonrefundable and nontransferable, are required at the time of registration. The tuition deposit will be applied to your September charge for the 2017-18 school year. You will then be billed by Smart Tuition once a month from September (for a partial August payment) through July. All families are required to enroll online with Smart Tuition.

Our summer program is an extension of our regular school year with the choice of opting out of the summer session. If families choose not to stay during the summer, Smart Tuition will adjust your billing accordingly. You will pay a \$50 fee each year for this billing service that will be processed in August.

The school code for Smart Tuition is **12054**.

SMART TUITION ENROLLMENT INSTRUCTIONS

Begin the online enrollment process by going to **EnrollWithSmart.com**

Search for Rabbi Steven Foster Early Learning Center or enter our school code **12054**.

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address, as Smart tuition regularly communicates important information about your account via telephone and email.

Enter the name and school year grade of the child(ren) who will attend.

Review the available payment plans offered and choose one. Indicate how and when you will make payments. Select your preferred method of payment and due date from the option offered.

1. Review your information and Smart Tuition terms and conditions. Once complete, click on submit enrollment.
2. After completing the form, you will be presented with a confirmation page and your information will be submitted to **Rabbi Steven Foster Early Learning Center** for review and account activation.

The parent help center is always available to assist you. Smart Tuition is open 24 hours a day, 365 days a year. Their contact information is:

Phone—1-888-868-8828

Email Address—parents@smarttuition.com

Website—www.parents.smarttuition.com

ADDITIONAL FEE DESCRIPTION

To better serve you, we have offered many programs with different time schedules that we have priced accordingly. These are listed on our Fee Schedule. If you require care beyond the times you are registered for, please notify the office that your child will be



using the Drop-In service after 12:45 pm. You will be charged \$10.00 per hour for the time that your child attends.

We will charge \$75.00 per change made to your child's schedule after June 1st. This will be seen as a change fee on your Smart Tuition statement.

A \$65.00 Special Activity/Technology Fee will appear on your statement in August. This amount is collected to pay for special activities teachers will be arranging to enrich your child's education during the year and for technology updates and support.

A \$20.00 Security fee will be billed to your Smart Tuition once a month for each child attending.

A \$35 late fee will be assess if health forms are not returned to the office by the date they are due. (August 15, 2017 for all children registered for the 2017/18 school year)

“DROP-IN” REGISTRATION COUPONS

If you will be arriving early or will be picking up your child later than what you have originally registered, you will receive a Drop-In Registration Coupon that the teacher will have completed for you. The coupon will include the date, drop-in or pick-up time, any teacher comments to you as well as both a teacher and parent signature. Our ELC office will retain the yellow copy and you will receive a white copy at the end of the day. You will be billed \$10.00 per hour through Smart Tuition when you utilize this service.

If you are not enrolled in Rise and Shine but wish to use this service you must email the Office Manager by 3 p.m. the day prior and receive a confirmation.

All toddlers and 2 year-olds must confirm availability for Rise and Shine or afternoon Drop-In by 3pm the day prior.

PARENT PORTAL

All families must be enrolled in our Parent Portal, which can be found at www.ccmparent.com/FosterELC. As the school year approaches, you will be sent an email inviting you to enroll or reenroll your family in the portal. You must reenroll in the portal each year. Once you are registered in the portal, please use it to update contact information for individuals authorized to pick up your child(ren), emergency contacts, your contact information, etc.

TERMINATION OF ENROLLMENT

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest

of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment based upon the Director's discretion may be the result of, but not limited to, the following:

- Abuse of other children, staff or property.
- Disruptive or dangerous behavior towards self, other children or staff.
- The ELC's inability to meet the child's needs.

If parents choose to withdraw their child(ren) prior to the end of the school year, notice must be given in writing to the school 45 days prior to the withdrawal of their child(ren) to avoid additional payment beyond their last day of attendance. If a child attends any day during one calendar month, tuition will be due for that entire month. Tuition is due on the 1st of every month school is in session.

SCHOLARSHIPS

Financial assistance is available for ELC families who are in need of financial help to cover school tuition depending on funds available during the school year. Families interested in applying for scholarships must complete an application on F.A.C.T.S., the financial aid assessment service used by Foster ELC and JEWISHcolorado. Please speak to the Director if you are interested in scholarship information.

Trudy Dock Scholarship Fund

The Trudy Dock Scholarship Fund is earmarked specifically for the Early Learning Center and is used to provide financial assistance to ELC families in need.

Jewishcolorado

JEWISHcolorado (formerly the Allied Jewish Federation of Colorado) maintains an early childhood education scholarship fund. In response to the economic downturn and in recognition that Jewish early childhood education is a priority for the community, a community scholarship fund for Jewish ECE was initiated with a grant from Rose Community Foundation. The Annual Scholarship Fund continues today with funds raised by JEWISHcolorado from generous donors. Families interested in applying for financial aid may visit the FACTS website at factstuitionaid.com to apply online, or contact FACTS via phone at 1-866-315-9262 for assistance in completing the application.

Denver Preschool Program

Denver voters passed the Denver Preschool Program (DPP) to help all Denver children go to quality preschools in the year before kindergarten. DPP also gives grants to improve preschool programs. DPP enrollment is open to all families living in Denver with a child in the last year of preschool before kindergarten.



DPP bases tuition credits on family income, the number of people living at home, the tuition at the family's chosen preschool and the quality of the preschool. Families may choose part-time, full-time or extended-time preschool programs, as well as preschools outside of Denver, provided that the preschool is enrolled in DPP.

Tuition credits range from \$34-\$1,250 per child per month for a 12-month period.

For more information, questions or application please call (303) 595-4DPP or visit their website at www.dpp.org. Applications are also available in the ELC office.

TO ENSURE HIGH QUALITY OF LEARNING

Colorado State Licensing

Our school is licensed by the State of Colorado and follows the "Rules Regulating Child Care Centers". State licensing inspectors regularly inspect the classrooms, playgrounds, kitchens to assure compliance with licensing rules.

Denver Preschool Program

The Foster Early Learning Center is an enrolled provider of the Denver Preschool Program (DPP). DPP is the result of a voter approved initiative to provide tuition credits for parents, and quality improvement grants to preschools. DPP is open and voluntary for all Denver children the year before they are eligible for Kindergarten. Tuition credits are awarded to all Denver families regardless of income or other activities.

--Colorado Shines Rating System

As part of our participation in the Denver Preschool Program, all of our 14 classrooms are rated every three years on the quality of our learning environment, the opportunities the program provides towards building family partnerships, the training and education of staff, the adult-to-child ratios and group size in the classroom. Our current rating is good through December 31, 2018.

--C.L.A.S.S. Rating System

The Denver Preschool Program allows for a second, standards-based rating on the use and instruction of language in Pre-K classrooms. Our Pre-Kindergarten classrooms are rated every two years and our current rating is good through December 31, 2017.

