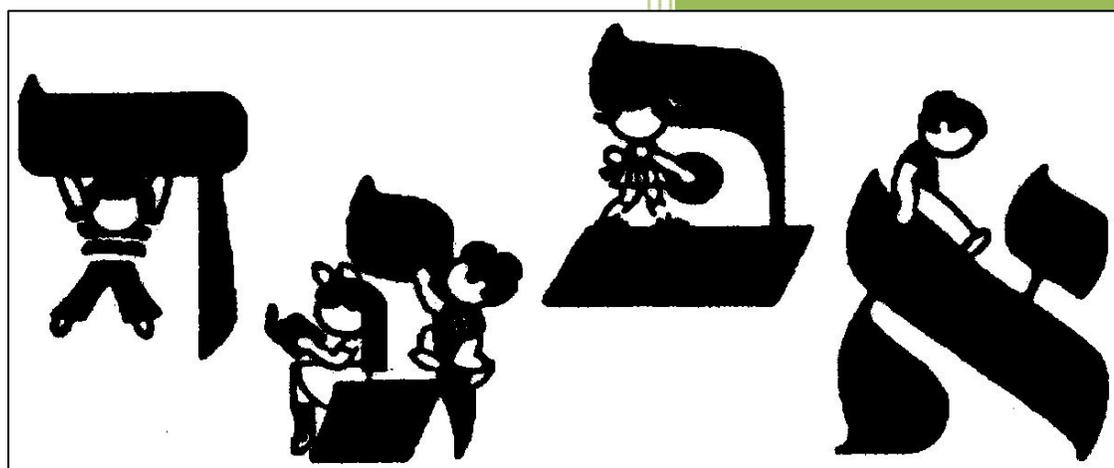


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תשע"ח  
2017-18

# Parent Handbook



Last updated 5/6/16



Lubavitch Early Childhood  
Living and Learning Center

1778 Ford Parkway ♦ St Paul, MN 55116  
(651) 698-0556 (651) 698-2460

# PARENT HANDBOOK

School Year  
2017 – 2018

תשע"ח

*Integrating tradition and the wonders of the world we live in.*

## **STATEMENT OF GOALS AND PHILOSOPHY**

Lubavitch Early Childhood provides children with a wholesome and stimulating atmosphere in which to learn through play. The Creative Curriculum™ is consistent with Lubavitch Early Childhood philosophy, addressing central aspects of child development. The curriculum provides a coherent focus for planning children's experiences. Curriculum goals and objectives guide teachers' ongoing assessment of children's progress. Lubavitch Early Childhood uses Teaching Strategies GOLD™ as an assessment tool.

Teachers integrate assessment information with curriculum goals to support individualized learning. With warmth and sensitivity, teachers nurture children in the areas of social-emotional, cognitive, language and physical development. Torah values and teachings are integrated with content learning in literacy, mathematics, science and technology, social studies and the arts.

Hebrew is the original language of our guiding principle, the Torah (Bible). The Jewish faith places great emphasis on the ability to pray and study in Hebrew. Holidays, traditions and life-cycle events celebrated by the Jewish community are integrated seamlessly into the program curriculum.

Hebrew pre-reading skills begin in Shtayim (Toddlers) with exposure to the shapes and names of the letters. Formal introduction to the Hebrew Alef-Bais (alphabet) begins in Nursery. Recognition and use of Nekudos (vowels) is taught in Pre-Kindergarten.

"Man is like a tree of the field" (Devarim 20:19). In these early formative years, the child is like a seedling that can grow and bloom with gentle guidance and nourishment, both physical and spiritual. A major thrust of our curriculum is to inculcate the moral value of concern and feeling for all Creation, fellow humans as well as animals and objects. Children permeated with these values before the age of five will retain them as they grow to adolescence and adulthood.

Families will feel supported and nurtured in their child-rearing endeavors. When the values of school and family mesh, the child is able to live the teachings learned in the program, for example, learning about the Jewish holidays at school; celebrating them at home. All children are treated with equal respect and consideration.

