

Carole and Marcus Weinstein Jewish Community Center

Dora L. Lewis Family and Child Development Center



Childcare Manual 2018-2019



Dear Childcare Parents,

Welcome to the Dora L. Lewis Family and Child Development Center's *Childcare Program*. The goal of the *Childcare Program* is to provide a warm nurturing environment for children to grow, explore, make new friends, and learn.

Our family-style classes of mixed age groupings, along with the group of the oldest fours, are designed for creative learning opportunities that foster each child's individual development, while fostering a warm and caring relationship between the children and teachers.

The children and teachers in childcare create a very special classroom community. Each class is a family and as such there is a lot of shared nurturing opportunities throughout their day together. This becomes your child's home away from home, where we encourage and promote an atmosphere that is warm, cozy, safe and loving.

The following information is about our *Childcare Program*. Policy, as well as general childcare information is included in this manual. Please feel free to ask questions if something is not clear. We are here to help make both you and your child's transition into our *Childcare Program* as smooth and worry-free as possible.

The children will have the freedom and opportunity to explore activities and ideas that are of interest to them or help create new ideas. This will help foster their creativity.

There will be many opportunities for you to come and share your time and/or talent in the classroom, whether it is volunteering, leading an activity, or attending an event/social hosted by childcare. You are always welcome and encouraged to visit. We are excited about the upcoming year and hope that your child continues to grow and learn from all of the things we do throughout the year!

Sincerely,

SI 
Childcare Coordinator


Early Childhood Director

ARRIVAL & DEPARTURE

Please bring your child into the classroom each day, and make sure the teacher is aware that your child has arrived. When you are departing with your child, be sure to see the teacher and sign out with him/her..

Prompt arrival and departure times are very important. **We do not maintain staffing beyond 6:00 p.m.** See Appendix I for Late Pick-Up and Policy and Late Fees. If a parent does not pick up a child before the Weinstein JCC Early Childhood Program finishes the day at 6:00 p.m., the following action will be taken. Each parent and emergency name provided for the child will be contacted. If we are unable to reach any of the emergency contacts, we will use our best judgment to provide appropriate care. **If the situation requires outside intervention, we will contact Child Protective Services.**

If you will be late, please call the Early Childhood office (545-8617), and we will inform your child and his or her teacher. Send a note if someone other than the parent is picking up your child on a given day. If you have a sitter or share driving with another parent, please send an initial note informing your Childcare teacher. **The staff will ask all unfamiliar persons for photo identification (driver's license) when picking up your child. Under no circumstances will we release a child without written consent from the parent or consent from any of the persons listed on the Emergency cards.**

Early Morning Childcare is held in Rooms 9, 10, 7, 8 and 2.

When the first room (room 9) fills to capacity parents will be directed to the next available room which is Room 10. Once that fills to capacity parents are directed to Room 8, followed by Room 7 and finally Room 2. There will be a sign outside each door when that room is closed, directing you to the next available room.

Late Childcare and pick up is as follows:

- Room 1 for children in Childcare Rooms 1, and 12
- Room 2 for children in Childcare Rooms 2, 5 and 6
- Room 9 for children in Childcare Rooms 9 and 7/8
- Room 10 for children in Childcare Rooms 10 and 11

***(Siblings enrolled in late night childcare will be placed together in the late night room assignment of the youngest child)**

EXTRA CLOTHING

Send a **complete set** of extra clothing (clearly labeled) to be kept in your child's afternoon classroom. The Childcare teachers have a shoebox labeled for your child. Each child has a cubby in which the change of clothing and other personal items will be stored.

Remember to update your child's extra clothes box periodically and at the changing of seasons. Because children grow quickly, the clothes you put in the box

originally may not fit your child later in the year. **Also, the children go outdoors whenever weather permits (even in rain, snow, etc.), and it is important that your child has adequate clothing in the box. Please dress your child for the weather!**

Sneakers or rubber-soled shoes are the best shoes for children at play! For safety reasons, please do **not** send your child in flip-flops, crocs, jellies, or boots (cowboy-type, rubber, etc) with slick soles. If you want your child to wear sandals, they must be buckled, well-fitted and with a strap around the heel to keep your child's foot in the shoe. Walking and running are a part of a child's day, and the children need sturdy shoes (Appendix III - Shoe Safety Policy). Rubber boots should be kept at school for wet weather play.

