



PARENT HANDBOOK

Table of Contents

General Information	3	Outdoor play	13
A Letter to our Parents.....	3	Pick-up/Late Pick-up.....	13
Mission Statement and DKEC Philosophy	3	Transitions.....	13
2016-17 Calendar	4	Camp JLand	14
Contact and License Information.....	4	Communication with parents	15
Staff	5	Communication from Home/ Observation and visits	15
Our Staff.....	5	Class Website/Daily Connect	15
Staff Directory.....	5	Parent/Teacher Conferences - Evaluation and Assessment	15
Program Information and Individualized Needs	5	Early Childhood Committee.....	15
Notice of Non-Discrimination.....	5	Inclement Weather.....	15
Educational Philosophy	6	Parent Involvement.....	15
Curriculum/Group Schedules.....	6	Babysitting.....	16
Policies and Procedures	7	Health and Wellness	16
Admissions, Enrollment, Registraion	7	Medication	16
Forms	7	Communicative Disease Management, Sanitation and Sick Child Policy.....	16
Financial Responsibilities.....	7	Common Childhood Illnesses	17
Late Payment or Non-Payment	8	Allergies.....	20
Sharing Payment Obligations/ Multiple Payors	8	CATCH.....	20
Changes.....	9	Child Abuse and Neglect	20
Termination of Services.....	9	Support.....	20
Childcare Subsidy.....	10	Safety & Security	20
Late Pick-up Fee.....	10	Behavior Policies	21
Refunds	10	Biting Policy	21
Tuition Assistance.....	10	Discipline Policy	22
Dropping off/Checking In & Out	10	Jewish Traditions and Holidays	23
Your Child's Day	11	Shabbat	23
Breakfast, Snack and Meals	11	Israel.....	23
Birthdays	11	Kosher.....	23
Naptime/Rest Time	11	Tzedakah	23
Bathrooms/Diapers.....	11	Fundraising opportunities	24
Items from Home - clothing 2 sets, sneakers, outdoor play	12	Receipt of Parent Manual	25

GENERAL INFORMATION

A Letter to our Parents

Dear Parents,

It is with great pleasure that I welcome you to the Deborah Koenig Early Childhood Center at JCC Rockland. I am thrilled that you have chosen to entrust your child to us; we are so excited to be a part of your family, and to welcome you to ours! The school year will be filled with many opportunities for growth, learning, creativity and fun, and we encourage you to be an active participant in our program.

This parent manual is filled with answers to many of your questions. Please read it carefully and refer to it as needed. We will try to always be available to speak with you in regard to any questions or comments. Please feel free to reach out to arrange an appointment to speak with us.



Mission Statement and Philosophy

The Deborah Koenig Early Childhood Center at the JCC of Rockland is committed to providing excellent care and education through the lens of Jewish values to our diverse and warm community here in Rockland County. We believe that our children are our most precious commodity and we are here to support your efforts to provide them with a bright start. We partner with our families to encourage creativity, curiosity, imagination and build trusting relationships. Our mission is the same as yours; for your child to grow and develop in an environment that is safe, warm, and stimulating!

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 past their potential. Our caring educators are professionals in their field and are devoted to creating a warm and nurturing environment where teachers and families work alongside one another to cultivate creativity and independence. Educators are regularly provided with professional development to stay abreast of their field and to offer your child with new and exciting experiences to enrich their experience.

We provide play based, child-directed learning in our newly updated classrooms and focus on infusing our values based curriculum with Jewish values and traditions while fostering a lifelong love of learning! We'll discover and explore:

- | | | |
|-------------------------|-------------------------|---------------------------------------|
| • Literacy Skills | • The Natural World | • Music |
| • Beginning Math Skills | • Movement and Exercise | • Healthy Lifestyles |
| • Technology | • Hebrew Enrichment | • Values and Responsibility |
| • Science | • Developmentally | • Sign Language |
| • Art | Appropriate Play | • Weekly “Shabbat Share” Celebrations |

ANNUAL CALENDAR

The DKECC's regular hours of operation are Monday through Friday 7am-6:30pm.