## **INFORMATION FOR PARENTS**

1. The Lubavitch Early Childhood Living and Learning Center, a division of Lubavitch Cheder Day School, is licensed by the State of Minnesota to care for thirty four (34) children. Children may join the Shtayim (Toddler) program at sixteen (16) months

of age. The Nursery class is open to children who are at least thirty six (36) months of age by August 31<sup>st</sup>.

2. Lubavitch Early Childhood has a written Child Care Program which is available for parents to review upon request.
3. While Lubavitch Early Childhood does not offer bussing for students at this time, a bus is hired for field trips or parents are asked to volunteer to drive (with car seats).
4. A fully stocked First Aid Kit is kept in each classroom and a kit is brought outdoors during any outdoor activity. First Aid that is required for minor injuries is given by a trained teacher or staff person. Parents are notified of any injury. Any accident requiring medical attention at a hospital or clinic will be reported to the MN Department of Human Services (according to licensing requirements).
5. Medical emergencies are dealt with by calling 911. Parents are notified immediately; if they cannot be reached then the emergency contact person named at registration is notified. The teacher or other staff person stays with the child at all times, bringing medical and personal information to the hospital, as needed. A form known as the Emergency Contact Form will be compiled for each child in the program, in case of emergency situation.
6. The Lubavitch Early Childhood staff supervises toddlers by sight and sound at all times. Staff provides direct visual and auditory supervision when toddlers are sleeping.
7. Prior to admission, parents are required to complete the registration process. The immunization record must be provided before admission; the Health Care Summary within thirty (30) days.

Lubavitch Early Childhood must get written permission before administering prescription and non-prescription medication, diapering products, lotions and insect repellents. These must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.

8. Field trips are taken occasionally throughout the year. Children bring home a notice with a permission slip to be signed and returned to the teacher.
9. If Lubavitch Early Childhood participates in any research, experimental procedure or public relations activity, parents will receive an explanatory letter by mail. This will outline the nature and duration of the activity along with a permission slip to be signed and returned. When necessary, follow-up phone calls will be made.

10. Lubavitch Early Childhood does not have any pets on site. Should a stray animal enter the grounds, appropriate measures will be taken.

11. Our open-door policy welcomes parents to visit Lubavitch Early Childhood at any time during normal operation hours. Parents are welcome to come and observe the classes. However, the teacher is not available for dialogue during class time. Families are encouraged to participate actively and take on leadership roles in the Program.

12. Each child's progress in the areas of physical, social, intellectual and emotional development will be documented in the child's record and reported to parents during conferences. Parent-teacher conferences take place twice a year, once in the fall and once in the spring. The school calendar is available on the school's website or as a hard copy, by request.

13. As your child prepares to graduate from Lubavitch Early Childhood, we will help ease their transition by communicating and collaborating with the Kindergarten Program that your child will be attending. The Kindergarten Program at Lubavitch Cheder Day School is a natural extension of our Program.

14. To contact the Minnesota Department of Human Services (MDHS) Division of Licensing: call 651 431 6500

15. There is a strict No Smoking policy in effect in the building and grounds of Lubavitch Early Childhood. Lubavitch Early Childhood bans firearms on our premises.

### EXCLUSION OF ILL CHILDREN AND STAFF

Children should be kept home if they have any of the following symptoms or illnesses: (See A to Z, Form E-300)

