



Where the Fun of Learning Begins

Richard E. Rudolph, Jr., Preschool
of Reform Congregation Keneseth Israel

PARENT HANDBOOK
2011-2012
5772



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Welcome from Rabbi Sussman.....

Dear KI Preschool Families,

It is with a great deal of personal satisfaction that I offer you these introductory remarks to our Preschool “Parent Handbook.” It is more than “just another document.” It is a fabulous statement about the totality of our Preschool: its staff, its philosophy, its practices and procedures. In short, it is our “game plan” for you and your children, and it is a winning game plan at that!

Above all, our Preschool seeks to provide your children with a safe, nurturing environment for them to grow, enjoy the precious years of childhood, prepare for the future and engage the Jewish religious tradition in a meaningful and developmentally appropriate fashion. We take great pride in our Preschool from our state of the art playscape to our puppets (Torah Turtle is the best!!!!) to our commitment to learn through play, personal exploration and professional instruction. There are many ways of learning and we are deeply committed to understanding each of our students as unique individuals.

Engaging Judaism is an essential part of our Preschool experience. Judaism is experienced in song, dance, art, prayer and ethical instruction to practice kindness and respect for all our neighbors and friends. We present Judaism in a universal fashion so that anyone, Jewish or not, can learn to appreciate its beauty and wisdom.

For those of you looking for a synagogue for the future for your families, KI welcomes you with open arms. For those who are not Jewish, KI also welcomes you with open arms, and you are always welcome to be part of our community for friendship and inspiration.

I want to thank Beth Berman, our teachers and parent volunteers who combine their efforts and talents to make our Preschool the wonderful place it is. Most of all, I want to thank you for placing your trust in us. It is an honor, a privilege and a deep responsibility. We will always do our best to provide the best for your children.

May this be a wonderful school year of learning and growing.

If you have any questions or concerns you think I can answer, always feel encouraged to come upstairs and talk with me. It is my pleasure to do so.

Take care and again, thank you for being part of the KI Preschool!

Sincerely,

Rabbi Lance J. Sussman, Ph.D.

RICHARD E. RUDOLPH, JR., PRESCHOOL

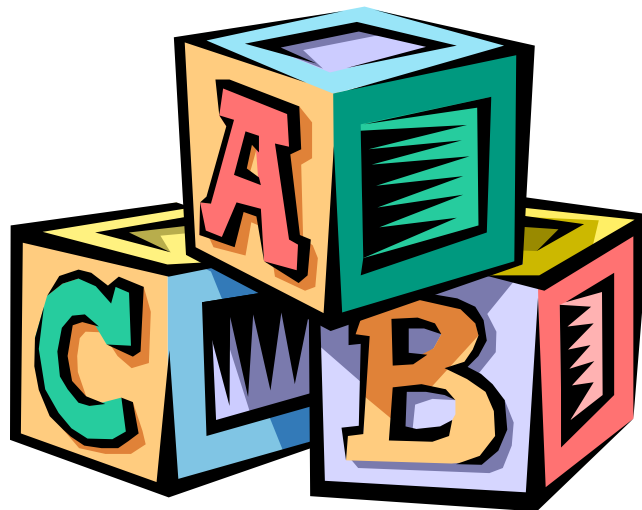
OUR MISSION

The Richard E. Rudolph, Jr., Preschool is a synagogue-based program which was named in memory of the son of its original benefactor.

We are committed to providing quality early childhood education, both Judaic and secular. Our mission is to promote self esteem while enhancing emotional, social and cognitive development in a safe, fun, nurturing and respectful environment.

In addition, an important role of the preschool is to facilitate a close and supportive community of families, teachers and Rabbinic staff as we embrace Jewish traditions and values.

We welcome and encourage parents and caregivers to become involved in our school as room parents, special resource people and class helpers.



WE ARE AN EQUAL OPPORTUNITY CARE PROVIDER.



Note from the Director of Early Childhood Education...

Dear Parents,

Shalom and welcome to the Richard E. Rudolph, Jr., Preschool. I am so happy you choose KI for you and your family. We are such a wonderful community and I hope you take advantage of the many events we have throughout the year.

The Richard E. Rudolph, Jr., Preschool consists of early childhood educators who create a learning environment through play, music, dramatic play and, of course, imagination and fun. Our inside classroom combined with our outdoor classroom is an environment that instills the love of learning and a strong sense of our Judaic heritage. Our hope is to create new experiences, grow emotionally, socially and most importantly to leave KI with a love of learning and many friendships.

