



# Parent Handbook 2023-24



Dear Families,

Welcome to BJBE Early Childhood Program at the Chava Center. On behalf of the Board of Directors of BJBE, the Clergy and Professional Staff we are pleased to welcome you and your children to our school and our wonderful BJBE community.

Entering an early childhood program is an important milestone in the lives of children and parents. BJBE Early Childhood Program fosters a vibrant and innovative Jewish learning community where child-focused exploration, creative problem-solving and collaboration inspire activities and curriculum. Our safe, nurturing and stimulating environment is designed to facilitate social, emotional, physical, intellectual and Judaic growth and development.

BJBE believes that children learn best through play. Children have the freedom to explore their environment and enhance their individual skills while building a solid community with their classmates and teachers. We pride ourselves on building relationships with all families. Our doors are always open as we relish the partnership we develop with families as we work together in the education and nurturing of the children in our program.

Judaism is intertwined into all areas of classroom life. Jewish values, the study of Torah, celebrating holidays and life cycle events and songs with Hebrew fill our classrooms. Our school provides children a chance to learn about and celebrate Judaism, laying a lifetime foundation of joyful Judaism; we pride ourselves in molding children into "mensches".

This handbook is designed to introduce you to our school. In it you will read about our philosophy, programs, policies and procedures. It is yours to use as a reference guide throughout the year. Should a question or concern ever arise, feel free to be in contact; the teachers and us prioritize being available to talk with you.

We look forward to sharing together this learning journey,

*Susie*

Susie Wexler  
Director

*Jacqueline*

Jacqueline Buzard  
Assistant Director

## **BJBE Contact Information**

Main phone: 847-940-7575

## **BJBE Clergy and Professional Staff**

All staff can be reached via email at First initial Last name@bjbe.org

### *Rabbis*

Philip Sherman, Senior Rabbi  
Jason Fenster, Assistant Rabbi

### *Cantors*

Jennifer Frost, Senior Cantor  
Alexandra Kurland, Assistant Cantor

### *Professional Staff*

Susie Wexler, Early Childhood Director  
Jacqueline Buzard, Early Childhood Assistant Director  
Emily Lusardi, Coordinator, JLC  
Alek Kopulsky, Coordinator of Youth Learning & Engagement

### *Office Staff*

Larisa Rozman, Accounting Manager  
Leslie Block, Director of Operations  
Demi VanderWerff-Power, Assistant to Clergy  
Sasha Smith, Assistant to Clergy & Special Projects Coordinator  
Shepherd Scanlin, Executive Assistant

## **Philosophy**

BJBE Early Childhood Program at the Chava Center provides a safe, developmentally appropriate environment that meets the physical, emotional, social, and educational needs of young children and their families. Through developmentally appropriate practice and current research, our staff provides an opportunity for growth for each child within a nurturing and supportive framework. Each child is respected as an individual, whose individuality is celebrated.

Three tenets guide our educational practice.

1. **Joyful Judaism:** Judaism is seamlessly woven into the school day in a fun and thought-provoking way. Children develop an image of themselves as Jews aware of and enjoying traditions.
2. **Love of Learning:** Children in our school enjoy attending school; the process of learning is fun and engaging. Children develop an image of themselves as capable, effective learners.
3. **Caring Community:** Children view themselves as members of a community where each individual is valued; meeting one's own needs and those of others is integral. Children develop an image of themselves as kind, caring people. The entire family is a part of the school community and our school is a part of the BJBE congregation.

**Our program is founded on the belief in:**

- A high quality, professional nurturing staff
- Age appropriate, inspiring curriculum
- Effective, timely communication
- A safe, spacious and inviting physical environment
- Best practices in early childhood education

**We accomplish our goal by:**

- Developing patterns of learning and problem solving
- Building a positive self-image and a strong Jewish identity
- Developing self-reliance, empathy and concern for others
- Developing an ability to cooperate with others
- Optimizing individual growth

The preschool years are formative years, the time when behavior patterns, value systems and attitude emerge. We provide individualized attention for all of our students creating opportunities for growth, celebrating accomplishments and preparing for academic and social success.

