



**JAY AND ROSE PHILLIPS**

**Early Childhood Center**  
*at the* **BoulderJCC**

**Parent Handbook**  
**2019-20**

6007 Oreg Ave, Boulder CO 80303

Phone 720-749-2500 Fax 720-749-2509

[preschool@boulderjcc.org](mailto:preschool@boulderjcc.org)

## **MISSION**

The early childhood center's mission is to deliver an excellent Jewish early childhood educational program that meets the needs of each child and promotes continuous growth in the social/emotional, cognitive, physical, and creative areas of development. As a Jewish school, we approach our work through Jewish values, lenses, and culture which follow the JCC Association's Early Childhood Learning Framework.

## **PHILOSOPHY**

Our early childhood center is inspired by the JCCA's Early Childhood Learning Framework, emphasizing a constructivist-based curriculum. We believe in a strong image of the child and that education is a process, brought on by the child's interaction and investigation of their world. It is through these interactions that each child is encouraged to wonder, explore, question, and discover, using their own unique learning style and interests. The relationships between parents, children, and teachers create a strong sense of community which is critical to the life of the school. We invite families through ongoing, regular and meaningful conversations, to partner with us in the education and social emotional growth of their children. We support families on their parenting journey and together celebrate Jewish life.

## **CURRICULUM**

The Phillips Early Childhood Center's play and constructivist-based curriculum is a result of careful and detailed planning in accordance with excellence in early childhood education. Project work and long term experiences emerge from the children's ideas and interests. Teachers, children, and parents collaborate to resource and research these ideas, and from this, children develop the critical thinking skills that are so necessary to succeed in their future academic schooling. Teachers document children's progress, validating their abilities and enabling ongoing assessment. This approach helps foster children's curiosity, creativity, differing modes of communication, concentration, listening, negotiation, and observation skills. As a Jewish school, we frame our work through Jewish lenses, values, and culture.

Our early childhood education program emphasizes the development of a positive Jewish identity through experiences involving Shabbat, Jewish holidays, blessings, culture, and values which are all important aspects of the life of the school.

Our teachers focus on ways to extend children's ideas and interests through observation and inquiry. The art of inquiry within Judaism is a time-honored tradition. Teachers and students are on a continuous cycle of asking questions, researching answers, and co-constructing knowledge together.

## **ADMISSION POLICIES**

Admission to the Jay and Rose Phillips Early Childhood Center is open to anyone in the community regardless of race, sex, national origin, or religion. We accept children ages 6 weeks to 6 years old. Currently enrolled children are given priority when registration begins in February. Registration information can be found on our website ([www.boulderjcc.org](http://www.boulderjcc.org)).

Our school is open to children with special needs. Admission will be at the discretion of the Director after meeting with the family to ascertain that the program can meet the needs of the child. Parents must make a full disclosure of the nature and degree of the child's special needs. It is understood that the JCC does not have a special educator on staff. Parents are asked to continue outside support.

To enroll your child in a particular program, parents should follow the registration instructions listed on our website. Please note that registration is a multi-step process.

### **WAITLIST**

When a class is full, a waitlist form can be filled out and returned, with a non-refundable \$75 fee. Families on the waitlist are prioritized for the next registration cycle. Please contact Karli at [karli.sherwinter@boulderjcc.org](mailto:karli.sherwinter@boulderjcc.org) for additional information.

### **HOURS OF OPERATION**

The Phillips Early Childhood Center is open Monday through Friday from 7:30am-5:30pm. Please see the school calendar for important dates and closures.

### **OFFICE HOURS**

The office is open 8:00am - 5:30pm. A Director is on the premises daily. Scheduled appointments with the Director are encouraged so that we can give you adequate time and attention. Your involvement is vital for maintaining a strong school community. If you need to reach someone after the office closes, please leave a message or email the Director at [susie.valdez@boulderjcc.org](mailto:susie.valdez@boulderjcc.org). The school office phone number is (720)749-2500. If you can't reach anyone at that number, you can leave a message, as they are checked periodically throughout the day. If it is urgent and you must speak with someone immediately, please call the main JCC line at 303-998-1900 and a person will assist you.

### **TUITION AND FEE**

All families are required to sign a Tuition Agreement, which contains all necessary information regarding our tuition and fees. All current information regarding tuition and fees can be located on our website.

[Tuition and Fees](#)

### **FINANCIAL ASSISTANCE**

The Boulder JCC has a need-based scholarship program which you may apply for through the FACTS system. We do our best to meet the needs of all our families, but are often limited both by the amount of money raised for scholarships and by the number of families seeking financial assistance.

Please note that this application is due by March 31, 2019. Applications received after the March deadline will be considered on a rolling basis but awards will be limited based on if there are any remaining funds available in the scholarship program.

