



Family Handbook

Revised Summer 2023

Family Handbook - Table of Contents

1. Hillel Preschool Philosophy & Values page 3

2. Teaching Policies & Classroom Practices

- Curriculum page 4
- Classroom Management page 4
- Monitoring Child Development page 6

3. Frequently Asked Questions

- School Hours & Attendance page 7
- Supplies, Food Policy, Clothing, Toilet Training page 8
- Illness, Medications, Immunizations page 10
- Safety & Security page 13
- Family Engagement page 15

4. Enrollment Information

- Before the First Day of School page 17
- Terms of Enrollment page 17
- Fees & Tuition page 17
- School Calendar page 19

For questions:

director@hillelpreschool.org · (919) 846-2449 · www.hillelpreschool.org

2

PART 1: HILLEL PRESCHOOL PHILOSOPHY & VALUES

We are committed to providing a nurturing community and developmentally-appropriate, play based educational program where children 12 months to 5 years old can grow and learn while feeling loved, safe and actively engaged.

We are committed to providing a strong Jewish foundation within an inclusive community. We open our doors lovingly to families of all religious backgrounds and beliefs. We also strive to support the unique and special gifts of all children.

We are committed to providing a superior educational environment. We are proud to be the only Jewish preschool in the Triangle to hold both the North Carolina 5-star rating and NAEYC accreditation for excellence in early childhood education.

Religious Nature of the School

Judaism may be new or unfamiliar to some of our families. Please feel comfortable asking the Director of Judaics any questions. No question is insignificant or silly!

Our goal is to share the joy and warmth of Judaism! Our Judaics curriculum concentrates on a modern, hands-on approach to the holidays and the *mitzvot* (good deeds) through stories, songs, art projects, and other developmentally-appropriate means of learning. Key elements of our program include:

- celebrating *Shabbat* (the Jewish Sabbath, or day of rest, which runs from Friday night to Saturday night) each week by baking *challah* (braided egg bread eaten on the Sabbath) and singing at Shabbat Party
- recognizing the children's acts of kindness & good deeds via Mitzvah Notes from home

- giving *tzedakah* (charity) to those less fortunate through community projects

Holidays we do not observe at Hillel Preschool include Halloween, Christmas, Valentine's Day, St. Patrick's Day, and Easter. These holidays are often celebrated in Christian and/or secular preschools; however, at Hillel Preschool, we are seeking to create a traditional Jewish environment. Parties, treat exchanges and giving gifts for these holidays among families are not allowed at school.

3

PART 2: TEACHING POLICIES & CLASSROOM PRACTICES

At Hillel Preschool, our philosophy is that children learn through play. Our teachers actively engage your children in play to facilitate growth and enthusiasm for learning.

Building a Partnership

We approach all parents as partners, with each partner bringing something to the relationship. Our teachers bring knowledge of child development, the skills to create a warm classroom atmosphere and the ability to implement an early childhood curriculum. In turn, parents contribute a unique wealth of information about their child. Through mutual communication and cooperation, we will provide the quality of education that will enable your child to excel in any elementary school and develop a sense of self-esteem, Jewish pride and responsibility.

CURRICULUM

The Hillel Preschool Director and teachers have developed a curriculum that addresses all areas of a child's social-emotional, cognitive and physical development. Our program provides the framework for dealing with real life situations, teaching your child how to interact with materials, their peers, and adults. The curriculum emphasizes learning as an interactive process through the use of circle time and activity centers.

The centers are designed to allow the children to have choices and to actively explore. Our teachers have specific objectives for each center. Over the course of the year, as the children's skills increase, new manipulatives and materials are introduced to challenge them to reach the next level of development. Under the teacher's guidance, each center helps the child's social emotional, cognitive, and physical growth. While participating in these activities, each child will have opportunities to:

- Play independently and with his/her peers
- Learn and practice the social skills needed to make friends and play/work cooperatively, such as sharing and taking turns

- Learn new concepts, ideas, and tasks through exploration and discovery
- Develop creativity
- Expand interests and abilities
- Develop gross and fine motor skills
- Manipulate materials that may otherwise be unavailable or “messy”
- Learn from others while broadening his/her horizons
- Develop a healthy sense of self-worth as well as respect for others

CLASSROOM MANAGEMENT

The goal of classroom management is to help the child become self-disciplined. This is viewed as an integral part of educating young children. Discipline at Hillel Preschool takes the form of positive classroom management. We recognize that children are unique individuals who behave and learn in different ways. We follow the Conscious Discipline Model for classroom management and social-emotional development. It is based on current brain research, child

4

development information, and developmentally appropriate practices.