Our curriculum is designed with the “whole” child in mind. Children learn by questioning, touching, seeing, moving and having opportunities to explore their environment. We understand that each child is unique and moves at their individual pace. The classroom is set up to enhance problem solving, self-expression and creative thinking. This allows each child to be unique and learn at their own pace. As you look into your child’s classroom, we want you to focus on the process rather than the product. We want you to observe your child’s own individual talents and creativity.

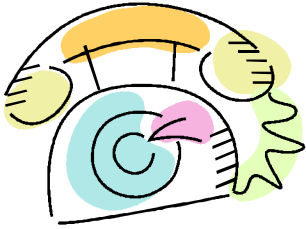
As parents, we want you to be part of this amazing journey. We are trying to build a strong relationship between school and home. Our goal is not only to enhance your child’s learning, but also to provide opportunities to meet other parents, to learn more about our traditions and how to deal with the challenges of parenting. This year, we now have a KI Klique Facebook Page run by a group of interested parents who want to get to know each other and plan a variety of events.

Please know that your family is very important to me! As the day begins, it is my job to see that the children arrive safely to their classrooms and greet you and your child. After the school day has begun, please share with me any questions, concerns or just a hello.

L’ Shalom,

Beth K. Berman

Beth K. Berman, M.S. Ed.
Director of Early Childhood Education



Keneseth Israel Staff

Preschool Office: 215-885-2425 or 215-887-8704
Main Number: 215-887-8700



Beth K. Berman, M.S. Ed.

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Cantor

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Director of Religious Education



CURRICULUM OVERVIEW

At the Richard E. Rudolph, Jr., Preschool we recognize that children are unique and special individuals, as well as members of the worldwide community of Jewish people. Children celebrate their Jewish heritage as they observe and participate in traditional customs, rituals and holidays. Our program promotes children's emotional, social and intellectual growth while building a strong Jewish identity.

We believe learning is joyful when it occurs in a warm, positive and accepting environment. Our curriculum follows child-centered, developmentally appropriate practices for the teaching of both secular and Jewish content. In their daily routine, children are exposed to new concepts through creative play, use of expressive and receptive language, and constructive hands-on activities.

The classrooms are set up in learning centers that include blocks, art, dramatic play, science exploration, books and manipulatives. Learning centers allow the children to have choices and to actively explore. We believe that children learn by interacting with people and things in their environment. Teacher/child interactions and appropriate materials are, therefore, an important means by which children learn. The daily schedule is flexible and planned to include active and quiet times, large and small muscle activities and child-initiated and teacher-initiated activities. Weather permitting, outdoor play is scheduled each day. Planning for the classroom involves consideration to the age appropriateness for the group and individual appropriateness for each child. Thematic units are used to centralize the planning.

Assessment is an important part of the curriculum. Each child will have a portfolio that will contain developmental checklists, work samples and anecdotal records. Formal Parent-Teacher conferences are held once per school year. One of our highlights at Richard E. Rudolph, Jr., Preschool is our *Shabbat* program. On Fridays the entire Preschool gathers together to welcome *Shabbat*. Through songs, stories, prayer, food, special guests and the KI Puppets the children explore the meaning of the *Shabbat* experience. Each child in the Preschool has a turn to be the *Shabbat* Leader. On that special day, family and friends of the *Shabbat* Leader are invited to join us.



PRESCHOOL OBJECTIVES

Judaic

- ❖ Your child will have the opportunity to develop comfort in our synagogue by his or her inclusion in a warm, loving, Jewish environment.
- ❖ Your child will have the opportunity to incorporate Jewish customs and values into his/her daily preschool routine.
- ❖ Your child will participate in and celebrate Jewish holidays through music, stories, rituals, and special *Shabbat* services.

Social and Emotional

- ❖ Your child will develop more confidence and independence as he or she begins to make a successful transition from home to school.
- ❖ By being in a classroom your child will begin to develop comfort and relationships with people other than family.
- ❖ Your child will practice pro-social behavior by learning to assume responsibility, respect rules, limits, and property by working independently or within a group.
- ❖ Your child will participate in teacher directed and in self-directed activities.
- ❖ Your child will display a positive self-image from being part of an environment that recognizes the individuality and uniqueness of each child in which learning occurs by doing. This will begin with concrete, hands-on experiences and springboard from there to more abstract concept development.