### **WITHDRAWALS**

In the event it becomes necessary to withdraw a child, written notice must be given 30 days in advance. Initial enrollment is considered to be for the full school year, mid August through May.

If for any reason we can no longer provide the services we have promised, we will give you a 30 days written notice to allow families to make other arrangements.

The Jay and Rose Phillips Early Childhood Center reserves the right to terminate a family's enrollment if it is deemed that the school and the family are not able to fit each other's needs.

### **SCHOOL CLOSINGS**

The Early Childhood Center closes when the Boulder Valley School District is closed for inclement weather. The Boulder JCC does not have a separate radio or TV listing. When the Boulder Valley School District announces closures, we are closed. An email/text will be sent out to notify each family of such closures. We do not follow Boulder Valley's delayed openings. An email/text will be sent out if we are having a delayed opening. Please take your safety into consideration when coming to school. Just because we are open does not mean you should take unnecessary risks if your neighborhood has been particularly hard hit by weather.

The school calendar is a shared Google Calendar. You will receive an invitation to view this calendar from the office. You will also receive a document with a list of the days we are closed, including for Jewish holidays, winter break, spring break, and professional development days. We will update you via email when there are changes. Jewish holidays, winter break, spring break, and professional development days. Childcare will be provided during some of these closures. See school calendar for details.

### **EMERGENCY TEXT SERVICE**

Our texting service is the fastest way to communicate important and/or urgent information to you. We strongly urge all parents to sign up. You must sign up for this service from your phone - we cannot add you even if we have your cell phone number. Please note that we are limited to 120 characters with this text. In the case of an emergency, we will send a follow-up email with more detail. Please note that the email to school families contains information which we **do not** include in the emails that we send to the broader community. Please treat this communication as confidential.

### **SAFETY AND SECURITY**

The Boulder JCC places safety and security as a top priority. We constantly work in coordination with local law enforcement and a number of national agencies and consultants to ensure that we remain up-to-date on best practices. Our staff receives ongoing training in prevention and intervention protocols. If you have any questions about safety and security, please feel free to contact our Executive Director, Jonathan Lev, at [jonathan.lev@boulderjcc.org](mailto:jonathan.lev@boulderjcc.org) or at (720) 749-2540.

During school hours, staff members carry walkie-talkies at all times. The teachers keep count of the children and have protocols established to keep children safe. If you need to communicate during school hours please contact the school office at 720-749-2500 or the Director's direct line 720-749-2501. In the unlikely event that you are unable to get in touch with a person on these two lines, please contact the main JCC office at 303-998-1900.

The Boulder JCC follows the SRP, Standard Response Protocol, in best practice of emergency procedures. Throughout the year, children and staff practice emergency drills including fire, tornado, lockdown, lockout, and emergency evacuations.

A safety and security guard is on site during school hours.

## **EMERGENCIES**

Should an emergency situation occur while your child is at school, (including **tornado, blizzard, lost child, fire, unauthorized pick up, shelter in place, lockdown, lockout, or no pick-up**) we will call, email and/or text you with available information and if necessary ask that you immediately pick up your child. Although all safety precautions are taken, if an injury or accident occurs at school, parents/guardians are notified immediately. Emergency medical services are called if needed. There is always a staff person in the building who is trained in CPR, First Aid, and Standard Precautions. Our teachers will remain with the children until they have all been picked up. Incidents will be reported to the Colorado Department of Human Services, Division of Child Care, as required.

During an emergency, as noted above - our first line of communication will be through our texting service.

Emergency exit routes are posted in every room. Illuminated exit signs are located throughout the building.

We ask that you partner with us in responding to these situations. It is important for you to wait to pick-up your child so that we can follow our safety and security protocols and ensure the safety and security of our school.

In the event of an emergency evacuation due to weather, such as a flood, and we are unable to communicate due to down power lines or cell service, we have two designated places for reunification with families. Of these two designated places, one is within walking distance and

one farther away. Our closer evacuation destination is Congregation Har Hashem located at 3950 Baseline Rd, Boulder. Our further evacuation destination is the Arapahoe YMCA located at 2800 Dagny Way, Lafayette. In the rare incident where we would need to evacuate to either of these locations, emergency responders would further instruct us on next steps.

### **FIRE, LOCK OUTS, LOCKDOWNS, and SHELTER IN PLACE**

The Boulder JCC practices routine fire, lockdown, lockout, and shelter in place drills during the school year. In addition, at the start of the school year, the locations of the emergency exits, safe zones, and “out of sight” zones in each room will be shared with the children. All of our staff members are extensively trained in safety procedures. If we have a practice drill while your child is at school, you will receive an email informing you about the drill and any additional, necessary information.