Colorado Agency For Jewish Education

Mentoring and coaching that CAJE (Colorado Agency for Jewish Education) provides will enable us to have ongoing training, mentoring and coaching throughout the next year with Judi Morosohk, CAJE ELC Consultant.

ARRIVAL AND DEPARTURE TIMES

7:30-9:00 am—Rise and Shine session



9:00-12:30pm—Morning session
12:30-3:30pm—Afternoon session
3:30-5:30pm—Extended Day session

DROP-OFF AND PICK-UP POLICIES

Children should arrive to class at 9:00 a.m. and need to be picked up promptly at dismissal time. Teachers will be using the time before and after class to set up the room and to clean up. **If you attend Rise & Shine, you must bring your child before 8:35, or you will need to wait until 8:50 to bring your child to class.** Between 8:40-8:55, children are in transition from Rise & Shine to their classrooms, and once this process begins, for the safety of your children, we cannot add additional children to the group. If your child will be staying until 5:30 p.m., we ask that you be prompt in picking up your child. We will charge a \$1.00 fee per minute, per child, for children picked up after 5:30 p.m. Thank you for your understanding.

For the safety of your child, school policy requires that he/she be brought directly to the assigned classroom at the beginning of the day and picked up in the assigned classroom at the end of the day by a parent or authorized person 18 years old or older. **Please remember to always sign your child in and out on the pin pad outside the front office.** Never leave your child unattended in the classroom or the school building.

If, on a given day, your child has permission to leave school with someone other than those authorized individuals listed with the office, please advise the classroom teacher as well as the front office in writing. If you wish to change the names of persons who are authorized to pick up your child at any time, you may add them to your parent portal.

If you are picking up more than one child, please give yourself enough time to get to the second child by your designated pick up time. If you are late to pick up your child, you may incur a drop-in fee.

WHEN A CHILD IS NOT PICKED UP AT THE END OF A SCHOOL DAY

If a child has not been picked up by the end of the day, office staff will call ALL numbers on the child's Emergency Form. After that time, if no one has picked up your child, we will call 911 and your child will be put into the care of the police and Social Services.

DISCIPLINE POLICY

Our children's safety and well-being is our primary concern. The discipline policy at the the Foster Early Learning Center is to help children problem-solve natural occurring social situations or events. Developing language skills around social interactions, helping children become conscious of their feelings, redirecting children to a more acceptable activity and setting clear limits regarding our expectations enable us to



prevent many possible problems before they occur. Our aim is to develop and encourage coping skills that will help children manage their normal, ever-growing emotional states. This happens as teachers facilitate the development of self-control through modeling, positive guidance and encouraging appropriate social behavior.

We gently teach children that kicking, hitting, biting, or yelling is not appropriate behavior. Staff will guide the children in discussion about what is happening, how they feel, and what they can do to resolve the problem in a more positive and productive manner. Acknowledging the feelings and emotions of children as well as protecting and valuing the positive image of everyone, is a key piece of the emotionally responsive environment we strive to offer.

We are also aware that children are not born with social and emotional skills embedded in brain functioning and that it is a process that must be learned. With this knowledge, it takes time to learn these skills. We offer a place for this to happen. This means that children will be exposed to other children who are learning self-regulation.

If, however, the child continues to struggle with their behavior, the parents will be asked to come in for a conference to discuss how we can best meet the needs of the child.

WHEN BITING HAPPENS

Many pre-verbal children go through a period of biting. Children may bite as a natural defense when their personal space feels encroached upon, not having yet mastered more refined ways of protecting their space and their wants. The immediate effect of the bite may be so gratifying to the biter that for a time, the biter may continue.

We recognize that biting, while it may not be acceptable, is normal and natural for toddlers and not unusual for two year olds and young children in general. It frequently occurs in groups of children just on the verge of fluent language. Biting can be a frightening but normal part of most children's development. We ask you to trust that each biting incident will be handled in a developmentally appropriate and professional manner. Our policies concerning biting will be:

1.) Staff will carefully monitor children to redirect potentially challenging situations when biting may happen.

2.) If biting happens, one staff member will comfort and aid the child who was bitten while another engages the child who bit. A third staff member may be called to help with the class and/or assist with the children involved in the incident.

- a. Depending on the bite, first aid procedures will be followed to clean any break in the skin and any comfort measures provided to the injured child.
- b. Based on the age of the child who bit, appropriate

conversations will be held with the child and teachers/directors.

3.) Lastly, parents of both children involved in the incident will be notified.

SNACKS, LUNCHES AND ALLERGIES

We do not allow pork products (i.e. ham, bacon, cuts of pork), or shellfish (i.e. shrimp, scallops, clams)— including items like pepperoni, salami and hot dogs that are usually made with pork. Please look for non-pork versions of these foods that are clearly labeled 100% beef or turkey or chicken. As these items look like pork versions, please let your child's teacher know that they are all-beef or turkey.

Should we be in session during the holiday of Passover, we do not bring foods that contain leavening for snack or lunch. Foods not eaten during this time are crackers, breads, tortillas, cookies, cakes, pretzels, etc. Your child's teacher will provide a list of appropriate foods allowed during this holiday. If a prohibited food item does come in a child's lunch, you may receive a reminder note from the teacher.

Snacks

All classes have mid-morning and mid-afternoon snacks. Please bring a snack for your child each day. Please place it in a small labeled container in the snack basket located in your child's classroom each morning.

We recommend you provide a small amount of two food groups (example: cheese and crackers, blueberries and yogurt, hummus and carrots, etc...).

We encourage parents to provide snacks that are wholesome and healthy. Your snack can be quick, easy and inexpensive. Please remember to keep your snacks peanut and tree-nut free.

Birthday snacks

Birthdays are wonderful and important to children. When it is your child's birthday, please visit with your child's teachers to discuss what type of treat might be appropriate for that day. We request that any food treats are packaged items so that we will have a list of ingredients available for review.

Cold lunches

Cold lunches are provided by the family. Please be aware that our staff is not able to warm food for children.

Allergies

Allergies to any particular foods must be noted on the General Health Appraisal Form which is kept in the office. All allergies will then be posted as a school-wide list and discretely placed in every classroom. Please check with your child's teachers to be certain your child's allergy is correctly listed. We encourage you to share with your



child's teachers how your child's allergies appear and the medical plan that needs to be followed.

Due to the number of children who are allergic to tree-nuts and peanuts (and all products containing peanuts and peanut oils), the **Foster Early Learning Center is a PEANUT AND TREE NUT-FREE school**. Parents may not bring in peanuts and/or any nut such as cashews or almonds for either snack or lunch.

BUILDING SECURITY

Locked Doors

Main ELC doors are supervised when people are arriving at 9:00am and are closed at 9:10am. The doors are again opened and supervised when people are arriving for pick-up at 12:25pm, closing at 12:40pm.

You must stop by the ELC office to identify yourself to be buzzed into the school any other time of the day. Please note, all persons picking up must be on the approved pick-up list.

