



***Genshaft Early Childhood Program***  
***Family Handbook***

26600 Shaker Blvd.

Beachwood, OH 44122

216-932-0220

[www.fuchsmizrachi.org](http://www.fuchsmizrachi.org)

*Revised for 2021/2022 school year*

## ***Statement of Philosophy***

Fuchs Mizrahi School is an Orthodox Jewish, college preparatory day school offering educational programs for preschool through twelfth grade. The school seeks to foster allegiance to God's Torah, both written and oral, and its precepts, as interpreted by our sages. Our school identifies with the ideology of religious Zionism and seeks to foster love of the land of Israel.

We are committed to intellectual mastery of Torah and secular disciplines as part of our religious imperative to seek G-d through understanding our world. We seek to produce a wholesome synthesis of the two within an intensive Torah atmosphere. In pursuit of these ideals we offer a sequential program of religious studies taught in Modern Hebrew, in conjunction with a full range of college preparatory programming, including physical education, creative arts, and computer competency.

The school is committed to the unity of the Jewish people, the inculcation of ethical standards and the belief in the dignity of every human being. Of paramount importance is the teaching of values inherent in Torah-based moral practice. A Fuchs Mizrahi School education strives to enable each student to achieve the love of G-d and humankind, and be imbued with the joy found in these relationships.

A fundamental feature of the school is its commitment to a holistic approach to each child as a unique individual. Each child is encouraged to reach his or her full potential. The classroom is envisioned as a place where the children not only learn, but learn to enjoy learning, where the student's self-esteem is enhanced, questions are cherished and where creative thinking and divergent discussion are encouraged and able to flourish.

### ***The Philosophy & Goals of the Early Childhood Program.***

Our well-trained and caring faculty is committed to meeting the needs of all the children in our program. We understand that every child develops at his or her own pace and we support children's individual development through planning activities that are appropriate for the individual child and the group, while remaining sensitive to the child's cultural background. Our exciting "hands on approach" promotes cognitive, social, emotional and physical development of the young child. All of this is accomplished in a warm and nurturing environment that promotes the growth and development of the children and supports our parents' values and traditions, Torah, love for the Jewish people and the Land and the State of Israel.

### ***Supervision***

#### **Staff Child Ratios and Maximum Group Size**

Fuchs Mizrahi School's Early Childhood Program (ECP), is licensed by the State of Ohio. We will not exceed the State required ratios and children will be supervised at all times.

Faculty Day Care (infants to 2 yrs. old)	1:5 or 2:12
Toddlers (18 to 30 months)	1:7 maximum 14
2 ½ to 3 yrs. old	1:8 maximum 14
3 years old	1:14 maximum 16
4 to 5 yrs. old	1:14 maximum 16

## ***Family Involvement and Participation in FMS/ECP***

Fuchs Mizrahi School partners with parents/guardians in order to ensure that every child in our program has a positive and successful experience in our school. We are adjusting our parent visitation policy into school to invite parents preferably only 3:30 dismissal time. We think it is healthier for the children to build the confidence to come in on their own, and it maximizes teaching time as well. Of course, if you need to come into the program during the regular school day please contact Emily or Karyn to arrange. You are welcome to reach out to any of us though at any time. You can reach Emily Malm, our ECP Administrative Assistant, at our ECP desk and /or leave either Karyn or Emily a message during the school day.

In order to keep you informed of the activities in which your child participated, each teacher will send home a weekly newsletter including the activities of the week, as well as other important information. You will also receive a weekly email with the school wide " Memo" with news about the entire school. We also use an app called Remini, please contact Emily if you are having trouble accessing this app. In addition, you will be invited to attend a twice yearly parent teacher meeting (December and May) at which time your child's teacher will share developmental and other information about your child with you. During the school year either you or the teacher may request as many parent teacher phone meetings as needed to make sure your child has the very best experience possible in our program. Open communication between teachers and parents/guardians is essential in order to maximize the child's progress and success in the program, as well as to create smooth transitions from home to school.

This year we are offering for the parents to join birthday parties either by zoom or in the classroom, at pre-arranged times with the parents and teachers. As you make your choice please keep in mind what will work best for your child, your needs, as well what is best for the overall class.

The Director of the center also maintains an open door policy and welcomes and encourages parents/guardians to share any concerns, comments or suggestions with her.

Parents/guardians who are concerned about any aspect of the center should meet with the center Director to discuss the issue and they will work together to find a solution. In the event that this is unsuccessful the parent/guardian can then meet with the Head of School. Parents/guardians also have the right to contact the Director at ODJFS with their concerns about the center. Information explaining how to reach the Director at ODJFS is prominently displayed in the center's office. Faculty and staff are encouraged to follow the same procedures described above, when confronted with a concern about the center or their work situation.