Each family comes to school with a unique set of experiences, feelings and characteristics. It is our desire to be responsive and helpful and to actively assist you with any questions or concerns. We are here for you as well as for your child. Open communication between parents and staff is the key to a successful early childhood experience. Visits to the classroom are welcome and encouraged.

Reform Judaism is infused into every aspect of our school program. Celebrating Shabbat and Havdalah as a community each week, exploring the holidays, and exposure to Hebrew bring Jewish values into the classroom. Early childhood is the ideal opportunity to lay a foundation of joyful Judaism for the child and their family. Families are invited to participate in congregational events as we join together at BJBE to form a Jewish community.

## Curriculum

BJBE Early Childhood Program at The Chava Center uses a developmental approach; children's play activities are viewed as indispensable precursors to the academic activities of elementary school. A child learns through play. Through play, children learn to be part of a group, to share and to become friends. We place emphasis on helping children learn the skills necessary to socialize in a group of peers. These skills include self-advocacy, patience, verbalizing, resilience, negotiation and problem-solving.

In play, children experience the freedom to try new ideas, practice skills, and imitate adult roles. All learning is based on this fundamental ability. Therefore, our environment is carefully planned to foster discovery, learning and exploration.

Math, science, literacy, music, and art are integrated into various themes, both Jewish and secular. Through cooking, sorting, matching, counting games and cause and effect experimentation children are exposed to the concepts of science and mathematics. Reading, drawing, storytelling and vocabulary development drive literacy awareness. Students are offered fine and gross motor activities on a daily basis. Through thoughtful planning of age appropriate activities, we address the development of the whole child – social, emotional, cognitive, physical and spiritual.

At BJBE we are inspired by the Reggio Emilia approach to learning. Children are seen as capable and competent; each child is celebrated. Projects and units of study begin with invitations to explore. Teachers observe and question children about the topic of interest. Through an interactive process between children and teachers, additional materials and opportunities deepen the exploration. Reflection, curiosity, and documentation are integral pieces of learning.

## Daily Schedule

It is important for your child to arrive at The Chava Center on time each day. Timeliness helps promote structure for the children and ensures a smoother transition into the day. Daily activities include the following:

### Morning Meeting

In this carefully planned activity, children come together as a classroom community. Teachers use this time to provide information about the daily schedule. Children have an opportunity to express ideas and discuss "life events." The learning is developmentally appropriate, and may use a calendar to explore concepts of counting and sequencing, a sharing of information that will further develop vocabularies using puppets, felt board stories, songs, acting, finger plays, storytelling and organized games and an exploration of the Jewish holidays.

### Open Exploration

Children gain independence through from free play. **Research shows that this part of the morning is crucial.** During this time children enjoy individualized attention, with teachers observing and interacting with the children as needed. Children are also able to develop and practice their socialization skills. Each classroom has a Science Center, Manipulatives, Puzzles, Blocks, Dramatic Play, a Library and an Art Studio. Having clean up once open exploration is

over emphasizes order, limits and respect for the environment and others while encouraging cooperation and responsibility.

### **Gross Motor Activity Time**

Children enjoy the Chava Center's outdoor equipment and indoor multi-purpose room facilities. We provide bikes, balls, parachute activities and relay races in the multi-purpose room. These activities stimulate the development of gross motor and social skills.

### **Snack**

Children help set tables for snack. It is a time to socialize and develop healthy habits such as hand washing before eating. The children learn to clean up after themselves when they are finished. We are a **NUT FREE** school. Please read labels carefully when you purchase food for the classroom for your child's birthday or your child's lunch. State law requires that all food served be pre-packaged and unopened; no homemade baked goods are permitted.