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

Closed	Friday before Labor Day/Staff Development Day
Closed	Labor Day
3:30 Pickup	Rosh Hashana Eve
Closed	Rosh Hashana (both days)
3:30 Pickup	Yom Kippur Eve
Closed	Yom Kippur
Closed	Veterans' Day/Staff Development Day
Closed	Thanksgiving Vacation (Thursday and Friday)
Closed	Christmas Day (or Christmas Day observed)
3:30 Pickup	New Year's Eve
Closed	New Year's Day (or New Year's Day observed)
Closed	Rev. Dr. Martin Luther King, Jr. Day/Staff Development Day
3:30 Pickup	First Seder (Closed if it falls on a weekend)
Closed	First Day of Passover
Closed	Memorial Day
Closed	Independence Day (or Independence Day observed)

School year and monthly calendars will be available for viewing each month in the classroom and on the class Shutterfly site.

Contact, License Information and Hours

The DKECC is located within at the JCC Rockland within the Jewish Community Campus at 450 West Nyack Road, West Nyack, NY 10994 and is reachable by phone at 845.362.4400.

The Deborah Koenig Early Childhood Center is licensed by the State of New York through the Office for Children and Family Services. 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 perusal.

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

The DKECC's regular hours of operation are Monday through Friday 7am-6:30pm.

STAFF

Our Staff

Each DKECC staff member is hired and evaluated by the EC Director. All hired staff meet or exceed the licensing requirements outlined by the New York State Office for Children and Family Services. Each licensing term, EC staff members are required by law to participate in 30 hours of relevant training in each of the eight training areas.

Staff Directory

To reach your child's classroom or relevant JCC staff, a phone directory is included below.

JCC Rockland Main Line 845.362.4400

Reception	Front Desk	ext. 116
Infant Alef	Room 1-237	ext. 552
Infant Bet	Room 1-239	ext. 553
Waddler Alef	Room 1-234	ext. 164
Waddler Bet	Room 1-233	ext. 163
Toddler Alef	Room 1-245	ext. 559
Toddler Bet	Room 1-243	ext. 549
Preschool Alef	Room 2-264	ext. 621
Preschool Bet	Room 2-262	ext. 626
Preschool Gimmel	Room 1-241	ext. 560
PreKindergarten Alef	Room 2-257	ext. 620
PreKindergarten Bet	Room 2-251	ext. 618
Miriam Pedler	EC Director	ext. 103
Rachel Kurland	EC Asst. Director	ext. 131
Samara Krieg	EC Administrator	ext. 118
Susan Stalter	Accounts Receivable	ext. 134
Lisa Murphy	Camp Registrar	ext. 199

Deborah Koenig Early Childhood Center 845.501.4100

Program Information and Individualized Needs

The DKECC believes that every child is special and is happy to open their doors 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 like your child needs additional services please let us know and we are happy to put you in contact with your local school district or Early Intervention who would determine the specific needs of your child by observation and/or assessment. We are happy to make ourselves available as advocates for your child and family at district meetings.

Notice of Non-Discrimination

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

Everyone Welcome.

Educational Philosophy

Learning through play is an important part of our curriculum at the DKECC. Children will have the opportunity to learn about themselves, their environment, people and the world around them. When given the environment to make choices and explore different activities and experiences children learn a great deal.

For example:

- When children are playing on climbing equipment they are learning to be self-confident as they develop new skills; physical strength, coordination, and balance; to use their imagination; to solve problems; and to cooperate with others while involved in some type of dramatic play.
- When children are looking at books and hearing stories they are learning that reading is important and enjoyable; letters on pages represent words; to exercise their own imagination; to interpret pictures to represent ideas; to handle books with care; to make up their own stories; to recognize certain words when they see them in print; and to follow the development of thoughts and ideas in the plot of a story.
- When children are riding on toys they are learning strength, balance, coordination of large muscles of legs, torso, and arms; to use their energy in a constructive way; concepts of speed, direction, and location; to negotiate and take turns with others; to solve problems, and self-confidence as they master skills.
- When children scribble and draw they are learning to hold a pencil, crayon, etc. and to control the pressure of a writing item; eye-hand coordination; that their ideas have value; concepts of color, shape, and location; and eventually how to express themselves with words to describe their drawing.
- When children finger paint they are learning imagination and creativity; about color and how to form new colors; eye-hand coordination; and how to share ideas with others.
- When children are playing with sand they are learning to develop their imagination and creativity; concepts of size and shape; how to use tools; how to solve problems; concepts of warm/cool, heavy/light, and wet/dry; how to play socially with others; and to observe change.
- All of these skills that children learn and gain through play help children develop socially, emotionally, physically, and intellectually.