All inspection and complaint investigation reports are posted in a conspicuous place for review. Fire and building evaluations are available upon request for review by ODJFS

Fuchs Mizrahi School publishes "The Fuchs Mizrahi School Directory" annually. This contains information about the entire school as well as the names, addresses, phone numbers and groups of the children attending the school. This information is only published with the consent of parents/guardians. The guide is only distributed to parents/guardians of a child attending Fuchs Mizrahi School and Early Childhood Center, as well as to the Director at ODJFS for review.

### ***General Information***

#### **Fuchs Mizrahi School**

#### **Genshaft Early Childhood Program**

26600 Shaker Blvd.

Beachwood, OH 44122

Phone Number: (216)932-0220

Email: [khartstone@fuchsmizrachi.org](mailto:khartstone@fuchsmizrachi.org)

School's Tax ID number: 34 1400924

### ***Fuchs Mizrahi School Administrative Directory***

**School Office Number: 216-932-0220**

Head of School	Rabbi Avery Joel <a href="mailto:avjoel@fuchsmizrachi.org">avjoel@fuchsmizrachi.org</a>
Head of Genshaft Early Childhood Program	Mrs. Karyn Hartstone <a href="mailto:khartstone@fuchsmizrachi.org">khartstone@fuchsmizrachi.org</a>
Genshaft Early Childhood Administrative Assistant	Ms. Emily Malm <a href="mailto:emalm@fuchsmizrachi.org">emalm@fuchsmizrachi.org</a>
Director of Communications & Development	Mrs. Shira Teller <a href="mailto:steller@fuchsmizrachi.org">steller@fuchsmizrachi.org</a>
Director of Admissions	Mrs. Elana Polster <a href="mailto:epolster@fuchsmizrachi.org">epolster@fuchsmizrachi.org</a>
Chief Operating Officer	Mrs. Marina Leydiker <a href="mailto:mleydiker@fuchsmizrachi.org">mleydiker@fuchsmizrachi.org</a>
Head of School Administrative Assistant/Office Manager	Ms. Jill Karnis <a href="mailto:jkarnis@fuchsmizrachi.org">jkarnis@fuchsmizrachi.org</a>

Facilities Manager	Mr. Wayne Schulz <a href="mailto:wschulz@fuchsmizrachi.org">wschulz@fuchsmizrachi.org</a>
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### ***Admissions***

Fuchs Mizrahi School encourages application for admission from students with a variety of religious and academic backgrounds who desire to obtain an excellent Torah and general education.

Children entering the 2 year old Nursery program need **not** be toilet trained and must have turned two years of age on or before September 30th of that academic year. Students entering the school in nursery should be toilet trained and have turned three years of age on or before September 30th of that academic year. Students entering pre-kindergarten must be four on or before that date. Students entering kindergarten must be five on or before that date. Students entering first grade must be six on or before September 30th of that academic year.

### **Transition**

It is our goal to help all the children feel as comfortable as possible when they enter our program, either for the first time or after returning after summer vacation. We will invite parents and students to visit their classroom, prior to the beginning of school at an assigned time on the Friday prior to school. We will have a full day the first day, but will **not have** aftercare for toddlers-pre-k. We believe that it makes for an easier adjustment if the hours are shorter the first day to help them acclimate. It is also a good idea for a parent or caregiver to be available the first few days of school, if your child would benefit from a gentler transition schedule.

Children will be assigned to an age-appropriate group when entering the program. In order to provide consistency and comfort, children will be reassigned to a higher age group at the start of the following school year and will not be transitioned from room-to-room during the course of the academic year, unless extraordinary circumstances determine there is a need for a child to be reassigned. Any extraordinary reassignment will be done in consultation with the child's parent(s) and/or legal guardian(s).



2021-22 Tuition Schedule

Early Childhood Program

Early Drop Off: 7:30 am – 8:00 am  
Morning Program: 8:00 am – 12:30 pm  
Afternoon Program: 12:30 pm – 3:30 pm  
Aftercare: 3:30 pm – 6:00 pm

Toddlers (18 Months Old by September 30) and Pre-Nursery (2 Years Old by September 30)

3 Mornings	\$4,450
5 Mornings	\$6,950
3 Full Days	\$6,500
5 Full Days	\$10,470
3 Afternoons	\$2,050

Nursery (3 Years Old by September 30)  
Pre-K (4 Years Old by September 30)

3 Mornings	\$4,600
5 Mornings	\$7,100
3 Full Days	\$6,750
5 Full Days	\$10,950
3 Afternoons	\$2,150

Kindergarten \$12,750

After-School Care Program (Toddlers – Pre-K)  
Monday – Thursday, 3:30 pm – 6:00 pm  
Friday, 2:30 – 5:00 pm (Add-On Only, 8/27-11/5 and 3/18-5/27)

1 Day	\$689
2 Days	\$1,326
3 Days	\$1,964
4 Days	\$2,627
Friday	\$633

Security Fee \$100/student

This is a mandatory fee for every enrolled student at Mizrahi. Unfortunately, the need for security continues to evolve and increase as events unfold around us, and we at Fuchs Mizrahi are committed to keeping our students and faculty safe and secure. We value your partnership in this initiative!