## **Early Childhood Programs offered at the Chava Center**

**Tot-Adult** This program offers a range of high-quality programming for young children and the adults who love them. Classes are taught by caring professionals, with an expertise in facilitating intergenerational interactions in a developmentally appropriate way. Details on the program offered can be found in the Tot-Adult Programming Brochure published for Fall, Winter and Summer sessions.

*\*This programming is DCFS license exempt as parents remain with their children throughout the class.*

**2-3-Year-Old Program** With a trusting relationship between students and teachers providing a foundation for exploration, this introduction to school program allows for growth and development of socialization and independence in a warm and nurturing environment. Activities are designed to stimulate curiosity and engage early learners based on best practices in early childhood research. The morning's structure allows for a circle time, free play, fine and gross motor activities that encourage developmentally appropriate growth.

**3-4 and 4-5-Year-Old Programs** These programs foster independence and encourage creativity in a warm, nurturing and supportive environment. Teachers develop a child-inspired curriculum in the classroom while integrating all areas of development including social/emotional, cognitive, fine and gross motor into the routine of the morning. The children act as explorers in the learning process and create ongoing individual and group projects. Children in these programs are exposed to opportunities to build readiness skills to assure a successful transition to kindergarten.

*All programs require the child to be of age by September 1<sup>st</sup>, per public school guidelines.*

All programs include exposure to Jewish holidays, customs and traditions. Havdalah is celebrated as a school community each Monday. Shabbat is celebrated each week with challah-baking and the recitation of blessings in the classroom, and a community Shabbat celebration with our clergy on Friday mornings.

**Early Bird:** Parents register to use the Early Bird option for 1-5 days per week. Beginning at 8:30am, this program allows for open exploration in a mixed age group; children transition to their classroom teachers in time to start the day with classmates.

**Lunch and Enrichment** Extend a child's day in a warm, nurturing and enriching setting. Children may participate in a variety of classes led by Chava Center staff and community programs, with the opportunity to register for new offerings each semester. The lunch and enrichment program is available all year in the 3 and 4 year-old programs, with lunch extending the day to 12:45 and enrollment in an enrichment class extending the day to either 1:45. Details and specifics are provided in a brochure published each semester.

## **Your Child at School**

### **Separation**

Separating from loved ones is a difficult transition at every stage of life. For young children, this can be especially unsettling as it might be their first experience with separation from parents and caregivers. Children will “read” their parents for emotional cues on how to react to this novel situation. Parents set an important example by showing their children that they approve of school, teachers and the positive experience that school will provide. Your positive attitude makes it easier for your child to relax in a new environment. Beginning preschool is a big step in the family's development, and brings many emotions to parents. Communicate your concerns openly to your child's teachers.

All children at BJB Early Childhood Program at the Chava Center will experience a home visit by their teachers. Making a connection in a safe, familiar environment allows children and parents to begin to develop a trusting relationship with teachers. Teachers will contact the family to identify a convenient time for this fifteen-minute interaction just prior to the start of attendance. Meet and Greet allows parents to come to school with their children for a short play session just before programming begins in the summer and fall.

Each child's response to separation is as unique as the child themselves. While some children may transition with little challenge, others may take more time. Teachers will partner with parents in deciding when it is appropriate for the parent to pick-up. Be prepared to be on call the first week of school, should your child have difficulty leaving you. It is not uncommon for children to have late reactions to separation, or challenges following a change in a family's situation (a new baby, a move, a parent travelling, etc.). These are all normal responses to a new situation. Staff are available to provide support for students and parents alike.

### **Arrival and Dismissal**

When arriving at school, please walk with your child to the outside classroom door and wait in on the playground until the teachers welcome your child into the classroom. Children should not be unsupervised at any time. Classroom doors are opened at 9:00 each morning; prior to that, teachers are preparing for the day. **State law requires that children be signed in and out of the classroom each day with the time noted;** please sign your child in and out each day on the sign-in/sign-out form. Teachers will not release your child to anyone other than those individuals designated on the form in your child's file. Written permission from a parent is required to have your child to go home with anyone not on the permission form. This note must include the name of the person picking up your child, the relationship to your child, their telephone number and your signature. The staff will check a photo I.D. to verify their identity.