The school strives to help children achieve self-control. We help children experience the intrinsic pleasure in appropriate behavior as opposed to “behaving” just to please adults. We encourage each child to be independent and to solve his/her own problems. The teacher will lead the child to this point gradually, offering assistance and modeling along the way. The school takes into consideration what behavior is typical and developmentally appropriate. We provide developmentally-appropriate equipment, materials and activities in order to encourage self awareness and self-control. Expectations are stated in the positive form, such as “please walk” instead of “don’t run.”

Actions such as hitting, pushing, biting, grabbing, kicking, spitting, or pinching are not allowed. Likewise, students shall not use obscene, derogatory or “fresh” language. Respectful treatment of people, class pets, and property is expected.

The teaching staff uses meaningful and descriptive praise. The teaching staff speaks to the behavior, not the child, saying things like, “Hitting hurts” and “Let’s find another way to solve this problem,” instead of “You are a bad child for hitting.” The child is allowed to experience the natural and logical consequences of his/her behavior whenever possible. A natural consequence requires no outside involvement. A logical consequence needs an adult to follow through.

If a child misbehaves or disrupts class and initial attempts to correct the behavior have failed, a teacher may employ the “sit and watch” technique. During “sit and watch,” the child will sit on a chair within sight of the teacher. The child will then determine when s/he is ready to rejoin classroom activities. If necessary, the teacher will set a brief time limit for the child (2 or 3 minutes). If necessary, a teacher may calmly but firmly hold a child in embrace if that child is at risk of harming him/herself, others, or school property. The child will be held as lovingly as possible and allowed to express his/her anger, frustration, sadness, hurt, or fear – all of which are honest, healthy emotions. Each day these incidents occur, the Director will communicate these incidents with the child’s parents.

Not every child will respond to the methods described above. If a child consistently

demonstrates harmful or disruptive behavior, the Director will request a meeting with the teacher and parents to discuss possible strategies and interventions. The staff may determine that a third-party evaluation is necessary. In the event that the staff recommends an outside assessment, the child's parents may be asked to contact Project Enlightenment, Children's Developmental Service Agency, Wake County Public School System, or like provider, to schedule a screening or classroom-based observation. Parents are responsible for the costs, if any, of these services. The staff will attempt to utilize the resources or strategies recommended by the provider, and continue to observe and report the child's behavior.

While it is our goal to help every child be successful at Hillel, whether all recommendations are followed or not, a child's behavior may not sufficiently improve. Unfortunately, the Director may determine that the child may be more successful in another environment and the child will be

5

asked to leave Hillel Preschool at the Director's discretion and at any time. The Director will attempt to support the parents in accessing resources and finding an alternative placement. This policy is in compliance with federal and state civil rights laws.

Within 60 days of parents' executing a signed waiver releasing Hillel Preschool from any liability of future plaintiffs' legal action of any kind, Hillel will refund any pre-paid tuition pro-rated for the remainder of the current school year and any deposits in full for the following school year.

MONITORING CHILD DEVELOPMENT

- Portfolios are maintained throughout the year for every child. Teachers collect the children's work and jot down notes as they see new skills emerging and note children's interest areas and their milestones. This helps assure that our curriculum is stimulating and challenging for the varying developmental and academic levels in the class.
- In addition, assessments are done individually and in small groups over a period of a few weeks in the Fall once the school year has really gotten underway so that each child is comfortable in the environment and with his/her teachers, who will be conducting the assessment. The assessment process is repeated in the Spring.
- The goal of these semi-annual assessments is to develop a very clear picture of where a child is in the different areas of development: language, cognitive, gross and fine motor, social and emotional. The outcomes of these assessments assist us in maintaining an individualized teaching approach, in designing activities and lesson plans that meet the interests and needs of the children, and in planning for overall program improvements.
- Parent-teacher conferences are held semi-annually in November and May to review the portfolios and assessments. Each conference is an opportunity for the teacher and family to discuss the areas of development, compare what is being seen at school and at home, and come up with strategies to help build new skills and a love for learning and play.
- At the conference, please feel free to share your thoughts, observations and suggestions, provide health updates, or raise any concerns. If there are areas where a child may benefit from additional evaluation or services, this is an opportunity to discuss the options available. If a family has questions about the assessment or wishes to have another tool used, resources for outside assessment can be provided.