Notes:

Tuition includes registration, technology, supplies, class trips, retreats and graduation. Tuition does not include athletics or other co-curricular or extracurricular activities except as expressly included.

School ends at 2:30 pm on Fridays during early Shabbatot, and at 5 during late Shabbatot times. Aftercare ends at 5 on Fridays and 6 Monday- Thursday.

*A 250 dollar deposit per student is due at time of (re)enrollment, for all program years and independent of the payment plan selected. This nonrefundable deposit will be applied to the balance on a student's account*

*Afternoon option is **only** available to children who attend the morning program*

### **Withdrawals:**

In the event that a child is withdrawn from the program for family reasons, irreconcilable differences between the center and the parents/guardians or if the center cannot meet the needs of the child, the parents/guardians will be released from their contract provided that all fees owing until that time are paid in full, and the parents are responsible to pay until the end of the month no matter which day the child is withdrawn in the month.

### **Overtime fees:**

FMS/ECP does not initially charge overtime fees if a parent/guardian is late to pick their child. We understand that parents are sometimes unavoidably delayed. However should this occur on a regular basis a meeting will be held with the parent/guardian to determine what can be done to alleviate this situation. After this if the parent/ guardian continues to pick up his/her child late, the center will charge \$10 for every 15 minutes the parent/guardian is late.

### ***Notice of Non-Discriminatory Policy***

The Fuchs Mizrahi School of Cleveland, Inc. recruits and admits Jewish students of any race, color, ethnic origin or disability, to all the rights, privileges, programs and activities.

The school will not discriminate on the basis of race, color, ethnic origin or disability in violation of the Americans with Disabilities Act of 1990, in administration of its

Educational policies, scholarships, loans, fee waivers, educational programs and athletic or extracurricular activities.

### ***Programs- The hours are Monday through Thursday***

Faculty Day Care: 7:50-3:30

Toddlers 7:50-3:30

2 year old Nursery: 7:45-3:30

3 year old Nursery and Pre K- 7:45-3:30

Kindergarten 7:45-3:30

**\*Friday regular dismissal ends at 2:30.**

**Aftercare-**

**Hours will be Monday through Thursday from 3:30-6 pm.**

**Fridays (8/27 - 11/5 and 3/18 - 5/27) from 3:30-5 pm.**

**Schedules:**

Faculty Day Care

7:50: arrival and individual activities/explorations

9:00: Snack (individual feeding schedules are followed throughout the day)

9:30: Clean up and diaper checks (individual naps are followed throughout the day)

10:00 Small group time

10:30: Outside Play/Indoor Gross motor activity)

11:00: Lunch

11:30: Clean up from lunch and diaper checks

11:45 Individual activities for those awake 2:00 Snack

2:30: Clean up and diaper checks

2:45: Outside play/indoor gross motor activities

3:15 Individual activities and prepare to go home

Toddler and 2 year old Nursery

9:00: Arrival and table toys

9:30 Morning circle

9:40: Wash up, bathroom/diaper changes and snack

10:00 Outdoor/indoor recess

10:30: Center time/activities

11:30: Wash up, lunch/bathroom/diaper changes

12:00 Story time, music and goodbye

12:30: Dismissal Nursery Schedule

3 and 4 year olds

8:00: Welcome and open centers

9:05: Clean up  
9:15: Tefilah (prayers and opening circle)  
9:25: Bathroom/wash up, snack and read books 9:40- meeting time  
9:50: Center time  
10:50: Clean up/bathroom/wash up 11:00- outside/indoor recess  
11:30: Wash up, lunch, clean up and pack up  
12:05: Grace after meals, reflections, read story 12:30 dismissal

### Pre K

8:00 Arrival and table toys  
9:00-9:10 Clean up  
9:10 -9:30 Morning circle time/prayers  
9:30-9:45 Wash up, snack and read books  
9:45-9:55 Short meeting to plan for center time with the children  
9:55-10:55 Center time/activity time  
10:55- 11:30 Clean up and outdoor time  
11:30-12 noon Wash up and lunch/grace after meals  
12 pm-12:30 Story time and goodbye

### **Outdoor play:**

We believe that all children should have many opportunities to play outdoors both for educational and recreational reasons. Every group of children will have an opportunity to play outside at least once for every four hours they are in school. However when the weather is unsuitable children will play in the indoor large muscle room instead. Whether indoors or outside the teachers will carefully monitor the space for potential hazards and will of course supervise the children carefully to prevent injuries from occurring. Teachers will also facilitate appropriate play and peer interactions. Teachers will carry *walkie talkies* with them while supervising children outdoors so that they can summon help from the director or other staff member in the event that they need assistance or a child needs to use the bathroom or get a drink of water. While playing in the large muscle room teachers will summon help using the intercom system instead of *walkie talkies*.

