

I. General Information

1. West Suburban Temple Har Zion Early Childhood Education Center's Vision Statement

To foster an energetic and innovative learning community where child-focused exploration, creativity, collaboration and Jewish tradition inspire the curriculum while creating a lifelong love of learning.

2. West Suburban Temple Har Zion Early Childhood Education Center's Curriculum

Our curriculum is inspired by the Reggio Emilia approach to early childhood education, which encourages young children and their teachers to explore, question, and discover in a stimulating environment. As early childhood educators, we know children learn best through active, engaged, meaningful play. Therefore, we firmly believe play is the children's work. We understand children are naturally curious, and learn best when they are allowed to: actively explore, involve all their senses, manipulate real objects, work together with adults and other children, make meaningful plans and build upon what they already know. Our Curriculum reflects these needs while fostering independence, empathy, cooperation, and creativity. In-depth explorations of a topic, which are motivated by the children's interest, excitement and curiosity, allow the curriculum to be presented in a developmentally appropriate manner.

Our curriculum is infused with Jewish values, ethics and integration of the Hebrew language. Midot tovot (positive character attributes) and mitzvot (performance of commandments) are woven through the child-centered curriculum. These are integrated into the daily curriculum, secular storybooks, or added to the curriculum as appropriate. Our staff is aware that not all of our families have a Jewish background. We are sensitive to that and welcome everyone into our Early Childhood Education Center family. The following is an example of some of the midot to be included in the curriculum:

- g'milut chasadim (*acts of kindness*)
- kibud horim v'morim (*respect for parents and teachers*)
- derech eretz (*proper behavior, manners*)
- tzeddakah (*being charitable*)
- hachnassat orchim (*being hospitable*)
- bikkur cholim (*comforting the sick*)
- sh'mirat haguf (*maintaining health*)
- bal tashcheet (*avoiding waste*)
- seder v'nikayon (*cleanliness and orderliness*)
- tikun olam (*improving the world*)
- sever panim yafot (*greeting people pleasantly*)

3. Reggio Emilia Philosophy

The Reggio Emilia philosophy inspires our program to encourage children and their teachers to explore, question, theorize, and draw conclusions in a rich and pleasing environment. Children learn through the processes of inquiry, investigation, and conclusion. Children can continue to refine their discoveries as they are nurtured and encouraged by the adults (parents, teachers, and community members) who facilitate their learning.

Key elements of the Reggio approach:

- **View of the Child:** The child is seen as strong, capable, and resourceful. The child is social and able to express their interests and ideas, research information, and reflect on their experience and form conclusions.
- **Role of the Teacher:** The adult's role is provocateur, researcher, facilitator, and guide alongside the children.
- **Environment as the Third Teacher:** The environment is inviting, inspiring, and accessible.
- **Negotiated Curriculum:** The children engage in in-depth investigations that engage them in real-life contexts and integrate the acquisition and application of basic skills through inquiry. These studies are negotiated upon the children's emerging interests.
- **Use of Symbolic Language:** Children use a variety of means (drawing, language, music, dance, etc.) to express their thoughts, feelings and knowledge.
- **Documentation as Communication:** Children's thoughts, ideas, growth and construction of knowledge are reflected upon and documented as a form of communication with the community.
- **Parent as Partner:** Parents are considered to be an essential component of the program. Parents play an active part of the children's learning experience and, at the same time; help ensure the welfare of all children in the school.

4. Assessment

Authentic assessment is done daily in the classrooms at WSTHZ. This assessment engages and evaluates children on tasks that are personally meaningful to them, takes place in real life contexts, and is grounded in naturally occurring activities throughout the day. The process of observing, recording, and documenting what children do and how they do it is the basis for a variety of educational decisions that affect teaching approaches as well as curriculum development and implementation. We use multiple methods of collecting information on children's abilities and then we compile it so we can incorporate it within our planning that meet the needs of not only the individual child, but also the whole group. Our goal is to learn about each child and the context of his or her learning. We want to learn what is necessary to further each child's growth and make and implement plans. These plans are often revisited to evaluate whether they resulted in positive gains for each child. The assessments for each child provide important information that can help us monitor their development and learning, guide planning and decision making, identify who might benefit from special services, report and communicate with others and improve our program.