### **INCLEMENT WEATHER**

Outdoor play is an important daily activity for children and as such, we strive for the children in school to go outside every day. In the event of inclement weather; excessive heat or cold, severe wind, snow, or rain, outdoor play will be cancelled. In these cases, alternative spaces including the Tumble Room are available for physical play. Infants and toddlers are not allowed outside when the temperature is less than 25 degrees or above 95 degrees.

### **HEALTH AND SAFETY OF CHILDREN**

Daily health observations are made as each child arrives at school. Any child who is noticeably ill will not be admitted. Should a child become ill while at school, she/he will be isolated from the group until parents can pick her/him up. The parents will be notified and required to pick the child up as soon as possible, ideally within 30 minutes.

### **ILLNESS/ACCIDENT**

In the event of either accident or illness while your child is at school, we will call you and leave a voicemail, followed by a text message if we cannot reach you immediately. If medical attention is warranted, we will refer to the medical release information on your child’s registration form and proceed as stated. If we are unable to contact you, we will contact the people designated to assume responsibility listed in your child’s file.

If a child’s symptoms prevent them from participating in the regular activities of their school day, then they are too ill to be at school and we ask that you keep them home. We request that you keep your child at home and/or visit your doctor if your child has any of the symptoms listed below. Parents will be called to pick their child up if any of these symptoms should develop at school. Final decision-making regarding whether a child will be sent home rests with the ECC.

#### Picking Up Your Child When Sick

If your child is too sick to be at school and needs to be picked up, we ask that you come to pick them up within 30 minutes. This is for the comfort of your child. Children who are sick need to be

excluded from their classroom and must stay at the front desk until they are picked up. If a child is very ill and we cannot reach a parent immediately we will refer to your emergency contacts.

Contagious illnesses will be posted on your child's classroom door and emailed. Individual children's names will be kept confidential.

#### Rules for When Your Child is Too Sick to be at School:

##### **Diarrhea:**

Children need to be temporarily excluded and sent home if stools are not contained in the diaper, diarrhea is causing accidents for toilet trained children, stool frequency exceeds two stools above normal during the time the child is in care, **and** with other signs or symptoms of illness\*.

##### **Fever:**

Temperature over 100 with other signs or symptoms of illness.

##### **Vomiting:**

Children need to be temporarily excluded and leave school in the case of vomiting one or more times in 24 hours or if they are exhibiting other symptoms of illness. If a child throws up at school due to suspected illness, we will ask you to pick up your child and require that they are vomit-free for 24 hours before returning to school. If there is an outbreak (defined as two or more cases in the same classroom within the same week) we extend the period of time before a child can return to school to 48 hours symptom free.

##### **Rashes:**

A child needs to be temporarily excluded if they have a rash that is open or oozing, spreading quickly, or has a rash with fever or behavior change. If a child develops a diaper rash that is open or oozing, a doctor's note will be required to apply diaper cream.

##### **Coughing:**

A child needs to be temporarily excluded if they have severe uncontrolled coughing, rapid and difficulty breathing or wheezing, or they have a fever with accompanying behavior change/other signs or symptoms of illness.

##### **Diagnosed illness/conditions:**

Strep Throat – Children can return to school 24 hours after starting antibiotics.

Impetigo – Children can return to school 24 hours after starting antibiotics.

Lice – Children with lice must be picked up immediately and can return to school immediately after starting treatment.

Ringworm – Children can return to school 24 hours after starting treatment and area must be covered.

Influenza - Children can return to school after they are fever free for 24 hours and are not exhibiting other signs or symptoms of illness.

### **\*What are other signs or symptoms of illness?**

Signs or symptoms of illness can include fever, irritability, lethargy, general behavior change, flush coloring, coughing, diarrhea, vomiting, etc.

### **When Can Your Child Return to School?**

Your child may return to school when they are:

- Fever free without the use of fever-reducing medication for 24 hours
- Diarrhea free for 24 hours
- Vomit-free for 24 hours
- Have been on antibiotics (for illnesses that require antibiotics) for at least 24 hours and are symptom free

### **TREATMENT OF MINOR CUTS AND ABRASIONS**

The mandated method of treatment for minor cuts and abrasions is to wash thoroughly with soap and water and apply a bandage. We are not allowed to apply antibacterial ointments or to remove splinters due to licensing rules. To communicate information about minor injuries, an Incident/Accident Report is filled out and put in your child's cubby.

### **BODY SAFETY**

In order to create an atmosphere of child body safety, teachers adhere to the child abuse sexual prevention policies as stated in the Boulder JCC's Employee Code of Conduct. In addition, we use correct terminology when identifying body parts with children and have a "no secrets" policy. Children can choose how they wish to greet people and demonstrate affection. We encourage children to understand that they are the "boss of their body" and that it's not okay for anyone to touch their private parts with the exception of their doctor or a teacher assisting them with diaper/toileting. We also help children understand to respect other people's private parts. Parents should only allow their own children to sit on their laps. Our staff is trained in body safety and abuse prevention and are all mandated reporters by the state should abuse be suspected.