Curriculum/Group Schedules

Each class will have a group schedule set by their classroom teacher. This schedule will be posted in the classroom as well as on the class Butterfly site. Because the needs of the children come first, the schedule must be flexible and used solely as a guideline.



Continuity of Care

The DKECC employs a Continuity of Care model of learning for older infants and young toddlers in our Waddler Rooms. We strive to minimize transitions to help infants and toddlers form meaningful relationships with their caregivers and to ensure developmentally appropriate engagement and environment for all children. Feel free to reach out to us or the classroom teachers with any questions.

Sheva

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

POLICIES AND PROCEDURES

Admissions, Enrollment, Registration

The Deborah Koenig Early Childhood Center is open to all members of the JCC Rockland community. Community membership will be charged annually at the start of the school year.

Forms are available in the DKECC office 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 upon payment of the deposit, first month's payment and a completed application. Once enrolled, registration is completed upon receiving the necessary forms as requested by the early childhood administrator.

Re-enrollment forms are sent out each mid-winter with updated rates for the new year. These forms act as your contract for the following year and are required to be submitted in a timely fashion. A \$100 registration fee will be applied to forms submitted after the due date. For children who will not be attending Camp JLand, September's tuition is due on July 1 in order to secure a spot for the coming year. Tuitions for the following year are published in mid-winter. Tuition is based on the school year: the Tuesday following Labor Day until the Friday prior to the first day of camp, or for our 12 month families, the Tuesday following Labor Day until the Thursday prior to the next Labor Day.

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 classroom are subject solely to the director

Forms

All forms are available for acquisition from the EC office. Please see the EC administrator for any necessary paperwork.

Financial Responsibilities

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 monthly for 12 months. For students who will not be participating in Camp JLand, tuition will be deducted only for the 10-month school year. You will receive written notice in advance if there is a change in the monthly fee. The primary member is responsible for all childcare charges. Insufficient funds and/or denial of payment to the JCC will result in a \$25 service charge for each occurrence. Three insufficient funds notices and/or credit denials will result in termination of childcare services.

Children who are completing their Pre-Kindergarten year, and will be moving up to Kindergarten in the fall will only be charged through June, as they are no longer age eligible for Camp JLand. To learn about our other camp options, please visit www.jccrockland.org/camp, or call the Camp Registrar at ext. 199.

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 103 or Accounts Receivable Specialist, 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, cannot stay in communication with us and/or cannot stay on the agreed upon schedule, the JCC reserves the right to suspend services. Children are never made aware of payment status.

Sharing Payment Obligations/Multiple Payors

We will send one registration form per child to the parent you identify as financially responsible. 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 one parent signs the registration form, and that parent is ultimately responsible for payment even if multiple payors are involved.

In the case of divorce or separation, the one person signing the registration form is responsible for payment to the JCC. Any legal agreement than someone other than the person signing the form is responsible for any part of child care costs should be dealt with outside our office. Please do not ask us to become involved in payment or legal disputes. Payment is expected on time and following the policies outlined in this document.



