

Gan Menachem Preschool

www.Ganmenachemdallas.com



Parent Handbook

2017-2018

6710 Levelland Rd
Dallas, TX 75252

972 381 1101

August 3rd 2017

Dear Parents,

Welcome to the Gan Menachem Preschool. We are pleased that you have chosen our center as a “home away from home” for your child. We offer a creative, progressive, Reggio-inspired Jewish environment where your child’s individual style of learning will be valued and nurtured.

Our purpose is to provide the highest quality education in a secure, loving and stimulating atmosphere. This is achieved with our age appropriate child centered curriculum, our highly qualified staff, state-of-the-art equipment, the highest level of cleanliness and our ongoing communication with parents.

We are committed to creating a strong and solid foundation that will prepare your children for elementary school.

All of the dedicated, caring staff at the Gan Menachem Preschool want to be certain that your child has the very best early childhood experience possible. We want to thank you for entrusting us with that privilege and responsibility.

Rivka Goldschmidt
Director

MISSION STATEMENT

At the Gan Menachem Preschool we:

Encourage your child to make choices for him/her self so that they emerge strong, confident and self assured individuals.

Nourish your child's heart and mind as he/she develops cognitive, social, emotional, and physical skills, so that your child will be a well-adjusted person capable of solving problems and adapting to new situations.

Educate your child in a creative, supportive, and warm Jewish environment so that your child will not only learn about life as a Jew, but will learn to love it!

The *mission* of Gan Menachem is to develop every child in the areas of communication, creativity, critical thinking, character, and confidence so that there is a formation of intellect and skill that will maximize their potential in our global and ever changing society.

DAILY SCHEDULES

Days & Times

The GM program for 2017-2018 and is for children ages 2, 3, 4 & 5.

GM operates Monday - Friday from 8:30am—12:30pm with an option to stay daily until 2, 3 or 4 p.m.

Location

We are located at Chabad of Dallas, 6710 Levelland Rd, Dallas, TX 75252, 972 381 1101 (School office) 214 207 9060 (Director Cell)

Tuition

The cost of our program is:

5 days - \$5,700
- 2:00 p.m. - \$7,500
- 3:00 p.m. - \$7,900
-4:00 p.m. - \$8,400

A **non-refundable** registration fee of \$250 is due with each application.

Tuition is due August 1st 2017. Payments may be made over a 10 month period giving a credit card or post-dated checks. First Check Aug 1st 2017 and last check May 1, 2018. A 3% surcharge will be added to any payments made by a credit card.

If you find it necessary to withdraw your child for any reason (other than relocation), you will be required to pay tuition for three months following the date when the school is notified of the child's withdrawal. The rest will be returned or not charged.

Initial: _____

School Closings

Inclement Weather

Please note that if Dallas City Schools are closed for inclement weather, we will also be closed. We will not make up for days closed due to bad weather.

Holidays

GM will be closed for the Jewish and Secular Holidays and vacation indicated in the School Calendar.

Lunch and Snack

A Kosher dairy or pareve lunch should be sent with your child to school every day. We are a nut free facility. Please don't send any peanut/nut products to school. As we strive to provide a healthy example, please send you child with a well-balanced, nutritious lunch. For the younger kids healthy finger foods i.e fish sticks, cheese sticks, banana's etc. If you send applesauce or yogurt please send a straw or spoon. Please do not send candy to school.

All lunches should be sent in a disposable or soft lunch bag clearly marked with child's name. If sippy cups are brought to school, it must be marked with child's name and date brought.

Send a snack to school in your child's lunch box.

Drop Off & Pick Up

School begins at 8:30am sharp and ends at 12:30pm. We ask that you cooperate with our school policy and not bring your child before 8:20am (unless you have made prior arrangements for early drop off), or pick them up after 12:35pm. **There will be a fee of one dollar per minute for late pickups.** Initial _____ Children must exit their car through the passenger side. Do not park in the carpool driveway. You may park in the parking lot.

Please stay in the carpool line and the teacher on duty will bring your child out to your car. Carpool line starts at 12:30 p.m.

Children must enter their car through the passenger side. Any adult picking up must have adequate car or booster seats as required by law and buckle their own child in. As a matter of safety, teachers are not available for conferences at pick up or drop off. In order to help adjust children to their new environments, we ask that parents not prolong their good-byes.