### **MEDICATION**

A child requiring medication during school hours must have the following:

- A written order from the prescribing health care professional
- Explicit written permission from the parents
- A pharmacy labeled container for the medication

All medication and required medical forms must be brought to the office and checked in. Medication should never be sent to school in a child's lunchbox or backpack. The administration of medicine requires extra staff time as well as safety considerations, we ask that parents check with their child's health care provider to see if a dosing schedule can be arranged

outside of school hours. Only certified staff will administer medication. All medications will be kept away from children, and stored in the office. Medical information will be shared only with the child's teacher and appropriate staff who may need to attend to your child. Forms for medicine administration are available in the office. No over-the-counter products are exempt from the above rules including Tylenol, Ibuprofen, and Benadryl. Written authorization requires a doctor's and the parent's authorization for the Boulder JCC to administer medication.

Medication for a chronic illness must include an Action Plan which provides written permission to contact your child's physician. It must also include clarification or additional information from your physician regarding medical care and allows our health consultant to fulfill the legal obligation of obtaining medical orders from a physician.

Medication will be inaccessible to children and will be stored in the original container in a controlled area. If refrigeration is required, the medication will be stored appropriately.

Upon enrollment of a child with special health care needs, i.e. asthma, feeding tube, epi-pen, etc. The school must obtain from the child's parent or guardian a copy of an existing individualized health care (action) plan for the child that can be reviewed, adopted, and implemented by the center staff when providing child care services to the child.

Please notify the Director immediately if your child has developed any communicable disease. The school will post a notice informing parents that their child may have been exposed.

A signed Release and Waiver of Liability and Indemnity Agreement, which in part, authorizes the school to obtain any necessary medical treatment must be in each child's file in the event that parents cannot be contacted.

If a child has a minor scrape or bump the staff will wash the injury and apply ice if necessary. We are not allowed to remove splinters. If a child is stung by a bee or wasp, parents are always notified. Parents will be notified immediately if there is a more serious injury. Emergency services will be called if necessary.

### **SUN PROTECTION**

Sunscreen needs to be applied prior to dropping off your child to school or camp. Infants under 6 months old are exempt except when prescribed by a doctor. Sunscreen must be provided by parents, labeled with the first and last name of your child, for additional applications as needed throughout the day. The Sunscreen Permission must be signed for our staff to be able to apply sunscreen. If you do not want our child to wear sunscreen, protective clothing is required. Hats are strongly encouraged as our Colorado sun is strong and sometimes sunscreen is not enough. Aerosol sunscreens are not permitted.

### **IMMUNIZATION POLICY + HEALTH FORMS**

We follow the Colorado Department of Public Health And Environment requirements for immunizations. Please [click here](#) to learn more about the required vaccine schedule. Children must have up to date immunization records and physical exam forms stating when they had their last physical in order to attend school. We cannot allow children to be dropped off at school if their files are missing **either** of these two forms. If a child has a medical exemption, we must receive the statement of exemption to immunization with the appropriate documentation from your pediatrician. **The Boulder JCC does not accept religious or personal exemptions.**

### **BREASTFEEDING**

We welcome breastfeeding mothers who want to nurse or pump at our facility. We have one room in the Early Childhood Center that is Breastfeeding Prioritized (Room E120). All mothers are welcome to use the hospital grade breast pump that we provide in the breastfeeding room in the Early Childhood Center. Please see the instructions and policy attached to the pump before use. Additionally, children of any age are welcome to have their mothers bring in breast milk, as long as it is labeled with full name and date and stored properly on site in a refrigerator. If you are interested in any support or resources with breastfeeding please contact Kimberly Baker or Victoria Grubb: [kimberly.baker@boulderjcc.org](mailto:kimberly.baker@boulderjcc.org), [victoria.grubb@boulderjcc.org](mailto:victoria.grubb@boulderjcc.org), respectively.

### **THE GATHERING SPACE**

Our gathering space is an environment that is used by all age groups. In order to ensure a safe place for children to play, we ask that parents do not feed children in the gathering space. There are various allergies in our school population and it is important that we keep that space free from potential allergens. This space is prioritized for class and program use therefore it cannot be used for playdates, therapy, or other personal meetings.

### **ARRIVALS AND DEPARTURES**

Our program is designed to provide different experiences at different times during the morning. Your child will benefit most by taking part in all the activities so arriving on time is important.

Classes begin at 9:00 am. Early Morning Drop Off is available at 7:30 am for an additional charge (see tuition agreement for pricing information). By registering for Early Morning Drop Off, you will receive a lower rate and your spot will be guaranteed. Drop-in care must be approved by a director as space is limited and prioritized for registered students.