Changes

Your financial obligation is for the full annual tuition as stated in the registration form. Our expenses are incurred on an annual basis and we cannot fully refund the tuition or cancel unpaid obligations if you withdraw or reduce days without notice. Schedule changes will be granted if space is available. Please note: changes to tuition due to a transition to a new classroom will occur on the first of the month following the transition. Please see the specific change policy outlined in the chart below:

TYPE OF CHANGE	REQUIRED NOTICE AND FEES
CHANGING YOUR SCHEDULE	
Changing hours within your current registration or changing program options	30 days written notice required. 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.
WITHDRAWING	
Withdrawing from the program	<p>Before your child starts:</p> <p>Withdrawing <i>any time before 2 months prior to your start date</i> will result in forfeit of your deposit.</p> <p>Withdrawing <i>on or after the date 2 months 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.</p> <p>After your child starts:</p> <p>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.</p> <p>The last day to request withdrawal for the 10 month program is April 15 and for the 12 month program, June 15. After that date, you will be responsible for the full amount of tuition indicated on your registration form, regardless of your child's last day in school.</p>

Termination of Services

The JCC 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 Parent 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; non-payment of fees. In such circumstances, any unused portion of program fees paid to date will be refunded.

Childcare Subsidy

For those families receiving childcare subsidy from the Department of Social Services, a provider form with signature of both the parent and the EC director is required prior to acceptance into the EC program. It is the responsibility of the parent or 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. Full tuition is still required, and DKECC reserves the right to charge the remaining balance of tuition owed for any portion that is not covered by DSS.

Late Pick-up Fee

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

Registration Fee

An annual registration fee of \$100 is due by June 1 for the following year for children attending the 10 month program. This non-refundable fee is waived for students attending 12 months whose re-enrollment form is submitted by the due date.

Refunds

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. In addition, there is NO reduction of fees for vacation and no makeup days for illness or vacation. Because applications are submitted for either a 10 month school year or a full 12 months, staff are hired for the number of children enrolled, and parents are therefore contracted to continue payments for the remainder of the year, regardless of attendance. 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.

Tuition Assistance

The Deborah Koenig Early Childhood Center at JCC Rockland is proud to be addressing affordability and access with our Tuition Assistance Program. The goal of this program is to enable attendance at a Jewish early childhood program for as many families as possible. Applications must be completed on an annual basis (April 15th of each year for the following program year) and decisions are based on the amount of funds available, number of applications received, and the level of need.

Dropping off/Checking In & Out

Please feel free to drop off at your convenience, but be aware of your child's schedule so you can make sure that you **arrive prior to the start of their learning day**. If you will be delayed, or will not be coming in, please notify the EC office or your child's classroom. Regulations do not allow us to accept a sleeping child, including infants. Please wake your child when arriving to the classroom..

We have installed a security system to protect our children, parents, and staff. Each family will be issued a fob to allow entrance into the DKECC wing. New families may pick up new fobs at the Check-In Desk in the main lobby of JCC Rockland. If you need to replace a lost or broken fob or want an extra fob there will be a charge of \$ 10.00 per fob. Please notify the check-in desk immediately if your fob becomes lost.

Please use your access card for yourself and your child only. **Do not hold the door open for others.** Our security system is effective only when we use it properly. When we hold the door open for other adults, we undermine the system. If someone asks you to open the door for him/her, and you do not know them, please contact a staff member or direct the person to the JCC Rockland main entrance.

Checking in and out using the Procare system is required daily in order for us to maintain a safe and secure environment for your children and for accurate record keeping and attendance. Please see the EC administrator to get set up with the bio reader and with any questions regarding our safety procedures. Failure to utilize the system daily may result in a fine.

Strollers

Please note that strollers may not be left at the school in any location. Infant carriers may be hung near the playground exit doors, but must be labeled with your child's first and last names.

YOUR CHILD'S DAY

Breakfast, Snack 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. While we do not provide breakfast, we can serve a prepared (or easily warmed) kosher breakfast to your child. So we do not disrupt your child's schedule, breakfast will be served no later than 8:30am. Other food from home is not permitted. Please discuss any dietary needs with the Director.

Birthdays

If your child is celebrating a birthday, we encourage you to celebrate it in class! We have found that the children prefer baking and cooking birthday treats for themselves! Cooking our own treats minimizes concerns about kashrut and allergies, and ensures that all children are included. Please get in touch with your child's teacher and the EC office at least one week prior to your preferred celebration date to speak about a special treat that is also a healthier alternative to the traditional cupcake.