Intellectual

- ❖ Your child will have opportunities for self-expression and will demonstrate his/her creativity through drama, language arts, music, and play.
- ❖ The curriculum will provide opportunities for children to learn through sensory awareness and make connections between the outside world and the "classroom world".
- ❖ Your child will cognitively learn and develop thinking skills by forming concepts, problem solving, exploring, questioning, observing, predicting, experimenting, and concluding.
- ❖ Your child will be actively engaged in forming mathematical concepts by using appropriate hands-on materials.

Physical

- ❖ Your child will strengthen small and gross motor muscles through cutting, lacing, painting, writing, running, jumping, skipping, balancing, etc.



ARRIVAL

School begins at 9:00 a.m. Entrance to the school is through the doors in the center of the playscape and is accessible only by key fob. **PARKING IN THE CIRCLE AT THE MAIN ENTRANCE IS PROHIBITED!** You may use a handicap parking spot for drop off and pick up. Classroom doors will open at 9:00 am. Please try to arrive on time so the children have a good start in the morning and a full school day. Always walk your child into the classroom so he/she can be greeted by the teachers. This insures that we know your child has arrived and allows for communication between parents and teachers. We request that parents say goodbye to their child and then leave the room so the school day can begin smoothly.

DISMISSAL

When picking up your child at the designated time, please wait until the classroom door is opened, signaling dismissal. We need to have contact with the person picking up your child at the end of each day so that pertinent information about your child can be relayed and that your child goes home with the appropriate adult. **PARKING IN THE CIRCLE AT THE MAIN ENTRANCE IS PROHIBITED!** **PLEASE NOTE:** If alternate plans have to be made for your child at dismissal time, please put it in writing and give to the Director and/or Teacher.

SAFETY AND SECURITY

The safety of every child is paramount to the faculty and staff at Richard E. Rudolph, Jr., Preschool. To ensure their safety we have implemented a school safety plan that includes all emergency and safety procedures. All staff is trained for emergency evacuation, first aid, CPR and Fire Safety. Children, teachers, and staff take part in practicing these procedures on a regular basis.

No child will be released to anyone unauthorized without written and dated parental permission. Be sure that your child understands with whom he or she is going home. All information on the emergency form must be kept current. Please notify us of any changes. Please remember to have proper identification to show the office/teacher upon arrival.

EMERGENCY PLAN

Each classroom is equipped with basic First Aid and minimal supplies in the event of a disaster.

DROP-IN DAYS

Please talk to the Director for any additional days in advance. We will try to accommodate parent requests for extra drop-in time in any of our programs. On occasion, our attendance numbers may prevent us from being able to honor a request. You will be charged \$35 for drop-in half days (9am-12noon, 12noon-3pm), \$60 for drop-in full days (9am-3pm), and \$10 per hour for drop-in early care, late care or lunch bunch. For Infant Center drop-in days, the charge is \$75 per day. We do not allow the switching of days or make up days due to holidays, school closings or illness.



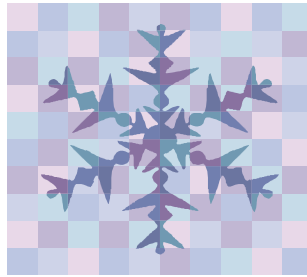
TARDINESS

(Call 215-885-2425 after 4:45pm)

Children can become anxious or frightened when a parent is late. If, for any reason, you are going to be late, please call and let us know so that we can reassure your child. Parents will be charged \$10 per hour after their designated pick up times, i.e.: any time after 12:00noon (mornings), 1:00p.m. (lunch bunch), 3:00p.m. (afternoons), or Late Care. If you arrive after 6:00pm, you will be charged an additional \$10 for every 10 minute increment you are late. For example, if you pick up your child at 6:20pm, you will be charged \$20, in addition to any other fees incurred. KI Preschool late care hours are Monday-Friday from 3:00-6:00 p.m. After 3:00 p.m., parents must sign their child out and make note of the time which is determined by the clock in the classroom. A call does not negate late fees. Discretion is left to the Director.