PART 3: FREQUENTLY ASKED QUESTIONS

SCHOOL HOURS & ATTENDANCE

Hillel's Core Program runs Monday through Friday, 9:00am - 1:00pm. The Extended Day Program runs 8:00am - 5:30pm (with early closing some Fridays in the Winter for the Sabbath). ● **Core Day Morning Drop-Off:** Please pull into the carpool line between 9:00-9:10am and remain in your car. A staff member will greet you, remove your child from the car, and bring him/her inside.

- **Core Day Afternoon Pick-Up:** Please park your car and come in the main entrance using your key FOB to pick up your child between 12:50-1:00pm. As we are preparing for nap time during this time, we request that families are out of the building by 1:10pm.
- **Early Care Drop-Off:** Please park your car and use your key FOB to walk your child into the early care classroom.
- **After Care Pick-Up:** Please park your car and come in the main entrance using your key FOB to pick up your child. As children are napping during after care, we request to please let us know if you will be earlier than your designated pick-up time so we can prepare your child for pick-up.

Changes to Arrivals / Departures

Please provide written notice to the Director in advance if someone other than you or your emergency contact will be picking up your child. We will not release a child to someone who has not been approved in writing in advance, even if the child knows the person.

Please call or send a Brightwheel message to the Director in advance if you will be bringing your child late or picking up your child early, so that a staff member can be ready to greet you outside. Please understand that, even with notifying us, there may still be fees associated with picking up your child late.

Late Fees

If your child is not picked up at his/her designated pick-up time, after 15 minutes you will be charged at the prevailing aftercare rates. After three occurrences of late pick-up, the family may be asked to leave the program.

Absences and Make Up Days

Please email or send a Brightwheel message to the Director if your child will not be in school on a given day. Children may make-up a **maximum of five** missed days per school year. All make-up days must be used within the current school year, and may not be banked or carried forward. **Closings due to holidays are not counted as missed days to be made-up. All make-up days are subject to approval by the Director and availability.**

7

Inclement Weather

On the first day of inclement weather, we will follow the Wake County Public School System's decision regarding closing, early dismissal, or delayed opening. We make our own decision for subsequent days of inclement weather. The Director will notify all families via Brightwheel and email as soon as decisions are made.

SUPPLIES

In advance of the first day of school, your child's teacher will provide you with a list of the essential items for you to bring to Orientation (ie. changes of clothing, diapers & wipes, personal school supplies, any medications, etc.) and what you will need to bring each day to school (ie. snack, lunch, water bottle, etc.). **Remember to label ALL items with your child's name.**

If your child stays past 1:00pm and is a napper, please send any necessary naptime items. As a sanitation requirement, families must provide a sheet for naptime. Even though each child will have his/her own assigned mat at school, we must have a clean sheet to use as a mat cover (crib sheets and toddler bed sheets are a great size for this). Blankets can be used as well, but not as a substitute for the mat sheet. Naptime sheets will be sent home to be washed each Friday.

FOOD POLICY

At Hillel Preschool we honor and respect each family's level of observance of *Kashrut* (kosher dietary laws). To be inclusive of all, we allow only dairy or *pareve* (not meat) food in our building. We are also a "nut-aware" school. These commitments are incorporated into the following guidelines for food.

PLEASE LABEL YOUR CHILD'S LUNCH AND SNACK WITH THEIR NAME AND THE DAY'S DATE. THIS MUST BE DONE DAILY.