For families choosing to celebrate by inviting the class to join them either at home or another venue, please remember that many of our families keep kosher and are Shabbat observant. Celebrating an event that would cause another child to be unable to attend due to concerns regarding the food or the date, can affect the emotional well-being of our students, and is strongly discouraged. The JCC also offers many exciting birthday party options at a reasonable price. Please feel free to reach out to the DKECC office for help in planning your child's event, whether at home, at the JCC or another location.

Naptime/Rest Time

In accordance with New York State regulations, children attending the DKECC will be afforded a two hour nap/rest 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 a year will transition to a cot when appropriate as determined by the Infant Room head teacher in conjunction with the parents. Drop off is not permitted during naptime, as it is disruptive to the children's schedules.

Diapers/Bathroom

Parents are required to supply the DKECC with diapers and wipes. Diapers will be changed only in the diaper changing area. Disposable diapers will be used, and reusable diapers may be utilized at the discretion of the director. Children's diapers and diapering ointments will be labeled and stored in their individual baskets or diapering cubbies. Written parental permission will be 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.

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.

Items from Home

TWO full changes of clothing are required for each child. Please be sure to label everything with your child's first and last name (including socks) to avoid any lost items. Sneakers or closed toes shoes are preferred to minimize falling and tripping accidents. Children may get messy over the course of the day. Please do not send your child in clothing you would like to keep clean. Children will go outside twice daily when the weather permits so proper, seasonal attire is required. Teachers will make more specific requests regarding clothing and items for the classroom.

In addition to extra changes of clothes including socks (and underwear if appropriate) please send the following with your child on their first day:

Infant Room

- 1 picture of your child
- 1 picture of your family
- extra milk/formula
- extra bottle/sippy cup
- pacifiers (if needed)
- 2 small reusable bowls and spoons (when ready for solids) - different colors
- bibs
- diapers and wipes
- blanket (over a year ONLY)
- disposable camera

Waddler and Toddler Rooms

- 1 picture of your child
- 1 picture of your family
- sippy cup
- blanket and sheet
- bib (if necessary)
- diapers and wipes
- transition item (if necessary)

Preschool and PreKindergarten Rooms

1 picture of your child
1 picture of your family
blanket and sheet
diapers and wipes (if necessary)
transition item (if necessary)

In order to minimize lost items, toys from home are not permitted, although a small transition item is allowed. Do not send your child in expensive jewelry.

Outdoor Play

Children learn best through play and active experience, so classes will go out twice a day (weather permitting) to play and explore. Please ensure that children are dressed appropriately for the weather and expect that they will get messy. Children who are not well enough to participate in any activities, either indoor or out, should remain at home. Children will be able to utilize the sandbox, playground, bicycle track, small field and garden during this time as well as go for walks throughout the Jewish Community Campus as well as other fun outdoor experiences that are available to us on the grounds.

Enrichment Classes

JCC Rockland offers meaningful, fun and accessible enrichment opportunities for young children, and are well attended by students from the DKECC. If you choose to enroll your child in an enrichment class, your child will be signed out by a JCC employee for the purpose of bringing them to the enrichment class. You may pick up your child from the enrichment class, or give permission for the JCC enrichment program to return your child to their class. Please note that they will be signed out from the 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.



Pick-up/Late Pick-up

Children may be picked up according to their chosen schedule in the afternoon but no later than 6:30pm after which late fees will be charged in accordance with the Late Pick-up Fees schedule set forth in the Financial Responsibilities section of this handbook. 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 identified by parents in writing on the emergency information form provided for each child. Any individual that comes to pick up a child the first time must show picture ID to the Director or teacher. Please call the school office at (845)501-4100 or email the school (dkecc@jccrockland.org) if you plan on picking up past your regular pickup time.

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 for your child (and for you) as possible. Parents will be notified of at least 2 weeks in advance of an upcoming move.

Transitions will occur over a 2 week period and will allow for your child to increase their comfort level daily without causing undue stress. Please note that New York State Office for Children and Family Services has outlined what they feel are appropriate transitions for your child. We will always advocate on behalf of your child's needs. Changes in classroom are subject solely to the discretion of the director, in cooperation with parents and teachers.

