

## SINCE 2014

# FAMILY

## HANDBOOK

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# Dear Parents/Guardians,

We are delighted to welcome you to the **Deborah Koenig Early Childhood Center (DKECC)** at JCC Rockland. We are thrilled that you have chosen to be part of our family. We look forward to partnering with you as we support the learning and development of your child, and we encourage you to be an active participant in their experience here.

This handbook is filled with the answers to many of your questions. Please read it carefully and refer to it as needed. We are available to speak with you in regard to any questions or comments you may have.

Please feel free to reach out via phone or email.

*Fondly,*

**DKECC STAFF AND TEACHERS**



# Mission Statement

Since opening in 2014, The **Deborah Koenig Early Childhood Center** at JCC Rockland is committed to providing excellent care and education through the lens of Jewish values to our diverse and warm community. We believe every child has value and should be treated with kindness, respect and dignity. We strive to partner with families to build trusting relationships. We encourage creativity, curiosity, imagination and kindness.

Our mission is the same as yours: for your child to grow and develop in an environment that is safe, warm, nurturing and stimulating.

## Philosophy

We provide play-based, child-directed learning in our newly updated classrooms. The curriculum is infused with Jewish/human values and traditions. We pride ourselves on our “Whole Child” approach to Early Childhood Education; we strengthen each of our children socially, emotionally, intellectually and physically while challenging them to reach their full potential. Our caring educators are professionals in their field and are devoted to creating a warm and nurturing environment in which teachers and families work alongside one another to cultivate independence. Our staff is regularly afforded professional development to stay current in their field and to provide new and exciting experiences to your child.

### We'll discover and explore:

- Developmentally Appropriate Play
- Movement and Exercise
- Music
- Healthy Lifestyles
- Values and Responsibility
- Literacy Skills
- Beginning Math Skills
- Technology
- Science
- Art
- The Natural World
- Community and the World Around Us

## Program Information and Individualized Needs

DKECC believes that every child is important and our doors are open to children of all backgrounds and abilities. We work closely with staff, families and outside agencies to meet the individual needs of every child. If you feel your child needs additional services, please reach out and we will guide you through the appropriate channel (either Early Intervention or your local school district) that would lead to a determination of services available to your child. We are happy to make ourselves available as advocates for your child and family at eligibility and service meetings.

## Notice of Non-Discrimination

In matters of enrollment and staff hiring, DKECC does not discriminate on the basis of race, gender, sexual preference, religious beliefs or practices, cultural heritage, physical ability or marital status.

# center information

## Contact, License Information and Hours

DKECC is located within JCC Rockland at the Jewish Community Campus at 450 West Nyack Road, West Nyack, NY 10994 and is reachable by phone at 845.501.4100. We are licensed by the New York State through Office of Children and Family Services (NYS OCFS). You can contact this office at 845.708.2400. In accordance with state guidelines, our license, insurance and OCFS regulations as well as this handbook are posted for parent/guardian perusal.

We maintain an “open door” policy and welcome parents/guardians to visit their own children at their discretion during regular hours of operation.

**The DKECC’s regular hours of operation are Monday through Friday from 7am-6pm.**

## Staff

Each DKECC staff member is hired and evaluated by the EC (Early Childhood) Director. All hired staff meet or exceed the licensing requirements outlined by the New York State OCFS. Each licensing term, EC staff members are required by law to participate in 30 hours of relevant training in ten training areas.

## Staff Directory

**JCC Rockland Main Line 845.362.4400**

Reception	Front Desk	ext. 116
Rachel Kurland	Early Childhood Director	ext. 131
Shelli Hopkins	Early Childhood Assistant Director	ext. 118
Stephanie Schleider	Early Childhood Operation Coordinator	ext. 633
Reed Silverman	Early Childhood Administrator	ext. 103
Susan Stalter	Accounts Receivable	ext. 134
Lisa Murphy	Camp Registrar	ext. 199

**Deborah Koenig Early Childhood Center 845.501.4100**

## Annual School Closures

DKECC will be closed or have an early dismissal during the school year on the following occasions:

<b>Closed</b>	Friday before Labor Day/Staff Development Day
<b>Closed</b>	Labor Day
<b>12:30 pm</b>	Pick-up Rosh Hashanah Eve
<b>Closed</b>	Rosh Hashanah (both days)
<b>12:30 pm</b>	Pick-up Yom Kippur Eve
<b>Closed</b>	Yom Kippur
<b>Closed</b>	Veterans' Day/Staff Development Day
<b>Closed</b>	Thanksgiving Vacation (Thursday and Friday)
<b>Closed</b>	Christmas Day (or Christmas Day observed)
<b>4:00 pm</b>	Pick-up New Year's Eve
<b>Closed</b>	New Year's Day (or New Year's Day observed)
<b>Closed</b>	Rev. Dr. Martin Luther King, Jr. Day/Staff Development Day
<b>12:30 pm</b>	Pick-up First Seder (Closed if it falls on a weekend)
<b>Closed</b>	First Day of Passover
<b>Closed</b>	Memorial Day
<b>Closed</b>	Last Friday before camp starts
<b>Closed</b>	Independence Day (or Independence Day observed)



# our curriculum

## Educational Philosophy

Learning through play is an important part of our curriculum at DKECC. When given the environment in which to make choices and explore different activities, children develop the foundational skills and tools necessary for further social and academic success.