SWIMMING

The Childcare Program offers one afternoon per week of swimming lessons for the children for three sessions during the school year. These swim sessions are instructed by qualified swim instructors and help the children to learn swimming techniques, water safety and also help the development of gross motor skills. Children ages three and above and **toilet trained** will participate.

Prior to the beginning of swimming, each parent will need to sign and return a swimming permission slip to their childcare teacher.

If parents do not give their children permission to participate in the swim program and later change their decision, the child may begin swimming when a new session begins or when space permits. If you have any questions or concerns about the aquatics program, please contact the Aquatics Director or Assistant Aquatics Director at 545-8640. As the child engages in these activities, many opportunities occur for social, cognitive, emotional, and physical learning at the child's own level and interest.

When swimming begins, **please send your child's clearly labeled bathing suit, towel and swim shoes on their swim day. All swimming essentials should be put in a clearly labeled bag and placed in your Childcare classroom. Please label all belongings!**

Childcare swim days are as follows: Tuesday (Rooms 1, 2 and 12), Thursday (Rooms 6, 7/8 and 10) and Fridays (Rooms 5, 9 and 11).

Childcare parents are encouraged NOT to schedule an Enrichment Class or Sports Class on swim day. We want each child rested and ready for their swim class. Too many activities in one afternoon can be overwhelming for a young child. Thank you for your cooperation in this matter. If you have any questions about this please contact your child's afternoon teacher.

ILLNESS

We are concerned about the health of every child in our program. To ensure the well-being of all children in our school, we strictly enforce the following policies:

A child who has fever at or exceeding 100° or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc.) should be kept home. If a child becomes ill while at school, parents will be notified so that the child can be picked up and taken home. When called, the parent (or an alternate

emergency person) are expected to pick up your child within the hour. There are no exceptions to this rule.

Bringing a child with any of these symptoms to the Weinstein JCC usually causes other children to get sick. If ALL parents will help by keeping sick children at home, everybody's children -- including their own will be sick less often.

Outdoor play is an integral part of the program, and the children go outdoors daily. If your child is not well enough to play outdoors, he or she must be kept home. Take the weather into account when dressing your child for school.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

1. *Mood, appetite, behavior and activity are again normal.*
2. *No fever for 24 hours or longer without fever reducers, such as Tylenol or Motrin).*
3. *Antibiotics (if prescribed) have been used for a full twenty-four hours.*
4. *Vomiting, diarrhea cleared for 24 hours.*
5. *Frequent coughing, excessive nasal discharge resolved.*
6. *Pain (earache, cramps, headache, etc.) resolved.*

* If these conditions are not met, you will be required to pick up your child immediately.

Parents will be notified if their child is exposed to a potentially contagious disease while at school. Likewise, parents must notify the school if their child has been exposed to, or has a contagious disease -- such as conjunctivitis, head lice, ringworm, chicken pox, etc. Please notify the school if your child will be absent.

As required by law, all cases of suspected child abuse or neglect will be reported to child protective services.

MEDICATION

If a child requires medicine during the day, parents should deliver the medication directly to the Preschool office, along with a completed Written Medication Consent Form/CARE PLAN that has been signed by the prescribing doctor. Written Medication Consent Form/CARE PLAN forms may be obtained from a Childcare/Preschool teacher or in the file box located near the Preschool door. To ensure the safety of all children NEVER leave medication in your child's backpack or lunch-box. Medicine will be given only if a Written Medication Consent Form/CARE PLAN is signed by a parent or guardian and the health care Provider. This is a requirement of Virginia Department of Licensing. This form should be used for all prescriptions and Over-the-Counter Medication and is valid for six months.

Only staff that has attended the Medication Administration Training provided by an approved trainer for the Virginia Department of Licensing will be allowed to give medicine.

Although we will administer medicine at whatever time you indicate on the form, we strongly encourage you to arrange for medicine to be given at lunch time (12-1 p.m.).

No medication will be administered to a child without a completed Written Medication Consent Form/CARE PLAN. Staff will document each dose of medication given and will keep all medications inaccessible to children at all times. It is the parent's responsibility to retrieve the medication at the end of the day.