There will be times that the weather will be unsuitable for outdoor play and the center has developed the following guidelines to ensure the children's health and safety at all times.

Our 2 year old group will not go outside when the temperatures are below 32 degrees. If the temperatures are higher but the wind chill is 32 degrees or lower they will also not play outdoors. In temperatures higher than 85 degrees the children will also not go outside.

The children in the older groups may go outside when the actual temperature or the wind chill is less than 32 degrees, but not lower than 25 degrees but only for 15 minutes. They will not play outdoors in temperatures higher than 90 degrees.

All children must be suitably dressed for the weather. In cold temperatures they must wear hats, coats, gloves and when necessary snow pants. In hot weather particular care must be taken to ensure that they remain well hydrated and have opportunities to play in shaded areas.

In the event of other weather conditions that make outdoor play unsafe, such as ice, rain, lightening, high humidity, ozone alert days or unusually high pollen counts the children will not play outdoors.

### ***Guidance Policy***

The development of social skills and learning to follow simple rules are an important part of children's overall development. Throughout the learning process, it is essential that adults provide guidance and set limits that will enhance the children's self-esteem.

The word discipline is derived from the Latin word that means to teach and therefore is a positive experience and not punishment. The way in which a child is disciplined is based on his/her needs and stage of development. We help the child to develop inner control, acceptable behavior and respect for the feelings and rights of others. All children need to feel safe at school and our policies are designed with this in mind. The class environment, schedules and activities are designed to help children manage their behavior and minimize behavioral difficulties. Expectations are clearly presented to the children and the staff uses guidance techniques, redirection and natural consequences in the event of a problem.

### **Child Guidance Procedures**

The center uses the following procedures with regards to children's behavior and discipline: These child guidance procedures are binding on all staff employed at Fuchs Mizrahi School. A staff member will intervene to correct a child's behavior as quickly as possible and whenever necessary to ensure the safety of the child or other children. Whenever correcting a child's behavior, the child care staff member will use developmentally appropriate techniques suitable to the child's age and relevant to the circumstances. The staff member will set clear limits, redirect the child to an appropriate activity, show the child a positive alternative, model the desired behavior, encourage the child to his or her own behavior by cooperating with others and solving problems by talking things out. If a staff member elects to use a developmentally appropriate separation from the situation the separation will last no more than 1 minute for each year of age of the child. Such separation procedures will not be used with infants. When the child is to return to the activity, the staff member must review the reason for the separation and what behavior is expected.

- Tell the child what behavior is desired and show him/her if necessary. This will be done in a quiet, gentle way, leaving the child with the feeling that the staff has confidence in the child to achieve the desired behavior.
- Give the child choices. If he/she is disruptive, give him/her a choice between acceptable behavior in the area or changing areas within the room.
- Remove the child to a quiet area within the room that is not isolated if the behavior persists. An adult must be able to see and hear the child.

- Call for a parent-teacher conference if the unacceptable behavior persists. With the parent's written permission the center's social worker may observe and talk with the child. The teacher will suggest a plan that incorporates the parents' ideas and values working with the parent as partners. This plan will be consistent with the center's child guidance policy. The plan will be in writing and approved by the parent/guardian.
- Follow up meetings will be held as often as necessary.
- If none of the planned interventions improve the child's behavioral issues the school may suggest professional counseling and if such a course of action is decided upon, the school needs to have written or telephone contact with the counselor. It is very important for all concerned that the professionals involved observe the child in a school setting.
- After working with both the child & the family and either the school or outside counselors, but to no avail the school reserves the right to advise the parent/guardian to remove the child from the school.

At no time will the school's staff abuse or neglect a child, utilize cruel, harsh, unusual, techniques or corporal for managing behavioral difficulties. The center staff will not delegate another child to manage or discipline other children, use physical restraints on a child, restrain a child by any other means other than by holding the child for a short period of time in a protective hug so that the child can regain control, place children in a locked room or confine children in any enclosed area, humiliate, threaten or frighten children, subject children to profane language or verbal abuse, make derogatory or sarcastic remarks about children or their families, punish children for failing to eat, sleep or for toileting accidents, withhold food, rest, or toilet use, punish an entire group of children due to the unacceptable behavior of one or a few, isolate and restrict children from activities for an extended period of time.