WHEN YOUR CHILD IS...	THEY...
<b>Climbing and Riding on Toys</b>	<ul style="list-style-type: none"> <li>• Increase their strength, balance, and coordination of limbs</li> <li>• Gain self confidence</li> <li>• Negotiate taking turns</li> <li>• Develop problem solving skills</li> <li>• Explore concepts of speed, direction and location</li> <li>• Use their imagination, increase their creativity</li> </ul>
<b>Looking at Books, Listening to Stories</b>	<ul style="list-style-type: none"> <li>• Learn that reading is important and enjoyable</li> <li>• Learn to handle books with care</li> <li>• Use their imagination</li> <li>• Learn pictures represent ideas</li> <li>• Learn print is a form of communication</li> <li>• Begin to follow a plot through a story</li> </ul>
<b>Scribbling &amp; Drawing, Finger Painting</b>	<ul style="list-style-type: none"> <li>• Communicate their ideas</li> <li>• Learn their ideas have value</li> <li>• Strengthen their fine motor skills</li> <li>• Develop correct finger grip</li> <li>• Control finger and arm strength</li> <li>• Explore concepts of color, shape, location</li> <li>• Strengthen eye-hand coordination</li> </ul>
<b>Playing with Sand</b>	<ul style="list-style-type: none"> <li>• Explore concepts of size and shape, temperature, weight, wet/dry, cause/effect</li> <li>• Learn how to use tools</li> <li>• Practice problem solving</li> <li>• Practice turn-taking</li> </ul>
<b>Block Building</b>	<ul style="list-style-type: none"> <li>• Strengthen their fine motor skills</li> <li>• Develop strength</li> <li>• Explore balance and gravity</li> <li>• Practice turn taking and self control (not touching others)</li> <li>• Learn cause and effect</li> <li>• Work together towards common goal</li> <li>• Develop problem solving skills</li> <li>• Use their imagination</li> </ul>
<b>Dramatic Play</b>	<ul style="list-style-type: none"> <li>• Are provided with an emotional outlet</li> <li>• Develop literacy skills</li> <li>• Practice conflict resolution</li> <li>• Increase creative thinking</li> <li>• Develop storytelling ability</li> <li>• Practice turn-taking</li> </ul>



## Continuity of Care

DKECC employs a Continuity of Care model of learning for older infants and younger toddlers in our Waddler Rooms. We strive to minimize transitions to help infants and toddlers form meaningful relationships with their caregivers and to ensure a developmentally appropriate environment for all children.

## Transitions

Navigating transitions is an important learning experience for your child and should not induce worry. Guidelines are put into place to make transitions as smooth and positive an experience as possible for both you and your child. Parents will be notified at least 2 weeks in advance of an upcoming move. We allow a full week for transitions to occur so your child can increase their comfort level daily without causing undue stress. Some children take the whole week, some children do better with a shorter transition. We take our cues from the children, and remain in communication with you throughout the transition period. Please note that NYS OCFS has outlined what they feel are appropriate transitions for your child. We will always advocate on behalf of your child's needs. Changes in the classroom are subject solely to the discretion of the director, in cooperation with parents/guardians and teachers.

## Jewish Curriculum

### Sheva

JCC is part of the JCC Association (JCCA) Sheva Center, dedicated to providing meaningful innovation in Early Childhood Jewish Education. We believe children are capable, educators are professionals, directors are visionaries, families should be engaged partners and environments should serve as inspiration for inquiry. We recognize the need to care for our body is a universal tenet reinforced by Jewish values, and the land of Israel is part of our story from which we continue to draw lessons.

## Values, Traditions, Holidays

While we recognize that many children in our program are not Jewish, the values we teach apply to all. We learn about Jewish holidays by discussing the stories in the Old Testament, and we teach the human value lessons each story provides. The holidays provide rich opportunities for learning and different kinds of activities (dressing in costumes, parades, food preparation, candle-lighting, etc).

In addition to kindness, respect and responsibility, we focus on "tzedakah," the Hebrew word for "justice". The lesson of tzedakah may be the most important thing a child learns. We teach the value of empathy, helping others, and creating a better world. Children have many opportunities to give tzedakah throughout the year, not only for their classmates and teachers but for others in the community. Our families, students and the JCC Rockland community will be invited to participate in a monthly mitzvah project. Have a pet charity? Please share it with us!

## Shabbat

Shabbat (the Jewish Sabbath) is the weekly holiday when we are commanded to rest, spend time with our families and contemplate our week. Shabbat begins on Friday at sundown with the lighting of candles, followed by a festive meal with wine (or grape juice) and challah. We celebrate Shabbat together at DKECC on Fridays by singing songs, learning the blessings, collecting tzedakah (spare change for charity) and sometimes making challah. Shabbat concludes with a Havdalah ceremony, which is traditionally performed when 3 stars are visible in the sky on Saturday night. This powerful ceremony reminds us that although we love the opportunity that Shabbat gives to reflect on ourselves and our week, we are presented with a new, fresh week ahead.

## Israel

Israel is a place of spirituality and importance to people of many faiths. Israel is the Jewish homeland and our connection to and support of Israel is a cornerstone of DKECC's philosophy. We will learn about the important place Israel holds in our hearts and celebrate the many wonderful things about Israel together on holidays such as Yom HaAtzmaut (Israel Independence Day).

## CATCH — A Coordinated Approach To Children's Health

DKECC is proud to be a part of important changes happening in early childhood regarding health and wellness. Elements such as outdoor play, gardening, positive food choices and the **Discover: CATCH Early Childhood** program will help us effectively confront the health issues in today's society.

From JCCA: "To help address the nation's critical obesity problem, JCC Association, in collaboration with The University of Texas School of Public Health and its CATCH (Coordinated Approach to Child Health) Program, has created **Discover: CATCH Early Childhood**.

Based on a foundation of Jewish values, **Discover: CATCH Early Childhood** nurtures a love of physical activity in children ages 3 to 5, and encourages them to develop life-long healthy eating habits.

Children learn to have fun while exercising and developing locomotor, non-locomotor, and manipulative skills in a series of age-appropriate, non-competitive activities. They learn to differentiate between "go" foods (healthy) and "whoa" foods (less healthy—approach with caution).

Together, through **Discover: CATCH Early Childhood**, we can create an environment where physical activity, health education, and healthy eating behaviors are valued and taught...and help put the community's youngest members on a lifelong path of health and caring for their bodies."

## Screen Time

DKECC adheres to the American Academy of Pediatrics recommendations on screen time. Screen time is never used for children under the age of 2, and for children ages 2-5 there is no more than 30 minutes once a week of high quality educational or movement based commercial free programming. Screen time is never used during nap or meal times.