Transitions that occur immediately prior to camp do not necessarily allow for a 2 week transition period, as our fantastic camp counselors are present solely for the camp session, however, all efforts are made to ensure continuity for all of our children whenever possible. If you are receiving tuition assistance, please be sure to note your child's mid-year transition on your request.

Camp JLand

Children attending DKECC who will be 18 months by June 1 through entering PreK are welcomed into Camp 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 camp themed specials as well as instructional swim daily. For our Bogrim Unit, children ages 3 through entering PreK, they experience a step up to "big kid" camp by having a scheduled and varied camp day, eating lunch in the outdoor tent, as well as including pickup and drop off on the pickup line located in the rear of the JCC. The camp day runs from 9am-4pm, and the full day is still included for our full day year round DKECC children.

Please note that children who are completing their PreKindergarten year at DKECC are no longer age eligible for Camp JLand and are invited to join our other fun camp options. To learn more, please visit jccrockland.org/camp or call our Camp Registrar at ext. 199.



COMMUNICATION WITH PARENTS

Open communication between parents and teachers are vital to creating a meaningful learning experience for your child. Teachers and parents 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.

Communication from Home/Observation and visits

The EC director and Assistant Director will conduct regular observations of the classroom, teachers and students, and will work in partnership with the center staff to provide the safest and most meaningful learning experience. 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 teachers if you know in advance about any planned absences (ie. vacation).

Class Website

Each class will have a class Shutterfly group where pictures, schedules, recipes, books, etc will be posted. For safety reasons we cannot allow parents to download pictures from this site. In order to access this account, you must have an email address you are willing to share with your child's classmates. If you would prefer not to share your address, please notify the EC office.

Parent/Teacher Conferences - Evaluation and Assessment

Children will be assessed two times per year to evaluate progress and to measure growth. These findings will be shared at Parent/Teacher Conferences and will be kept in your child's file for your convenience.

Early Childhood Committee

Parents and guardians are welcome and encouraged to take part in the Early Childhood Committee. This committee meets multiple times during the year and offers support and suggestion to the Deborah Koenig Early Childhood Center. To find out more, please contact the EC Office.

Inclement Weather/School Closings

Though we understand that parents often have to work on days when the weather is inclement, and we make every effort to stay open to provide this important service for our working families, the DKECC will remain closed, have a delayed opening or dismiss early at the discretion of the EC director, the JCC Rockland and/or the Jewish Community Campus Facilities Director. Please visit the JCC Rockland website, the Shutterfly site or the JCC Rockland facebook page to monitor our closing status, and be sure to sign up for alerts with remind.com.

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.

Parent Involvement

Parent involvement is an important component that will keep our program running. Volunteers, story readers, chaperones will all be needed at various points of the year. In addition we will need help with our many fundraisers and tzedakah projects. Please contact the EC office to find out how you can get involved.

Babysitting

In accordance with a recommendation from the JCCA, the DKECC **strongly discourages** the hiring of our staff members as babysitters for EC families in their private homes or recommend JCC Rockland staff members. Additionally, EC Staff is also not permitted to transport students in their private cars to and from the ECC as well as to and from ECC sponsored events.

HEALTH AND WELLNESS

The DKECC requires that all children who are enrolled in the early childhood 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 may attend school and must update the EC office when their child receives immunizations during the school year.

In order for children to participate in the EC program, they must meet all health standards according to the State of New York and the DKECC. If emergency numbers change, please notify the EC administrator in writing or email immediately. 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/caregivers 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 MAT-certified 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 left for the teacher in a labeled plastic bag in its **original packaging and dosing tool** with child's full name on it. Medication must be accompanied by a written and signed Medication Consent Form (available in the EC office) from the parent/guardian that should include: child's name, name of medication, dosage, the time dosage is to be given, or any directive (i.e. give with food, remain with child), comments, date medication is to begin and end. Prescription medication must be submitted with a Medication Consent Form signed by the child's pediatrician. Epi- Pens will remain with the child during the day.

Communicative Disease Management and Sick Child Policy

Each classroom will be cleaned and sanitized daily. In addition, all toys will be washed and disinfected after use, and anything that comes in contact with bodily fluids will be immediately removed from the reach of any child until such time as it may be cleaned and sanitized. Hand washing by the staff as well as the 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 prior to interaction with the children), when soiled and any other time that it is necessary.