- \* Any child with a **reportable illness or condition** as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- \* **Chicken pox** until all of the lesions are crusted over.
- \* **Vomiting** - 2 or more times since admission that day. (See A to Z-Ed.2 pages 116-117)
- \* **Diarrhea** - 3 or more abnormally loose stools since admission that day or loose stools that cannot be contained within a diaper. (See A to Z-Ed 2, pages 33-34)
- \* Undiagnosed **rash** or a rash attributable to a contagious illness or condition.
- \* Undiagnosed **drainage from eyes** and/or excessive ear drainage that cannot be contained.
- \* 100 degree Fahrenheit **temperature** (axillary) or higher without fever reducing medication. (See A to Z-Ed. 2, Form F-100, also pages 111-112)
- \* **Bacterial infection** such as **strep** or **impetigo** and has not completed 24 hours of antibiotic therapy.
- \* Any child who has **lice**, (See A to Z-Ed. 2, pages 68-75) **ringworm** or **scabies** that is untreated and contagious to others.
- \* Significant **respiratory distress**: fast, difficult, or different breathing, uncontrolled coughing, and /or wheezing. (See A to Z, Form N-100)
- \* **Unexplained lethargy**
- \* Any child who is **unable to participate** in child care program activities with reasonable comfort or **who requires more care** than the staff can provide without compromising the health and safety of the other children.

If a child becomes ill during the day she/he will be kept isolated from the other children. A staff member will remain with the child and make him/her comfortable as possible. A parent will be notified and asked to pick up the child. (See A to Z, Form I-200)

The parents are asked to notify the program within 24 hours, exclusive of weekends and holidays when a child is diagnosed by a child's source of medical or dental care as having a contagious disease. Contagious illnesses will be reported to all parents the same day the information is received. The staff will post a notice in a prominent place stating the illness, incubation period, early signs to watch for and exclusion recommendations. These postings will be updated with each new case of the illness.

Behavior or health issues which may affect the safety, health, and general well being of other children at Lubawitch Early Childhood may result in limited exclusion or termination of enrollment.

**MEDICATIONS** (See A to Z, Form M-500, Form M-600)**NON-PRESCRIPTION MEDICATIONS** (See A to Z, Form M-300, Form M-400)

Written permission from the parent is required for the administration of any non-prescription medication such as Tylenol, insect repellent, sunscreen lotion and diapering products. These will be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a physician or dentist.

**PRESCRIPTION MEDICATIONS** (See A to Z, Form M-200)

For prescription medications to be administered, the center will follow written instructions from a physician or dentist before administering. Signed authorization from the parent or guardian is also required. The pharmacy label on a bottle constitutes the prescription.

Medications must be kept in their original container and be properly and legibly labeled with the child's full name and current prescription information.

Medications will not be given after the expiration date and unused portion will be returned to the child's parent or destroyed in a proper manner.

Parent must state dosage, time and duration the medication is to be given. Parents should inform the staff of the last time the medication was given.

Medication will be kept out of the reach of children. All controlled substances such as Ritalin, will be locked.

Non-refrigerated medications will be kept \_\_\_\_\_  
in a covered, labeled container.

Medication requiring refrigeration will be stored preferably on the bottom shelf of the refrigerator in a covered, labeled container.

Proper medication dispensers will be used to administer the medication.

Medication will be administered in private to de-emphasize the visibility to other children and never be presented as "candy" or something good to eat.

Staff is instructed to read labels carefully to insure proper storage and any special instructions such as shaking. Please pour medication label side up to prevent label damage.

Staff will record name of child, name of medication or prescription number, date, time, dosage and the name and signature of the person who dispensed the medication. This documentation will be maintained in the child's record from one licensing review to the next and is available to the parent.

Staff will follow safe medication guidelines and the "SIX RIGHTS" to medication administration. (See A to Z, Form M-500)

## **BEHAVIOR GUIDANCE**

Children experience a positive model of classroom behavior through songs and stories from the teachings of our Sages; through doing Mitzvos (good deeds) and through clear classroom rules.

Rules and expectations are kept simple and are tailored to the level of the child. The main emphasis in classroom rules is to protect the child from physical harm and to learn social skills.

We emphasize the positive benefits of following classroom rules. Through positive reinforcement and praise, each child learns and is encouraged to be a positive role model themselves.

When a teacher sees signs of conflict developing either with an individual child or within a group, the teacher will attempt to direct the child/children away from the problem and towards a positive activity. At times a minor intervention will help. At other times the teacher will need to change the activity or suggest a sharing plan.