## Summer Programming for 12 month Enrollment: Camp JLand

Children attending DKECC who will be 2 years old by July 1st through entering PreK are a division of JCC Rockland Camps known as JLand. This 8-week summer program offers campers the opportunity to be part of a robust and exciting experience in a safe and nurturing environment. They experience a step up to “big kid” camp by having a scheduled and varied camp day and utilizing many of the fantastic camp facilities, like our splash pad. They eat lunch in the outdoor tent, and participate in the drop off and pick up lines in the rear parking lot of the building. Campers age 3 and up will swim once a day. Please note that children who are completing their PreKindergarten year at DKECC are no longer age-eligible for Camp JLand and are encouraged to register for Camp Discover. To learn more, please visit [jccrockland.org/camp](http://jccrockland.org/camp) or call our Camp Registrar at ext. 199.

## Evaluation and Assessment

Children will be screened at the beginning of the year, and assessed at the middle and end of the school year to evaluate progress and measure growth. Teachers use an assessment tool that is aligned with the NYS Early Learning Guidelines and the NYS PreKindergarten Learning Standards. If your child’s home language is other than English, we are happy to discuss the possibility of assessing your child in their home language. Findings are kept confidential and will be shared at Parent/Teacher Conferences and a copy will be kept in your child’s file. Teachers use the results of the assessments to amend their teaching style or approach with the class as a whole, and/or create modifications for an individual child.

## Classroom Observations

The EC Director and Assistant Director conduct regular observations of the classroom, teachers and students, and work in partnership with the center staff to provide the safest and most meaningful learning experience.



# your child's Day

## Snacks and Meals

A CACFP approved menu will be served to all children for snacks and lunch, and the 4 week rotation of meals will be posted in the center. If your child is enrolled in Early Care you may bring in a kosher breakfast for us to serve your child. No other food from home is permitted.

Please discuss any dietary needs with the EC Director.

## Birthdays

What started as a way to minimize concerns about allergies and food being Kosher has become a special tradition at DKECC. We have found that the children prefer baking and cooking birthday treats for themselves! They love being the birthday child for the day and are proud that the class gets to bake in their honor! Your child will get the choice of Chocolate, Yellow Cake or Funfetti cupcake mix and Chocolate or Vanilla frosting. If you have another choice in mind, let us know at least one week in advance, and we will be happy to order it for your child for a charge of \$10 to your account (provided it is Kosher and conforms to our standards for allergies).

For families choosing to celebrate by inviting the class to join them either at home or another venue, please remember some of our families keep kosher and are Shabbat observant, and inviting them to an event where they cannot attend or eat due to religious reasons can cause one to feel left out or sad. Kindly consider planning the party on Sundays and serve dairy food.

## Naptime/Rest Time

In accordance with NYS OCFS regulations, all children attending DKECC must be given the opportunity to rest for a two hour period in a quiet, soothing environment. Infants under a year will nap only in a crib; napping in swings and bouncy seats is prohibited. Children who are over one year will transition to a cot when appropriate, as determined by the Infant Room head teacher in conjunction with the parent/guardians. Please note: ***Drop-off is not permitted immediately before or during naptime***, as it is disruptive to the children's schedules, ***as well as to the child, since as they have to enter a room and be quiet.***

## Diapers / Bathroom

Parents are required to supply DKECC with diapers and wipes. Diapers are changed only in the diaper changing area. Disposable diapers are used, and reusable diapers may be utilized at the discretion of the EC Director. Each child's diapers and diapering ointments are to be labeled and stored in their own bin/cubby. Written parent/guardian permission is required to administer diapering ointments. Diapers will be routinely changed every 2 hours for infants, toddlers and preschoolers as well as after lunch, after nap, and as needed. Soiled clothing will be placed in a sealed bag and the bag will be sent home with the parent/guardian.

Learning to use the bathroom will begin when appropriate according to the child's age and stage of development (and readiness) and in full partnership with the family. All children who are in the process of beginning to use the bathroom will be offered frequent opportunities to use the bathroom.

## Drop Off/Checking In & Out

Our official day is 8:30am-4:30pm, and most teachers begin the class's "school day" at 9:00am. It is in the **best interest of your child to arrive by 9:00 am**, so they feel like part of a group, and benefit from the classroom routines.

If your child is not coming, or you will be late, please notify the EC office or your child's classroom via phone or email. Regulations do not allow us to accept a sleeping child, including infants. Please wake your child when arriving at the classroom.

There is a locked glass door on each floor of the center that is activated by a fob. New families pick up fobs at the front desk in the lobby of JCC Rockland. Each parent/guardian receives one. Please notify the check-in desk immediately if your fob becomes lost. Replacements for lost or additional ones are \$10 each.

Please use your fob for yourself and your child only. **Do not hold the door open for others.** When we hold the door open for other adults, we may unknowingly allow entrance to someone we do not know. If someone asks you to open the door and you do not know them, please contact a staff member or direct the person to the JCC Rockland main entrance.

We use Procare for record keeping and attendance. For security reasons, it is important we have a digital attendance record each day. You will receive an email from Procare asking you to set up your account and download the Procare App (3 intertwined circles). Kindly check your child in and out each day by opening the app and then using your camera's scanning function.

## Strollers/Car Seats

Infant carriers may be hung near the playground exit doors and must be labeled with your child's first and last names. Strollers are not allowed to be left at any location in the school.

## Curriculum/Group Schedules

Each class will have a group schedule set by their classroom teacher. This schedule will be posted in the classroom. The schedule is flexible and used solely as a guideline, because the needs of the children come first.

## Separation Anxiety and Saying Good-bye

Whether this is your first experience leaving your child or not, you may be nervous or unsettled when leaving your child at daycare. You are not alone. Separation anxiety is very normal, and we will partner with you so you and your child can have the easiest transition into a new routine. Young babies will usually not show any signs of separation anxiety until after they have mastered "Object Permanence", one of Piaget's important milestones for babies. This usually occurs between 4 and 8 months of age. Sometimes, the first few days or even weeks (depending on your schedule) seem as if your child is perfectly fine, and then all of a sudden they begin to cry at drop-off. We promise, both you and your child will get through it, and they will be happy and excited to come to school. *The key is having a solid routine, and to show your child you trust us that you know they are safe and happy in our care.*

**Here are some tips to make the transition into school a bit easier:**

- Have a routine for leaving home to go to school. Perhaps you listen to the same song in the car, or sing their favorite song. Arrive at school at the same time each day.
- Create a good-bye ritual to separate with love. Maybe you want to give two hugs, one long and one short and then a kiss, or a special handshake, or give them a heart sticker to wear.
- Leave without making a big deal, trusting that our staff will support your child's big emotions. Let them see you feel good about your decision to leave them with us.
- Never leave without saying good-bye. They will eventually be nervous to turn their back on you for fear you will do that. Say good-bye and make sure they hear it, and turn and walk out.
- Long good-byes feel good for you but are confusing for them. This will be their place, and they need to learn you are not part of it. After they have transitioned into the program your presence will not confuse them, but before they do that you need to allow them to make it their own. Long good-byes also make children think you do not trust where you are leaving them. A quick good-bye may seem harsh, but is easier for them to process and we have found they ultimately make the transition into leaving them shorter and easier.