ALL MEDICINE HAS TO BE IN ITS ORIGINAL CONTAINER LABELED WITH YOUR CHILD'S FIRST AND LAST NAMES. THIS INCLUDES PRESCRIPTION, OVER-THE-COUNTER MEDICINE, SUNSCREEN AND DIAPER OINTMENT. ALL PRESCRIPTION MEDICINE MUST HAVE THE ORIGINAL PHARMACY LABEL THAT INCLUDES THE FOLLOWING ITEMS:

- Child's first and last names;
- Authorized prescriber's name;
- Pharmacy name and telephone number;
- Date prescription was filled;
- Medicine name;
- Route to administer;
- Dosage of medicine;
- How often to give the medication; and
- Date the medication is to be discontinued.

SUNBLOCK

Please apply sunscreen on your child everyday prior to preschool and camp during warmer months. If you would like sunscreen reapplied during childcare please:

1. Send in the original container
2. Label the container with your child's name
3. Sign and return the sunscreen permission form, along with the sunblock to your childcare teacher

SNACKS & LUNCHES

The Early Childhood Department is committed to providing a safe and educational environment for children. Through our efforts to teach children the importance of

healthy eating and their hands-on activities with the process of growing healthy foods in our Edible Schoolyard we are working on establishing new and healthier food guidelines. We will notify you throughout the year as changes are made that affect your children. The ECC will be steering these changes so please sign up to be a member and add your voice as we move forward.

We provide a nutritious Kosher snack each afternoon. The snack menu is posted monthly on the bulletin board, located next to the kitchen and in the weekly preschool newsletter.

In conjunction with our healthy eating initiative we are striving to serve more fresh vegetables and other healthy food items at snack. To support trying new, healthier food items the children are encouraged to participate in the Two Bite Club. The Two Bite Club is a positive way of making tasting new foods less intimidating and more rewarding. When new snack items are introduced children try two bites. By taking the two bites we are creating an environment where trying something new feels exciting and safe. The children are never pressured or made to try something new. If they do not want to try a new food item they will have other opportunities throughout the year.

Children who stay for Childcare are expected to bring a non-meat lunch. Milk will be provided. We encourage parents to send a nutritious well-balanced lunch; you may include a small healthy dessert. **See Appendix II for “*What’s On My Plate?*” a resource from USDA ChooseMyPlate.gov.** The children are not expected to eat all of their lunch, but they are encouraged to eat some lunch before they have dessert.

LUNCH GUIDELINES

In accordance with NAEYC accreditation requirements and Commonwealth of Virginia Licensing, the Early Childhood Education Department does not serve children younger than 4 years the following foods:

whole grapes; popcorn; pretzels; whole grape tomatoes
nuts; raw peas; chunks/whole raw carrots
raisins (not to 2-year olds, only)
or any foods that can be swallowed whole.

In order to ensure proper health and safety handling of all foods prepared, saved, and stored onsite or brought from home, we follow the USDA and Child and Adult Care Food Program Guidelines. These are also requirements established by the Licensing Department of the Virginia Department of Social Services.

1. All lunches need to be dated on a daily basis. This is to make sure that lunches are fresh and safe for your child to eat.
2. All plastic containers and thermoses must also be dated daily.

Suggestions -

- Write date daily on a paper bag lunch
 - Use masking tape or a round peel off sticker for a lunch box.
3. Please keep your child's lunch box in their backpack.
 4. Include an **ice pack** or two in your child's lunch box.
 5. Keep their lunch box inside their back pack, or in their cubby if no space in backpack.
 6. When you pick up your child at the end of the day, make sure you have their child's lunch box. If it is not in their backpack, please check their Childcare cubby, the refrigerator, or the Preschool lobby (Late Night). Whenever possible, we will continue to refrigerate lunchboxes after lunch if a child does not finish their perishable items (if able to save).
 7. Please pack a dairy lunch (NO meat), which is high in nutrition and excludes sugar and over-processed foods.
 8. 2% milk is provided for each child two years and older.
 9. In the event your child forgets his/her lunch, **there will be a \$5.00 service charge to make a lunch.**

Parents have an open invitation to come and have lunch with his / her child in the childcare program. Lunchtime is a wonderful opportunity to socialize with your child, teachers and classmates.