Please help with the security of the school and refrain from leaving the locked doors open. Be sure the doors close securely after you.

Our Security Guards

A security guard will be on duty during the hours of operation of the ELC, and on site for other Temple events as well. All families will pay a \$20/month/child security fee. This is a proactive endeavor, as safety is our highest priority for our families.

How Do I Know Who Works in the ELC?

Teachers and ELC staff wear ID badges identifying themselves.

Check In and Out Safety Reminder

For the safety of your child, school policy requires that he/she be brought directly to the assigned classroom at the beginning of the day and picked up in the assigned classroom at the end of the day by a parent or authorized person 18 years old or older. Please remember to always sign your child in and out. Never leave your child unattended in the classroom, the school building or in the car.

While everyone is learning names and faces, you may be asked to show your ID when picking up a child, even if you are the parent. Please be sure to bring your ID with you into the building.

Parking Lot Reminder

The ELC parking lot is on the north side of the school entrance. Please enter the lot on the south driveway and exit through the north driveway. Exercise extreme caution in the parking lot. Children sometimes pull away from adults and dart in front of cars. Do not leave your car in the emergency/fire lane (even for a minute). Please do not park in spaces designated for Temple personnel or Auction Winner spaces.

CONTACTING YOU IN CASE OF EMERGENCY

Please notify us of any changes in your place of living or employment. We must have a working emergency number and ability to reach you at all times.

AUTHORIZED PARTY PROCEDURES

When you complete your child's authorized individuals to pick up your child via Contacts section in the parent portal, you identify those you authorize as safe adults for your child. Please keep these contacts current and up-to-date. It is also a source of emergency information for your child.

Unless the parent (or other authorized party) and teacher have already met, the Authorized party must show ID on first pick up and the ELC office will check ID with a the list of authorized individuals in the portal.

SIGN-IN/OUT PROCEDURE

Rise and Shine

The adult dropping off a child must sign the child in on the pin pad located outside the office. Outside your child's classroom, please note any changes to your regular pick up time or person picking up your child for that day. Please put your child's belongings into their classroom cubby and walk him/her to the classroom or playground for Rise and Shine. Any messages for the morning teacher will be shared at that time. Entry to Rise and Shine closes at 8:35am as children are beginning the transition process.

Morning Session

When arriving with your child at 9am or at 12:45pm for enrichment, you must always sign your child into the ELC via the pin pad outside the office. It is important to indicate any change in your child's departure time, change in schedule and/or with whom your child will be picked up by that day on the sheet outside your child's classroom.

Sign-out for any Session

Should the teacher have not previously met the Authorized Person(s) at the time the child is signed in to the classroom, the teacher will check IDs with the classroom copy of the Child's authorized pick ups list.

Please take the following steps when signing out your child:

1. If you are picking up your child from their homeroom classroom, you must sign them out via the pin pad outside the office.
2. Should your child not be picked up at their regularly scheduled time or need afternoon drop-in care, you will still sign out via the pin pad as well as sign the Drop-In coupon with the Drop-In staff. Please email or



call the ELC office you find that you will be late picking up your child from school.

Sign-in/out from any playground or gym

Speak with your child's teacher before dropping off or leaving with your child on the playground or gym.

VISITORS

Visitors are defined as someone other than a parent or other Authorized Party. All visitors must check in the office and sign in on the visitor's log, as well as wear a Visitor's Pass before being buzzed through our security doors. Before a visitor leaves the building they must turn in their Visitor's Pass.

ENRICHMENT CLASSES AND AFTERNOON CLASSES

We provide enrichment opportunities for children, ages 3 and above, during our 12:45-3pm session. Please see an enrichment class sample at the end of this handbook. For afternoon classes if the parent/authorized person has never met the teacher, please stop first at the office with your ID and you will be accompanied to the classroom by an office staff person.

DROP-IN CLASS

For those situations when a child is infrequently in Drop-In and authorized parties and teachers may not have met, please stop first at the ELC office with your ID and you will be accompanied to the classroom by an ELC staff member.

WHAT IF SOMEONE IS NOT ON MY AUTHORIZED LIST AND IS PICKING UP MY CHILD?

If someone other than an Authorized Party is picking up a child, they must be authorized, in writing, by the parents. It is the responsibility of the parents to let the ELC office and their child's teachers know if someone other than an Authorized Party is picking up their child. An Unauthorized Party must first stop in the office with their ID to identify themselves. The office will check their name and ID to be sure they are the correct party the parent authorized to pick up their child on that particular day. It will also be the teacher's responsibility to check this information and confirm they can release the child to this particular party.

ATTENDANCE

Daily attendance is taken in the morning and office check-ins are scheduled for 12:45pm, and 3:45pm.

Located outside of each classroom is a sign that indicates where the class may be if not in their classroom. Teachers notify the ELC office of their location if they are leaving the building. Parents are also notified in writing and must sign that they are aware that the class will be out of the building on Field Trips or on walks around the neighborhood.

KEEPING YOUR CHILD SAFE IN EMERGENCY

Emergency Drills

Throughout the year, staff practice emergency drills both with and without children being present. Our staff carry an emergency handbook of procedures and are expected to be familiar with all of the emergency situations identified in the handbook. Evacuation maps are posted in every classroom.

*Fire Drills are conducted monthly with or without the supervision of the Denver Fire Department. Students and staff follow an evacuation plan and map created and reviewed by the Denver Fire Department annually. The evacuation map is posted in every classroom.

*Tornado and Bad Weather Drills are conducted at least once a year. Students and staff go to the Temple basement and remain until an all-clear is given by weather agencies and Temple managers. Children will not be released during actual Tornado watches and warnings and adults are asked to remain in safety with the school.

*Lock-Down Drills are conducted both with and without children present several times a year. No person will be released from the building in the event of an actual Lock-Down procedure.

*Missing Child Drills are conducted at least once a year with the whole building staff. Your child's information and picture are kept in an emergency binder that their teachers carry with them in the ELC Emergency bag. If your child is to become lost, the staff has protocols and procedures that we follow to locate your child. The police will be notified first and then we will contact you.

Medical Emergencies

Our staff is trained in First Aid, CPR and Universal Precautions. At least one person in each classroom is trained to administer an Epipen in case of an allergy emergency. An AED is located in the Temple by the main sanctuary and staff are trained on this device during the CPR course.

COMMUNICATION

We have several methods of communicating with our ELC families.

- Classroom Weekly Newsletters are sent via email.
- Weekly ELC Newsletters are sent via Mail Chimp from the Director; it will also be posted on the parent board by the Office door.
- Important information will be posted by the ELC entryway.

- Parent volunteers will be sending flyers and emails to families through student mailboxes and parent email addresses.