Our program conducts formal assessments on children using portfolios and other checklists. We do not share these assessments with ODJFS.

## ***Health***

A child in good health will be able to learn more easily and make continuous progress in school. We strongly urge that each child have a thorough physical examination before school begins. A physician's report is required at the time of the child's entrance to school. Please complete and return the health record in a timely manner. Please note that new rules require children entering kindergarten to have received the chickenpox vaccine or to have had chickenpox.

Special considerations, such as vision, speech or hearing difficulties, allergies, etc., should be presented in writing. The Early Childhood Program is strictly nut free. In addition we work with families to accommodate allergies as well. All special health considerations requiring treatment, medication or special diets need to be documented on the Physical Care plan and Administration of Medication form kept on file in the office with a copy in the child's classroom for teachers use and information. All medications are to be brought directly to the office or the classroom teacher with the appropriate medication form. Medication will be stored out of the reach of children and refrigerated if needed. All medication will be stored in the office with the exception of emergency inhalers or medications specifically required to be kept in a manner readily available to the child. No medication will be given without parental permission in writing, and prescription medication must be in a container from a pharmacy with the child's name and dosage clearly indicated. When sending medication to school, include clearly stated directions for administration including exact dosage and time of administration.

Prescription medication also requires a form completed by the prescribing doctor. Please advise the school if your child is taking regular medication - even if it is not administered at school.

Our school expects that every child be appropriately immunized. However in the event of an exemption duly approved by a physician, the unimmunized child will be **excluded from school in the event of an outbreak of a disease in the program for which there is an immunization for the length of time mandated by the Cuyahoga Board of health . See addendum for Covid-19 protocol.**

Although regular attendance is encouraged, it is just as important to keep children home when they display symptoms of sore throat, fever, chest cough, vomiting, diarrhea, earache, or other signs of illness. This is both for their protection, and for the health of all the children in the school. Children who develop such symptoms during school will be sent home. If a child is to be excused from physical education activities or recess, or must remain indoors, a note signed by the parent must be presented to the office.

Please either call the ECP office 932-0220 ext. 1242, or email [emalm@fuchsmizrachi.org](mailto:emalm@fuchsmizrachi.org) or [khartstone@fuchsmizrachi.org](mailto:khartstone@fuchsmizrachi.org) to notify us if your child is not going to be in school that day before 10 am. If we do not hear from you, we will contact you between 10-11 am.

Please notify the office **immediately** if your child contracts a communicable disease, such as chicken pox, or the highly contagious head lice, so that parents can be informed of the quarantine and isolation periods. This is in addition to our Covid-19 policy. **All communicable diseases will be reported to other parents through email within 24 hours.**

Each child is required to have on file in the school office a current Child Health and Enrollment Form which lists people to contact in case of emergency and allows us to deal with an urgent situation. In addition we require the Health information form, as well as the Administration of Medication for where applicable and a Medical care plan were applicable. Please make sure these forms are in the office before the school year begins. In the event your child becomes ill at school, and it is deemed necessary that she/he be sent home, the school will contact you or those listed by you on the Emergency Form and request that your child be taken home.

Nobody likes their children to miss school and nobody likes to cause other people's children to miss school, too. Please be considerate of the entire school community by keeping your child home when they are ill. The following guidelines have been developed to assist the school staff when making decisions regarding sending children home from school for health concerns or for requiring them to stay home. (All the school's staff has been trained in First Aid, CPR, and the recognition and management of Communicable Diseases.)

- Vomiting/diarrhea (more than one episode in a 24 hour period)
- Severe coughing (causing face to turn red or blue, or making a whooping sound)
- Difficult or rapid breathing
- Temperature of 100 degrees F taken by underarm method.
- Yellowish skin or eyes.
- Positive throat culture for strep throat. Students may return to school after 3 doses of antibiotic treatment if the student's condition is improved with no fever, fatigue, etc.
- Conjunctivitis (pinkeye)
- Stiff neck with an elevated temperature
- Untreated infected skin patches
- Evidence of lice, scabies or other parasitic infestation
- Severe headache, severe earache, severe or persistent abdominal pain

- Unusually dark urine and/or gray or white stool
- Rash suspected to be contagious
- Injuries which require medical attention
- Severe emotional concerns

Sometimes children need to go home when they get sick during the day and if your child develops one of the symptoms described above the parent/ guardian will be contacted immediately and required to take the child home. If the parent/guardian cannot be reached the school will call the "emergency contact" person designated by the parent and dismiss that person. For the health and safety (both physical and emotional) of all of our children and staff, it is crucial that if contacted by the school to pick up your child, you do so as soon as possible.