We will inform you if your child needs more food for lunch. Uneaten portions of lunch are returned in the lunch box so that you will be aware of your child's dislikes or changing appetites.

Please remember that these guidelines are dictated by NAEYC, state licensing and by the Kosher standards of the Weinstein JCC. Please comply with these standards, as we do not want to jeopardize our license or interfere with Kosher laws.

Menu Suggestions

Be sure to provide a protein source, bread source, vegetable, fruit and milk (provided). See Appendix II for "*What's On My Plate?*" a resource from USDA ChooseMyPlate.gov

***In our efforts to encourage children to eat healthy foods we want to remind you that you may not send sugary juice boxes/drinks for lunch. We provide milk or water. Thank you!**

Lunch suggestions

Banana & berry breads	Quiche (without meat)
Cheese (Cheddar, Swiss, etc.)	Raisins (not 2 year olds)
Cheese Pizza	Salad (tossed, pasta)
Cottage cheese	Sliced Apples (with peanut butter)
Cream cheese	Sliced Celery w/ peanut butter or cream cheese (cut ½-inch square for 2 year olds)
Dried fruit	Sliced Oranges or tangerines
Eggs (salad, scrambled)	Sliced Peaches or pears
Fish sticks or filets (cut ½")	Sliced Pineapple
Granola bars	Spaghetti or noodles
Healthy Muffins	Strawberries, blueberries
Honey	Tuna fish
Low Sugar Canned fruit	Vegetables & dip (cut ½-inch square for 2 yr olds)
Low Sugar Jell-O with fruit & Graham crackers	Wheat bread
Peanut butter/banana sandwiches	Whole grain crackers
*Peanut butter (not spoonfuls)	Yogurt with fruit
Pita bread	
Pudding with milk	

*SunButter is a nut free alternative. It is made with sunflower seeds and can be purchased at most natural food stores and online at www.sunbutter.com.

Add your own ideas to this list and make a tedious chore into a fun and creative time for yourself and your child! As you pack your child's lunch, explain the nutritional value of the foods you include.

Lunch Reminders

1. We serve “nut free” foods. You will be notified if your child’s classroom is totally nut free.
2. Cold lunches need to provide the same nutrients as hot lunches. Vitamins A and C and Iron sources are particularly important.
3. Include foods that are easy to handle -- finger sandwiches, sliced vegetables or sectioned fruit.
4. **REMEMBER, NO MEAT, MEAT PRODUCTS OR SHELLFISH.** We provide milk with lunches each day.
5. Send utensils, if needed, and a small cup. All utensils and cups will be returned daily.
6. Never send -- glass *containers, candy, gum, chips, items with no significant nutritional value, such as sweet cookies, sweet drinks, or sugary snack foods.*
7. \$5.00 fee for preparing a lunch -- If you should forget to send a lunch, your child will not go hungry. But, we are not prepared to fix lunches. Please remember that the teachers already have their time planned. Thank you for making an extra effort (and please don’t be upset if you get a bill!)
8. You may send a small dessert with your child which can be eaten after a majority of his/her lunch has been eaten. i.e. Dessert Ideas: Fruity snacks, twistables, cookie, pudding.
9. We do not heat lunches. When sending pasta, soup or any food that is served warm, please pack the food in a thermos. Put the thermos in your child’s backpack. Leave a note in the lunch box stating “thermos in backpack.”
10. When sending imitation meat (veggie burgers, soy nuggets, etc.), send a note stating that the meat is soy, etc. and the box label.
11. You can also order lunch from the Café for your child. They will deliver it to your child’s childcare class in time for lunch. Please inform your childcare teacher that you ordered lunch. Café phone number is 545-8114.

Hopefully, these suggestions will help you with your selection of lunch foods to send for your child this year. If you still have difficulty or if you have other questions regarding the lunch policy or nutritional policy, please contact your Childcare teacher, and we will try to assist you. Above all, we want lunchtime to be a happy, healthy time for all of our children. We appreciate your cooperation.