Please be prompt picking up your child. Teachers have other responsibilities after class. If you find that you are unavoidably delayed, please make every effort to contact BJB so we can reassure your child and plan to care for them until your arrival.

Staff will wait 10 minutes from the end of the school day. During that time, staff will reach out by phone to the parents. Each parent contact provided will be called and/or texted three times. After that, the emergency contacts on file will be contacted three times to pick up the child. Staff will stay with a child until they are picked up. Excessive late pickups may result in a \$25 late fee. The Deerfield Police Department will be contacted if any child is not picked up within one hour of programming ending.

### **Attendance**

If your child is sick or will be absent for another reason, please call the office on the day of the absence. We are required by law to inform the class if an exposure to a communicable disease has taken place; this information is shared by e-mail although all individual identities are kept confidential. Information about pre-arranged absences, such as out-of-town trips, should be given to the teacher in advance.

### **Security**

For security purposes, please do not hold the door open for anyone you do not know personally. Visitors must enter through the main congregational (front) doors; the office staff will buzz in and escort visitors to the Chava Center. To maintain the safety of the building, access is only permitted through the back doors with a key card.

### **School Clothes**

Please send your child to school in play clothes! We suggest clothes that encourage independence. Avoid back zippers, difficult snaps, or hard to manage belts in favor of items that are comfortable and easy for a child to manage. While we may provide smocks for painting and messy activities, they do not protect everything, and are not worn during hand washing and pouring. Have at least one full set of extra clothing available for your child. For safety, we request that children do not wear open-toes shoes. **Please label all clothing!**

We play outdoors during the entire year unless there is precipitation or temperatures below 20 degrees, or there is a health risk as defined by local health officials. During winter months, children should bring **a full set of labeled snow gear**: snow-pants, waterproof boots, hats, scarves, and waterproof mittens each day.

A **complete set of clothing, labeled** must remain at school. Please check periodically to make sure your child's extra set of clothing is the correct size and appropriate as seasons change and children grow.

Children must bring a backpack each day, one they can easily open and close, for schoolwork.

### **Open Door Policy**

Parents are always welcome to express enthusiasm, address concerns, or bring issues to our attention. We encourage family to participate in activities, events, and celebrations. We want



everyone to feel heard within our community. Whenever possible, and as appropriate, we will consider all points of view in our policy and decision-making process. Communication between the home and school provides a better understanding of each child's needs and development and ensures success for every child. We will make every effort to communicate effectively and regularly with you about your child, and about program information. We expect parents will stay informed by checking emails from our program, checking your child's backpack for event flyers, and reading notes and newsletters from the teachers. We do not anticipate any issues arising between parents and staff, yet to preserve a community partnership we ask parents to address questions or concerns directly with staff in a timely manner. Please be mindful of staff teaching responsibilities and supervision of children and understand that if an issue cannot be resolved with a quick conversation, an additional meeting time outside of school hours might need to be arranged to discuss matters.

### **Birthday Celebrations**

Birthdays are very special events for the young child. Parents are invited to share this milestone with their child's class. Consult with your child's teacher in advance to make classroom celebration plans. In accordance with state licensing laws, food prepared at home is not allowed.

Parents want to plan birthday celebrations with the best interest of the child in mind. Children will be able to celebrate their birthday with every member of the class during the school day. It is developmentally appropriate to have fewer guests. Invitations should be mailed rather than distributing them at school.

In honor of your child's birthday, parents can purchase a book to be added to the class library. This reinforces the concept of *tzedakah* (righteous giving) at this special time when children themselves are receiving gifts from others. Ask your child's teacher for suggestions of book titles that will help to enhance the classroom collection.