It is our school's policy should a child become ill during the school day to follow this procedure:

- The sick child will be given a cot and blanket to use, and will rest in either the school or director's office until they are dismissed to a parent/guardian or designated adult. After the child has been dismissed the cot will be sanitized with an appropriate germicidal and the blanket will be removed immediately and laundered.
- The child will be within sight and hearing of an adult at all times, and will be monitored for worsening of the condition.

Should a child feel mildly ill during the day, but does not have any of the symptoms listed previously, will be treated according to a plan decided upon by the parent and school director or staff person in charge. Mildly ill is defined as follows:

- A child with minor common cold symptoms, or is not feeling well enough to participate in regular activities, but does not exhibit any of the symptoms described previously.

It is the school's policy to readmit children to school once they have been free of fever and/or without other symptoms listed previously in the health policy for 24 hours or with a note from the child's physician stating that he/she has seen the child and that the child is not contagious and is well enough to return to school.

A Communicable Diseases Chart is displayed in the school office and instructions are posted from staff in the event of medical illness or medical and dental emergencies.

A first aid kit is available in the school office and emergency telephone numbers (emergency squad, fire department, police station, poison control, hospital, Child Protective Services) are posted near the phone in the school office, director's office and phone located in the large muscle area.

### **Lice Policy:**

All children entering toddler through grade five have to have a lice check from school personnel prior to the school year. In addition, we check after selected vacations or when there has been an "outbreak" of lice in particular classes.

When a child has any nits or any live lice, s/he will be sent home immediately. It is the parents' responsibility to ensure that the child is picked up immediately. Upon return to school (which must be a minimum of twenty four hours later), the child needs to report to the office with a parent to have

his/her hair inspected. Children will, of course, be readmitted to school with a note from their pediatrician saying that they are no longer contagious.

When a child has been discovered to have lice, all children in that class will be inspected at least two times in the following week. In order to help children stay lice free, children returning to school after being away due to lice, will be inspected an additional two times. We encourage parents to inspect their children at least twice daily during that week to inspect for lice or eggs.

**Authorization and Administration of Medication:**

FMS/ECP cannot administer any medication, vitamins or special diets without the approval of the child's doctor or licensed nurse practitioner which must be in writing giving the school permission to do so. The name of the child, the exact dosage and time of administration must also be in writing and affixed to the medication.

**Diapering policy:**

We provide infant care only for babies of our faculty. A private breast feeding space provided. Children will be diapered every 2 hours or more frequently as needed. Parents who request a different schedule are to indicate their preference on the child's Health and Enrollment form.

**Napping policy:**

Each child will nap based on their individual needs. A child who does not fall asleep during nap time will be allowed to engage in quiet activities.

**Outbreaks, epidemics and infectious diseases emergencies:**

We will consult with the Ohio Department of Health and/or the Cuyahoga Board of health and follow all their recommendations. In the event we need to close the program parents will receive an emergency text, phone call, remini chat, and email notifying them.

**Accident or Medical/Dental Emergency and Transportation in event of Emergencies**

In the event of an accident, medical or dental emergency, the parent/guardian will be notified immediately. In the event that the child's parent/guardian or designated emergency contact is not available the child's doctor or dentist will be called.

In the case of a life threatening emergency the Director/ or designated person will call 911 immediately and then contact the parent/guardian or designated emergency contact. The child's teacher will accompany the child in the ambulance unless the parent/guardian is present. An accident report will be completed when an injury or accident occurs and the parent/guardian will receive a copy.

**Transporting children in case of emergency:**

We reserve the right to refuse admission to our program in the event that the family refuses permission for emergency transportation in the event of a medical emergency.

In the event that a staff member is ill or absent, the Director or qualified person will serve as a substitute.

The center will maintain medical, dental and general emergency plans that will be implemented when necessary and which will be posted readily in view by each telephone and in each classroom and other spaces used by the children such as large muscle space. General emergencies include any threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc. and loss of power, heat or water.

### ***Safety and Security Policies***

1. Children are not released to anyone other than a parent or legal guardian without written permission from a parent or legal guardian. Any person other than the parent/guardian and authorized by the parent/guardian must present a photo ID when picking up a child. In emergency situations, an administrator who recognizes a parent's voice may accept verbal consent provided s/he also recognizes the person the child is leaving with, provided the person presents a photo ID. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.
2. All children in ECP must be signed out by a teacher who delivers the child to his or her appropriate pick up person.
3. Under no circumstances will children be sent outside to meet someone picking them up.
4. Parents are asked to have on file a list of people to whom their child may be released.
5. If there are custody issues involved with a child, the parents must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **Loss of Power, heat or water:**

In the event of loss of power, heat, or water exceeding one hour, or the temperature drops below 65 or rises above 85, school will be dismissed in conjunction with the Fuchs Mizrachi School.