Children will not be given over to anyone other than parents unless notified beforehand as to who the child will be picked up by.

School Schedule Information

A complete calendar of the school year is on our website.
www.ganmenachemdallas.com

Suggested Attire

Please send your child to school in play clothes. Children tend to get dirty and messy. Please send your child to school with a smock to keep in the classroom. Although teachers try to ensure the children wear smocks, sometimes their enthusiastic creativity gets the better of them.

Clothing should be comfortable, and easy to manage. Children like to be independent at dressing and undressing. Dirty clothing will be sent home in a plastic bag. Please make sure your child has a complete set of clothing at the school in case of an "accident" Make sure the clothing is clearly marked. Please check periodically to see that the clothing fits your child and is appropriate for the weather.

Children should wear sturdy, well soled shoes, that will be practical and comfortable for them to wear at all times during the day whether they are in the playground, sandbox, or in the classroom. Tennis shoes are the

recommended footwear for their comfort and safety. **No crocs allowed.**

Please send along appropriate jackets or sweaters when the weather gets cooler so that the children will be comfortable while playing outdoors. Children who are not dressed warmly enough will not be able to go outside.

Please do not send your child to school with gum, candy or toys.

HEALTH & SAFETY

Your child's health and safety are a priority at the Gan Menachem Preschool.

Fire/Disaster Drills:

During the school year, we will conduct fire and disaster drills teaching students our safety procedures in a non-frightening manner. During fire drills, the children will practice evacuating to a safe location away from the building. During disaster drills the children will practice evacuating to the innermost hallways away from windows and doors.

Vaccinations and Immunizations

Texas State Law requires that all immunization records be completed and presented to the school prior to opening day in order for your child to be admitted to class.

Toilet Training

Children in the 2 year old class do not need to be toilet trained. However, all diapers must be disposable. We are happy to assist in the training process. Children who are "accident free" for at least one week and can verbally communicate their desire to use the restroom, can transition to training pants. For all diapered children, parents must provide diapers, wipes and scented bags for disposal.

Minor Injuries & Illness

Our school is well equipped to handle minor injuries such as superficial cuts and bruises. If we have any questions as to the severity of an injury, we will contact parents at the emergency numbers we have on file. An incident report will be sent home.

Parents will be contacted in the event their child becomes ill or injured at school. **The school faculty will use their own discretion to determine if the child is well enough to remain at school. Our number one concern is to keep all students and teachers well and healthy.**

Illness

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers. If your child requires medication upon returning to school, please stop by the office to complete a Medication Authorization Form.

GM Policies for illness are as follows:

Fever: child should be fever free without suppressants for at least 24 hours. We define a fever as 99.5 degrees or higher.

Vomiting: Child should be free of vomiting for at least 24 hours.

Diarrhea: Child should be free of diarrhea for at least 24 hours.

Ear Infection: Child must be on antibiotics for at least 24 hours.

Ringworm: Child may attend school 2 to 4 days following the start of appropriate anti-fungal cream treatment.

Runny Noses: Clear runny noses without other symptoms are acceptable. Thick or discolored mucus may be related to an infection and the child should not attend school.

Strep Throat: Child must be on antibiotics for at least 48 hours.

Rashes: Child should be cleared by a physician and written document from the physician is required.

Chicken Pox: Child may return to school when all lesions are crusted over.

Head Lice: GM honors a no-nit policy. Child may return to school after the removal of all lice and nits. GM staff will conduct lice checks on an as-needed basis.

Pin Worms: Child may return to school 24 hours after treatment.

Conjunctivitis: Also known as pink eye. Child may return to school when discharge from eyes has stopped. For bacterial conjunctivitis, this is usually 48 hours after starting antibiotic eye drops. Consult a physician for viral infections. Some ophthalmologists recommend keeping a child home for 7 days.

Fifth Disease: As known as Parvovirus, Fifth Disease is a mild illness and not serious in healthy children. However, it can cause serious complications during pregnancy. Because there could be pregnant employees and parents at our school, we ask that your child stay at home if you notice any symptoms such as low grade fever, tiredness, or cold-like symptoms. Once your child breaks out in the rash (which looks like slapped cheeks and/or a lacy itchy rash on the trunk of the body) they are no longer contagious.

Reporting of Communicable Diseases

There are several communicable diseases that **MUST** be reported to the school office. These include: chicken pox, measles, meningitis, mumps, pertussis (whooping cough) and rubella. We will inform parents if there is an occurrence of any contagious disease.