### **Room Parents**

Being a room parent is a great way to get involved at BJBE. Room parents assist the teachers in organizing class celebrations and community events.

\*\*\*If you've made it this far, contact Susie for a special treat...but please continue reading!\*\*\*

## **Health and Safety**

### **Health Forms and Immunizations**

**A medical report must be on file at BJBE before your child's first day of school.** This report must be dated within six months of enrollment and signed by the examining physician. The results of the TB test must be recorded and dated. **A lead screening test signed by a physician is required.** Please note there is a section that the parent must complete and sign. When your child receives new immunizations, you must provide a signed statement from the physician indicating the type of immunizations and date.

In accordance with the Jewish value, *Kol Yisrael arevim zeh la-zeh*, which means the Jewish community is responsible for taking care of each other, BJBEs Early Childhood program at the Chava Center requires that **all children must be immunized** (immunized = vaccinated for football fans), in accordance with the guidelines set forth by the American Academy of Pediatrics and the Minimum Immunization Requirements as articulated by the Illinois Department of Public Health. **Religious exemptions are NOT accepted.** Medical exemptions must be received one month before the start of attendance.

Your child's medical form, as well as the other forms you completed concerning your child and family, is kept in a confidential file in the Early Childhood Director's office. It is only available to the director, teachers and regulatory authorities, such as DCFS.

### **Allergies**

We recognize that food allergies can cause serious, life threatening conditions for some children. To keep all our children safe, the BJBE Early Childhood Program at the Chava Center will aim to eliminate those foods that have been determined to cause allergic reactions in children. We maintain a no-nut environment in our classrooms during preschool hours. We cannot guarantee a completely nut-free environment since other activities and programs occur within the preschool space outside of school hours although rooms are cleaned thoroughly between uses. Staff will partner with families to develop individual protocols based on specific allergies within a given classroom.

### **Illness at School**

If your child becomes sick at school, you will be called and asked to take your child home. If a parent cannot be reached, the individuals listed on the emergency form will be called. It is important that the phone numbers listed for these emergency contacts be kept up to date. Please include cell phone numbers if possible and inform us if there is a change. In the event of a life-threatening emergency, the staff will call the paramedics. A staff member will accompany any child transported to the nearest trauma center hospital. Expenses incurred for emergency medical treatment are the responsibility of the family.

### **Absence Due to Illness**

If your child is not well enough to play both indoors and outdoors on any given day, please keep them at home. Please call the school if you know your child will not be coming to school. As a general rule, be considerate of our community when making a decision about attendance. Children **may not** attend school if they have:

- A fever within the last 24 hours
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Signs of an upper respiratory infection, such as heavy nasal discharge and sneezing, watery eyes, runny nose and excessive fatigue.

Children may not return to school until absolutely no symptoms have been exhibited for the 24 hours immediately preceding the school day.

### **Contagious Diseases**

School must be notified immediately when a child has been diagnosed with a contagious disease. E-mail the Director as soon as possible if your child has a contagious disease or condition, such as the flu, lice, strep throat, chicken pox, hand, foot and mouth or conjunctivitis. If there is an incidence of a contagious disease in your class, you will be notified by e-mail.

If head lice are reported, head checks will be performed on all the children in that classroom early in the day. We will take appropriate measures in the classroom to quickly stop the possible spread of lice. All children must be nit free to attend school. If lice and/or nits are found on your child's head, you will be asked to pick up your child from school and administer the appropriate treatment.

### **Medication**

The Chava Center will only administer prescription medication for allergies to a child if it is accompanied by a written authorization from a parent and a written order signed by a physician (the physician's name on the original pharmacy container will suffice). Prescription medications must be sent in the original pharmacy container with the child's name, physician's name, name of medication and specific instructions for its administration. Please notify the staff if any medication, including Tylenol, has been given to your child prior to entering school.