### **PICK UP POLICIES**

Your child must be picked up at his/her appropriate time. Please be prompt. Additional fees apply for unscheduled late pick up (see tuition agreement for pricing information). Further, some children become anxious when their parents do not arrive on time.

If your child is not picked up and the school is closing, parents will be called. If parents cannot be reached, we will call the Emergency Contact indicated in your child's record. In the event that no one can be reached, we are required to call the Colorado Department of Human Services, Division of Child Care.

We cannot keep a custodial parent from picking up their child, however, if a parent attempts to pick up their child while under the influence of drugs or alcohol, we will call the police as soon as they get into their vehicle.

If a designated pick up person attempts to pick up a child while under the influence of drugs and alcohol, parents will be called and child will not be allowed to leave until a parent or other designated pick up person arrives to pick up that child.

Children who are signed out are not allowed to stay in a classroom with children who are still under the supervision of school personnel (per licensing).

### **SIGN IN/SIGN OUT PROCEDURES**

Each child must be escorted to their classroom and then signed in using one of the three kiosks in the school hallways . For pick up, children should be picked up first and then signed out so our attendance record is accurate. You must notify the office in writing if someone other than those designated on your child's record will be picking up your child. Please make sure anyone picking up your child knows they must sign in and out. Be aware that you will be charged additional fees if your child is not signed out. Please make sure that any authorized person picking up your child bring their photo ID.

### **CLOTHING**

Children are encouraged to wear play clothes and rubber soled shoes. Daily activities include active and messy play, and they should feel comfortable enough to enjoy themselves without worrying about their clothes or their safety. Sandals, jellies, and clogs are unsafe for outdoor play. It is best not to dress your child in jewelry as it can be a safety problem. Please consider your child's skills at dressing and undressing for the bathroom when dressing for school. Outdoor clothing, including boots should also be easy for children to manage. Please write your child's name on all items, including sweaters, jackets, coats, hats, scarves, caps, snow pants, boots, mittens, etc.

Each child needs to have an extra set of clothing at school in case it becomes necessary to change. Please bring a complete change in a plastic shoebox labeled with your child's name. If your child comes home wearing these "extra clothes" please send a new set the next school day. All extra clothes, including snow gear, must be able to fit completely into their cubbie and we ask that you do not bring large backpacks or diaper bags as they typically take up too much room and hang outside of the designated cubby space.

### **OUTSIDE**

We go outside almost every day; please dress your child appropriately. Our youngest toddlers and infants will be outside on a regular basis, even if it's just a short time. As we know, the weather can change quickly in Colorado. Teachers will assess temperature and weather

conditions each day to determine how long they will be outside or if it is an indoor day. In the event it is not a good time to be outside (temperature below 25, above 95, or excessive wind), children will have scheduled time in the Tumble Room or gym.

### **NAPPING/REST TIME**

Nap/rest time begins around 1:10pm for at least thirty (30) minutes for all preschool age children remaining in the school longer than five (5) hours. Quiet activities are allowed during the thirty (30) minute period. Older children requiring a rest time must be given one. We follow each infant's natural sleep/awake cycle. Toddlers rest/nap at 1:00pm or earlier if necessary.

Infants are provided their own crib with fitted crib sheet. No bumpers, stuffed animals, or blankets are allowed for children under 12 months. Toddlers and school age children nap on 2 inch thick mats provided by the school. Parents are to provide a crib sheet and small blanket for napping. All bedding materials need to fit completely into the child's cubby therefore please do not bring any large nap items such as large pillows and puffy blankets, as we are unable to store them. Parents should take nap bedding home each week to launder. Infant sheets will be provided and laundered daily.

### **TOILET TRAINING/DIAPERING**

If your child wears diapers, please be sure that an ample supply of diapers and diaper wipes are always available. Parents are responsible for bringing in enough diapers and diaper wipes for their child for the day/week. If your child is toilet training, please let us know so that we can be consistent at school. When a child is toilet training, it is a good idea to have at least two changes of clothes in his/her cubby.

Children who are toilet training are encouraged but never pressured to use the toilet at school. Teachers will assist children in bathroom hygiene including hand washing and wiping (if needed). The JCC requires that parents bring in disposable diapers, rather than cloth diapers, for their child's time at school.

### **INFANT AND TODDLER INFORMATION**

Infant and toddler classrooms have unique guidelines for what parents should bring with them to school regarding bottles, feedings, storing breastmilk and napping. This information will be sent directly to families prior to the start of school.

### **PERSONAL BELONGINGS**

It is important for some children to have one transitional item from home; a blanket, or a stuffed animal. We recognize and encourage this need. Your child is welcome to bring that important object. Please note that things can and do get lost occasionally at school which is why we discourage anything that is of utmost importance NOT be brought to school.