The teacher helps children learn how to use acceptable alternatives to reduce conflict, e.g. helping children learn how to “make deals” (share) with each other; to ask the teacher or aide for help; to use their words, not their hands and to accept simple consequences.

Rules reflect the need to protect the safety of children and staff (no hitting, biting, kicking or leaving the classroom without permission) and are explained to the children as direct safety measures.

If a child does show unacceptable behavior, there is an immediate, natural consequence. The teacher will talk to the child about which behaviors are allowed and which are not, and will try to find alternative and acceptable behaviors.

The teacher defines limits on behavior with empathy. The teacher does not shame a child for his behavior, but offers guidance and tools to help the child handle the emotional cause.

A child is separated from the group as a consequence ONLY after less harsh measures of guiding the child’s behavior have proven ineffective, and the child’s behavior endangers the child or other children in the group.

Separation takes place WITHIN THE CLASSROOM where the child can be both seen and heard by a staff person. The child is brought back within the group as soon as the behavior stops.

For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement individualized plan that supports the child's inclusion and success. Challenging behavior is any behavior that:

- a) interferes with children's learning, development and success at play
- b) is harmful to the child, other children or adults or
- c) puts a child at high risk for later social problems or school failure.

Examples of challenging behavior: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ("you can't play with us", verbal bullying), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.

Staff will observe and document the child's unacceptable behavior. Included in the documentation is the staff response. Staff will develop a plan to address the challenging behavior. This will be done in consultation with the child's parent and with other staff persons and professionals when appropriate.

#### **PROHIBITED ACTIONS BY STAFF**

No teacher or staff member at Lubavitch Early Childhood shall ever discipline by:

- A. Subjecting a child to corporal punishment. This includes, but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.
- B. Subjecting a child to emotional and psychological abuse. This includes, but is not limited to: name calling, ostracism, shaming, making derogatory remarks about the child or their family and using language that threatens, humiliates or frightens the child.
- C. Punishing for lapses in toilet habits.
- D. Withholding food, light, warmth, clothing or medical care.
- E. Using a physical restraint other than to physically hold a child when containment is necessary to protect the child or others from harm. The use of mechanical restraints, such as tying will never be used.

No staff person, individual, employee, subcontractor and /or volunteer will provide care or services while under the influence of a controlled substance or alcohol (or abusing prescription medication) thereby impairing their ability.

These policies will be reviewed quarterly with staff.

## CHILD CARE PROGRAM PLAN

1. Children attending Lubavitch Early Childhood will be supervised at all times by a qualified staff member.
2. Our program serves children aged 16 months till Kindergarten age. We adhere to Teacher – Child ratios prescribed by Minnesota Rule 3 licensing guidelines. The goal is that children know and become familiar with those caring for them, and experience a stable learning environment through continuity of care.
3. Lubavitch Early Childhood hours are Monday – Thursday 8:45a.m. – 1:15p.m. Friday hours are 8:45a.m. – 12:00p.m. Extended day care hours are 1:15p.m. – 4:15p.m. Monday – Thursday. Special arrangements for **Late Care** can be made with Morah Feller.
4. Lubavitch Early Childhood is a program of Merkos L’Inyonei Chinuch. We incorporate the views and values of the Lubavitch movement in Judaism.

“Chassidus in general and Chabad Chassidus in particular, is an all-embracing world outlook and way of life which sees the Jew’s central purpose as the unifying link between the Creator and Creation. The Jew is a creature of “Heaven” and “Earth”, of heavenly Divine Soul, which is truly a part of G-dliness, clothed in an earthly vessel comprised of a physical body and animal soul, whose purpose is to realize the transcendence and unity of his nature, of the world in which he lives, within the absolute Unity of G-d” (Teacher’s Programme Vol. 1, Rev. Sufrin, Lubavitch)
5. Lubavitch Early Childhood is concerned with the total development of children. The “Total Development” approach to education includes Howard Gardner’s Multiple Intelligences lesson planning, and enables the child to fulfill his/her unique potential intellectually, physically, spiritually and emotionally.
6. Our curriculum is based on the four major areas of child development and learning: cognitive, physical, social-emotional and language. In addition, early learning standards are organized in the following five subject areas: Literacy, Mathematics, Science and Technology, Social Studies and the Arts.