You should:

- Have your child complete breakfast before s/he arrives at school
- Pack a separate snack and lunch in their own individual containers, and a water bottle (we will refill throughout the day)
- Include healthy, dairy or *pareve* (not meat) items for snack and lunch
- Include any necessary utensils for snack and lunch
- Include an additional snack if your child will be staying for aftercare

We do not:

- Hold children while they drink from bottles. If your child uses a bottle, s/he must sit and hold it independently
- Heat your child's food

- Peel, cut-up or otherwise prepare your child's food
- Allow children to share food with each other
- Allow children to bring nuts to a classroom where there is a child with a nut allergy

8

Suggestions for Lunches:

Sandwiches:

- Tuna fish
- Cream cheese
- Jelly
- Egg or egg salad
- Butter
 - Peanut butter substitutes
 - Almond butter
 - Cashew butter
 - Sunbutter
 - Soybutter

Fruits and Vegetables:

- Sliced cucumbers
- Sliced tomatoes
- Celery sticks
- Melon cubes
- Fruit cups
- Apples
- Applesauce
- Grapes (cut long ways)

General:

- Yogurt
 - Sliced cheese
 - Strong cheese
 - Cottage cheese
- Macaroni and cheese
- Bagel pizza
- Rice cakes

Drinks:

- Juice
- Milk
- Water

Treats:

- Bread sticks
- Graham crackers
- Pretzels
- Pudding
- Jello
- Cereal/Granola

CLOTHING

Please dress your child accordingly for active play and learning. What this means: ● We provide many opportunities during the day for projects that include paint, water, sand, playdough, clay, and other “messy” activities. Items such as jewelry or any other valuable items should

not be worn to school. Hillel is not responsible for damage to clothing or other valuables.

- Note that our licensure requires our children to spend time outdoors on a daily basis, weather permitting. On days of extreme temperatures (hot or cold) or poor air quality the amount of time outside may be reduced or the activities restricted, but nonetheless, children will spend some time outdoors exploring the outdoor classroom.
- Consequently, your child's clothes and outerwear should allow for freedom of movement and be appropriate for the weather. Casual, washable clothes and sturdy, rubber-soled closed-toed and closed-back shoes (no flip flops) are recommended.

9

TOILET TRAINING

We realize that toilet training is a sensitive issue. It brings out differences in philosophies and approaches. We try to be respectful of all of our families and the abilities of all children.

If you believe your child is ready to toilet train:

- Please schedule a time to meet with your child's teacher to reach agreement on a plan. ● Your child must be able to communicate that s/he needs to use the toilet. ● After your child's teacher has observed your child having clean, dry diapers or pull-ups at school for one full week, then the teacher will communicate that you may send your child to school in underpants. Please do not send your child to school wearing underpants without discussing it with your child's teacher.
- As supervision is extremely critical and our teacher-to-student ratio is lower than in other classes, we will not toilet train children enrolled in our Bagel Bouncer one-year-old class.

If your child is toilet trained:

- Children will continue to be monitored while wearing underpants to assure that they do not have accidents.
- Your child will be given a five-day trial to adjust to toilet training at school. After the five day trial, if your child has five accidents at school in one week, teachers will instruct you to put your child into pull-up diapers and continue with regular toilet training methods until your child has clean, dry diapers at school for one full week. You may also choose to provide absorbent toilet training underpants if you do not want your child to wear pull ups.

Our policy:

- Teachers will provide help as needed.
- We will not make a child sit on the toilet if s/he shows any resistance. ● Children in training should be sent to school in clothing that will be easy for the child to pull up or down, as self-dressing skills are an important aspect of training. ● Your child must have at school at least three full changes of clothes, including underpants and an extra pair of shoes, plus diapers and wipes.

Sanitation rules:

- We provide child-sized toilets. We cannot use potty seats/inserts or floor potties at school.
- Soiled clothing will be placed directly into a bag, labeled, and placed in child's cubby.

Four-year-old class toilet readiness:

- We prefer, if possible, that a child be toilet trained before entering our pre-K class. ● Please contact us if you need guidance or support to work on this process.

10

ILLNESS

Your child's health is important to us, as is the health of all of our students and staff. Therefore, we must exclude a child with any of the following conditions:

- **Chicken Pox:** until all of the lesions are completely crusted over.
- **Conjunctivitis (Pinkeye):** until 24 hours after treatment begins.
- **COVID-19:** In light of the recent 2020-2022 COVID-19 Pandemic, in alignment with other contagious infections and to support the continued health of Hillel - we will continue to require that any student showing symptoms of and testing positive for the COVID-19 virus continues to follow CDC and NC Department of Health guidelines at the time of infection. Measures may include temporary quarantine for 5 days after the positive test or onset of symptoms, and use of masks for another 5 days. For youth too young to reasonably wear a mask, please discuss arrangements with the Director.
- **Diarrhea:** two or more abnormally loose stools since admission that day or a loose stool that cannot be contained within a diaper. If the school has already identified a child in that classroom with diarrhea, we will send children home with one loose stool. Child must be excluded until diarrhea has stopped, meaning 24 hours without diarrhea and after a solid BM.
- **Fever:** temperature of 100 degrees Fahrenheit or higher. Children may return to school after being fever free, without use of fever reducing medication, for 24 hours. This similarly applies to children who develop a fever due to teething.
- **Flu:** Children who receive a diagnosis for any type of flu should stay home until at least 48 hours after their fever has gone away on its own (without the help of fever-reducing medicines). Of course, if your child still doesn't feel better even after their fever is gone or seems lethargic, you'll want to keep them at home resting until they are fully ready to return to school.
- **Hand Foot & Mouth Disease:** until it has been 24 hours since any new sores have formed. If the school has already identified one case of HFMD, staff will be monitoring for any symptoms identified as coinciding with this contagious disease including: mouth sores, sores on hands or feet, sore throat, coughing, sneezing, fever and/or diarrhea. If HFMD is suspected, the child will be sent home and must be seen by a doctor.
- **Impetigo:** until child has been treated with antibiotics for at least a full 24 hours and sores are drying or improving.
- **Lice:** until after the first treatment and no nits are seen.
- **Rash With or Without Fever:** until a medical exam indicates these symptoms are not that of a communicable disease (i.e. Chickenpox, fifth disease, measles, strep throat, etc.). ●
- **Respiratory Infections (viral):** until child is without fever for 24 hours and is well enough to participate in normal activities.

- **Streptococcal Sore Throat:** until at least a full 24 hours after treatment begins and child is without fever for 24 hours.
- **Vomiting:** children will be sent home after they vomit once, and they may return to school 24 hours after the last incident.

11

Other signs/symptoms suggesting your child should not be at school:

- Unusually tired: a child who is struggling to stay awake or falls asleep in class ●
- Uncontrolled coughing: a child who has three or more coughing fits during the day ●
- Persistent crying: lasting extended periods of time and/or happening on more than one occasion during the school day
- Difficulty breathing or wheezing
- Runny nose with colored mucus

Illness while at school

On occasion children exhibit behaviors that communicate they are not feeling well, but may or may not be connected to one of the specific conditions/illnesses listed above. The teaching staff will utilize the following check list and procedures in these situations. Is your child: ● Not eating or drinking normally?

- Not playing normally or able to participate in activities?
- Needing more attention than normal or than the staff can provide?

If your child becomes ill during the school day:

- you will be notified in order to make arrangements for your child to be picked up by you or a pre-approved emergency contact within one hour of the phone call.
- your child will remain in the Director’s office until picked-up.

Parents are expected to:

- Respond promptly if we contact you in the case of illness or emergency. Parents are similarly expected to timely take their children home in these circumstances. ● Inform the school promptly of any diagnoses of or exposure to communicable illnesses. Parents are similarly expected to keep their children out of school until exposure has passed.
- Keep their children out of school in the event of any kind of sickness, including fever, cold, diarrhea, vomiting, and similar, for a period of at least 24 hours (see list above). It is our policy that a parent’s failure to abide by these expectations may result in your child being removed from the program at the Director’s discretion.

MEDICATIONS

If medication is to be dispensed during school hours:

- All medications must be accompanied by a current, signed permission form. ● In some cases, a copy of the doctor’s orders or an action plan will be required. ● All medications must be unexpired and in the original sealed packaging. ● All medications will be stored in a lock box and dispensed from the office. ● Examples of medications kept in the classroom include: diaper cream, sunscreen, bug repellent, and EpiPens.
- Note: sunscreen and bug repellent must be in lotion form - no aerosols allowed. Sunscreen will only be applied if your child is staying for aftercare. Sunscreen and bug repellent that has expired will be sent home.

IMMUNIZATIONS

An immunization record, signed by the child's pediatrician, must be provided by the first day of attendance. If the record is not provided at or before that time the Director will notify the family that they have 30 days to obtain the immunization record or the child will have to leave the program until the record is submitted. A medical exemption is the **only** exception to the immunization requirement that will be considered. You can obtain a medical exemption form from the Director. This form should be completed and signed by the child's pediatrician (NC Licensed Physician).