MAKE-UP DAYS

We do not have "make up" days. Each child is registered for specific days of the week. Staffing and planning dictate that there are **no make-up days for holidays, illness, or vacations.** **There are also no refunds or make up-days if the building closes for a natural disaster, power outages, hazardous driving conditions, and excessive weather conditions, among others.**



SCHOOL CLOSINGS

#3106

The Richard E. Rudolph, Jr., Preschool closes in observance of most Jewish Holidays as well as Thanksgiving, Winter Break, New Year's Day, Martin Luther King's Birthday, President's Day, and Memorial Day. The Preschool also closes for Teacher In-Service Days and Parent-Teacher Conferences.

In the event of severe weather or hazardous road conditions, school will not be in session. The Director will assess the situation as it arises and make a decision. The decision will be posted on our website kenesethisrael.org. We will use the area School District as a principal, but not a conclusive guide, and will utilize other factors. The school will not call you. Please check the KI website. There are no refunds or make up days for school closings due to severe inclement weather.

CLASS PLACEMENTS

It is the policy of Richard E. Rudolph, Jr., Preschool that the Director and teaching staff will make the decisions concerning a child's class placement. We will consider various factors such as age, boy/girl ratio, Kindergarten cut off dates, development and teacher/parent recommendations. Parents may offer insight into their child's individual needs but we cannot guarantee that requests for a certain teacher or class will be granted.

BIRTHDAYS

Birthday invitations may be put in a child's book bag only if the entire class is invited. Teachers may not put the invitation in the book bag. It is generally a better idea to mail the invitations. Children often lose their belongings. If you would like to celebrate your child's birthday in school, please consult the teacher in advance. An appropriate way to celebrate would be to bring in a special snack: i.e. fruit, muffins, mini cupcakes.

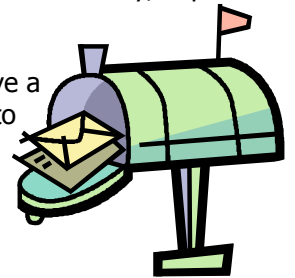
NAPPING

Please bring in a small sheet and blanket. A teacher is in the nap room at all times. Your child will have his/her own labeled cot.

PARENT/TEACHER COMMUNICATION

Our school operates best when teachers and parents work together. The in-depth knowledge you have of your child makes you central to your child's learning process and you are a very valuable resource for the professional staff. You are encouraged to share with the teacher what is happening with your child at home – the arrival of a new baby, separation or divorce issues, tantrums, nightmares, etc., so we can understand your child better.

Communication between parents and teachers is encouraged. At least once a week you will receive a email newsletter describing what has been taught in class. Parents and teachers are encouraged to call one another with any important information be it positive or negative.



PARENT/SCHOOL COMMUNICATION

The Director is available to you in person, by email or by phone. All messages should be directed through the Religious School Office at 215-887-8704. If the Director can not be reached at the specific time of your call, please leave a message with the Preschool Administrative Assistant or in the Director's voice mail, extension 119. Someone will get back to you as soon as possible. If you have an emergency and no one can be reached in the Preschool Office at the time of your call, please call the Main Office at 215-887-8700.

PRESCHOOL COMMITTEE

The Preschool Committee is designed to look at policies and procedures that consider both the parents and the teaching staff. Sometimes policies will arise throughout the year based on parent issues and teacher issues. Please contact Melanie D'Orazio, our Preschool Committee Chair, with any questions, comments or feedback at 215-947-6688 or madoraz@aol.com. The Chair will determine if the full Committee will discuss it at a meeting.

SPECIAL INFORMATION FROM HOME and CONFIDENTIALITY OF RECORDS

In the event that a significant change occurs in your home, it is in your child's best interest to inform us as soon as possible. We will endeavor to adopt your judgment as to the kinds of changes, which may affect behavior, or sense of security. Information with regard to family issues and personal lives will be handled confidentially. All information is private. Children's records are open to properly authorized parents, legal guardians, the child's teachers and the Director. Records and information will not be disclosed to any other individual without the written consent of the parent or legal guardian.

For security purposes we will not verify a child's enrollment or attendance in school to anyone via the telephone. Information concerning Richard E. Rudolph, Jr., Preschool children will be given out only with written consent from the

parent/guardian.

CHILD ABUSE REPORTING

Teachers, school administrators, and child-care workers are mandated under state law to report their suspicions to the Department of Human Services. The mandate includes reporting any suspicion of physical, sexual, e m o t i o n a l abuse and any other action that is seen as detrimental to the child's safety.