Please be aware sharing personal toys is often difficult for the children and can cause problems in a classroom. We cannot be responsible for lost or broken toys. To this end we ask that your

child not bring toys from home unless requested by the teacher for Show and Tell or other classroom activity. If personal belongings come to school, we will place the belongings in your child's cubbie until it can be taken home at the end of the day.

No toy weapons are allowed at school.

If a child brings money to school, it will be brought to the school office and kept until the parent is able to pick it up when they pick up their child.

### **VIDEO AND TV VIEWING**

We do not allow regular television or video viewing in the classrooms unless there are special circumstances such as to research an area of interest or view their own videos of a project or special event.

### **TRANSITION FROM PARENT TO SCHOOL**

We understand that children may feel some anxiety when separating from their parent. Parents are welcome to come into the classroom to help their child transition at Drop Off. We find that setting up a Drop Off routine can be very helpful for children during this time, (reading a story, building with blocks, playing with play dough, three kisses and two hugs, etc.). It is recommended that the time be kept relatively short so that the anxiety is not stretched out for the child. Because you know your child better than anyone, we value your feedback on how your child transitions best. Please feel free to talk to your teachers or the Director if you have questions or ideas.

### **VISITOR POLICY**

All visitors to our program must sign in at the front desk of the JCC. School visitors will be escorted to the school office where they will sign the visitor form and a copy of their photo ID will be taken, before going to a classroom. Anyone wishing to visit a child at the Boulder JCC may do so if written permission has been given by the parents or guardian. Families are always welcome at the school.

### **VOLUNTEERS**

Individuals who volunteer at the school are never allowed to be left alone with children. Parent volunteers, may be alone with their own child. Volunteers will work directly under the supervision of the classroom teachers and will be given specific information about how we interact with children. It is required that all volunteers over the age of 16 sign the volunteer confidentiality agreement. Volunteers are not allowed to take pictures of the children or the classroom.

### **WALKS/FIELD TRIPS**

We take walks, including but not limited to Milk and Honey Farm, with the children whose parents have given permission on their registration materials. For field trips we use parent volunteers to transport students. Parents transporting students must fill out all appropriate

paperwork. Parent volunteers are not allowed to use cell phones when driving children and all children must be in carseats. Preferably, there should be a second adult in the vehicle when possible in the event of an emergency. If only one adult is in the vehicle, it is preferred that drivers move "caravan" style so as to assist each other in an emergency.

Whenever the children leave the school grounds, faculty/child ratios are maintained and a class list, copies of the student emergency information, a cell phone, and a first aid kit are taken. If your child arrives late for school and his/her class has already departed on a walk or field trip, please come to the office. It is required that at least one adult in each car have a working cell phone. The communication protocol for parents and staff is by cell phone. Numbers will be shared with teachers and the school office prior to leaving on the field trip. Should an emergency occur while on the road, the responsible parent or staff member in the vehicle should immediately call 911 (if applicable) and then notify the school office, 720-749-2500, with specific information regarding the emergency situation. The Director will then notify the other field trip drivers, staff, and parents (if applicable).

### **PHOTO/VIDEO/SOCIAL MEDIA POLICY**

Your child may be photographed while participating in school and related JCC activities. We use photos and videos in documenting project work and on our school blog.

Photos and videos may be used for any educational and/or legitimate purpose by the Boulder JCC. Upon registration, parents are required to sign our photo/video policy waiver located on our Registration Forms indicating whether we have permission to use their child's photographs for any of the following purposes: copyright, display, publish, distribute, use, modify, print, and reprint such images in any manner whatsoever related to the limitation, publications, advertisements, brochures, website images, social media, or other electronic displays and transmissions

On occasion, pictures may be taken by local press, we will follow the direction on each child's photo policy as indicated by parents for this situation.

Parents and volunteers are not allowed to take pictures of other children.

### **SUPPORTING SOCIAL LEARNING AND EMOTIONAL DEVELOPMENT**

Children need and want limits to help them learn to become self-regulated in their behavior. Each child is unique and every situation is handled individually depending on the child and the circumstances demanding attention. We may use techniques such as giving choices, problem solving, helping the child see the consequences, or redirecting the child. We state expectations in a positive manner and to redirect behavior "I wonder what else we can build with these blocks?", "You look like you really need to run, when we go outside that would be a good place to run." These statements enhance a child's knowledge of what is acceptable behavior and is an important part of the learning process with day to day situations that arise.

We strive to allow children to settle their own differences as much as possible. We observe and monitor what is taking place to see how they might work things out. If adults always intervene in

children's interactions, children are unable to develop skills to solve their own problems. When a child comes to us to tell of a problem, we help the child with the vocabulary that child might use in solving the problem. "Can you tell your friend how that makes you feel?" "Ask her if you can have a turn when she's done."