Please remember other children may also be experiencing separation anxiety and your presence in the classroom may be disruptive to them.

We are here to support you, and feel free to come to the EC Director or Assistant Director offices to ask questions, talk, or even cry. We can also provide you with some articles and other resources for you to read regarding separation anxiety and attachment.

## POLICIES AND PROCEDURES

### Admissions, Registration and Enrollment

DKECC is open to all members of the JCC Rockland community. Community Membership will be charged annually at the start of the school year. Registration forms are available in the DKECC office as well as on our website for application, and all applications will be considered. If a spot is available, admission may be permitted mid-year, and preference is given to siblings of current DKECC families. If no spots are available, a spot may be reserved on the waiting list. Once registered, enrollment is completed upon returning the additional forms as requested by our office.

Re-enrollment forms are sent out each winter with updated tuition for the following school year. These forms act as your contract and are required to be submitted to hold your spot. For children who will not be attending over the summer, September's tuition is due on July 1st to secure a spot for the upcoming school year.

For our 10 month families, tuition is based upon the Tuesday following Labor Day through the Thursday before camp starts. For our 12 month families, tuition is based upon the Tuesday following Labor Day through August 31st. Those enrolled in PreKindergarten are only charged through June, as they are no longer eligible for Camp JLand and may enroll in our Camp Discover program. For more information on Camp Discover, please visit our website at [jccrockland.org/camp](http://jccrockland.org/camp), or contact the camp office at 845.362.4400 ext 199 or [camps@jccrockland.org](mailto:camps@jccrockland.org).

**Please note:** Changes to tuition due to a transition to a new room will occur on the first of the month following the transition, and changes in the classroom are subject solely to the director.

## Financial Responsibilities

Tuition is based on the school year and is calculated on an average month; therefore, tuition installments are NOT reduced or prorated for missed days (sickness, vacation, closure, or otherwise), nor do we refund the tuition or cancel unpaid obligations if you withdraw or reduce days without notice. Schedule changes will be granted if space is available. Deposits are non-refundable and withdrawals with fewer than the required number of days require full payment.

Payments will be deducted from your checking account as an EFT or charged to your credit card on the 1st of each month. Cash and checks are not accepted. Full-time childcare will be deducted in 12 equal monthly installments ( or 10, for those not attending over the summer). The primary member is responsible for all childcare charges. Three insufficient funds notices and/or credit denials may result in termination of childcare services.

Please note that deposits are non-refundable and withdrawals with fewer than the allotted number of days in the accompanying chart require full payment, and we will not apply any portion of the deposit to that month's tuition whether applied as a refund or otherwise.

## Sharing Payment Obligations/MultiplePayers

We will accept one registration form per child. Sometimes more than one person, such as a non-custodial spouse or grandparent, is required or would like to make payments towards a child's account. We can accommodate this arrangement as long as the parent/guardian signs the registration form, and that parent/guardian is ultimately responsible for payment.

In the case of divorce or separation, any legal agreement in which someone other than the person signing the form is responsible for any part of child care costs does not relieve payment obligation of the person executing the registration form.



TYPE OF CHANGE	REQUIRED NOTICE AND FEES
<b>CHANGING YOUR SCHEDULE</b>	
Changing number of days within your current registration or changing program options	Change forms are available from the DKECC office. A \$10 Change Fee will be applied at the time the change request is approved. Payment arrangements for an increase in your child's schedule must be made at the time the request is approved.
<b>WITHDRAWING</b>	
Withdrawing from the program	<b>Before your child starts:</b> Withdrawing <i>any time before 60 days prior to your start date</i> will result in forfeit of your deposit. Withdrawing <i>on or after 60 days prior to your start date</i> , and before your child's first day of school will result in forfeit of your first month's payment and deposit.
	<b>After your child starts:</b> 60 days written notice is required for withdrawal. Original tuition as stated on your registration is required regardless of your child's actual attendance. Withdrawal at this time will result in forfeiture of your deposit and no portion will be applied to your tuition.

## Late Payment or Non-Payment

If for any reason you anticipate that you may fall behind on your payments, please speak to the EC Director, ext 131 or our Accounting Department, ext 134. Accounts more than one month past due are referred to the Controller for immediate collection. If you are not able to make adequate arrangements to pay your tuition, do not stay in communication with us and/or do not stay on the agreed upon schedule, the JCC reserves the right to suspend services. Children are never made aware of payment status.

## Termination of Services

JCC Rockland reserves the right to cancel the enrollment of a child or the membership privileges of a family for reasons not limited to the following: failure to observe the rules of the JCC or to adhere to the policies of the DKECC as outlined in the Family Handbook; special needs of a child that cannot be adequately met with current staffing; physical and/or verbal abuse of staff or children by adult or child; and non-payment of fees. In such circumstances, any unused portion of program fees paid to date will be refunded.

## Childcare Subsidy

For families receiving child care subsidies from the Department of Social Services (DSS), a provider form with signatures of both the parent/guardian and the EC director is required prior to acceptance into the program. It is the responsibility of the parent/guardian to maintain an open case with DSS and ensure that paperwork is properly submitted in a timely fashion to ensure payment on your behalf.

## Tuition Assistance

JCC Rockland is proud to be addressing affordability and access with our Tuition Assistance Program (TAP). The goal of this program is to enable attendance at our Jewish early childhood program for as many families as possible. Applications must be completed in full on an annual basis, and decisions are based on the amount of funds available, number of applications received, and the level of need.