Please keep your child home if he/she has any of the following:

- A new cold, where the mucus runs clear
- A cold (green mucus) with a drop in your child's with a drop in your child's energy level
- A fever of 100.9 degrees or higher (your child must be FEVER FREE for 24 hours prior to returning to school)

- 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 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

Children will be excluded from the center until such time as they are symptom free (without medical intervention) for 24 hours.

If your child is too unwell to participate in regularly scheduled activities, then they should not be brought to school. This includes going outside, or going to the pool.

The decision to send a child home or not permit a child to attend school will be made by the administration at the DKECC. In the event of a child becoming ill while at the center, parents/guardians will be notified immediately, and we will need you to arrange for immediate pick up within an hour of being notified. Please inform the EC office if your child is staying home due to illness as well as your child's symptoms and diagnosis.

Common Childhood Illnesses

Children in childcare centers play, eat, and rest in close spaces, 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 regards 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, Third Edition, July 2013)

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.

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 when diarrhea is caused by 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 frequent than usual and more watery than usual. Children with diarrhea may have additional symptoms including nausea, vomiting, cramps, headache, or fever. Exclude any child or adult with diarrhea until the diarrhea has ceased or as directed by the Division of Public Health. 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 three 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 other children. Otitis media is not contagious, but the upper respiratory illnesses that can lead to otitis media are contagious. Upper respiratory infections are spread when one person is exposed to the respiratory secretions of an infected person, which have contaminated the air or an object. 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 (sometimes called "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 illness 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.

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/Febrile Seizures

Roseola (exanthem subitum) is caused by a virus called human herpes virus 6 (HHV-6) and, possibly, human herpes virus 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. 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 **nut aware**, and we avoid food, drinks, or play items that has any nut listed as an ingredient.

CATCH - A Coordinated Approach to Children's Health

DKECC is proud to be a part of important changes happening in early childhood with regards to 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).

Discover CATCH: Early Childhood employs a holistic approach to child health. It involves the JCC's Early Childhood, Health and Fitness, Family Engagement and Jewish Life departments, and engages teachers, children and families to work together to build healthy habits. A series of parent tip sheets brings the learning home from school, helps families think more carefully about food and nutrition.

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."

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 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 feel that 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. It is important that you assist us in keeping our children safe by checking in/out daily, never holding the door for an unauthorized person into the DKECC wing, and always following procedure in accordance with this handbook.

BEHAVIOR POLICIES

Biting Policy

The New York State Office of Children and Family Services Division of Child Care Services 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 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. The Deborah Koenig Early Childhood Center's policy on biting is as follows:

Like 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 is a subject that we teach 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 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 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 of the incident in writing.

If biting attempts continue, the center director and classroom teachers will work together to develop and implement strategies to minimize future incidents.

These include:

1. 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.
2. Documenting each time a biting attempt is made to determine whether a pattern emerges, (such as biting occurring prior to mealtimes) so solutions can be created.
3. Teaching children to defend themselves and each other by using their words.
4. 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.
5. Creating partnerships with parents so that resolutions are reached as a team with everyone's best interest in mind, developing strategies and creating written behavior modification plans together so to avoid possible dismissal from the center.

6. Enlisting the aid of County Special Education specialists to provide testing and recommendations to assist in determining the proper educational venue for the child if DKECC is no longer able to provide care.

Discipline Policy

The DKECC is dedicated to working with children and parents 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 EC 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 communications that should occur between parents, teachers and students:

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 his/her 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 his/her inappropriate behavior. The teacher will inform the director of the program about the incident, and a written note will be sent home to the parents 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 parents 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 parents 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 parents 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

Grounds for Dismissal

The Deborah Koenig Early Childhood Center makes every effort to work with all children and families enrolled in our program. On rare occasion 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 you to seek a more appropriate alternative if it is determined by the school, in its sole discretion, that it is in the best interest of the child and the school. Parents will be expected to behave respectfully to all teachers, parents, 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.