HEALTH INFORMATION AND POLICIES

Each child enrolled in Richard E. Rudolph, Jr., Preschool must have an appropriate Health Form on record before he or she enters school. This form should include a record of up-to-date immunizations and the signature of a licensed physician. This form must be updated on a yearly basis with the date of expiration being determined by the most recent well exam.

Any child arriving at school noticeably ill with, for example, a rash or fever, will not be admitted. Please do not send him/her to school. Should a child become ill during the day, the parent or emergency contact will be notified immediately. **Please make sure your emergency contact is someone who can drive and pick up your child in an emergency.** The child will be separated from the other children (under adult supervision) until the parent or authorized person arrives to take the child home. The Director of Early Childhood Education has the authority to decide if a child who is showing signs of illness needs to be picked up from school. If the Director is not available the child's teacher will make the decision. Our best interest is your child's health and the safety of other children in the school.

Any child having a fever of 99 degrees or higher must be allowed 24 hours recuperation at home. Fevers tend to elevate and descend rapidly and are particularly low early in the morning. Therefore, a child who has an afternoon or evening fever and is found to have a normal or low temperature the next morning, cannot be considered well until the child has remained fever free for 24 hours without medication.

Fever is not the only indicator of illness. Children with persistent coughs and runny noses may need to be checked by a doctor and are likely to need some rest before returning to school. Please note that green runny noses may indicate infection. A child with these symptoms may be sent home. Any child with diarrhea should remain at home until he/she is without loose bowels for 24 hours. Any child at school who develops bowel movements that are looser than normal and are twice as frequent as normal will be sent home. If a child vomits he/she will be sent home and can not return to school until he/she is vomit free for 24 hours.

In the event that a child contacts a communicable disease (i.e. pink eye, strep throat, chicken pox) please call the school as soon as possible. All parents will be notified which will help the spread of illness. **This will help us alert other parents with children who have similar symptoms.** The child's name and class will be confidential. The ill child will not be allowed to return to school until the period of contagion has passed. Re-entry into school after a child has been infected with lice requires a 24-hour time period **after effective treatment.** We maintain a "no nit" policy. Your child will be checked before re-entry is permitted.

Report to the teachers any information, such as a fall or any unusual behavior, so we can be sensitive to any further complications or developments.

In case of a medical emergency during a Preschool session, we will administer first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, we will call the local ambulance service that will transport the child, attended by a Richard E. Rudolph, Jr., Preschool staff member, to the local hospital. Every effort will be made to contact the child's own physician.

CLEANLINESS

It is of the utmost importance that standards of cleanliness are maintained in order to avoid unnecessary illness. The school is cleaned each night by the maintenance staff. Toys are washed with a bleach/water solution weekly in the classrooms. Teachers routinely wash both their own hands and the children's hands throughout the day. A fresh pair of rubber gloves is

worn and a new liner is used on changing tables each time a diaper is changed.

MEDICATION DISPENSING POLICY

If a child requires prescription medication to be given while at school, we must have a doctor's note and the medication has to be in the original container. Please bring the medication to the Preschool Office. Do not leave it in the child's lunch box. We will not administer over-the-counter medicine.

ABSENCES

Please report ALL absences to the school each day by 9:00 a.m. Let us know if your child is ill and if so, what symptoms he/she is experiencing. Please report all contagious illnesses immediately so we may inform the parents of those children who may have been exposed.

INJURIES

For any minor injury, we will clean up the child and observe him/her the rest of the morning. The teacher or Director will talk to the parent and let him/her know what happened. If the injury needs immediate attention, the teacher or Director will call the parents or emergency number. If 911 needs to be called, we will do that first and then immediately call the parent.

POTTY TRAINING

Please do not send your child in pull-ups or underwear until he/she is completely trained and you have spoken to the teacher(s). Having an occasional accident is expected for young children. Please consult with the teacher(s) so that they are aware that your child has become toilet trained and will be taken to the bathroom on a consistent basis. If your child has 3 or more accidents per day, we do not consider him/her "potty trained." The parents and teachers will develop a mutual agreement and partnership for this important life skill for your child. The teacher must feel that the child is exhibiting the necessary skills to wear underwear to school.