### **Pest Management Plan**

BJBE incorporates integrated pest management procedures for control of pests to ensure the health and safety of children, staff, and all others using our building and grounds. Integrated pest management addresses the prevention of pest problems through natural, nontoxic measures, relying primarily on nontoxic cultural and natural agents, only using chemical pesticides when necessary. BJBE contracts with Orkin Commercial Services, receiving routine treatments the third Wednesday of the month.

### **Landscaping Maintenance**

Families will be notified by e-mail when any pesticides or products are used on BJBE premises.

## **2023-24 Tuition and Fees**

A tuition schedule is listed on the website with the Chava Center application. The tuition represents the total academic year. A \$360.00 deposit submitted with your registration is non-refundable and is applied towards tuition. Tuition can be paid in a single payment or in four- or nine-month installments. Refunds are not part of our policy but in extenuating circumstances a determination will be made by temple administration. All financial transactions will be handled by the temple administration.

### Program Options and Tuition

**\*\*\*\*All children must be the appropriate age by September 1<sup>st</sup>, 2023 \*\*\*\***

<input type="checkbox"/>	<b>2-3-Year-Old Program, 2 Days/week</b>	T/TH	9:00- 12:00pm*	\$4,200	*end time 11:30am through December 2023
<input type="checkbox"/>	<b>2-3-Year-Old Program, 3 Days/week</b>	T/W/TH	9:00- 12:00pm*	\$5,150	
<input type="checkbox"/>	<b>2-3-Year-Old Program, 3 Days/week</b>	M/W/F	9:00- 12:00pm*	\$5,150	
<input type="checkbox"/>	<b>3-4-Year-Old Program, 3 Days/week</b>	T/Th/F	9:00- 12:00pm	\$5,500	
<input type="checkbox"/>	<b>3-4-Year-Old Program, 4 Days/week</b>	M/T/TH/F	9:00- 12:00pm	\$6,350	
<input type="checkbox"/>	<b>3-4-Year-Old Program, 5 days/week</b>	M-F	9:00- 12:00pm	\$6,900	
<input type="checkbox"/>	<b>4-5-Year-Old Program, 5 days/week</b>	M-F	9:00- 12:00pm	\$7,150	

### Age Requirements

2-Year-Old Program: 2 years old by September 1<sup>st</sup> of the current school year.

3-Year-Old Program: 3 years old by September 1<sup>st</sup> of the current school year.

4-Year-Old Program: 4 years old by September 1<sup>st</sup> of the current school year.

### Calendar

A calendar of key dates is provided at the start of each school year and is available on-line.

**We follow Deerfield Public School District 109 holiday and vacation schedule.** In addition, **we are closed for Jewish holidays, following Reform Jewish practice.**

### Insurance Coverage for Children

We provide public liability insurance in the amount as required by the state.

### Discipline Policies and Procedures

The environment is the third teacher in the classroom according to the Reggio-Emilia approach to early childhood education. Spaces are established to minimize potential disciplinary challenges. Children of all ages need clearly articulated limits. They learn that certain types of behavior are not acceptable. At BJBEs Early Childhood Program at the Chava Center, staff members use positive language, reinforce appropriate behaviors, and state expected behavior. Children are redirected when appropriate. Children are given

alternatives and choices. Natural consequences are used as an educational tool. The safety of the children is of paramount importance. No child will be allowed to hurt himself, others, or the school property. When all of the above have been tried, a "break" (sitting quietly to calm down no longer than one minute per year of age) will be used. Parents will be kept informed if this occurs on a consistent basis and a meeting will be scheduled to develop a plan of action.

The following steps taken when a child's behavior may cause harm to themselves or others:

1. A child who is disruptive will be redirected to a more appropriate activity.
2. If the behavior persists, "break time" will be used to avoid interfering with the other children.
3. At a quiet moment, the teacher will sit down with the child, define the problem behavior, and give the child acceptable alternatives to the problem behavior. Motivation will also be discussed.
4. If it becomes necessary, teacher and parents will meet to develop a plan of action.

