



Operational Policies 2016-2017

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Written Operational Policies

(1) Dates/hours/location:

Dates: August 24, 2016 – June 2, 2017

Hours:

2 year old class: Monday – Friday from 8:30 AM – 12:30 PM

3 year old class: Monday-Friday from 8:30 AM-12:30 PM

4 year old class: Monday-Friday from 8:30 AM -12:30 PM

We offer early drop off from 8:15 AM and optional extended day till 4:00 PM

Location: Chabad of Dallas, 6710 Levelland Rd, Dallas, TX 75252.

Phone (972) 818 0770

Contact phone#: Rivka Goldschmidt 214-207- 9060

Email: Rivkagoldschmidt2@gmail.com | WWW.ganmenachemdallas.com

(2) Procedures for release of children:

Parents must submit a list in writing, of people Gan Menachem Preschool is authorized to release their child/ren to.

We understand that children will sometimes need to be release to someone not on the list or participate in a play date. In this case, parents should send a signed and dated note with the name of their child and the person their child should be released to. If changes occur during the day, parents must call the office (972-381 1101). People coming to pick up a child from school should be prepared to show a picture ID before the child will be released. School personnel may not release a child to anyone without prior authorization from parents.

(3) Illness and exclusion criteria:

It is important to us that each child be healthy and happy at school. We cannot admit or keep in our care, any child whom:

Has one of the following symptoms or combinations of symptoms of illness within the last 24 hours:

- Fever of 100 degrees or higher. Children should be fever free, without the help of acetaminophen or ibuprofen, for 24 hours before returning to school.
- Strep throat or another illness requiring your child to be placed on antibiotics. Children must be on antibiotics for at least 24 hours before returning to school.
- Diarrhea (more than one unusually loose stool per day).
- Vomiting in the past 24 hours.
- Pinkeye or rashes that are secreting or pus-filled.
- In cases of lice, children must be treated for lice, with a repeat treatment one week later, and remain home for 24 hours after treatment. In addition, parents should inform the school so the class can be informed of a lice case. The school will check heads of all children in the affected

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class and if nits are found, parents will need to pick up their child so they can be treated as well. If your child has exhibited any of the symptoms above, you must keep your child at home for a minimum of 24 hours. If your child exhibits these symptoms at school, we will contact you immediately. You must pick up your child immediately. This helps us keep all of our children and staff healthier.

(4) Emergency Medical Care:

In the case of accidental injury, we will make every attempt to contact a parent or guardian. In the event that we are not able to reach a responsible party and emergency care is deemed necessary, we will call the EMT or drive the child directly to the hospital. Until arrival of parent or guardian, the Director or designated Director will make all decisions concerning your child. You are responsible for all medical expenses that may be incurred. Gan Menachem Preschool cannot enroll any child whose parents do not sign a written consent form agreeing to this.

(5) Administering Medication:

All prescription and non-prescription medication given to a child at school require a written authorization form filled out from the parent. Medication must come in the original bottle or container with specific instructions on administration, including times, dosage, and length of time medication is to be given.

(6) Procedures for parental notifications:

- Staff will immediately notify the parent or other person authorized by the parent when the child: is injured; has a sign or symptom requiring exclusion from the facility; or, has been involved in any situation that places the child at risk.

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- Staff will notify parents of children in a group when there is an outbreak of head lice or other infestation in the group.
- If policies change in any way, parents will be notified in writing.

(7) Discipline and guidance practices:

Discipline will be individualized, consistent and proactive where possible. Caregivers will use positive methods of discipline and guidance that encourage self control and self direction which include: Praise and encouragement, positive reinforcement, re-directing, clear expectations set daily and reinforced, and being proactive in situations to stop things before they start. We will use brief supervised separation for no longer than one minute year of the child's age.

Sometimes things happen that are considered more serious (hitting, fighting, bullying etc...) or children may have continual repeated issues. In these cases the director may step in. If the problem continues, parents may be called to pick up their child from school.

(8) Meals and food service practices:

Gan Menachem Preschool will serve students one snack daily, in the morning, around 9:45 am, for children in school during normal business hours. Children that will be staying for after care until 3:00 / 4:00 pm, will receive a snack around 2:15 pm. Gan Menachem is not responsible for the nutritional values of meals brought from home.

(9) Immunization requirements:

For each child enrolled, we are required by the State to maintain records that each child has met the required immunization standards as dictated by the state. A copy of your child's immunization records should be on file with the preschool.