Medication

If a child requires medication (over the counter or prescribed) during the school day a Medical Authorization Form must be filled out by the parent and the medication must be brought to school in the original container with child's name, doctor's name and dosage. Bring medication to the Director's office. Do not send medication to school in your child's backpack. If the child has a mild adverse reaction, a form will be filled out and parent contacted. If a reaction is severe, CPR will be given and 911 called.

Emergency Information

It is important that parents be contacted promptly in the case of an emergency; therefore our office should be notified in writing, without delay, of any change in contact information, emergency contacts, health and custody. Promptness and accuracy are absolutely imperative for us to keep record up to date and to communicate with the home when necessary.

Emergency Procedures

In the event of an emergency, the following procedure will be followed:

An attempt will be made to notify the parent.

Depending upon the severity of the emergency, the child may be taken to an emergency room for treatment or 911 may be called.

If the parents cannot be reached, an attempt will be made to notify the designated emergency contact.

If the emergency contact cannot be reached, an attempt will be made to communicate with the child's physician.

If child needs to be transported to a medical facility they will be taken to Medical City Plano.

All staff members at GM is trained in First Aid and CPR.

Behavior

An important goal of the GM is to help children learn to accept and follow the rules of our school and classrooms. Teachers will encourage children to follow the rules of basic classroom behavior through positive reinforcement and by providing a warm and nurturing classroom environment. Positive behavior will be rewarded. Negative behavior will result in consequences, not punishment. If a child behaves in an unacceptable manner that is disruptive

or physically or emotionally harmful to him or others, the child will be redirected or removed from the activity for a brief period. In the event a child continues to be disruptive or harmful, the teacher will involve the parents and/or Director. GM reserves the right to dismiss a child from the program due to behavioral issues. In the event of such dismissal, there will be no refund of tuition or fees.

Biting

Biting is a common behavior among young children and unfortunately happens in a school setting from time to time. We do our best to provide an environment where minimal biting occurs. Each situation is handled with sensitivity and discretion on a case by case basis. If your child is bitten or bites someone at school, both the biter and the child bitten will have their parents contacted; however, we do not disclose the name of the child who did the biting nor who was bitten to other families. An appropriate plan of action will be created to deal with any ongoing problems.

PARENT SCHOOL COOPERATION

Attendance

If your child is not attending school on a particular day, we ask that you notify the GM office.

Please advise the school if parents are going to be away from home for any length of time. This is especially important if the absence is caused by unexpected conditions, such as hospitalization, which may be upsetting for your child. When teachers are aware of such conditions, this can be of great support and help in alleviating your child's stress.

Parent /Teacher Communication

Parent / Teacher conferences will be held in December. We ask that the child not be present during these conferences. Times will be set aside for your personal interview with your child's teachers. An additional conference can be set up if the need arrives. If you have any questions regarding your child's progress before or after conference, please feel free to contact the director at any time to set up an appointment.

Mitzvah Notes

Each class will have a Mitzvah Tree for Mitzvah notes to be hung. Mitzvah notes will be sent home for the parents to fill out when their child does a Mitzvah.

Newsletters

A newsletter will be e-mailed weekly. They will tell you about what your child is learning, special events in the school and in your child's classroom as well as important information you need to know. Photographs will be included. Please take time to read them carefully.

Lost & Found

Please label all your child's belongings that come to school with his/her name in clear and legible print. This includes: backpacks, outerwear, lunchboxes, and change of clothing. This will help us avoid having lots of lost & found items whose owners cannot be identified.

Security

In light of the current situation with regards to rising global anti-Semitism, and various safety concerns, the doors of the building will be locked during school hours. Carpool time will be used to walk the child to the car and keep the line flowing.

THE PROGRAM

Our Philosophy

Play is not the opposite of "work" - both are part of everyone's life. For young children there is no division between "play" and "work"; they are learning through everything they do.

At GM, we have set up a multi sensory, Reggio inspired, learning environment. Our centers and equipment allow for children of different learning modalities to thrive and grow. We also understand the hundred languages of children and the multiple intelligences they possess. At GM we teach the "whole child".