#### Effective Ways for Parents to Negotiate Difficulties and Differences

1. Immediately bring your concern to the attention of your child's teachers
2. If your issue has not been resolved, bring it to the attention of the Early Childhood Director
3. Finally, if your issue is still not resolved, bring your concern to the attention of BJBE Director of Education.

#### **Consultation**

BJBE Early Childhood Program at the Chava Center believes in early intervention and honest communication with families. The services of several consultants with expertise in child development provide support to teachers through periodic observation of classrooms. Parents are contacted prior to any screening of an individual child, and a release of information will be signed by all parties to allow the therapist/educator to contact the parent to discuss challenges and focus of the screening. After the screening, verbal suggestions will be given to both parent and teachers. Parents are always informed and asked permission prior to involving the consultant for an individual observation. Information about any child is held in the strictest confidence.

#### **Biting**

BJBE Early Childhood Program at the Chava Center recognizes that biting is a developmentally appropriate behavior for young children. Parents in the 2-3-year-old program should expect that their children may be bitten, or could bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will gently redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the

discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed.

Child that is bitten will get a note home and incident report on that day. If bite is severe parent will be called immediately.

### **Discharge Procedures**

There may be occasions when the preschool program is not able to meet the particular needs of a child or family. The Preschool Director has the right to remove a child if it is determined it would be in the best interests of the child and/or the school.

Circumstances that would necessitate withdrawal could include:

- Behavior which endangers the health and safety of the child, other children or teachers
- Failure to pay fees
- Parental refusal to adhere to school policy
- Any other situation in which your child's attendance in our program is not in their best interests

Every effort will be made to meet the individual needs of each child in our program. In the rare situation where the BJBE Early Childhood Program at the Chava Center is unable to meet the child's individual needs, the child demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, the child shall be discharged from BJBE Early Childhood Program at the Chava Center.

Dismissal will be at the discretion of the Preschool Director.

### **Adherence to DCFS Policies**

1. All BJBE Early Childhood program at the Chava Center staff are required to provide proof of immunizations: 2 doses of the MMR vaccine or proof of immunity and one dose of the Tdap
2. All staff are required to have ANSI approved food handler training
3. Per signage at all entrances, guns are prohibited on BJBE grounds
4. No smoking is allowed on any BJBE property
5. Radon testing occurs every 3 years with results posted in the Director's office
6. As the building was built after 2000, our site is exempt from lead in water testing



BJBE Early Childhood Program at the Chava Center  
Health and Safety Update  
Fall 2023

### **COVID-19 in our Community**

BJBE Early Childhood Program at the Chava Center takes every precaution we can to minimize Covid-19 and any other infectious illness at school, we cannot guarantee that students or staff will not become sick during the school year. We will follow best practices for health and safety as defined by local, state and federal health professionals which may include, but is not limited to: cleaning, hand sanitizing, keeping personal spacing, wearing face coverings, and staying home when children do not feel well. However, we know that students and their families have a life outside of school. Standards may evolve and change as transmission rates and scientific data evolve. **We encourage all families to partner with us in protecting the health of the community by engaging in safe practices at all times.** Practice good hygiene, wear a face covering and sanitize hands frequently, reduce or avoid extracurricular activities, minimize travel whenever possible, especially airplanes, avoid large gatherings where personal spacing is difficult, reduce social interactions. If you don't feel well, stay home.



BJBE Early Childhood Program at the Chava Center's  
Handbook Receipt 2023-24

Please acknowledge receipt of this handbook by detaching, signing and returning this page to the Director of the Early Childhood Program.

I have received and read the BJBE Early Childhood Program at the Chava Center's handbook.

Child's Name: \_\_\_\_\_

Parent's Name Printed: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date