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Children four years of age and older must have a record of hearing and vision screening to be put on file.

Gan Menachem does not require vaccinations or vaccination records for their employees.

(10) Tuberculin testing requirements:

Children are not required to be tested for TB prior to attending day care or camps

(11) Enrollment procedures and financial policies:

Children must be 2 at the start of the school year (September 5) in order to be considered for the 2's class.

For the older classes, ability and maturity will be considered during student placement. School enrollment is on a first-come first-serve basis. We can't hold a child's spot in Gan Menachem until forms are completed and a deposit is received. Before a child can begin school, all forms must be completed and payment must be made.

The administration reserves the right to reconsider the enrollment of any student if we feel the child's needs or level of functioning or behavior cannot be accommodated, or if the child's conduct limits his or her ability to participate in, or to benefit fully from, the programs and activities at Gan Menachem.

(12) Transportation:

Children will remain on site at all times.

(13) Water activities:

The children will not participate in swimming activities during the school year.

(14) Field trips:

There will be no field trips.

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(15) Animals:

Parents will be notified, in writing, when animals will be present on the premises.

(16) Questions or Concerns:

We welcome any questions or concerns about policies and/or procedures of our school. Parents are able to speak with the Director to review and discuss matters at any time. Please call the office (972 381 1101) or send us an email at Rivkagoldschmidt2@gmail.com

(17) Visiting the School:

Gan Menachem has an open door policy. Please be mindful that from 12:45-2:15 children are napping.

(18) The procedures for parents to participate in the operation's activities:

Throughout the year (indicated on calendar which will be provided) we will host holiday parties, art exhibits and Shabbat celebrations to which all parents are invited and encouraged to attend.

(19) The procedures for parents to review a copy of the minimum standards and the operation's most recent Licensing inspection report:

Parents are welcome to review a copy of the minimum standards and the most recent licensing inspection report by asking the office or Director.

(20) Instructions on how a parent may contact the local Licensing office, DFPS child abuse hotline, and DFPS website:

Local Licensing Office: 429-229-6900

DFPS Child Abuse Hotline: 800-252-5400

DFPS Website: www.dfps.state.tx.us

(21) Emergency preparedness plan:

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Each classroom has an evacuation plan posted. We conduct four severe weather drills throughout the school year and monthly fire drill (no actual fire alarms activated).

Gan Menachem will make every effort to keep our children safe. In the case of a lockdown, all children will be relocated to the Sanctuary in the center of the building. Each child under 24 months of age, those with visual, mental or hearing impairments and children with limited mobility (wheelchair, crutches, leg brace, etc.) will have a staff member assigned to them during emergency situations.

In the event of an evacuation teachers will bring students to the east side of the Chabad building and gather on the sidewalk of the neighboring house at 7411 Duffield Drive, Dallas, TX 75252. If we must relocate, students will be transported in staff vehicles to 6704 Starbuck Dr, Dallas, TX 75252. In either event, teachers will conduct a name to face roll call upon children exiting and once again upon reaching the evacuation or relocation site in order to ensure all children are safely removed from the building.

Directions to relocation site: 6704 Starbuck Dr, Dallas, TX 75252. The home of Director Rivka Goldschmidt. Turn Right out of Chabad Dallas onto Shellflower St

- Continue on ½ mile up the street
- Crossover the Stop sign
- 100 feet to address.
- **Emergency contact phone#: Rivka Goldschmidt 214-207-9060**

Emergency contact numbers, medical release forms, and updated lists of all students will be kept with the director and staff members. Staff members will conduct headcounts throughout the process. Once children are relocated to a safe place, local authorities will be notified (fire, police, medical services, parents and DFPS).

(22) Policy Changes

Gan Menachem will notify parents of any policy changes via email.

(23) Gang Free Zone

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

(24) Nursing

Nursing mothers are welcome to use our library, where there is comfortable seating and a shade that can be drawn for privacy.

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(25) Teacher Training

All teachers are mandated to have at least one hour of training on recognizing abuse and neglect.