- Files are checked quarterly to make sure children are up to date on immunizations.
- Immunization information is sent to the State every December.
- Children's files are confidential; only the Director and teaching staff are allowed access, unless written consent is given by the parents.
- At any time, parents may access their child's file.
- At any time, files can be reviewed by State officials like Sanitation and Licensing Consultants (Licensing Consultants come a minimum of once a year and review a random sample of the files).

SAFETY & SECURITY

Emergency Preparedness

Hillel has procedures for all types of emergencies, including inclement weather, fire and lockdowns. Fire drills are performed monthly and the other drills are performed bi-monthly. For more information on these drills, please contact the Director.

At Hillel we take security very seriously. Over the last few years we invested significantly in the enhancement of our security. While we hope never to need these measures, please know that we have comprehensive security and emergency response procedures in place that have been reviewed by the United States Department of Homeland Security, North Carolina State Bureau of Investigation, and local law enforcement. We strive to be vigilant and prepared should an emergency event occur.

Accidents & Emergencies

All efforts will be made to keep your child safe and out of danger, but sometimes regular accidents happen. We will complete an accident report, signed by the teacher on the day a child gets even a minor bump or scratch.

In the event of an emergency, the following procedure will be followed:

1. An attempt will be made to notify the parents.
2. An attempt will be made to notify the emergency contact.
3. An attempt will be made to notify the child's physician.
4. If necessary, EMS will be called to check and treat the child. (This can result in the child being transported to the emergency room. Should a child need to be transported by ambulance, the Director or child's lead teacher will accompany the child until a family

member arrives at the emergency room).

Large-Scale Health Crisis (Community-Wide, State, Regional, National or Global) Due to the

impact of the COVID-19 Global Pandemic, Hillel and other similar organizations shouldn't rule out the possibility of a recurrence in any scale, and should plan ahead to support the needs of the school, family, and educators. In the event of any large-scale health crisis that must result in the closure of Hillel Preschool for any amount of time, Hillel administrators and Board members will work to do the following:

- Establish a Crisis Committee, which may consist of Board, Admin, Educators, and Families - based on the availability of individuals and school's needs.
- The Crisis Committee will evaluate immediate and long-term consequences of the crisis and any resulting closure - including but not limited to financial risk to the livelihood of the school and its educators, and health risks to the full Hillel community.
- The Crisis Committee will work diligently with the Preschool Director to field and consider Hillel families' concerns and meet their needs as much as is possible. Some solutions may include, but are not guaranteed or limited to: prorated pay, a temporary pay hold or adjusted schedule, rescheduling classes and/or semester extensions.
- The Crisis Committee will suggest measures to mitigate risks - drafting, reviewing and processing votes on new policy at the time (temporary or permanent, based on need). As needed, the Crisis Committee may distribute online surveys to all families and staff or otherwise organize a virtual mechanism for requesting and collecting additional feedback to support decision making.
- The Crisis Committee will continue to monitor trends and updates to the situation, reviewing any applicable suggestions from government or other reliable health agencies, and adjust Hillel's approach as needed and able.
- Please reference the most updated version of the policy for complete information.

Child Abuse & Neglect

- Staff members are required by law to report any suspected child abuse or neglect. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report is malicious.
- If a staff member is accused of abuse or neglect, Hillel will initiate a full investigation and will expect staff to cooperate with all proper authorities. Employment status may be suspended until all allegations have been resolved.
- The following forms of punishment will not be tolerated at Hillel. A staff member found to use any of the stated forms of punishment will be terminated immediately and reported to the Abuse Hotline:
 - Verbal, emotional or mental abuse of a child
 - Striking, spanking, pinching, or slapping a child
 - Withholding food or drink from a child
 - Using food as a form of discipline
 - Shaking, grabbing, biting or handling a child in a rough manner
 - Any act that could result in serious harm or injury to a child

FAMILY ENGAGEMENT

Communication

Our staff will communicate with you in multiple ways. You can expect to receive:

- Photo postings via Brightwheel or classroom Shutterfly pages
- Weekly lesson plans via email (or Shutterfly in our 4 year-old class)
- Weekly newsletter via Brightwheel

- Other updates as appropriate via Brightwheel or email

Please know that your ideas and input are valued means of improving our school. We send out a family survey at the end of each school year. In addition, feel free to contact our Director via Brightwheel or email at any time with feedback, suggestions, or requests for meetings as needed.