JEWISH TRADITIONS AND HOLIDAYS

While we recognize that many children in our program are not Jewish, the values we teach apply to all equally. In addition to kindness, respect and responsibility, we focus on “tzedakah,” the Hebrew word for justice by doing good deeds and sharing with those less fortunate. Our children participate all year long in activities to perform acts of kindness not only for their classmates and teachers but for others in the community through partnerships with other not-for-profit agencies (Rhoda Bloom Food Pantry, Jewish Federation of Rockland County and more).

The JCC inspires children to explore traditions by participating in Jewish holiday celebrations. We celebrate Shabbat (the Jewish Sabbath) every Friday and learn about

Jewish holidays by discussing stories and observing the traditions of each one. The Jewish holidays provide rich opportunities for learning and different sorts of activities (dressing in costumes, parades, food preparation, candle-lighting and more) that are planned by our fantastic educators.

Shabbat

Shabbat is the weekly holiday where 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 will celebrate Shabbat together at the DKECC by singing songs, learning the blessings and making challah. We will also be including the 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 us to reflect on ourselves and our week, we must once again embrace the work week.

Israel

Israel is a tiny nation in the Middle East that 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 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) as well as others.

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.

Tzedakah

The lesson of Tzedakah may be the most important thing a child learns. From the word for “justice” we teach the value of empathy, helping others, and creating a better world. Children will have many opportunities to give tzedakah throughout the year.

Our families, students and community will be invited to participate in a monthly mitzvah project; an opportunity to do a good deed. Have a pet charity? Please share it with us!

FUNDRAISING OPPORTUNITIES

Fundraising

Fundraising opportunities will occur throughout the year. These allow us to supplement our scholarship fund, bolster family and classroom events as well as provide meaningful professional learning experiences for our dedicated educators. Please help us support our school.

Please consider making a tax-deductible gift to one of our funds, and help enrich the life of your neighbor, school or someone in need.



Handprint Tile Wall

Would you like to leave your child's mark on the JCC? Don't miss this opportunity by purchasing a handprint tile. Your child's handprint will adorn the walls alongside their classmate for years to come. Feel free to order additional tiles annually to keep at home and see how much they've grown with us.

Butterfly Garden

In honor of Morah Julie Sullivan's dedication to the DKECC and the love she shared with fiancé and JCC member, Jay Fuld, we invite our families to help us build our Butterfly Garden. Donations are accepted in any amount and will assist us in purchasing plants, benches and a plaque to commemorate the big hearts that inspired this precious corner of our outdoor space.

I <3 DKECC Staff Fund

The DKECC has the best staff around! This fund helps supplement staff appreciation gifts and events, as well as enrich our professional development experience for our amazing educators.

JCC Financial Assistance Fund

JCC Rockland relies on our financial aid dollars to guarantee the J is available to everyone in our community. Each year the JCC awards approximately \$90K in assistance to community members in order to help them take part in JCC programs and services.

Shabbat in a Bag/Shabbat Dinner to Go

Enjoy weekly Shabbat in a Bag, conveniently delivered to your child's cubby each Friday. Choose between a full size challah or bag of mini challah rolls, 2 candles, and a 6.3 oz Grape Juice. A special free gift of a Shabbat tote with first time purchase.

We can help make Shabbat easy! For only \$36 a week, pick up a full Shabbat Dinner for your family. The meal includes one whole chicken, one fresh vegetable, one starch, chicken soup with matza ball or noodle, and a pareve (non-dairy) Dessert.

Registrations for both programs will be ongoing. Please **reach out** with any questions.



Receipt of Parent 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 handbook.

Print Name

Parent/Guardian Signature

Date

.....

Thank you so much for your support!

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

I want to purchase a commemorative handprint tile:

_____ Solid White Tile \$36

_____ Tie Dye Background Tile \$72

I would like to donate \$_____ to the DKECC Butterfly Garden

I would like to donate \$_____ to the I <3 DKECC Staff Fund

I would like to donate \$_____ to the JCC Financial Assistance Fund

Please contact me here _____ regarding additional **donations**.

Please contact me here _____ regarding **volunteer** opportunities.



JCC Rockland

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