NAP TIME

Children participating in the afternoon childcare program are required by the Virginia Department of Social Services, Minimum Standards for Licensed Child Care Centers to have a rest period. Older children rest approximately one hour daily, younger children rest approximately one and one half hours. Children staying for afternoon childcare may bring a “sleeping companion” from home such as a security blanket or special stuffed animal. If you bring a sleeping companion, please label it clearly and be sure your child remembers to bring it each day. **Baby bottles and pacifiers are not permitted.** Parents need to bring a small (crib size) blanket to be kept at school. Cots and sheets are provided. Sheets and blankets will be laundered weekly by the Weinstein JCC. If a child is not asleep after ½ hour they may look at books, color or play quietly on their cot without disturbing others.

*Soiled sheets and blankets will be sent home to be laundered. Please wash and return them to school the following day.

BIRTHDAY CELEBRATIONS

A birthday is a very special day in the life of a preschooler. We understand families celebrate their children’s birthdays in different ways and some do not celebrate birthdays at all. We recognize and respect these differences. We are also aware that a little bit of excitement goes a long way in groups of young children. We intentionally keep birthday observances low-key. **In our effort to promote healthy eating habits and try to alleviate potential allergy complications, we do not celebrate birthdays with food.** Each child’s birthday will be celebrated in their classroom in order to recognize their special day! While birthday celebrations are often celebrated with food related treats, we as a school would like to encourage birthday celebrations to be a time that the classroom can create a special experience for the child. The classrooms will be having individual celebrations within their own classroom community. The celebrations that the teacher and the children plan for each other will have special meaning and value for their own class.

- Goodie bags, balloons, decorations, and food are **not** part of our classroom birthday celebrations. **Please do not include these as part of your classroom celebration.**
- If your child is having a birthday celebration away from school, we will distribute invitations in school **only** if each child in the class is invited, otherwise, please mail your invitations! Please be considerate of our children’s feelings and comply with this request. A roster with children’s names, parents’ names, emails and telephone numbers is published and distributed in the fall.

- When planning birthday parties, please be mindful that from Friday evening at sundown through Saturday evening at sundown is the Jewish Sabbath. Not all children can participate in activities and events at those times.

LUNCH 'N FUN/ENRICHMENT CLASSES

Enrichment classes are offered in addition to our regular Childcare Program. These classes offer a variety of special interest activities for the children through both the Early Childhood, Dance Department and Sports and Fitness Departments.

When considering signing up for Enrichment Classes, please **do not** register your child for classes beginning after 4:00 p.m. Due to staffing we are unable to pick children up after late afternoon classes. Children enrolled in Childcare **should not schedule a Lunch 'n Fun, Enrichment or Sport class on their child's swim day. We want each child rested and ready for their swim class. Too many activities in one afternoon can be overwhelming for a young child. Thank you for your cooperation in this matter. If you have any questions about this please contact your child's afternoon teacher.**

If you are signing up for additional swim lessons, private or group, please make arrangements with the Aquatics Director or the Assistant Aquatic Director at 545-8640 to arrange the transporting to and from class. If you sign your child up for a lunchtime Lunch 'n Fun class, place his/her lunchbox on the enrichment class shelf in the appropriate refrigerator on the designated class day.

To ensure that your child gets to his/her class, parents must inform the childcare teacher in writing of the day, time and name of class.

TOILET TRAINING

When you begin toilet training your child, be sure to inform the Childcare teacher so that she can reinforce your efforts and the Preschool teachers' efforts. Children who are in the toilet learning process should bring several extra pairs of underwear (training pants), as well as two complete changes of clothing (shirt, pants, socks, and underwear). Toilet accidents will be dealt with in a calm, pleasant, and casual manner. Please be aware that children should not wear overalls, belts, onesies, and snap-legged pants as it makes it difficult for children and teachers during toileting times. **Please do not send your child to school wearing "pull-ups" or plastic pants. Cotton training pants help make the toilet training process successful.**

If underwear is soiled due to a bowel movement accident, the following procedure will be followed: Feces will be disposed of in the toilet if it is formed enough to fall into the toilet. If it does not come out this way, the soiled clothing with feces will be immediately placed in a plastic bag, sealed and sent home. **According to NAEYC and state health and licensing requirements, soiled clothes will not be cleaned or rinsed out.**

Sorry for the inconvenience, but we must follow policies in this matter in order to prevent contamination or the spreading of germs/illnesses.