## Inclement Weather/School Closings

We understand that parents/guardians often have to work on days when the weather is inclement, and we make every effort to remain open for our working families. DKECC will remain closed, have a delayed opening or dismiss early at the discretion of the EC director, JCC Rockland and/or the Jewish Community Campus Facilities Director. If the Jewish Community campus cannot open **the building** by 10:30am, DKECC will remain closed for the day. We communicate these announcements using the app Remind. Information on how to join is in our welcome email. DKECC tuition is calculated per an average month; therefore, tuition installments are NOT reduced or pro-rated further due to scheduled closures or emergency closures.

## Pick-up

The regular day ends at 4:30pm. Please be prompt when picking up your child from school as it may be upsetting to your child to wait for you. Children may only be released to individuals listed by on the authorized pick-up form. Any individual that comes to pick up a child the first time must show a picture ID to the EC Director or teacher. Please call the school office at (845)501-4100 or email [dkecc@jccrockland.org](mailto:dkecc@jccrockland.org) if you plan on picking up past your regular pickup time. Late Care (4:30–6pm) is available by the month only to ensure we are properly staffed for the number of children; we cannot accommodate drop ins.

## Late Pick-up Fee

A late fee of \$1 per child is assessed for every minute of tardiness after 4:30 pm (or after 6:00 pm if your child is in late care). Three late pick-ups may result in a two-day suspension from the EC program.

## Enrichment Classes

JCC Rockland offers fun and meaningful enrichment opportunities for young children. If you choose to enroll your child in an enrichment class during our hours of operation, your child will be signed out by a JCC employee. Please note that they will be signed out from DKECC for the duration of the class, and will be supervised by JCC employees during that time. Payment and dismissal procedures are set forth by the JCC and are separate from the DKECC.

## Child Abuse and Neglect

For all DKECC staff members, reporting suspected child abuse is not a choice, but a legal obligation. In the event there is a suspicion of child abuse or neglect of any enrolled children, staff members are required to promptly contact the Mandated Reporter Hotline 1-800- 635-1522. If an intoxicated or impaired parent/guardian or guardian insists on removing children from the center, the center shall immediately report the incident to the local police agency.


## Support

Times can be difficult and people rely on community when they are in crisis. Support for our families is always available. Please contact the EC director if you need help in any way.

## Safety & Security

The safety and security of our children is of primary importance. Fire drills will be conducted monthly, and 2 annual disaster, shelter in place, or evacuation drills will be conducted in accordance with state regulations and the plans which have been determined by the Jewish Community Campus.

## Kosher

Jewish biblical law prohibits the mixing of dairy and meat (or poultry) as well as the consumption of certain food items such as pork or shellfish. In addition, food that is kosher must undergo rigorous qualifications and be scrutinized carefully so as not to violate any law. In order to maintain the level of kashrut, we require that any food brought into the center be in a sealed package with a kosher symbol on it. Some accepted symbols are: 

The sole letter K is not acceptable. Please contact the EC director if you have any questions regarding kosher food.

## Communication with Parents/Guardians

Open communication between parents/guardians and teachers is vital to creating a meaningful learning experience for your child. Teachers and parents/guardians are partners with the same goal: to provide for your child's needs in the best way possible. Feel free to arrange a meeting with your child's teacher, and/or contact them via email with your concerns. DKECC has an open door policy and you are welcome to come and observe your child's classroom at any time without causing disruption to the class. Please inform your child's teacher if you know of any planned absences.

Our teachers are professionals, and we expect them to communicate with parents in a professional manner. **Kindly refrain from communicating with teachers texting, messaging, or via any social media platform.** All staff are required to sign a social media policy which includes not using their phone or personal device to take pictures, not posting pictures on social media, and not communicating with parents via text. Please do not ask them for their cell phone number as you then put them in the uncomfortable position of having to say no to you.

The best way to communicate absences or changes in your child's schedule is to email your child's teacher AND the DKECC office at the same time. This allows important information to be disseminated appropriately in the event the teacher is home sick or out on a personal day.

Procare and Remind are only used as one way communication by us to you. Please do not communicate with us via those apps, as we do not check them for messages.

## Family Involvement

Family involvement is an important component to our program. We view our relationship with you and your children as a triangle, with your child at the top and, you and us as the strong foundations. We welcome you to read a book to the class on your child's birthday, or join us for a class Shabbat. Other opportunities will be presented by your child's teacher. For more information, contact the EC office.

## Family Committee

Parents and guardians are welcome and encouraged to take part in our DKECC Family Committee. The committee plans family activities, adult only activities, helps coordinate teacher appreciation gifts and activities, and offers suggestions to the EC Director and Assistant Director. To find out more, please contact the EC office.

## Babysitting

We understand finding quality caregivers is difficult, and we appreciate your love of our staff. We believe babysitting provides a symbiotic relationship as many of our staff members like to supplement their income. We ask that you please reach out to discuss with the EC Director or (AD) Assistant Director beforehand to discuss any staff member as a potential babysitter for your child. We are happy to give you names of staff members who babysit. We do not want preferential treatment to occur in a setting, and we would not like to upset a strong positive school relationship with your child in the event there is an issue when babysitting privately for your family. Furthermore, when our staff are in your house, they are not acting as a staff member, and they may become privy to any information regarding your household, family and child that you may not want us to know.

If you do have a staff member babysit your child, they may NOT start a shift for you until their shift for DKECC has ended. They are not able to take supervision of your child while they are working in another age group. If they are going to transport your child, they are NOT transporting them as an employee of JCC Rockland, and we ask you to sign a form indicating that.



# Behavior Policies

## Discipline Policy

DKECC is dedicated to working with families to create a successful experience and to promote the educational, social and personal development of all our children. When situations of inappropriate behavior arise that undermine an environment conducive to building important skills, intervention is required. While we recognize that children develop at different paces, we expect children's behavior to be consistent with age-appropriate actions and responses. In order to address and correct inappropriate behavior, the teacher will first attempt to redirect that child and isolate any possible causes in the child's environment that may be ameliorated by the teachers. If this does not minimize the behavior, the teacher will then use the following progressive disciplinary steps as a supplement to the routine.