When a child has been hurt by another child, we talk with both children. We use dialogue such as: "I think John feels sad. I wonder how we can you help him feel better?" We also give attention and support to the child who was hurt.

We recognize and encourage positive behavior at all possible times, seeking ways to accentuate the positive in all children. Our partnership with parents is vital as a school and we believe that in order to support children both emotionally and socially, a strong connection between home and school is critical for positive growth.

## **COMMUNICATION**

The most effective way for us to provide the best possible program for your child is to keep communication between the school and your family open and ongoing. We strongly encourage your involvement in the school to maintain this relationship.

Parents will be notified of changes to policies and procedures through email and updates will be made to the parent handbook.

Teachers regularly communicate classroom activities, project work and other experiences through email and the school blog. The school blog website is:  
[www.boulderjccpreschool.weebly.com](http://www.boulderjccpreschool.weebly.com)

Any special needs and/or problems should be reported to the teachers before the child begins the school. If problems arise during the year, parents may feel free to call the teacher to discuss the matter or to arrange a conference.

If teachers observe continuous behavioral concerns, we will create a behavioral plan in partnership with parents in order to support the child with challenges. An initial meeting between parents and teachers will be scheduled to review the plan and additional meetings will follow, as needed, to continue the support of the child.

During the school year, feel free to notify us of any special events in your child's life to which we may help him/her adjust by means of stories, discussions, etc. (Examples: births of a new baby, a special vacation, hospital stay, etc.)

Scheduled parent/teacher conferences are held in the fall and spring (see school calendar). Childcare is not provided.

If on a regular basis your child needs the complete attention of one faculty member, we will contact you and set up a conference. At this meeting, we will set goals, and make recommendations for implementing these goals and how to work together to be consistent and achieve them. A follow up meeting will be scheduled as well.

### **PARENT VISITATIONS AND CONFERENCES**

Parents may visit the school at any time to observe. If the teachers are not free to talk with you, please understand that the children come first during class time; they will be happy to talk with you after class. **Taking photos of children other than your own is prohibited.**

Because of state regulations concerning class size and child ratio it is not possible to bring friends to visit.

Two parent conferences will be held during the school year, one in the fall and one in the spring. A teacher or parent may set up additional conferences at any time during the school year as needed.

### **PLANNING FOR INDIVIDUAL CHILDREN**

The Boulder JCC welcomes children with special needs and/or learning differences if resources are available to provide appropriate and safe care. We are in compliance with the Americans With Disabilities Act. Parents must make a full disclosure of the nature and degree of the child's special needs and are required to meet with the Director prior to enrollment to clarify specific needs and adaptations and to review existing evaluation and intervention plans.

It is important for us to understand your child as well as possible before the start of school. Please update us with all medical, developmental, and/or psychological information that is available regarding your child so we can be proactive in planning to ensure the best experience for your child. Changes in life situations (such as divorce, death, loss, recent moves, accidents, fears, etc.) often influence children's behavior and are important for us to be aware of. ALL INFORMATION IS HANDLED CONFIDENTIALLY. It is understood that our staff has no specialized training that may be needed but will contact and refer parents to professional resources if necessary.

### **REPORTING CHILD ABUSE**

It is our intent to build partnerships with parents as a critical component of their child's school experience. We have many resources and referrals available to parents should you need help or guidance. All staff at the Early Childhood Center are mandated reporters of suspected child abuse. The state law requires we report all incidents of suspected child abuse or neglect to the appropriate agency. It is the responsibility of that agency to investigate each report. To report suspected child abuse call 1-844-CO-4-KIDS.

### **FOOD**

Restrictions

While we are not a kosher school, we ask that parents do not pack pork or shellfish in their child's lunchbox. Because of the seriousness of nut allergies, we strive to maintain a NUT-AWARE school. Please do not send your child to school with any products containing tree nuts and/or peanuts. During Passover we do not serve/allow unleavened bread products.

### Restricted Foods for Children Under 3

We do not serve children under 3 the following foods and also ask that you do not send these foods to school if your child is under 3: hot dogs (unless cut in quarters lengthwise), chunks of sunbutter unless spread thin, raw cherries with pits, round, hard candies, gum, whole grapes, marshmallows, raw carrots, raw celery, raw green beans, popcorn, raisins, seeds (pumpkin, sunflower, etc.), whole cherry tomatoes large chunks of food such as meat, potatoes, or raw vegetables and fruits.

### Lunches

Children are required to bring a lunch from home. All lunches must include an ice-pack. Warm foods should be kept in a thermos. Teachers are not able to heat up lunches. We also try to be as green as possible. If your child's lunch requires a spoon or fork, please send one from home. We encourage you to not send disposable straws, packaging, etc. in your child's lunchbox.