### **Security risk, lock down, active shooters or other event that threatens the safety of the children:**

We will follow the recommendations of the Fuchs Mizrachi Schools Emergency Management Plan and/or Jewish federation Security team, Beachwood Police and on site police officers. Parents will be notified via emergency texting system, emails and phone calls. In the event of loss of power, phone and internet, we will send a runner to the Beachwood Library corner of Richmond and Shaker with updated information. 25501 Shaker Blvd, 44122. 216 831 6868

### **Emergency supplies:**

Our ECP kitchen is stocked with cereal, pretzels, crackers and soy butter, bottled water and boxed soy milk.

### **Field Trips:**

We may plan various trips for the children during the school year based on their learning experiences and interests during school. We will not take the children in the 2 year old program on any trips off campus. Parents/guardians will always be asked to sign a field trip permission form before all field trips. We encourage parent and family participation in all aspects of our program and field trips present a

great opportunity to help us and participate at the same time. In order to maintain the highest standards of safety for our children at all times we have designed the procedures described below.

#### Requirements for drivers on center's field trips

- All drivers must be approved by the center's director.
- Drivers must be over the age of 18 years and hold a valid driver's license.
- Drivers must present proof of a valid driver's license and valid automobile insurance to the director before the trip.
- Drivers must not be under the influence of drugs or alcohol.

#### **Transportation and Field Trip Safety**

- Children participating in field trips by vehicle will be driven by parents, guardians or adults authorized by FSM/ECP. The required staff/ child ratios will be maintained at the destination. In addition to the driver a second adult (either the driver, parent or volunteer) will be present in the vehicle when transporting a combination of no more than 7 toddlers, preschoolers or school age children.
- In the event of a walking trip a second adult will be present for a group combination of seven or more toddlers, preschool and school age children or for every 10 school age children if the field trip is only for school age children.
- In the case of school age children traveling in one vehicle, either a second adult will be present or the driver will have a cell phone or other method to immediately summon help. No child shall ever be left unattended in a vehicle
- Children will be assigned to specific staff member (s) on all field trips.
- All children will be restrained in appropriate child safety restraints/ car seats in accordance with Ohio Law. Children\* less than 4 years old or 40 pounds must use a child safety seat. Children\* less than 8 years old, unless they are at least 4 feet, 9 inches tall must use a booster seat.
- The driver of each vehicle will ensure that each child boards and alights from the vehicle on the curbside only out of the way of moving vehicles. The driver will make sure that no children are left behind in the vehicle.
- An adult trained in CPR, first aid and management of communicable diseases will be present at the destination on all field trips. All first aid supplies that are required will be available at the destination of the trip.
- No adults will smoke at any time during a field trip.
- Throughout the field trip all the children will wear a badge stating FMS/ECP's name address, a phone number in case a child becomes lost. A record listing all children participating in the field trip, as well as emergency transportation authorization for each child will be taken on the trip. In addition a health record and needed supplies for any child who has a health condition requiring special treatments or precautions will be available on field trips.

#### **Safety Policy**

Each classroom has a Fire, Weather, Medical and Dental Emergency Plan posted as well as a Fire and Weather Evacuation plan. An intercom is available in each classroom and staff may use their cell phones in the case of an emergency. Fire Drills are held monthly. Weather evacuation drills are held once per month in the months of Sept, March, April, May and June. A record of these drills is available in the school office. In the event of loss of power or water the parent/guardian will be called to pick up the child. In the event of any threat of violence towards any child or staff in the center, the Beachwood

Police Department will be notified immediately. We conduct four lockdown/safety drills per year. In the event evacuation of the building is required we will evacuate to the Mandel School or other place mandated by the Police, Fire Department or other agency. In the event of loss of all forms of communications, phones, radio, internet etc. parents should go to the Beachwood Library located at 25501 Shaker Blvd, Beachwood Ohio, 216 831 6868 where we will send a person to share information regarding the status of the event.

Spray aerosols are not used at any time that the children are in the center as they could be hazardous to the children's breathing. All cleaning supplies are locked up and out of the children's reach.

All injuries including minor injuries will be mentioned to the parent/guardian at the end of the day. If the parent/guardian is not the person picking up the child at the end of the day a member of the center's staff will immediately call the parent/guardian to inform them of the injury. Only soap and water may be used on an injury. Should an injury occur, an accident report will be filled out and a copy given immediately to the parent/guardian. The Director or person in charge must be notified of all injuries immediately.

It is the legal obligation of the school to report situations of suspected child abuse and neglect.

### **School Closings**

The FMS/ECP will be closed on all days that the FMS main campus is closed. In case of bad weather FMS and the ECP will close on the first day that the Beachwood School district closes. Closings or delays due to weather or other emergencies will be announced on as many television and radio stations as possible. Information about school closings/delays is also available at 932 0220 ext 198. School closing information or other emergency information is also texted to parents who have signed up for our emergency text service.