Ongoing communication should occur between parents/guardians, and teachers

- Step 1:** When guiding and correcting young children, the teacher will provide instructive guidance to the child in a developmentally appropriate fashion. The teacher will discuss the behavior with the child, explain what behavior the child needs to change and offer acceptable alternatives. The child will be given an opportunity to correct their behavior. The teacher will reinforce the appropriate behavior. Additionally, the teacher will be documenting regularly to determine whether an antecedent or pattern might arise that assists us in preventing negative behavior.
- Step 2:** If severe unacceptable behavior continues, the child may be separated from the class. This will provide the child with the opportunity to think about their inappropriate behavior. The teacher will inform the director of the program about the incident, and a written note will be sent home explaining the behaviors observed and the consequences of those behaviors. A copy will be retained in the child's file as well.
- Step 3:** If the behavior continues to worsen, the teacher or director will contact the parent/guardians by telephone to discuss the inappropriate behavior. If applicable, the use of behavior modification techniques, including intervention by a professional, also will be discussed at that time. The parent/guardian will be advised of potential consequences if the behavior does not change.
- Step 4:** If the inappropriate behavior continues, a conference between the teacher, program director and parent/guardian will be arranged to determine whether or not the child can further benefit from the EC program. If behavior modification techniques are being used and some improvement has been noted, an additional conference may be scheduled to keep communication channels open. Depending on the severity of the issue, the child may be removed from school for up to three days at the discretion of the EC director.
- Step 5:** If inappropriate behavior persists and behavior modification techniques are ineffective or not used, permanent dismissal from the school may be necessary, at the discretion of the EC Director. Inappropriate behavior may include but is not limited to such acts of aggression as biting, hitting, pinching, kicking, spitting, bullying, verbal barrages such as vulgarities and racist remarks, refusal to follow the direction of a teacher or the EC director, or generally disruptive behavior.

## Biting Policy

The NYS OCFS requires that all centers maintain a safe and healthy environment for the children in their care. To that end, we have developed a policy on biting that promotes a positive and safe environment for all of our children as well as for their families. While biting may occur as a part of the natural progression of a child's development, it is a topic that tends to provoke strong feelings in the parents/guardians of both the injured child as well as the child who bites, no matter how serious the bite may be. Biting occurs for many reasons that do not indicate a serious problem, whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a response from peers or adults.

As in other areas of children's behavior and discipline, an ounce of prevention is worth a pound of cure, and the topics of friendship, how we treat others and how we play together are taught in an ongoing fashion. As a result, we bring up the topic of biting together as a class even before an incident may occur. To further prevent incidents of biting, we strive to provide children with the tools to express their feelings, enough toys to deter issues, and appropriate ratios in our infant and toddler rooms to assure that there is always proper supervision.

### If an incident of biting occurs, the following steps are followed:

#### For the Biter:

1. The child is immediately removed from the area where the incident occurred, avoiding any behavior that may provide unnecessary attention to the biter.
2. A teacher speaks to the child at the appropriate level and reinforces the words used when discussing biting as a class, such as, "Biting Hurts. We treat our friends with kindness."
3. The child is redirected to play in a different area and will continue to be observed.
4. An incident report is written up and parents/guardians are notified.

#### For the child who has been bitten:

1. Separate the injured child from the biter.
2. Administer first aid and TLC as needed.
3. Notify parents/guardians of the incident in writing. If biting attempts continue, the EC Director and classroom teachers work together to develop and implement strategies to minimize future incidents.

#### These include:

- a. Shadowing children who have made frequent attempts to bite, as well as children who may have the tendency to get bitten, by placing them under the direct supervision of a trained staff member.
- b. Documenting each time a biting attempt is made to determine whether a pattern emerges, (such as prior to mealtimes) so solutions can be created.
- c. Teaching children to defend themselves and each other by using their words.
- d. Determining whether the class environment has caused an increase in biting attempts, for example if a child seems bored and unchallenged, it might be time to move them to a room with older classmates.
- e. Referring a child who is biting frequently for an evaluation for possible special services.

## Grounds for Dismissal

DKECC makes every effort to work with all children and families enrolled in our program. On rare occasions, circumstances may occur that bring the school to the conclusion that it cannot meet or provide for the needs of the child and/or family. In this case the school reserves the right to ask the family to seek a more appropriate alternative program. Parents will be expected to behave respectfully to all teachers, families, and children, and to follow appropriate avenues for reconciling concerns or issues. Failure to comply with these measures may result in your child's termination from the program.

# Health and Wellness

In order for children to participate in the EC program, they must meet all health standards according to the NYS and DKECC. DKECC requires that all children who are enrolled in the program are up to date with their immunizations for all illnesses prescribed by the Department of Health. Families must provide documentation of their child's immunization status before they begin school and must update the EC office when their child receives immunizations during the year.

If emergency numbers change, please notify the EC administrator in writing. In the best interest of your child, the staff should be informed of any special situations (birth of sibling, family illness) or medical concerns (allergies). Such circumstances may affect your child's behavior and may be dealt with more effectively when the staff is aware of the situation.

## Medication

Parents/guardians have the responsibility to inform the center when their child has any special medical conditions, needs, or allergies so that we can provide appropriate care and support.

Medication will be dispensed by a Medication Administration Trained (MAT) staff member. No medicine will be given unless specifically prescribed by the child's physician. If your child requires medication during the school day, **medication must be provided in its original packaging with the appropriate dosing tool, labeled with the child's full name, and accompanied by the 2 page Medication Consent Form filled out in its entirety and signed by the physician.** Only a MAT certified staff member can accept the medication. Please give the medication to a MAT trained staff member directly and do not place it in your child's bag.

## Communicative Disease Management and Sick Child Policy

Classrooms are cleaned and sanitized daily. In addition, toys are washed and disinfected after use, and anything that comes in contact with bodily fluids will be immediately removed from the reach and placed in an area to be sanitized. Hand washing by the staff and children will occur prior to contact with food, after toileting/diapering, after coming in contact with bodily fluid, after outdoor play, immediately upon entering a classroom, and any other time that it is necessary.

Sick children are *excluded from the center until they are symptom free without medication for 24 hours.* If your child is too unwell to actively participate in regularly scheduled activities, including going outside or the splash pad/pool, then they should not be brought to school. We do not have an area or proper supervision for children to remain indoors when the rest of their class is outdoors.