Parent-School Communication

In order to work effectively with your child, it is important that we have a full understanding of your child. If there is information which is not covered on your intake form which will give us a more comprehensive understanding of your child, please discuss this information with your child's teacher or the Director. All such information is strictly confidential. Also, throughout the year, it is vital that we are well informed about your child. Please share with us any happenings that affect your child's feelings. Close ties between home and school are important.

Families can schedule an appointment with the front office to speak with our Director.

Conferences About Your Child's Growth

Parent/Teacher Conferences will take place the following ways:

- *A "Welcome To School" phone conversation happens the week before school begins.
- *Two parent/teacher conferences are scheduled in the fall and spring. Teachers will use a variety of methods to share the developmental growth observed in the classroom. Child Journey Books will be the primary source of documentation for these conferences.
- *Older children may have a "Kid Conference" to share their thoughts about their learning during the school year with their parent(s).

The teachers will be observing, documenting and assessing all of their students from the beginning of the school year. Conferences may be held any time during the year at the teacher's or parent's request.

SCHOOL CALENDAR

Rabbi Steven Foster Early Learning Center follows the Jewish calendar. Jewish holidays are celebrated in a manner which is appropriate for young children. We enjoy traditional foods and music, create fun games and projects to learn the stories, and explore with our senses the sights, smells and goodness of each holiday. School is closed for Rosh Hashanah (two days), Yom Kippur, Sukkot, Simchat Torah/Shemini Atzeret, Pesach (Passover) and Shavuot. Please refer to our calendar for the exact dates that we will be out of school.

While we explore the diversity around us and learn about different cultures and their holidays, we ask that families respect that Halloween, Christmas, Valentine's Day and Easter are not celebrated in our Jewish school.

Shabbat is celebrated on Thursdays and Fridays in the classrooms and as a whole school. Shabbat Sing, which is usually held at 11:30am, is a very special time when the entire school gathers together to sing, recite Shabbat blessings and listen to stories with the rabbis and cantor. Parents and guests are always welcome to sing with us and stay



for lunch! Please check with your teacher to see what day your child will attend Shabbat Sing that week.

We follow the Jewish calendar for school holidays and many Denver Public Schools holidays and breaks.

We will be closed to allow for the celebration of:

Rosh Hashanah (2 days), Yom Kippur, Sukkot, Simchat Torah/Shemini Atzeret, Pesach (Passover) and Shavuot. Please refer to our current school year calendar at the end of this handbook for the exact dates we will be closed.

Halloween, Christmas, Valentine's Day and Easter are not Jewish holidays and are not part of our curriculum. Since we do not celebrate these holidays in our Jewish school, please refrain from placing cards or invitations for these holiday events in the classroom mailboxes.

PARENT PARTICIPATION

We value the importance of forming community and connections with our families through classroom happenings, social events and volunteering to help with school projects. Temple and ELC staff, along with our ELC Parent Committee, strive to help families make meaningful relationship connections and feel a part of our Temple and school communities.

Parents In The School

Although the Foster Early Learning Center is not a cooperative school, we do have an open-door policy where parents are welcome to visit their child's classroom. We ask that all parents volunteer for at least 3 hours during the school year in any capacity. Parents are urged to be actively involved in their child's earliest learning experiences. Parent participation is enriching and satisfying to both parent and child. Parent volunteers are needed to serve as room parents, drive on field trips, participate on the ELC Parent Committee and various sub-committees and in any other areas where parental time and expertise can be helpful.

ELC Parent Committee

An ELC Parent Committee, comprised of a volunteer group of parents, acts as a supportive and advisory board to the ELC staff. All families are invited to join the ELC Parent Committee. The Parent Committee helps establish procedures and plan programs for the school. Some of the programs the committee plans are an auction, book fair, grandparent breakfast, Hanukkah Hoopla, parent coffees, and truck day. The Parent Committee dates are listed on our school calendar as well as our weekly newsletter.

WHAT IF MY CHILD IS SICK?

At School

If your child becomes sick at school, we will contact you and/or your emergency contacts to have someone pick up your child. Your child will be located in the ELC office until your arrival. We will provide your child with a comfortable space and check their temperature periodically. Depending on their symptoms, we will provide needed care such as hydration.

Communicable Diseases

Please keep your child home if there is any indication of illness, including fever, vomiting, diarrhea, rash, sore throat, earache, eye infection or headache. If you are unsure about his/her condition, please monitor your child at home. For the benefit of all our children and staff, we will call the parent of any child who appears to be ill and the parent will be expected to pick up their child immediately in the office. If your child has a temperature of 100 degrees or higher, they must not attend school until they are fever-free for 24 hours or if we have a signed doctor's note stating that they are not contagious. If your child has been diagnosed with a communicable disease, we ask that you contact the front office with this information.

When to keep your child home and/or when we may call you to pick up your child

1. If your child doesn't feel well enough to take part in normal activities.
2. The child needs more care than teachers and staff can give, and still care for other children.
3. Refer to the [Children's Hospital recommendations](#) - if an illness is on the list and it is recommended they be at home.

Infectious Diseases

The Foster Early Learning Center has adopted the Jewish community HIV/AIDS policy. As stated in the policy, state and federal law has declared that persons with HIV/AIDS are physically handicapped and shall not be discriminated against. Therefore, like anyone else with a physical handicap, children who are infected with HIV/AIDS shall be permitted to attend the ELC. HIV/AIDS is not transmitted through casual contact involved in attending school.

Only the Director of the center shall know the identity of an infected student unless the child's parents determine that other staff should be informed. In the event that some staff members are informed, they shall treat this information as highly confidential.

All staff are trained in the use of Universal Precautions for infectious diseases. When changing diapers and for all incidents when ANY person, child or adult, is bleeding, the staff uses gloves and disinfects with a 400ppm bleach solution.

Treating your child at school

If you'd like to provide over-the-counter medication for your child at school, you will need to have your child's pediatrician complete a Medical Administration Form prior to administration. You may download the Medical Administration Form on the Parent

Portal or ask the front office. Please note, we are able to apply preventative creams with the completion of a Permission Form. We are not able to administer creams or medications that *treat* a condition/illness without the completed Medical Administration Form.

AN ACCIDENT OR INJURY AT SCHOOL

If your child should have an accident or injury at school, we will provide first aid and/or call emergency services if needed.

All head injuries, regardless of severity, will consist of a call to you and an accident report will be created and filed.

DIAPERS AND TOILET TRAINING

Parents of toddlers who are not toilet trained must provide disposable diapers and wipes. Teachers will work with all children who appear to show readiness and whose parents communicate to teachers that they are working on potty training at home.

At no time, will a child be restricted from attending school for not being toilet trained. We honor children where they are in development and want to support them through this process.

ITEMS FROM HOME

Please encourage your child to leave toys at home or in the car. Naturally, irreplaceable treasures may be lost or broken. We want children to feel that school is safe. In order to support feelings of security, we ask that no toy guns, toy swords or other toy weapons are brought to school.