CLASSROOM MANAGEMENT

We use positive reinforcement, modeling and appropriate intervention during conflict to teach desired behavior in a calm, respectful manner. The discipline administered by the Preschool will be limited to redirection and "time out." "Time out" means a child exhibiting inappropriate behavior will be removed from the activity for a short period of time. If there are on-going difficulties, we will contact parents and outside resources for further intervention.

FOOD POLICY

Keneseth Israel's food policy, as adopted by the Board of Trustees in conjunction with the Religious Practices Committee and in keeping with the teachings of contemporary Reform Judaism, states that no pork or shellfish products are to be brought to KI. When the Preschool is open during the seven day holiday of Passover, parents are requested to pack lunches that do not contain bread products. More details and meal suggestions will be provided near the start of the holiday. The school will purchase and provide snacks. Examples of snacks include pretzels and graham crackers. Challah is served as part of our *Shabbat* celebration every Friday. In addition, there are often cooking projects in the classrooms that are shared at snack time. If your child has food allergies, is on a special diet or if there are foods that you wish your child NOT be given, please fill out our Allergy/Restriction Form. For additional information, please contact the Rabbinic staff or the Temple Administrator, 215-887-8700.

****We DO NOT Microwave any food unless a child is in the Infant Center.
If you need food to be kept warm, please send it in a thermos.**

FOOD SERVICES

INFANTS: All food is supplied by the parents. Bottles prepared at home are to be labeled with the child's name and the date prepared. Baby food must come in unopened jars with the child's name written on the jar (no glass jars). The Department of Human Services does not allow us to feed children from previously opened jars from home.

CHILDREN: For children able to eat our snacks, we provide a morning snack and afternoon snack (for full day children). These snacks will include water.



TOYS

Bringing in toys from home is discouraged, unless it is "show and tell" or a special activity. If you should send your child with a toy from home, the Preschool will not be responsible for any loss or damage that may occur.

CLOTHING

Please dress your child in comfortable clothing that is washable and sturdy for outdoor play. We will go outside unless it is extremely cold or raining. It is also important that the outfit is conducive and child friendly for "toileting", teacher friendly for diapering; elastic waistbands and loose fitting clothing work the best. All items of clothing should be clearly labeled including all outerwear such as jackets, hats and gloves. Each child is required to have a complete and clearly labeled change of seasonally appropriate clothing, including socks, in school. These clothes will be used if there is a toileting accident or a wet play experience that requires a change.

DISCIPLINE

Our goal is to assist and enable our children to grow toward self-control and self-discipline. We recognize that such growth is often "start-and-stop" and uneven. Each staff member will employ strategies, which include modeling and positive reinforcement. Helping the children with the verbalization of their feelings is another sensitive, non-threatening approach we use. We also will remove a child from a difficult situation, giving him/her another opportunity to resolve a conflict in a positive way thus enabling him/her to seek an alternative to the questionable behavior.

We consider you, the parent, as our partner in educating your child. Thus, parents may be called in to confer on an overall plan to resolve our concerns. Often, with parents and teachers working together, behavior can be improved. On rare occasions a child may need more help than our school environment can provide. In such a situation, the Director will endeavor to work with parents to direct them to the proper resources. Parents are expected to follow any behavioral or educational recommendations of the Preschool Director. In some cases, if the situation warrants, for the good of the child as well as the class, the child may be asked to leave the school.

The staff uses positive methods of discipline encouraging self-control, self-direction, self-esteem and cooperation. The staff will not use any form of corporal punishment, deprivation of food or use of the bathroom, shaming or ridicule.

TUITION

Keneseth Israel is a non-profit organization that depends on its tuition fees to cover operational costs. You must select from one of the following options:

1. Full payment will be made before the first day of school.
2. Nine monthly payments beginning in September and ending in May of the school year.
3. If you change your child's schedule a tuition revision form must be submitted with a \$25 administrative fee before changes can be made. Schedule changes must be approved by the Director. **We will not refund or transfer tuition for illness, power outages, vacation or snow days or pulling your child out of Preschool during the course of the school year. There is a non refundable and non-transferable \$100 registration fee per family. The Infant Center Registration is \$200.**

To "drop-in" you must get approval from the director. Drop in hours and charges are as follows:

Drop-in early care (7:30-9:00am): \$15 per early care session

Drop-in lunch bunch (12:00noon-1:00pm): \$10 per lunch bunch

Drop-in late care (3:00-6:00pm): \$10 per hour

Drop-in Morning (9:00am-12:00noon) or Afternoon (12:00noon-3:00pm): \$35 per half-day

Drop-in Full Day (9:00am-3:00pm): \$60 per day
 Drop-in Infant Center: \$75 per day

SCHOLARSHIP

Temporary scholarship assistance is available from the Preschool Scholarship Committee. Forms are available through the Preschool Office. Once a scholarship is awarded, parents must agree to volunteering to help with at least two events. If a parent does not follow through with their commitment, the scholarship can be revoked. If your child does not complete the year, the scholarship will not be applied to your bill. Scholarships appear on your bill in April and be applied to your last payment. All information is kept confidential.