**Please keep your child home if they have any of the following:**

- A new cold, where the mucus runs clear
- A cold (green mucus) with a drop in your child's energy level
- A fever of 100.9 degrees or higher
- Vomiting at any time in the past 24 hours
- A stomach ache or little or no appetite
- Diarrhea at any time during the past 24 hours
- Pink eye (characterized by pus and/or redness in one or both eyes)
- Chicken pox, when all the pox are not yet scabbed over.
- Throat infections such as strep. Any complaint of a sore throat should be checked by your doctor.
- Nits or lice
- Unexplained rash

The decision to send a child home or not permit a child to attend school will be made by the administration of DKECC. In the event of a child becoming ill while at the center, parents/guardians will be notified immediately, and arrangements for pick-up within an hour of being notified must be made. If we cannot reach you, we will go down the emergency contact list. Please inform the EC office if your child is staying home due to illness, and let us know any symptoms and diagnosis.

## **Common Childhood Illnesses**

Children in childcare centers play, eat, and rest in close spaces and do not yet have well-developed immune systems and may not be proficient in their personal hygiene habits. These factors can increase the likelihood of infection and can facilitate the spread of germs. Though staff are trained in best practice with regard to hand-washing and disinfecting, below is a list of some common illnesses that can be found in young children.

**(The information below was taken from the Delaware Department of Health and Social Services, Division of Public Health, Office of Infectious Disease Epidemiology manual, Infectious Diseases in Childcare Settings: Informational Guidelines for Directors, Caregivers and Parents, Fourth Edition, 2020)**

### **Common Cold**

The common cold is caused by many different types of viruses. Usual symptoms can include sore throat, runny nose and watering eyes, sneezing, chills, and a general achiness. Colds may be spread when a well person breathes in germs that an infected person has coughed, sneezed, or breathed into the air or when a well person comes in direct contact with secretions from the nose, mouth, or throat of an infected person.

### **Coronavirus (Covid 19)**

Symptoms include but are not limited to fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea. Babies under one year old may experience poor appetite or poor feeding. COVID-19 is thought to spread mainly through close contact from person to person via respiratory droplets produced when an infected person coughs, sneezes or talks.

## Coxsackie

Hand-Foot-and-mouth disease is a common childhood illness caused by Coxsackievirus A16. In many people, infection with the virus causes mild or no symptoms. In others, infection may result in painful blisters in the mouth, on the gums and tongue, on the palms and fingers of the hand, or on the soles of the feet. The fluid in these blisters contains the virus, and symptoms may last for 7 to 10 days. The infection usually goes away without any serious complications. Hand-foot-and-mouth disease can be spread when the virus present in the blisters is passed to another person. The virus can be passed through saliva from blisters in the mouth, through the fluid from blisters on the hands and feet, or through the infected person's feces. Outbreaks in childcare facilities usually coincide with an increased number of cases in the community.

## Diarrhea

Diarrhea can be caused by a variety of different germs, including bacteria, viruses, and parasites. However, children can sometimes have diarrhea without having an infection, such as food allergies or from taking medicines such as antibiotics. A child should be considered to have diarrhea when the child's bowel movements are both **more frequently** than usual and **more watery** than usual. Children with diarrhea may have additional symptoms including nausea, vomiting, cramps, headache, or fever. Children in diapers and childcare providers who change their diapers have an increased risk of diarrheal diseases.

## Earache/Ear Infection

An earache or ear infection (Otitis media) is usually a complication of an upper respiratory infection, such as a cold. Otitis media usually occurs in children under 3 years of age. Symptoms are caused by inflammation of the middle ear, often with fluid building up behind the eardrum. The child may cry persistently, tug at the ear, have a fever, and be irritable. These symptoms may sometimes be accompanied by diarrhea, nausea, and vomiting. Otitis media is common in young children whether they attend childcare or are cared for at home. However, some children appear to be more susceptible to Otitis media than others. Otitis media is not contagious, but the upper respiratory illnesses that can lead to Otitis media are contagious. Otitis media is often treated with antibiotics. Some doctors give children daily antibiotics to prevent Otitis media in children who have had repeat cases. Some children with chronic infections may require an operation to insert a tube to drain the fluid from the ear.

## Impetigo

Impetigo is a skin infection usually caused by one of two types of bacteria, group A Streptococci and Staphylococcus aureus. Impetigo appears as a blistering rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts, and adheres to the skin. Impetigo is spread from person to person through direct contact with the discharge from the lesions. This infection can rapidly spread among persons in close contact, such as children in a childcare facility. Exclude the child from the center until 24 hours after treatment has begun and the rash is no longer draining.

## Influenza

Influenza (“the flu”) is a potentially serious viral disease that can make people of any age ill. Influenza can cause fever, chills, cough, sore throat, headache, and muscle aches. The influenza virus is usually passed when an infected person coughs or sneezes and another person inhales droplets containing the virus. Although most people are ill for only a few days, some have much more serious illnesses and need to be hospitalized. Routine annual influenza vaccination is recommended for all persons aged 6 months and older. Since the influenza virus changes frequently, yearly vaccination should begin September (or as soon as vaccine is available) and continue throughout the influenza season.

## Pinkeye

Pinkeye, also called conjunctivitis, can be caused by bacterial or viral infections or by allergies. Bacterial and viral infections usually produce white or yellowish drainage that may cause the eyelids to stick shut in the morning. The discharge in allergic conjunctivitis is usually clear and watery. All types involve redness and burning or itching eyes. Pinkeye in childcare settings is most often due to bacterial or viral infections. Red and sore eyes may also be part of viral respiratory infections. The germs that cause conjunctivitis may be present in nasal secretions, as well as in the discharge from the eyes. Persons can become infected when their hands become contaminated with these materials and they rub their eyes. Exclude children diagnosed with bacterial conjunctivitis until they have been treated with an antibiotic for at least 24 hours.