Until the child is completely and successfully toilet trained, we will use diapers at naptime. To assist and support your child in the toileting process, please dress your child in easy to remove clothes (i.e., no belts, overalls, onesies and pants that snap on the legs). These can be real hindrances for your child. Thank you!

WEATHER RELATED SCHOOL CANCELLATIONS

During inclement weather conditions, please call our special Weather Hotline, 285-0422. This will give you our latest news about Weinstein JCC closings/openings. We will also have information on channels 6, 8, 12, and WRVA 1140, B-103.7, and Q 94. We will make our own decisions based on safety for members and staff.

In the event that Childcare is open, children enrolled in Childcare, on that day, may attend. We do ask parents to leave a number where they can be reached that day in case conditions worsen and we need to close early. To ensure the safety of all we may have delayed openings and early closings during inclement weather.

WINTER AND SPRING BREAK

When Preschool is closed for Winter and Spring break, a program is offered for children enrolled in childcare. Registration forms for those programs are sent home to the childcare parents so that they can register their child.

If your child is enrolled in the 12-month program you **do not** pay extra for Winter or Spring break. When the registration is sent home please sign-up for the days and times needed and return the form, by the due date. Those enrolled in the 9-month program will also need to enclose payment. **Please return the forms in a timely manner since we staff for Winter and Spring break programs based on enrollment numbers.** We need accurate numbers so we do not over or under staff.

You will receive a schedule of all planned events and dates, during Winter and Spring break, prior to your child attending.

COMMUNICATION

Communication is an important part of the program, and because it is, you will receive many notes over the course of the year. **All communication from Childcare will be sent home through your child's lunch box and/or via email. Any correspondence from home can be sent directly to your childcare teacher via email or through the lunchbox.**

Every three-four months you will receive an evaluation of how your child is doing in Childcare.

You will also receive email updates about your child and a weekly update about the week's activities. Please feel free to discuss any concerns you may have about your child

or the program with your Childcare teacher. If your concerns are not addressed satisfactorily, you are encouraged to contact the Early Childhood Director, Donna Peters, Assistant Director, Barbara Wise or Sharon Johnson, Childcare Coordinator. The most convenient time to talk to the Childcare teachers is 1:30 - 2:30 p.m. while the children are napping.

Each Childcare room has a phone, and you can reach your Childcare teacher at the following extensions and email address:

	Preschool Office - 545-8615	
	Weinstein JCC - 285-6500	
	<u>Phone</u>	<u>Email</u>
Room 1 (ext 8101)		ccroom1@jccrichmond.org
Room 2 (ext 8102)		ccroom2@jccrichmond.org
Room 5 (ext 8105)		ccroom5@jccrichmond.org
Room 6 (ext 8106)		ccroom6@jccrichmond.org
Room 7 (ext 8107)		ccroom7@jccrichmond.org
Room 9 (ext 8109)		ccroom9@jccrichmond.org
Room 10 (ext 8110)		ccroom10@jccrichmond.org
Room 11 (ext 8111)		ccroom11@jccrichmond.org
Room 12 (ext 8112)		ccroom12@jccrichmond.org

If you need to speak with teachers at length, you are more than welcome to schedule a conference.

CHILDCARE SUPPLY LIST

Please send in the following items to be kept in your child's childcare room:

- A child-size blanket
- A complete change of clothes
- A child size toothbrush with a cap cover if you choose. All children enrolled in childcare are provided an opportunity to brush his/her teeth after lunch
- Diapers (if applicable) and diaper wipes
- Wipes (for hands & faces)
- Tissues

Please label all of your child's items.