Always check your child's classroom or cubby for lost items. If you still cannot find the item, please check the "lost and found" which is located in the office. Remember label all clothing and valuable property.

Lovies and/or transitional items used for comfort and for napping are allowed and encouraged. Please be sure to label these priceless treasures to help ensure their safe return.

SAYING GOODBYE AT DROP-OFF

For many children, going to school is a brand new experience. Children are all unique and react to new situations differently. Some may walk right in without a look back. Others will cling or cry. These are all normal responses.

Your children need to know that you think school is a place where they will be safe. They also need to know you will always come back to pick them up. All of us (parent,



child, and teacher) will work together to help your child make a positive adjustment to school. Here are a few hints that may help if your child experiences some separation anxiety:

- Tell them that they are safe, that you love them and that you will return.
- Be sure to say good-bye.
- Once you have separated, resist temptation to come back into the classroom.
- Make sure your child has had enough sleep, a good breakfast, and does not feel overly rushed.
- Know that one child crying may cause your child to cry too. Crying is contagious.
- Realize that children react to their parent's moods and feelings and do not understand that you may feel sad about leaving them, too.
- Give them something special of yours to keep until you return.
- Send them with their favorite stuffed animal or security item to offer reassurance that they are safe.
- Stay a few minutes until they have made contact with another child, teacher or become involved in play.
- Use special goodbye phrases, rhymes or signs. Create a goodbye routine that is always followed. Children are comforted by familiar routines.
- Notify the teacher about any special problems or changes occurring in your child's life.

WHAT TO WEAR TO SCHOOL

Children at school will get dirty, spill juice, drip paint, splash water around, etc. School is where we do things that may be messy. We strongly encourage appropriate clothing that will allow for comfort while doing all kinds of activities at school. Sturdy clothes with simple fastenings will allow all children to be as independent as possible in dressing themselves. We ask that every child have an extra set of clothing (including socks, underwear and shoes) available for them in their classroom cubbies—just in case. Toilet-training children will need more items during this period of time.

Dressing For The Weather

Classes go outside each day as the weather permits. We will be outside in the winter unless the temperature is below twenty (20) degrees and in the summer unless the temperature is above ninety (90) degrees. In addition, please send appropriate outerwear for changeable weather. Please put name tags on all outerwear, including boots. Many items look the same and having your child's name on their belongings will help with its return if lost.

Shoes

No open sandals, crocs, "jellies" or other loosely attached shoes. Your child will be running, jumping and actively playing and will need sturdy shoes to be safe on all



surfaces. Tennis shoes and socks are best.

WILL YOUR CHILD BE GOING OUTSIDE?

We take children outside whenever possible. Please always send appropriate weather gear and clothing for your child. You will be responsible for sunscreen-ing your child daily.

Outside in Hot Weather

On days when the weather is extremely hot (approximately above ninety (90) degrees), the ELC will refrain from playing outdoors in the sun and play in our indoor Social Hall/Gym area. However, we do try to get outside as much as possible and will play outside early in the morning before it gets too hot for the children.

Outside in Cold Weather

On days when the weather is extremely cold (below twenty (20) degrees), we will use the gym area for gross motor movement. Always send your child with a coat, gloves, boots and hat as the weather in Colorado changes frequently.

AFTERNOON AND ENRICHMENT PROGRAMS

We offer several options to families during the afternoon. Our general afternoon schedule is created to allow for outside gross motor play, centers and small group learning as well as stories and songs. Please check the schedule posted in your child's classroom for a more specific breakdown of the afternoon.

Nap & Rest Time

All children who attend the Foster Early Learning Center will have a rest time in the afternoon. For children attending the ELC past 12:30, each child will be given a mat to rest or sleep on. During this time, children may rest in their classroom, read, draw or enjoy other quiet activity and relax. Each child rests or sleeps on their own mat, using their own fitted sheet and blanket. Parents are responsible for bringing bedding for their child and taking home to wash every Friday.

Enrichment Classes

These are special classes offered for a period of time that are on a first-come, first-serve sign-up. These are available for children 3 years and older. You will receive information about enrichment classes in emails from the office. Children enrolled in an enrichment class are picked up in their morning class by the enrichment teaching staff. Any information regarding your child is shared with the enrichment staff at that time.



EXTENDED DAY PROGRAM

After enrichment and afternoon classes have ended, families may enroll their child(ren) in our program as late as 5:30 pm. This period is called Extended Day and offers children a time to relax, play, discover and explore before being picked up to go home.

DROP-IN OPTIONS

Toddler Drop-In Care —is available to children enrolled in the morning program until 5:30pm in a classroom just their size. You must confirm drop-in availability for toddlers by 3pm the day before.

Preschooler Drop-In Care —is available for children 2 and a half-5 years old who are enrolled in the morning program and who need occasional care between the hours of 12:45-5:30pm.

FAMILY-SCHOOL EVENTS

Throughout the year there will be a number of special, family-school events that we encourage you to join us! For the dates of these events, please check your current school calendar.

Many family-school events will be announced as they are planned and scheduled. If you are interested in helping with any part of these events, please speak to the ELC staff in the office or any parent volunteer on the Parent Committee. They would be glad to have your help and support!

IN & OUT OF SCHOOL EVENTS

If your class is leaving the Premises, a notice of activity will be posted on teachers' bulletin boards before a trip and information will be emailed to you. Teachers are expected to notify parents of a field trip at least three (3) weeks before the field trip actually occurs. The ELC office is aware of all special events that take place. Occasionally, room parents will call families with additional information on these events. Parents are requested not to bring siblings during these special events. All out of school special events will be walking or parents will be responsible for driving their child(ren).

A \$65 activity and technology fee is due through Smart Tuition at the beginning of the school year. This fee covers all in & out of school activities and events.

Our Toddler class and two-year-old classes do not participate in special events outside of the building.

SPECIAL ACTIVITIES and SIBLING SUPERVISION

All parents are notified by the director and/or the teachers via email or letter relating to any “special activity” planned for the children in our school and/or in a specific classroom. All parents are welcome to attend the special activities. Parents are responsible for supervising their own children who do not attend the school during these special events.

The procedure for caring for a child who arrives late to school and their class is away from the ELC at a special event outside of school.

If a child arrives late to the school and their class has left for the special event outside the school, it is the responsibility of the parent to take the child to the special event and stay for the special event **or** take the child home until the children have arrived back to the ELC from the special event.

VISITING SPECIALISTS

Parents who hire specialists in the field of Occupational Therapy or Speech Therapy to work with your children during classroom time are asked to sign a form located in the office stating that you give the specialist permission to work with your child at a designated time at the Foster Early Learning Center. The visiting specialist must sign-in on the Visitor’s Log in the office and receive a visitor’s badge.

Speech Testing

At this time, we offer the opportunity for private speech testing for all students during the Fall session of the school year. This optional, parent-paid screening is offered through an independent professional. More information is provided by the Speech professional.