## Respiratory Syncytial Virus (RSV)

RSV causes the common cold and other acute respiratory tract infections in adults and children. It is one of the most common diseases of early childhood, affecting nearly every child by the age of 2. In most cases, symptoms are mild and cold like (nasal congestion, runny nose, fever, and cough). In young infants, it can cause irritability, decreased feeding, lethargy, brief periods of not breathing (apnea) and even cyanosis (blue skin). It can lead to bronchitis and pneumonia. RSV may lead to hospitalization. RSV is spread through the respiratory route when an infected person coughs or sneezes, as well as from touching contaminated surfaces or objects and then touching their eyes, nose or mouth. A young child with RSV may be contagious for 1-3 weeks, until symptoms subside.

## Ringworm

Ringworm is a fungal infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. Ringworm on the scalp may leave a flaky patch of baldness. On other areas of the skin ringworm causes a reddish, ring-like rash that may itch or burn. The area may be dry and scaly or it may be moist or crusted. The same fungi that infect humans can also infect animals such as dogs and cats, and infections may be acquired from pets as well as from infected children. Ringworm is spread by direct contact with a person or animal infected with the fungus. It can also be spread indirectly through contact with articles (i.e., combs, clothing) or surfaces that have been contaminated with the fungus. A child with ringworm is infectious as long as the fungus remains present in the skin lesion. The fungus is no longer present when the lesion starts to shrink. Exclude a child with ringworm until after treatment has begun.

## Roseola

Roseola (exanthem subitum) is caused by a virus called human herpesvirus 6 (HHV-6) and, possibly, human herpesvirus 7 (HHV-7). It is most common in children 6 months to 24 months of age. Symptoms include a high fever that lasts for 3 to 5 days, runny nose, irritability, eyelid swelling, and tiredness. The high fever often ends abruptly and at about the same time a pinkish red rash appears on the trunk and spreads over the body. The rash blanches (turn white) when you touch it and individual spots may have a lighter “halo” around them.

In approximately 10% to 15% of young children, the fast-rising fever that comes with roseola can trigger febrile seizures (convulsions caused by high fevers).

### Signs of a febrile seizure include:

- Unconsciousness
  - 2 to 3 minutes of jerking or twitching in the arms, legs or face
  - Loss of bladder or bowel control
- Roseola is spread from person to person, but it is not known how.

Roseola is not very contagious. Usually, roseola goes away without any treatment. A child with fever and rash should be excluded from childcare until seen by a healthcare provider and fever and rash have resolved.

## Strep Throat

Strep throat is caused by group A Streptococcus bacteria. Strep throat is more common in children than in adults. Strep throat is easily spread when an infected person coughs or sneezes contaminated droplets into the air and another person inhales them. A person can also be infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat infections may include severe sore throat, fever, headache, and swollen glands. If not treated, strep infections can lead to scarlet fever, rheumatic fever, skin, bloodstream and ear infections, and pneumonia. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever. Rheumatic fever is a serious disease that can damage the heart valves. Exclude a child diagnosed with strep throat until 24 hours after beginning antibiotic therapy.

## Allergies

Please inform your child's teacher if he/she has (or if you suspect) any food allergies in addition to listing it on the medical form and About Your Child profile. A medication consent form and a special healthcare plan is required for children with allergies. If you choose to send breakfast for your child, please make sure that it is well labeled with your child's first and last name, and please be aware that DKECC is not aware, and we avoid food, drinks, or play items that have any nut listed as an ingredient. DKECC believes that having a pet helps children learn emotion regulation, responsibility and empathy, and we sometimes have pets such as fish, rabbits, guinea pigs, hamsters, etc. Please be sure that we are aware of any animal related allergy.



# Receipt of Family Manual

By signing below, I acknowledge that I have read the handbook in its entirety and agree to abide by the policies of the **Deborah Koenig Early Childhood Center** as well as keep my JCC Rockland account current and in good standing.

I also agree to the terms and conditions as indicated therein, and this receipt shall stand in place of any signature of previous editions of the parent/guardian handbook.

**PRINT NAME**

\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE**

\_\_\_\_\_

**DATE** \_\_\_\_\_

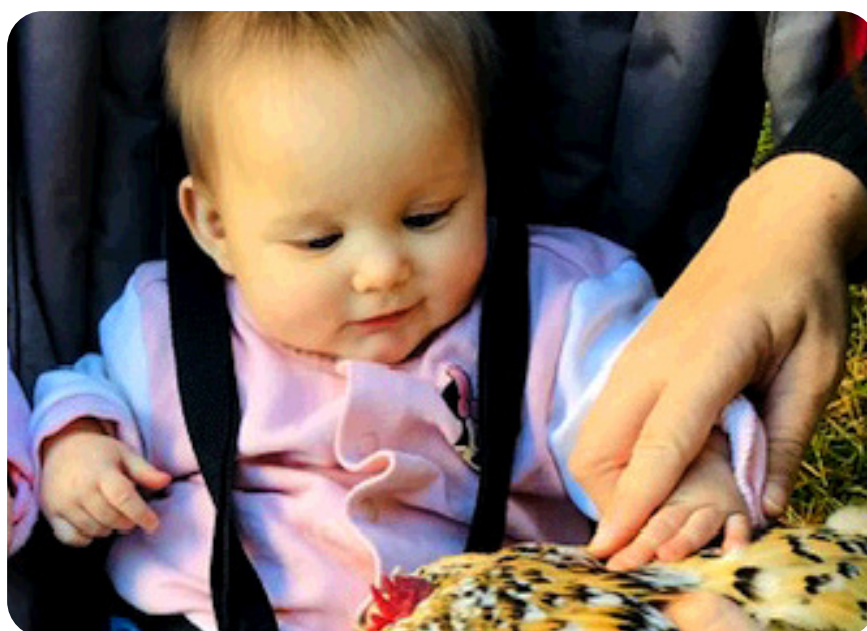
# FUNDRAISING OPPORTUNITIES

## Fundraising

Fundraising opportunities occur throughout the year. These allow us to supplement our scholarship fund, bolster family and classroom events, and provide meaningful professional learning experiences for our dedicated educators. Kindly help us support our school and consider making a tax-deductible gift to one of our funds, and help enrich the life of your neighbor, school or someone in need. Contact our EC Office and we will direct you to fundraising.

***Thank you so much for your support!***

*I would be happy to participate in these important fundraising experiences at the DKECC.*





JCC ROCKLAND

### **JCC ROCKLAND**

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