### Snacks

Parents are asked to include a healthy snack in their child's lunchbox. If your child stays for the afternoon, the school will provide a snack. Some classes will have a community snack in which parents will be asked to bring a snack on occasion to share with the class. Specifics on the community snack will be provided to parents by the teachers if your class is participating in community snack.

On special occasions parents may be asked to provide snack for their child's class. We adhere to the following Boulder County Health Department requirements:

- All snacks purchased for the classroom must be in the original sealed container and non-perishable. For example, a sealed container of individual yogurts are not okay because they are perishable, however a box of unopened crackers and a jar of unopened Sun-Butter would be a perfect snack.
- Whole, unpeeled fruit is also okay.
- When planning snacks, please remember that we do not allow any pork, shellfish, or nut products.
- Birthday treats brought in must follow these guidelines.

We always have extra food on hand, so should you forget your child's lunchbox you do not have to make a special trip to school, just call the school office.

Please do not feed your children in the Gathering Space before or after school.

## **ALLERGY POLICY**

The health and safety of every child in our school is always our number one priority. We take allergies extremely seriously in our school. Every classroom has a list of school wide allergies including photos of each child with an epinephrine auto-injector posted in their classrooms. Each classroom pod has a teacher who can administer emergency medications such as epinephrine auto-injectors, and inhalers and including other non-emergency medications such as Benadryl, Zyrtec, and Tylenol, or other medications that children may need.

We are a nut-aware school, meaning we ask that parents do not send peanuts or tree nuts in school lunches and snacks. While we do not exclude other foods from classes as a policy, our staff is diligent with making sure each child with a food allergy is safe and not in danger of coming in contact with their allergen. Children with allergies will sit at tables with other children from their class who do not have foods that contain allergens that are unsafe for that child. All children wash their hands thoroughly before and after eating lunch. Tables are cleaned with soapy water as well as a sanitizing spray to make sure that cross contamination is avoided. We are happy to post a sign outside your child's classroom if they have a severe food allergy to ask parents to be mindful of sending foods containing allergens. Some classrooms do a community snack with food provided by the parents. We ask that parents send community snack that does not contain allergens of the children in the class.

If your child has an allergy with an epinephrine auto-injector we are required to have a current epinephrine auto-injector, a current allergy action plan signed by a physician and a family plan signed by the parent. Each family must meet with Victoria Grubb prior to starting school to make sure we have everything your child needs to be safe at school.

We understand children may have dietary restrictions and sensitivities that do not require an epinephrine injection. Please notify Victoria, at [victoria.grubb@boulderjcc.org](mailto:victoria.grubb@boulderjcc.org), if your child has a dietary restriction. We post dietary restrictions confidentially in all the classrooms so the teachers know to never provide your child with foods that they cannot eat.

## **BIRTHDAYS**

Children love to celebrate their birthdays. You are welcome to bring a special treat (healthy options are preferred) to celebrate your child's birthday. Please inform your teacher when you would like to bring in a birthday treat. The teacher will also let you know how many children are in the class and also if there are any allergies that you need to be aware of. Birthday treats must follow the same health department guidelines as other snacks brought into the center. No homemade food is allowed per health department guidelines.

To help your child begin a tradition of giving, we suggest donating a book to the classroom. It is a wonderful way to celebrate your child's birthday in a meaningful way. A special bookplate with your child's name and the occasion will be placed in the book.

## **PARENT INVOLVEMENT**

We have several family functions throughout the year including various holiday parties and celebrations. There are volunteer opportunities in which to get involved. Please contact Lindsey Bradley for more information on getting involved [lindsey.bradley@boulderjcc.org](mailto:lindsey.bradley@boulderjcc.org).

Your special talents, abilities, and hobbies are a great contribution to our classroom experience. Please let us know if you are willing to come in and share your skills.

## **COMPLAINTS**

Please feel free to talk to the Director any time you have any concerns about our program. If your concerns are not remedied and you feel we are in serious violation of Colorado licensing regulations, you may call the Department of Human Services, Division of Child Care (303) 866-5958 or write the Department of Human Services, Division of Child Care at 1575 Sherman St., Denver, Co 80203.

## **BABYSITTING POLICY**

The Boulder JCC has a policy against JCC employees babysitting JCC families. If there is a pre-existing relationship with a staff member and a family, necessary paperwork must be submitted, signed by both parties and approved by the Director.

## **WAYS TO CONTRIBUTE TO THE JAY AND ROSE PHILLIPS EARLY CHILDHOOD CENTER**

### **SCHOOL SCHOLARSHIP AND OPERATING FUND**

The Boulder JCC raises scholarship funds from generous donors and grants to assist families in need with school tuition. This fund also helps with the operations of our school. If you would like to donate to this fund, please see the Director for more information. There are tax incentives for these donations. Our website has information about this [Colorado Child Care Contribution Tax Credit](#).