Social Media

As members of the Hillel Preschool community, you are our greatest ambassadors! We hope you will actively spread the word on social media about the great experience your children are having, and support our efforts to promote the program.

That said, we are committed to protecting your children's privacy. Some of our families allow us to post photos of their children to public sites like Facebook and Instagram, while some families allow us to post photos of their children only to internal sites like Brightwheel and Shutterfly.

Sometimes we will share with you, via Brightwheel or Shutterfly, pictures of your children engaging with other children. In order to respect everyone's wishes, we ask that you not re-post to any public site those photos if they include children other than your own, without your receiving their parents' express permission. Thank you for your help!

Volunteer Opportunities

- One of the best ways to get involved at Hillel includes serving as a Room Parent or joining the Board of Directors. Please contact the Preschool Director to express interest in either role.
- We are also excited to welcome volunteers back into the building this school year, where we will appreciate your baking challah on Fridays, reading and bringing special skills to our classrooms, and helping with holiday events.

Birthdays & Other Events

- *Birthdays at school:* Birthday cookies will be provided by the school. We ask that you not send in a snack, gift bags or party favors such as balloons for your child's birthday. Instead, please consider making a donation to the school or purchasing a gift for the classroom in honor of your child. Please reach out to your child's teacher for guidance on gifts for classrooms.
- *Birthdays outside of school:* Our goal at Hillel is inclusivity. As such, we request that you distribute party invitations at school only if you are inviting the entire class so as to not publicly exclude any child. We further request that birthday parties held outside of school not take place on Saturday (the Jewish Sabbath) so as to not exclude those children who would not be able to attend for religious reasons. 15
- *Community Programs:* We hope you will join us for upcoming in-person community events. Please watch for information about our weekly Shabbat parties and other holiday programs.

Attendance on Campus

- Whenever you are present at school to see or pick-up your child, you become responsible for his/her supervision and safety.
- Smoking, drinking alcoholic beverages, or carrying firearms is never permissible on Hillel's campus.

- We wish to protect air quality in the outdoor learning environment. With the exception of time spent in the carpool line, we discourage vehicles from running idle in the school's parking lot.

PART 4: ENROLLMENT INFORMATION

BEFORE THE FIRST DAY OF SCHOOL

Complete and submit the Registration Packet and Enrollment Contract, including emergency contact information, health forms, and tuition payment. Some of these forms are required by the State and must be filed before the student can attend school. **Failure to disclose medical information could prevent enrollment or be grounds for removal from the school.**

TERMS OF ENROLLMENT

- Your child's place in the class will be reserved only after Hillel Preschool has received and accepted the fully completed and signed preschool enrollment contract, and the registration fee has been paid in full.
- Tuition payments are made through one of the following three payment options:
 - Payment in full by August 1st
 - Payment on the 1st of every month (August-May) via bank transfer (setup using Brightwheel)
 - Payment on the 1st of every month (August-May) with 10 post-dated checks provided by August 1st
- If any payment is returned by the bank, a \$25 returned check fee will be charged. ● In addition to the tuition payments and fees specified in the enrollment contract, charges will be assessed for late pick up if your child is not picked up at his/her designated pick-up time (Core Day at 1:00pm, Aftercare at 3:30pm or 5:30pm). ● You are obligated to abide by the conditions set forth in the enrollment contract for every preschool class placement, even if your child's class placement is changed due to individual or school needs.
- Total tuition for the year, as specified on the payment schedule of the enrollment contract, is calculated and spread evenly over 10 installments, regardless of the actual number of school days in a month. Tuition is therefore due even when the school is closed due to school intercessions, holidays, teacher work days, and/or weather-related events, or when the child is absent from the school due to illness, personal vacation or other similar reasons. All payments must be current in order to register for camp or preschool the following school year.
- If you withdraw your child from the preschool during the academic school year, you must provide a written notice to the Director a minimum of thirty (30) days before any such withdrawal. In the event of any such withdrawal, you will be obligated to pay the monthly tuition through the end of the 30 day notification period.
- If your child must be excluded from school by administrative decision, no refund for past tuition will be provided. However, no further financial obligation will exist. ● Any past due balance in excess of 30 days is grounds for removal from the program.