SAMPLE DAILY SCHEDULE

EARLY MORNING CHILDCARE PROGRAM

7:30 - 8:30 AM	Arrival and Free Exploration Puzzles; Blocks; Dramatic Play; Play dough; Art
8:30 - 8:55	Group Activity Stories and Songs
8:55	Dismissal to Preschool Classroom

AFTERNOON CHILDCARE PROGRAM

12:00 - 12:15 p.m.	Story Time
12:15 - 1:00	Wash-Up, Lunch, Clean-Up, Tooth Brushing, Bathrooming
1:00 - 2:30	Nap Time (1:30 – 2:30 for Older 4's)
2:30 - 3:00	Transition from Naptime, Diapering & Toileting
3:00 – 3:15	Snack, Story
3:15 - 4:00	Indoor Activities (Art, Science, Swim, Music, Cooking, Gardening, Free Play)
4:00 - 5:00	Outdoor Activities Organized Games Large Muscle Activities (climbing, running, jumping) Dirt, Sand, Water Play Gardening
5:00 - 6:00*	Indoor Play - Free Exploration Quiet Activities

* When the weather is nice, we are outside on the playground from 5:00 – 5:30 p.m. When we come inside at 5:30 p.m., we get cleaned up and have group time until 5:45 p.m., followed by indoor play until 6:00 p.m.

APPENDIX I

LATE PICK-UP POLICY AND LATE FEES

Preschool ends promptly at 12:00 or 1:30 p.m. depending on the class.

Please be sure to pick up your children on time. Young children enjoy their preschool experiences when they know their parent or carpool will arrive at the appropriate time. It is very unsettling for a child to be picked up late.

A fee of \$40.00 will be charged for all children picked up late after preschool. This fee also applies to children picked up late after lunch bunch (2:00 pm); afternoon enrichment and/or lunch & fun classes.

If something makes you unexpectedly late, please call the staff and let them know when you will arrive. *Please be aware that your call does not negate late charges.*

LATE FEES AFTER 5:00 P.M.

The late fee charges are as follows:

1st Time Late Fee Charge – a fee of \$40.00 will be charged for all children picked up after 5:00 p.m. In addition, \$1.00 will be charged per minute after 5:05 p.m.

2nd Time Late Fee Charge - a fee of \$45.00 will be charged for all children picked up after 5:00 p.m. In addition, \$1.00 will be charged per minute after 5:05 p.m.

3rd Time Late Fee Charge – a fee of \$50.00 will be charged for all children picked up after 5:00 p.m. In addition, \$1.00 will be charged per minute after 5:05 p.m.

***All late fees are due by the day after you have received the written notification.**

*** Please remember that our program day ends at 6:00 p.m. *Late fees applying to after 6:00 p.m. are on the next page.**

We appreciate your cooperation.

APPENDIX I CONT....

LATE PICK-UP POLICY AND LATE FEES AFTER 6:00 P.M.

LATE FEES AFTER 6:00 P.M.

The late fee charges are as follows:

1st Time Late Fee Charge – a fee of \$50.00 will be charged for all children picked up after 6:00 p.m. In addition, \$1.00 will be charged per minute after 6:05 p.m.

2nd Time Late Fee Charge - a fee of \$55.00 will be charged for all children picked up after 6:00 p.m. In addition, \$1.00 will be charged per minute after 6:05 p.m.

3rd Time Late Fee Charge – a fee of \$60.00 will be charged for all children picked up after 6:00 p.m. In addition, \$1.00 will be charged per minute after 6:05 p.m.

***All late fees are due by the day after you have received the written notification.**

*** Our program ends exactly at 6:00 p.m.**

It is each parent's responsibility to pick up their child promptly and on time. According to the state licensing, being habitually late to pick up your child is negligent and cause for reporting to Child Protective Services. It is also a reason for termination of services. Please make sure you plan for alternative emergency pick up by 6:00 p.m. if you are going to be late.

It is very unsettling for a child to be here after closing even though he/she is supervised by a staff person.

Please remember our staff's work day ends at 6:00 p.m.

APPENDIX II

What's On My Plate



Before you eat, think about what and how much food goes on your plate or in your cup or bowl. Over the day, include foods from all food groups: vegetables, fruits, whole grains, low-fat dairy products, and lean protein foods.



Make half your plate fruits and vegetables.



Make at least half your grains whole.



Switch to skim or 1% milk.



Vary your protein food choices.

What's on your plate?



Appendix II continued

What's On My Plate

Cut back on sodium and empty calories from solid fats and added sugars



Look out for salt (sodium) in foods you buy. Compare sodium in foods and choose those with a lower number.

Drink water instead of sugary drinks. Eat sugary desserts less often.

Make foods that are high in solid fats—such as cakes, cookies, ice cream, pizza, cheese, sausages, and hot dogs—occasional choices, not every day foods.