Educational and Behavioral Screening

If you feel that you would like a little extra insight into your child’s behavior and/or educational needs, speak with the ELC Director about possible outside professionals who you can contact.

SCHOOL CLOSURES AND VACATIONS

Scheduled School Vacations

School will not be in session during fall break (one week), winter break (two weeks), spring break (one week), one week before summer camp begins and two weeks in August before school begins. We are also closed for Jewish Holidays. Please see your current school year calendar for specific dates.



Unscheduled School Closures

In general, if the Denver Public Schools close for a storm, we will also close. While there may be additional times when we decide to close, we will not do so unless we feel it is absolutely necessary. We apologize for any inconvenience this may cause.

Media Announcements

We notify TV channels 4, 7 and 9, any time we close unexpectedly. Unfortunately, we have no control over whether the announcement is made. Please be sure to watch the above channels any time there is a storm or other reason for us to possibly be closed.

Teachers will also notify families through email of any unscheduled closures. Please be sure that the ELC office as well as your child's classroom teacher has a current, working email address so that we can be in contact with you.

Tornadoes and Summer Bad Weather Closures

In the unlikely event of a tornado watch or warning during school hours, we are prepared to take all the children to the shelter in the basement of the Temple. Please know that we WILL NOT release any children or leave the safety of the basement until we know it is safe to do so. Adults, arriving to pick up children, will remain with the group until an All-Clear is given by weather services and Temple managers.

COMPLAINTS

The Foster Early Learning Center is a fully licensed facility subject to "Rules Regulating Child Care Centers," issued by the Colorado Department of Human Services. We strive to provide a program which meets or exceeds the regulations issued by the Department. If you have a complaint concerning suspected licensing violations, contact: Division of Child Care, Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203. (303) 866-5958.

COMPLAINTS ABOUT CHILD, CLASSROOM OR TEACHER

If you have any concerns about your child or teacher, please discuss your concerns with the teacher first. If you feel that you are not satisfied after speaking with them, feel free to discuss the problem with the Director or the Assistant Director.

REPORTING CHILD ABUSE OR NEGLECT

If you have reason to suspect child abuse and/or neglect occurring at the ELC or anywhere else, call the Child Abuse Hotline for Denver Services. The phone number is 720-944-3000. This information is also posted by the locked, ELC doors on the parent information board.

ELC FUND, FUNDRAISING AND TAX DEDUCTIONS

ELC Fund

The ELC Fund was established by Temple Emanuel to be used for any special (non-budgetary) purpose of the ELC. You may contribute to the fund for any occasion or remembrance such as birthdays (especially a child's birthday), anniversaries, special occasions, memorials, or any other life cycle event. All gifts to the ELC Fund are greatly appreciated and all contributions will be acknowledged.

Fundraising Activities

Book Fair—Our Parent Committee offers an opportunity for you to purchase books for your child and/or their classroom. This is a great chance to get something new to read and everyone benefits!

Special Event—Once a year our school holds a Direct Giving Campaign that benefits our Scholarship Program and/or ELC Fund.

Tax Deductions

If you are interested in knowing if something you are donating or contributing is a tax deduction OR if you need a tax deduction receipt, please speak with one of our ELC office staff for help.

One Example of Typical Daily Program Schedule

7:30-9:00	Rise and Shine Program
9:00	Arrival
9:00 – 10:25	Discovery Center Activities, Large/Small Group Learning
10:00-10:25	Snack Center
10:25 – 10:30	Clean-Up
10:30-11:00	Movement/Outside Play
11:30-11:45	Clean-up, toileting, wash hands
11:45-12:15	Lunch. Please do not send pork products (including ham, bacon, sausage, pepperoni, etc.) or shellfish. Please do not send anything that needs refrigeration or reheating.
12:15-12:30	Show-n-Tell, Quiet Time, Morning Classroom Closure



12:30	Dismissals and Arrivals
12:30-1:00	Quiet Time or Nap Time
1:00-1:45	Free Choice, Center Activities or Nap Time
1:45-2:15	Outside Play/Gym Time or Nap Time
2:15-2:40	Group Time, Projects and Activities or Nap Time
2:15-2:30	Snack Available
2:50-3:00	Clean-up
3:00	Dismissal for Afternoon Program
3:00-4:30	Extended Day Program Outside
4:30-5:30	Extended Day Program in the Classroom

Centers include: science, sensory, manipulatives, art/easel, blocks and construction toys, dramatic play, listening center, reading/books, writing, puzzles and games, music, cooking and math.

All times are flexible and may change to meet each classroom's daily needs.

Quiet time or nap time is required for all children staying at school more than four hours.



TUITION RATES

TODDLER & TWO YEAR OLDS

(Toddler: 12 months and walking by 8/21/17; Twos: 2 years old by 10/1/17)

	Tuition	Temple Emanuel Synagogue Member Rate
<u>A Programs: 9:00 am -12:30 pm</u>		
Option A1: Monday – Friday	\$835	\$695
Option A2: Monday/Wednesday/Friday	\$540	\$430
Option A3: Tuesday/Thursday	\$370	\$300
<u>B Programs: 9:00 am – 3:30 pm</u>		
Option B1: Monday – Friday	\$1275	\$1110
Option B2: Monday/Wednesday/Friday	\$875	\$710
Option B3: Tuesday/Thursday	\$590	\$490
Option B4: Monday-Friday mornings + 3 afternoons	\$1140	\$875
Option B5: Monday-Friday mornings + 2 afternoons	\$960	\$760
<u>C Programs: 9:00 am – 5:30 pm</u>		
Option C1: Monday – Friday	\$1540	\$1310
Option C2: Monday/Wednesday/Friday	\$960	\$790
Option C3: Tuesday/Thursday	\$680	\$545
Option C4: Monday-Friday mornings + 3 afternoons	\$1290	\$990
Option C5: Monday-Friday mornings + 2 afternoons	\$1070	\$835
<u>D Programs: 8:00 am – 5:30 pm</u>		
Option D1: Monday – Friday	\$1575	\$1310
Option D2: Monday/Wednesday/Friday	\$1000	\$865
Option D3: Tuesday/Thursday	\$710	\$555

THREE YEAR OLDS



RABBI STEVEN FOSTER
EARLY LEARNING CENTER
at TEMPLE EMANUEL

Where discovery meets community

(3 years old by 10/1/17)