(26) Collin County Abuse Community Resources

Collin County Abuse Community Resources:

Texas Department of Family & Protective Services

550 E. 15th ST Suite 120, Plano, TX 75074

Phone: 469.229.6906

Abuse/Neglect 1.800.252.5400

Help For Parents / Hope For Kids <http://www.helpandhope.org/index.html>

Main website www.dfps.state.tx.us

Reporting/Info <http://www.dfps.state.tx.us/Training/Reporting/reporting.asp>

Dallas Police Department Victim Assistance

The Dallas Police Department Victim Services office is located in the Jack Evans Police Headquarters of the Dallas Police Department Crimes Against Persons Division (CAPERS), 1400 S. Lamar, 5th Floor, Dallas, Texas, 75215.

Victim Services – (for victims of homicide, sexual assault, aggravated assault, aggravated robberies, and traffic crimes).

Pat Leal Keaton – Victim Services Coordinator – (Spanish Speaker) 214-671-3587 (Mon–Fri.)

Krisi Boulom – Victim Advocate - 214-671-3588 - (Mon – Fri.)

Sue Kelly – Victim Advocate - 214-671-3669 (Tues & Wed.)

Family Violence Contact: (for victims of domestic/family violence)

Sylvia Paige - Family Violence Counselor 214-671-4325

Petra Tamez – Family Violence Counselor – 214-671-4307

Child Exploitation: (for child victims of sexual assault)

Dorine Fernandez – Caseworker 214-671-4211

The Dallas Police Department Victim Services serves a dual function of assisting victims of violent crimes and assisting detectives who investigate crimes. Our primary purpose is to alleviate the psychological and emotional trauma experienced as a result of violent crime. Our services provide information & referral, crisis counseling regarding normal reactions to trauma, and a contact person for the victim or family survivor. Addressing these needs will in turn reduce the short term and long term effects of the trauma while helping to facilitate the victims' willingness and ability to cooperate with the Criminal Justice System in the investigation and prosecution of crimes. This office also assists victims and family survivors with the process of filing for Texas Crime Victims' Compensation funds to aid qualifying victims and their surviving families with expenses incurred as a result of a violent crime. Our goal is to assist people who are victimized by violent crimes in a professional, compassionate, and helpful manner.

Child Abuse Hotline

1-800-252-5400

The Child Abuse Hotline is staffed 24 hours a day, 7 days a week with professional crisis counselors who, through interpreters, provide assistance in 170 languages. The Hotline offers crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are anonymous and confidential.

"We believe in the health of our community by providing preventive Public Health Services to the residents of Collin County. We are dedicated to protecting Collin County by providing quality health care services through qualified staff."

Heritage Behavioral Center of Plano

2222 W. Spring Creek Pkwy. Suite 116
Plano, TX. 75023
(972) 964-3214

Our caring staff of seasoned professionals has been providing behavioral health and substance abuse counseling to citizens and employees of Collin County, northern Dallas County, and Denton County since 1988, when doctors Rebecca S Jones, Ph.D. and Cynthia Jane Morrison, Ph.D. created Heritage Behavioral Center (HBC).

The Turning Point Rape Crisis Center

P.O. Box 866754 Plano, TX 75088
Phone (972) 985-0951 Crisis Line (800)886-7273

For the past 30 years, our agency has provided FREE services in North Texas to treat and prevent BULLYING, SEXUAL HARASSMENT and SEXUAL ASSAULT. We achieve this through COUNSELING, EDUCATION, and ADVOCACY. Our 24 Hour Crisis Hotline provides resources for survivors to turn before, during and after an assault. Our As our community experiences record breaking population growth, the need for our services expands, too.

Family Compass

4210 Junius St.
Dallas, TX 75246
214-370-9810
info@family-compass.org
www.family-compass.org

Family Compass Hours are:

Monday through Friday, 9:00 a.m. to 5 p.m.

The mission of Family Compass is to build healthy families and a strong Dallas community by preventing child abuse and neglect. We implement proven effective programs, so that parents can be equipped and empowered to raise healthy and productive children.

Children's Advocacy Center of Collin County

2205 Los Rios Blvd.
Plano, TX 75074
Phone (972) 633-6600

Every day children victimized by abuse come to the Children's Advocacy Center of Collin County where they find caring professionals and community partners who dedicate themselves to helping them through the nightmare of abuse and neglect. The Center provides a friendly environment where children can safely tell their story and receive the support they need. Within the Center, families find support, resources, and most importantly a place where healing begins.

Family Services of Plano

2600 K Avenue # 140, Plano, TX 75074
972-578-2802
<http://www.cfsplano.org/>

Monday-Friday 9:00 a.m. to 5:00 p.m. Times are flexible for counseling services.