Limit empty calories to less than 260 per day, based on a 2,000 calorie diet.

Be physically active your way

Pick activities you like and do each for at least 10 minutes at a time. Every bit adds up, and health benefits increase as you spend more time being active.

Children and adolescents: get 60 minutes or more a day.

Adults: get 2 hours and 30 minutes or more a week of activity that requires moderate effort, such as brisk walking.

Vegetables	Fruits	Grains	Dairy	Protein Foods
<p>Eat more red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoli in main dishes.</p> <p>Add beans or peas to salads (kidney or chickpeas), soups (split peas or lentils), and side dishes (pinto or baked beans), or serve as a main dish.</p> <p>Fresh, frozen, and canned vegetables all count. Choose "reduced sodium" or "no-salt-added" canned veggies.</p>	<p>Use fruits as snacks, salads, and desserts. At breakfast, top your cereal with bananas or strawberries; add blueberries to pancakes.</p> <p>Buy fruits that are dried, frozen, and canned (in water or 100% juice), as well as fresh fruits.</p> <p>Select 100% fruit juice when choosing juices.</p>	<p>Substitute whole-grain choices for refined-grain breads, bagels, rolls, breakfast cereals, crackers, rice, and pasta.</p> <p>Check the ingredients list on product labels for the words "whole" or "whole grain" before the grain ingredient name.</p> <p>Choose products that name a whole grain first on the ingredients list.</p>	<p>Choose skim (fat-free) or 1% (low-fat) milk. They have the same amount of calcium and other essential nutrients as whole milk, but less fat and calories.</p> <p>Top fruit salads and baked potatoes with low-fat yogurt.</p> <p>If you are lactose intolerant, try lactose-free milk or fortified soy milk (soy beverage).</p>	<p>Eat a variety of foods from the protein food group each week, such as seafood, beans and peas, and nuts as well as lean meats, poultry, and eggs.</p> <p>Twice a week, make seafood the protein on your plate.</p> <p>Choose lean meats and ground beef that are at least 90% lean.</p> <p>Trim or drain fat from meat and remove skin from poultry to cut fat and calories.</p>
<p>For a 2,000-calorie daily food plan, you need the amounts below from each food group. To find amounts personalized for you, go to ChooseMyPlate.gov.</p>				
<p>Eat 2½ cups every day</p> <p>What counts as a cup? 1 cup of raw or cooked vegetables or vegetable juice; 2 cups of leafy salad greens</p>	<p>Eat 2 cups every day</p> <p>What counts as a cup? 1 cup of raw or cooked fruit or 100% fruit juice; ½ cup dried fruit</p>	<p>Eat 6 ounces every day</p> <p>What counts as an ounce? 1 slice of bread; ½ cup of cooked rice, cereal, or pasta; 1 ounce of ready-to-eat cereal</p>	<p>Get 3 cups every day</p> <p>What counts as a cup? 1 cup of milk, yogurt, or fortified soy milk; 1½ ounces natural or 2 ounces processed cheese</p>	<p>Eat 5½ ounces every day</p> <p>What counts as an ounce? 1 ounce of lean meat, poultry, or fish; 1 egg; 1 Tbsp peanut butter; ½ ounce nuts or seeds; ¼ cup beans or peas</p>



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Appendix III Shoe Safety Policy!!

Please do not send your children to camp in:
flip flops, boots of any kind or CROCS!

Do's

Heel strap—YES!

Closed toes—YES!

Open toes—Parents' discretion

Dont's!

Flip flops—NO!

Crocs—NO!

Open heel—NO!

Boots—NO!



RECEIPT OF CHILDCARE MANUAL

The 2018-2019 Childcare Manual is located and updated from time to time online at weinsteinjcc.org. By carefully reading this manual, you will become more familiar with the early childhood programs, policies and procedures at the Weinstein JCC. Please read the manual, sign this receipt, and return this receipt to the preschool office.

I acknowledge that I have access to the 2018-2019 EC Childcare Manual online and agree to adhere to the policies and procedures described in it.

_____ Date: ____/____/201____
Signature of Parent or Legal Guardian

Of _____
Name of Child

**(Please sign, date & return this page to
the Preschool Office)**