	Tuition	Temple Emanuel Synagogue Member Rate
<u>A Programs: 9:00 am -12:30 pm</u>		
Option A1: Monday – Friday	\$795	\$650
Option A2: Monday/Wednesday/Friday	\$515	\$410
Option A3: Tuesday/Thursday	\$350	\$275
<u>B Programs: 9:00 am – 3:30 pm</u>		
Option B1: Monday – Friday	\$1255	\$995
Option B2: Monday/Wednesday/Friday	\$860	\$685
Option B3: Tuesday/Thursday	\$575	\$470
Option B4: Monday-Friday mornings + 3 afternoons	\$1115	\$860
Option B5: Monday-Friday mornings + 2 afternoons	\$950	\$745
<u>C Programs: 9:00 am – 5:30 pm</u>		
Option C1: Monday – Friday	\$1520	\$1180
Option C2: Monday/Wednesday/Friday	\$950	\$730
Option C3: Tuesday/Thursday	\$640	\$500
Option C4: Monday-Friday mornings + 3 afternoons	\$1260	\$975
Option C5: Monday-Friday mornings + 2 afternoons	\$1050	\$825
<u>D Programs: 8:00 am – 5:30 pm</u>		
Option D1: Monday – Friday	\$1555	\$1235
Option D2: Monday/Wednesday/Friday	\$985	\$775
Option D3: Tuesday/Thursday	\$655	\$515



Pre-K

(4 years old by 10/1/17)

	Tuition Synagogue	Temple Emanuel Member Rate
<u>A Programs: 9:00 am -12:30 pm</u>		
Option A1: Monday – Friday	\$795	\$650
Option A2: Monday/Wednesday/Friday	\$515	\$410
<u>B Programs: 9:00 am – 3:30 pm</u>		
Option B1: Monday – Friday	\$1255	\$995
Option B2: Monday/Wednesday/Friday	\$860	\$685
Option B4: Monday-Friday mornings + 3 afternoons	\$1115	\$860
Option B5: Monday-Friday mornings + 2 afternoons	\$950	\$745
<u>C Programs: 9:00 am – 5:30 pm</u>		
Option C1: Monday – Friday	\$1520	\$1180
Option C2: Monday/Wednesday/Friday	\$950	\$730
Option C4: Monday-Friday mornings + 3 afternoons	\$1260	\$975
Option C5: Monday-Friday mornings + 2 afternoons	\$1050	\$825
<u>D Programs: 8:00 am – 5:30 pm</u>		
Option D1: Monday – Friday	\$1555	\$1235
Option D2: Monday/Wednesday/Friday	\$985	\$775



Kindergarten

(5 years old by 10/1/17)

	Tuition	Temple Emanuel Synagogue
		Member Rate
<u>A Programs: 9:00 am -12:30 pm</u>		
Option A1: Monday – Friday	\$795	\$650
<u>B Programs: 9:00 am – 3:30 pm</u>		
Option B1: Monday – Friday	\$1255	\$995
Option B4: Monday-Friday mornings + 3 afternoons	\$1115	\$860
Option B5: Monday-Friday mornings + 2 afternoons	\$950	\$745
<u>C Programs: 9:00 am – 5:30 pm</u>		
Option C1: Monday – Friday	\$1520	\$1180
Option C4: Monday-Friday mornings + 3 afternoons	\$1260	\$975
Option C5: Monday-Friday mornings + 2 afternoons	\$1050	\$825
<u>D Programs: 8:00 am – 5:30 pm</u>		
Option D1: Monday – Friday	\$1555	\$1235

ELC PROGRAM OPTIONS

Children must be of the age of the class they are enrolling in by **October 1st**. Toddlers must be 12 months by their first day of school. Classes are held according to the following days:

- Two day classes: Tuesday and Thursday (TT)
- Three day classes: Monday, Wednesday and Friday (MWF)
- Five day classes: Monday through Friday (M-F)

Toddler Program

Age: 12- 24 months at the start of the school year

For 12 month olds, must be 12 months on first day of school

Days: MWF, TT or M-F

The toddler classroom is filled with activities and materials that are open ended, allowing the children to explore concepts and relations of materials to one another. Routines are of prime importance and the children learn the importance of independence and how to negotiate materials and space with peers. Teachers spend a great deal of time modeling language in order for the children to be able to communicate their needs better on their own. Toddlers need not be toilet-trained to attend.

Two Year Old Program

Age: Two years (by Oct. 1)

Days: MWF, TT or M-F

Our two year old children explore their world and gain a sense of independence in a nurturing atmosphere. Group ratios are small ensuring that all routines and transitions are smooth. Two-year olds need not be toilet-trained to attend.

Three Year Old Program

Age: Three years (by Oct. 1)

Days: MWF, TT or M-F

Three year olds continue to develop socialization, self-help skills, and language development while gaining a sense of independence in a nurturing atmosphere. Three-year olds need not be toilet-trained to attend.

Pre-Kindergarten

Age: Four years (by Oct. 1)

Days: MWF or M-F



Pre-K is a more structured program. Children continue to develop and expand important cognitive and social skills while preparing for Kindergarten.

Kindergarten

Age: 5 years (by Oct 1)

Days: M-F only

Our program is designed to respond to the individual needs of each child in preparation for first grade by offering them an exciting and challenging Kindergarten experience.

Enrichment Classes

Age: 3-5 years

Time: 12:45-1:30 p.m.

Days: As scheduled

Provides exciting and challenging programs such as cooking, creative movement, languages like Spanish and Hebrew as well as sports.

Drop-In Care

Age: 2 ½ -5 years

Time: 12:30-5:30 p.m.

Days: Available Daily

Available for children who are enrolled in a morning class and who need occasional care in the afternoon. Cost is \$10.00 per hour.

Toddler Drop-In Care

Age: 12 months-2 years in a toddler class

Time: 12:30-5:30 p.m.

Days: Available Daily

Available for children who are enrolled in a morning class and who need occasional care in the afternoon. Please confirm availability by 3pm the day before. Cost is \$10.00 per hour.

Summer Session

Age: 12 months-5 years

Available for the months of June and July. More information and scheduling options are available in the ELC Office.