## **7. PROGRAM GOALS AND OBJECTIVES**

### **Cognitive Development:**

- Demonstrates positive approaches to learning
- Remembers and connects experiences
- Uses classification skills
- Uses symbols and images to represent something not present.

### **Physical Development**

- Gross motor: including large muscle strength, balance and coordination skills.
- Fine motor: including small muscle activities, eye-hand
- Coordination and manipulative skills.

### **Social – emotional Development (middos):**

- Create self-confidence and independence
- Encourage curiosity and self-motivation
- Provide an inviting and stimulating environment
- Provide different areas to explore

### **As a result, the child will know:**

- Basic routine and daily schedule
- How to follow school rules
- How to interact with others appropriately
- How to balance needs of self with rights of others
- How to resolve social problems

### **Language Development:**

- The child will: listen to and understand increasingly complex language
- Use language to express thoughts and needs
- Use appropriate conversational and other communication skills

## **8. ASSESSMENT OF PROGRESS**

Each child's progress in the areas of physical, social, intellectual and emotional development will be documented in the child's record and reported to parents during conferences.

### **Child Observation and Assessment**

At Lubavitch Early Childhood we use a variety of assessment tools including observations and developmental checklists in order to continuously monitor and support your child's development. Constant interaction with the children allows teachers to appropriately assess their skills and developmental levels as well as their interests and needs. Our curriculum and activities are then modified based on these assessment results to meet the needs of individual children. Our assessment results also indicate areas where Lubavitch Early Childhood will plan program improvement.

Developmental checklists help teachers observe, record, and evaluate children's skills and knowledge. The checklists reflect common behaviors and expectations in our classroom. These checklists are closely linked to the developmentally appropriate activities that our program offers. Our assessment methods are regularly reviewed to be certain that they are providing needed information.

Each of these assessment tools will be administered in your child's classroom with their primary teacher. It is important that children are able to participate in assessment in an environment that is familiar to them. If the results of these assessments indicate, we will work along with the family to arrange for a developmental screening or referral for diagnostic assessment for the child. Teaching staff are trained in the need for confidentiality of all findings. Results of all assessments will be kept confidential and will remain stored in the center's locked office.

Twice a year, during our Parent/Teacher Conferences we will sit down with you and talk about your child's achievements and accomplishments. At this time, teaching staff will share developmental checklists, observation notes and some samples of your child(ren)'s work. To strengthen our partnership, we would like you to bring observations about your child's development at home, as well as any questions or other relevant information you would like to share. We strive to provide communication to all families in a manner that is sensitive to family values, culture, identity and home language. This is a time to talk both about what your child has learned in our program as well as what they have to look forward to!

## **9. DAILY SCHEDULE AT LUBAVITCH EARLY CHILDHOOD**

8:45 – 9:40 Welcome/ Choice Play  
9:40 – 10:00 Morning Circle Time/ Tefilla (Prayer)  
10:00 – 10:20 Snack Time  
10:20 – 10:40 Diapering and bathroom time  
10:40 – 11:40 Outdoor play/ Large muscle activities  
11:40 – 12:10 Learning Centers  
12:10 - 12:40 Lunch/ bathroom time  
12:40 – 1:00 Afternoon Circle Time  
1:00 – 1:15 Goodbye and Morning Dismissal  
1:15 – 2:15 Choice Play and Learning Centers  
2:15 – 2:40 Snack time and bathroom time  
2:40 – 3:20 Quiet time/ Story time  
3:20 – 4:00 Outdoor play/ Large muscle activities  
4:00 – 4:15 Goodbye and Afternoon Dismissal

***Children who are wearing diapers are checked and changed as needed, at least every two hours while awake, and after naptime.***

***Provisions are made for staff to take a break during their workday.***

## **10. SAMPLE LIST OF EQUIPMENT AND ACTIVITIES**

QUIET – dressing frames, bean pouring, table scrubbing, books, sensorial activities, geometric shapes, sandpaper letters, movable Alef-Bais, matching cards.