### **Meals and Snacks**

Snacks will be provided by school once again this year. They will comply with ODJFS rules. The snacks will be given on a two week rotation. The snacks include fresh produce, cereal and milk (Chalav Yisrael provided as well), crackers and pretzels. We also offer milk at each meal time. Please remember that we are nut free in our ECP program. Occasionally special snacks are provided for the children. All food is strictly Kosher, and under the supervision of the Head of School. In the event a child's lunch does not comply with the recommendations or a child forgets his or her lunch we will supplement or provide lunch. No child will go longer than 4 hours without at least a snack.

When packing lunch, please remember the following:

- Please add an ice pack to lunches that need refrigeration.
- We are strictly a NUT free program.

The following recommended servings are to be offered daily to your child in his/her lunch according to the Ohio Department of Family & Job Services, Day Care Licensing:

- 1 Serving of Dairy (milk is provided by the school)
- 1 Serving Of Grain
- 1 Serving of Protein
- 1 Serving of Fruit
- 1 Serving of Vegetable OR 2 servings of a fruit or vegetable

The serving sizes per age group are as follows:

		Children 1-3 years	Children 4-6 years
<b>Dairy Group</b>	Milk	½ cup	¾ cup
	Cheese	½ ounce	¾ ounce
<b>Grain Group</b>	Bread	½ slice	½ slice
	Pasta	¼ cup	¼ cup
	Crackers	2-3 small	2-3 small
	Muffins	½ regular	½ regular
	Bagel	½ regular	½ regular
	<b>Protein Group</b>	Cheese*	1 ounce
	Egg	1 medium	1 large or 1.5 medium
	Peanut Butter	2 tbs.	3 tbs.
	Cooked Beans	½ cup	¾ cup
	Cottage Cheese	¼ cup	½ cup

\* Cream Cheese may not be counted as a protein

#### Vegetable-Fruit Group

Any fresh, frozen or canned vegetable or fruit may be counted in this group. Children ages 1-3 years must have two (2) ¼ cup servings or ½ cup total.

Children ages 3-6 years must have two (2) ½ cup servings or 1 cup total.

You may serve your child one serving of vegetable and one serving of fruit, or two servings of the same item.

#### Milk requirements and dairy:

100% whole homogenized milk vitamin D fortified for children 12-24 months

1% or skimmed homogenized milk vitamin A and D fortified for children over 24 months

**Please remember** - these are state guidelines the School must follow in order to maintain its license. A child will never be forced to eat anything he/she does not care for. We must, however, be assured that every child is offered foods from each group in the correct serving size. Handouts about children's nutrition are available. Ask your child's teacher or stop by the School office.

## Draft ECP Pandemic Protocol Addendum for School year 2021-2022

### Handwashing:

- All staff and children will wash hands upon arrival at school. They will also wash hands after each center time/ meal time. The children will wash hands on the way out to the playground/large muscle room and after returning inside. They will also wash their hands prior to dismissal.
- Each group of children will be assigned to a specific sink to use.
- Children above the age of 24 months can use hand sanitizer when a sink is not accessible, with direct adult supervision. The hand sanitizer will be kept out of the reach of the children.

### Temperature Checks:

- The teachers will also check the children's temperature again during the day if they are not acting like usual, or they develop any symptoms of illness.

### Sick children:

- As soon as a child is identified as having a fever during the school day, they will be removed from their class and put in an area in the office. An adult will see and hear the child at all times. The child will be put on a cot and wear a disposable mask if he/she is able. Parents will be notified immediately, and picked up as quickly as possible. The linens and the cot will be sanitized once the sick child has left. Windows will be open in the office area to aid in ventilation.
- The child or staff member can return to school once they are fever free for 24 hours or after they have communicated with their primary care provider and cleared to return to school.
- Both children and teachers should be excluded from the program ***if they have any symptoms suggestive of COVID 19 infection.***
- If the child or teacher has been in contact with any known case of Covid-19 he/she should quarantine according to the local health department's recommendations.
- If there has been an identified case of Covid-19 within ECP, parents will be notified with an email. ODJFS and the local board of health will be notified. Additional steps will be taken according to school and local health departments..

### Frequently touched items:

- Any toy that is mouthed or brought close to a child's face will be immediately removed and sanitized.

### Rest Time/Toys from home:

- Rest time blankets should be sent in and will be returned on Friday to be washed. They should be returned to school on Monday.
- Cots will be assigned per child, they will also be cleaned weekly, or more frequently if they have been contaminated.

### Teacher precautions:

- Every unvaccinated adult will wear a mask.

### Kindergarten Children Masks:

- Kindergarten children will wear masks.