2017-2018 CALENDAR

Please note that these dates are **SUBJECT TO CHANGE**



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Thursday	August 17	Parent Orientation (All Parents)-6:00pm
Friday	August 18	Open House – 4:30-5:30pm. Children visit classrooms.
Monday	August 21	First day of school for MWF classes and M-F classes
Tuesday	August 22	First day of school for TT classes
Monday	August 28-Oct 20	Enrichment Session 1 begins (8 weeks)
Monday	September 4	Labor Day - NO SCHOOL
Wednesday	September 6	Parent Committee Meeting-7pm
Thursday	September 7	Family Dine-Out (location TBD)
Tuesday	September 12	Kindergarten Panel Discussion – 6 pm
Wednesday	September 20	Erev Rosh Hashanah – SCHOOL CLOSSES AT 12:30 P.M.
Thursday	September 21	Rosh Hashanah- NO SCHOOL
Friday	September 22	Rosh Hashanah- NO SCHOOL
Friday	September 29	Erev Yom Kippur- SCHOOL CLOSSES AT 12:30 P.M.
	October-November	Parent Teacher Dialogues (to be scheduled with teachers)
Wednesday	October 4	Parent Committee Meeting - 7pm
Thursday	October 5	Sukkot - NO SCHOOL
Thursday	October 12	Simchat Torah - NO SCHOOL
Tues-Thurs	October 17, 18, 19	Fall Fun Family Gatherings (TBD by class)
Tuesday	October 23- Dec 22	Enrichment Session 2 begins (8 weeks)
Wednesday	October 24	Individual & Class Pictures w/ Bloom Schools
Thursday	October 25	Individual & Class Pictures w/ Bloom Schools
Wednesday	November 1	Parent Committee Meeting - 7pm
Wed/Thurs	November 15 & 16	Thankful for Family Events - 9am
Monday	November 20	Staff Professional Day – NO SCHOOL
Tues-Fri	November 21-24	Fall Thanksgiving Break – NO SCHOOL
Wednesday	December 6	Parent Committee Meeting-7pm
Friday	December 15	Hanukkah Hoopla TBD
Mon- Fri	Dec 25- Jan 5	Winter Break – NO SCHOOL
Monday	January 8	Staff Professional Day – NO SCHOOL
Tuesday	January 9	School Resumes
Monday	January 9- March 9	Enrichment Session 3 begins (9 weeks)
Wednesday	January 10	Parent Committee Meeting - 7pm
Monday	January 15	Martin Luther King Day - NO SCHOOL
Tues & Wed	January 30 & 31	Tu B'Shevat Celebrations
Wednesday	February 7	Parent Committee Meeting - 7pm
Wed & Thurs	February 14 & 15	Special Person's Breakfast / Book Fair- 8-9 a.m.
Monday	February 19	Presidents' Day - NO SCHOOL
Wednesday	February 21	Family Dine Out (TBD)
Wed-Thurs	February 28-March 1	Purim School Celebrations
Wednesday	March 7	Parent Committee Meeting - 7pm
Tues-Thurs	March 13, 14, 15	Spring Fun Family Gatherings (TBD by class)
	March 12-May 18	Enrichment Session 4 begins (9 weeks)
Mon- Fri	March 26-30	Spring Break- NO SCHOOL



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Wednesday	April 5	Parent Committee Meeting-7pm
Wed- Thurs	April 4-5	Passover Celebrations
Friday	April 6	Yizkor - NO SCHOOL
Wed-Thurs	April 18 & 19	Truck Day
April-May		Parent Teacher Dialogues (to be scheduled with teachers)
Wednesday	May 2	Parent Committee Meeting-7pm
Friday	May 25	Kindergarten and Pre-K Continuation – 11:00 a.m. School closes at 12:30 p.m.
Mon-Fri	May 28-June 1	NO SCHOOL
Monday	June 4	Summer Camp Begins

Temple Emanuel's Young Family Shabbats are the second Friday and third Saturday of each month.

COMMUNITY RESOURCES

Food Assistance Programs:

Women, Infants and Children (WIC) 303-692-2400
<https://www.colorado.gov/pacific/cdphe/wic-contacts>

WIC Supplemental Nutrition for Families 1-800-688-7777

SNAP: Food & Nutrition Assistance 303-866-3122
<http://www.colorado.gov/cs/Satellite/CDHS-SelfSuff/CBON/1251580884676>

Arapahoe County SNAP 303-636-1130

PEAK: Medical, Food and Cash Assistance Programs 303-866-3122
<http://coloradopeak.force.com/?fs=y&lang=en>

Child and Adult Care Food Program 303-692-2330
<https://www.colorado.gov/pacific/cdphe/cacfp>

Food Banks In the Area:

- Arapahoe County Department of Human Services 303-636-1170
- MetroCaring
- Jewish Food Bank

Meals on Wheels 303-294-0111
www.voacolorado.org

Medical, Nutrition, Health Programs:

Medical Home
<http://coloradomedicalhome.org>

Healthy Child Care Colorado 303-339-6800
<http://www.qualistar.org/helthy-child-care-colorado.html>

InfantSEE Program 888-396-3937
<http://infantsee.org>



Tri-County Health Department--Immunizations	303-451-0123
Integrated Nutrition Education Program https://cowpcolorado.com	
Connect for Health Colorado http://connectforhealthco.com/	855-752-6749
Colorado's Healthier Meals Initiatives https://colorado.gov/pacific/cdphe/colorados-healthier-meals-initiative	
Colorado Medicaid Customer Service	1-800-221-3943
Find a Medicaid/CHP+Provider	303-873-4404
Meals on Wheels 0111 www.voacolorado.org	303-294-
Crisis Help Resources:	
Gateway Battered Women's Shelter Crisis Hotline	303-343-1851
National Suicide Prevention Hotline	1-800-273-8255
LEAP (Utility) Assistance (Nov. 1-Apr. 30)	1-800-432-8435
Colorado Coalition for the Homeless	303-293-2217
Family HomeStead	303-623-6514
Delores Project (Women Only)	303-534-5411
New Genesis (Men Only)	303-831-4910
Urban Peak (Teens Only)	303-974-2900
Aurora Gabriel House	1-800-713-3021



(pregnant women and moms with small children)

Workforce/Employment Assistance:

Arapahoe/Douglas Works! Workforce Center 303-636-1160

Denver Workforce Center 720-865-5619

Senior Resources:

Eldercare Locator 1-800-677-1116

Social Security Administration 1-800-772-1213

Arapahoe County Adult Protection Hotline 303-636-8080

Denver County 303-238-8151

Arapahoe County Adult Financial Assistance 303-636-1170

Kavod Senior Life 303-399-1146

Housing Resources and Referrals:

Colorado Foreclosure Hotline 1-800-601-4673

Colorado Housing Search 1-877-428-8844
coloradohousingsearch.org

U.S. Dept. of Housing and Urban Development Regional Office 303-672-5258

Transportation:

RTD Discount Card (seniors, school children, Medicare) 303-299-2667

First Ride Transportation (seniors) 720-540-5566

Jewish Resources:

Jewish Family Service 303-623-0251



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www.jewishfamilyservice.org

CAJE (Colorado Association of Jewish Education)

303-321-3191

www.caje-co.org

MazelTot

303-398-7407

www.mazeltot.org

Kavod Senior Life

303-399-1146

<http://www.kavodseniorlife.org/>

CONTACT US

We can be contacted in the following ways:

ELC Phone Number: 303-321-7258

ELC Fax Number: 303-388-6328

ELC Address: 51 Grape Street Denver, CO 80220

ELC Director: Susan Wartchow, wartchow@emanueldenver.org

ELC Assistant Director: Sara Martin, martin@emanueldenver.org

ELC Director of Operations & Admissions: Emily Sirota, sirota@emanueldenver.org

ELC Office Manager & Family Liaison: Emily Dunn, dunn@emanueldenver.org

Any teacher on staff can be contacted either through the ELC staff domain of (teacher's first name)@emanuelps.org or through the email address they provide to you. These email addresses are a tool for teachers to communicate with parents about what is happening in their children's classrooms. Teachers may not check and respond to this email address on a daily basis, so if there are any immediate or time sensitive issues that arrive, please contact the office as well.