WITHDRAWAL FROM PROGRAM

Thirty (30) days written notice is required to withdraw from the program. Tuition is billed for the entire month regardless of the child's last day of attendance. Temporary withdrawal may result in loss of enrollment. A deposit or fee may be required to hold a desired place.

VOLUNTEERING AND VISITING

Volunteers play an important role in the preschool. We welcome contributions from parents that can enrich our program. Our teachers provide many opportunities for parents to participate in the classroom. Some of the activities may include reading to the children, helping with baking or an art activity, or sharing a special talent or information about your occupation.

DONATIONS

We appreciate your support in the form of donations. Age-appropriate toys and books in **really good condition** are always accepted. Your monetary gifts are especially helpful in funding new and exciting programs, helping to defray expensive repairs and of course purchasing new equipment. In addition, there are Preschool Scholarship funds in place. Please consider one of these the next time you want to make a monetary donation to KI.

SHABBAT & TZEDAKAH

The joy of *Shabbat* is shared with the entire school on Friday mornings in the Chapel. Family members are invited to accompany us for a *Kabbalat* service. Back in the classroom we will enjoy *Shabbat* as a class with *challah*, juice and activities related to *Shabbat*. We encourage the giving of *tzedakah* before *Shabbat* begins to reinforce the helping of and sharing with others.

CAMP SHEMESH

Enrolling your child in Summer Camp at Camp *Shemesh* is an excellent way to prepare him/her for the coming school year. Special events take place each week (e.g: a visit from the Quiver Farm) to set the theme for the week. Every day children bring bathing suits and play in wading pools and/or sprinklers. The program includes most of the activities that take place during the regular school education. *Shabbat* is celebrated every Friday. The fee schedule can be obtained from the Preschool Office.



"WE ARE THE MOST FLEXIBLE

CAMP AROUND"



CELL PHONE POLICY

Dear Parents,

If you need to get in touch with your child's teacher during the day, please contact Lindsey Heller, Preschool Administrative Assistant, at 215-887-8704 or lheller@kenesethisrael.org. You may also contact Beth Berman, Director of Early Childhood Education, at 215-885-2425 or beth@kenesethisrael.org. We check our messages frequently throughout the day and relay all messages to the teachers. Unless it is an emergency, our teachers are unable to speak to parents on the phone during school hours, 7:30am-6:00pm.

Our school's policy states that "**teachers may not use their personal cell phones during working hours, 7:30am-6:00pm**". Please do not call or text the Preschool staff unless you have scheduled a time between you and the teacher. Some of our staff only pays for limited minutes and texting and we do not want to put anyone in an uncomfortable position.

Our teachers must pay full attention to their students and not to their cell phones. A teacher can call you either in the evening, during a break if she prefers and, of course, in an emergency.

Thank you for helping us to provide the safest environment possible for your children.

Sincerely,

A handwritten signature in black ink that reads "Beth K. Berman". The signature is written in a cursive, flowing style.

Beth K. Berman M.S. Ed
Director of Early Childhood Education



Dear Parent/Guardian,

This letter is to assure you of our concern for the safety and welfare of children attending The Richard E. Rudolph, Jr., Preschool & Infant Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate evacuation Students are evacuated to a safe area on the grounds of the facility in the event of a fire, concern for terrorist activity, etc.

In-place sheltering Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the re-location facility at
Beth Sholom Congregation Goldman Preschool
8231 Old York Road, Elkins Park, PA 19027

Modified Operation May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children. Modified Operation may be necessary in a variety of situations.

Please listen to **KYW News Radio 1060AM-our school #311** for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

Please do **not** attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. We will keep your child with us until you or your emergency contact can come.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact me.

Sincerely,

Beth K. Berman

Beth K. Berman, MS. Ed.
Director of Early Childhood Education