ACTIVE – climber/slide, riding toys, wooden cars and trucks, balls of varying size, musical instruments.

TEACHER DIRECTED – classroom presentations, Child of the Week, davening, Parsha, Alef-Bais, art projects, music and movement, group games, puppet show, Shabbos party.

CHILD INITIATED – Practical life, sensory, language, dramatic play, large and small blocks, manipulatives, easel, water table.

## 11. INTEREST AREAS

We provide daily access to interest areas which are supplied with the equipment and materials needed to carry out the following activities:

- a) Creative arts and crafts
- b) Construction
- c) Dramatic or practical life activities
- d) Science
- e) Music
- f) Fine motor activities
- g) Large muscle activities
- h) Sensory stimulation activities

12. The Childcare Program Plan will be available for parents to review at any time.

13. Lubavitch Early Childhood aims to provide excellent care and education for your child/children. If, for whatever reason, something is not satisfactory or a concern arises, please bring it to the attention of Morah Feller. The problem will be addressed immediately. Further concerns may be brought to the attention of Rabbi Goldberg and then Rabbi Bendet who will respond within two days (after proper inquiry). A list of the Cheder Board is available upon request.

14. **Confidentiality Policy**: Lubavitch Early Childhood will not disclose a child's record to any person other than the child's parent or guardian, the child's legal representative, LEC employees and the commissioner of DHS.

**Your signature on the Emergency Contact Form authorizes us to share information with relevant providers and agencies.**

15. **Lubavitch Early Childhood complies with the reporting requirements for abuse and neglect specified in Minnesota Statutes, section 626.556.**

# Important Information and Supply List

**5778- 2017/ 2018**

1. **Arrival Time:** Arrival time is 8:45, unless a special arrangement for **Early Care has been made with Morah Feller.** Please note: The first hour of the day is crucial for the social, emotional and cognitive development of the child. In addition, the focus during this “prime time” is on important fine-motor, pre-reading and pre-writing skills. Children who come on time benefit greatly from this part of the Preschool schedule.
2. **Combination Lock:** A combination lock is on the front door for the convenience of parents and other authorized adults. Please reinforce to your child that the front door is only to be opened by adults. The combination is 1, 4, and 5.
3. **Communication:** Open communication is the foundation of a successful partnership between school and home. Please call Morah Feller at: (651) 698-2460 and if necessary, leave a message on the confidential Preschool Voice-mailbox. Messages are checked regularly. Alternatively, you can reach her at (651) 283-8868 or e-mail her at [dfeller@lubavitcheder.org](mailto:dfeller@lubavitcheder.org). Lubavitch Early Childhood Center fosters an “Open Door” policy; families are welcome to visit at anytime.
4. **Signing in and out:** Please sign your child in at drop-off time and out at pick up. If your child is being picked up by someone other than the individuals on your **Authorized Pick up List**, you must inform the school.

## 5. Dismissal Times and Procedures:

- **Monday- Thursday:** Dismissal time for children attending Shtayim, Nursery and Pre-k is **1:15 p.m.** Children are picked up from their respective classrooms and parents are responsible for dressing them to go home. Children who attend the Afternoon Program should likewise be picked up by **4:15 p.m. unless a special arrangement for Late Care has been made with Morah Feller.** At 4:15 p.m. children who are not picked up are brought to our main office at 1758 Ford Parkway.
- **Friday:** Dismissal time for all classes is **12:00 p.m. unless a special arrangement for Late Care has been made with Morah Feller.** Children are brought out to their respective vehicles, as they pull up. If you would like to pick up your child from the classroom, please arrive by **11:45 a.m.** At **12:15 p.m.** children who are not picked up are brought to our main office at 1758 Ford Parkway.
- **Children who are picked up more than 15 minutes past dismissal times will automatically be billed for the first half hour and at 15 minute increments thereafter.**