We seek to create a stimulating and enriching educational environment for each and every child. We are devoted to helping children learn socialization skills, building their self-confidence and enabling them to begin experimenting and exploring the world independently from their parents. Our goal is to provide children with the early foundation and framework to prepare them for the transition to elementary school. In addition, we seek to ignite a spark in each child to lay claim to his/her Jewish heritage and commit him/her to a lifetime of passionate learning.

The daily schedule is planned to include active and quiet times, gross and fine motor activities, and child-initiated as well as teacher-initiated activities. Outdoor (weather permitting) or indoor play is scheduled each

day.

Planning the classroom involves consideration of the age appropriateness for the group and for each individual child. Being cognizant that every child learns differently, we use various mediums to teach each lesson. Children's interests are explored through inquiry and research methods.

Assessment is also an important part of the curriculum. A portfolio for each child contains developmental checklists, work samples, and anecdotal records. We strive to ensure that each and every child reaches his/her individual potential

SPECIAL ACTIVITIES

Music, Art and Cooking are part of our curriculum.

Shabbat Party

To celebrate the coming of Shabbat each Friday, a special Shabbat atmosphere is created in the classroom with a beautiful Shabbat party. Candles are lit, Kiddush is recited, Shabbat songs are sung, and Challah and special snacks are eaten.

Birthdays

We welcome you to celebrate your child's birthday in the classroom. We like to keep it simple so either popsicles or a cake from Tom Thumb will be sufficient. We ask that you notify the teacher at least two weeks prior to the event.

All refreshments brought for the party must be certified Kosher Parve.

Please speak with school staff if you have any questions regarding the Kashrus of any items you would like to bring to school for a birthday party.

Parental Involvement

The GM Preschool encourages parents to show support for their children by participating in their child's experience throughout the school year.

Volunteers will be needed for our PTA - Parent Teacher Association. The PTA is the parent liaison organization for the preschool. The PTA organizes fundraisers to help raise money for the preschool, as well as organize various

social and educational events for the preschool children and parents.

The PTA needs the help of parent volunteers in order to be successful. It is also a great way to get involved and get to know the other parents in the preschool. Some of the things that PTA helps coordinate:

1. Grandparents and Special Friends Day
2. Chanukah Party
3. Purim Party
4. End of Year Celebration
5. Friday Night Dinner @ Gan Menachem
6. Graduation

ORIENTATION

Orientation for Kitah Aleph: Wed, August 23rd 2017 at 10:00 a.m. - 11:00 a.m.

Regular school day for Kitah's Aleph, Beit and Gimmel starts Thursday 24th August at 8:30-12:30/2:00/3:00/4:00pm

Orientation is a chance for your child to transition and explore his/her classroom and meet his/her classmates with the comfort of mom/dad. Your child will feel comfortable knowing you are there with him/her as he/she gets to know this new environment.

What to Bring/School Supplies

Please bring the following items with you on the first day of school.

1. Complete change of clothes; weather appropriate and that includes a pair of socks (Placed in a gallon size zip lock bag with child's name on it.)
2. Five boxes of tissues
3. One container of Clorox Wipes
4. One case (Costco or Sams) of baby wipes (for kids in diapers)
5. One box of quart size Ziploc bags
6. One box of gallon size Ziploc bags

7. 2"or 3" binder (for student portfolio) for **new students**
8. Picture of child
9. A few family pictures (parents, siblings, grandparents, pets...)
10. A box of diapers (non-trained kids) with child's name on them.
11. Three boxes of disposable diaper bags. (babies r us, target)

The teacher in each class may specify other supplies that your child will need to bring with her once school begins.

Class Lists

A class list of names and numbers will be available.

HELPFUL HINTS FOR PRESCHOOL PARENTS

Each child is unique and functions differently, these are suggestions only!

Make sure your child wakes up with enough time to eat a healthy breakfast every morning before coming to school. Try to avoid rushing to school.

See that he/she has sufficient rest and sleep - usually 12 or 13 hours is recommended for the 2 - 4 year old child.

To make your child more comfortable, provide simple clothing that is free of complicated fastenings.

Send your child to school in a happy frame of mind and show interest in what he/she does at school and what he/she is learning every day.

Encourage your child to talk about what he/she did without pressuring or emphasizing his/her behavior.

Get to know your child's teacher and help her understand some of the experiences your child has had that may affect his/her success at school.

CONTACT INFORMATION

Gan Menachem @ Chabad of Dallas
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Dallas, TX 75252
972 381 1101 (office)
214 207 9060 (Rivka)
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