## 6. DAILY SUPPLIES:

- **A backpack** ( it will be checked daily by both parents and teachers for notices, newsletters, arts and crafts projects, soiled or replacement clothing, and most importantly messages.)
- **A “Mitzvah Note”** describing any good deed done by the child outside of school. This is a wonderful way to reinforce positive behavior and foster self esteem.
- **A lunch and snacks-** please refer to **Lunch and Snack Guidelines** below.
- **Appropriate outerwear** for our ever-changing Minnesota weather ;)

## SUPPLY LIST

The following is a list of supplies that your child will need.

**Please label everything with your child's first and last name.**

- **One plastic paint smock with sleeves.** (An old shirt will not protect the beautiful clothes Mommy bought for school!) These will be available for purchase from your child's teacher. Wholesale cost is \$8.00. If your child already has a smock in school from a previous year, we will continue to use it.
- **One change of clothing that will remain in school.** Please include one set of seasonal clothing and **two sets of underwear and socks.** During the winter, they will also need a pair of shoes to change into. (If possible these, too, should stay in school.) When the cold weather arrives, **please label all winter accessories (hats, gloves, scarves, boots, coats)** and don't forget to **attach the gloves to the coat.**
- **Two boxes of flushable wipes** for all preschool children. **Please send diapers and wipes** for children who are not yet toilet trained. All diapering products, lotions, powders, etc. must be **clearly labeled with your child's full name and last name.** This is in accordance with Minnesota licensing.
- **A sheet, blanket, and comfort objects for all children attending the Afternoon Program.**
- **Two boxes of tissues.**
- **Six (6) rolls of nickels.** This will cover Tzedakah for the whole year and will prevent children from running out of coins.
- **2 packages of disposable spill proof sippy cups.** This will allow us to replace them as needed and at scheduled times throughout the year.
- **One bottle of hand lotion to keep in school.**
- **1 box of sandwich Ziplocs (Shtayim), quart Ziplocs (Nursery), gallon Ziplocs (Pre-k and K)**

## **LUNCH AND SNACK GUIDELINES**

Children who have a good size lunch appear to have the most resilience and interest at school. With this in mind, we are listing below the **State Guidelines for children's lunches**. Please try to include at least one item from each of the following categories:

1. Protein sources (fish, egg, cheese, bean, peanut butter)
2. Two vegetables or two fruits or one of each
3. Cereal, whole grain or enriched bread products

As per NAEYC criteria for Best Practice, **children younger than 4 years cannot be offered the following foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; chunks of raw carrots or meat larger than can be swallowed whole.**

Please take these guidelines into consideration when packing your child's lunch. Please remember also that lunches should be kosher and that children should preferably have a Hamotzi (bread) sandwich. Uneaten food will be sent home with children at the end of the day. Food with expired dates will be discarded.

Additionally, for children in **the Kindergarten or children attending the Afternoon Program, two extra snacks are required**. It is a long day for this age and the boost they get from afternoon snack is significant. Some children finish everything during lunch time – please ask your child or child's teacher if there are enough snacks in your child's lunch. Again uneaten food will be sent home with your child.

Any food sent to the Preschool to be shared with the class must be a pre-packaged kosher product, as indicated on the package. All foods must have one of the following kosher supervision symbols: OU, OK, Kof-K, UMK, CRC-Chicago, Star-K. The item must be Pareve and "Pas-Yisroel" (for baked items). Morah Feller checks the Kashrus of all such items before they are used. Uncut fresh fruits and vegetables are also acceptable.

**PLEASE DO NOT SEND ANY FORM OF CANDY TO SCHOOL WITH YOUR CHILD. FOR BIRTHDAYS OR SPECIAL EVENTS YOU MAY SEND ONLY SOFT CANDY, THANK YOU.**