5. Portfolios

Teachers undertake authentic, meaningful assessment by collecting work samples, checklists, anecdotal notes and photos of the children throughout the year. A child's portfolio will tell the story of their effort, progress and achievements throughout their time at West Suburban Temple Har Zion Early Childhood Education Center. They will be shared during parent teacher conferences and sent home on the child's last day of school.

6. West Suburban Temple Har Zion

West Suburban Temple Har Zion Early Childhood Education Center is part of the West Suburban Temple Har Zion Synagogue, an IRS Section 501(c)(3) tax-exempt organization. The Early Childhood Education Center Director reports to West Suburban Temple Har Zion's Vice President of Education and Youth. The Director and Vice President receive guidance from the West Suburban Temple Har Zion Board of Education which meets a number of times throughout the year.

7. Synagogue staff

In addition to the teachers and Director of Early Childhood Education there are many people who contribute to the success of our Early Childhood program:

Rabbi	Rabbi Robin Damsky	rabbi@wsthz.org
Cantor	Cantor Stewart Figa	cantor@wsthz.org
Executive Director	Carol Serber	cserber@wsthz.org
Religious School Principal	Marshall Kupchan	mkupchan@wsthz.org
Office Manager	Leslie Roberts	lroberts@wsthz.org
Maintenance	Richard Johnson	rjohnson@wsthz.org
Rabbi Emeritus	Rabbi Victor Mirelman	rabbimirelman@wsthz.org

Any of these people can be reached by contacting them at 708.366.9000 or through e-mail.

8. WSTHZ Early Childhood Education Center Teachers

The teachers are responsible for the planning, environment and curriculum in their classroom. The teachers meet daily to plan, reflect and document what is happening in their classrooms. Once a week all teachers come together to share new achievements and assist each other in curriculum planning. Our teachers value learning and take part in professional development activities throughout the year to stay current on issues and research in the early childhood field.

9. NAEYC Accreditation

West Suburban Temple Har Zion Early Childhood Education Center is accredited by NAEYC, the National Association for the Education of Young Children. To earn NAEYC Accreditation, West Suburban Temple Har Zion Early Childhood Education Center went through an extensive Self-Study process, measuring the program and its services against 10 NAEYC Early Childhood Program Standards and more than 400 related Accreditation Criteria. NAEYC Accredited programs are also subject to unannounced visits during their five-year period of accreditation.

In the 23 years since NAEYC Accreditation was established, it has become a widely recognized sign of a high-quality early childhood education. Almost 8,000 programs, serving one million young children, are currently accredited by NAEYC – approximately 8 percent of all preschools and other early childhood programs.

The NAEYC Accreditation system has set voluntary professional standards for programs for young children since 1985. In September 2006, the Association revised program standards and criteria to introduce a new level of quality, accountability, and service for parents and children in child care programs. The new standards today reflect the latest research and best practices in early childhood education and development. NAEYC is committed to utilizing the newest studies and analysis on

positive child outcomes to ensure young children continue receiving the highest-quality care and education possible.

10. Kehillah Accreditation

West Suburban Temple Har Zion Early Childhood Education Center is Kehillah accredited through The Jewish Federation of Metropolitan Chicago. The Associated Talmud Torah (ATT), Jewish Community Centers (JCC) of Chicago, and Community Foundation for Jewish Education (CFJE) came together as a kehillah (community) to raise the level of excellence in Early Childhood Jewish Education. It is the kehillah's shared goal to maintain Jewish Education programs that foster a love of Judaism, an enriched Jewish identity, and a sense of community. We are very proud of our Kehillah accreditation and continue to meet and exceed our high Jewish standards for early childhood education.

II. Parent Need-to-Know Information

1. Enrollment

Prior to your child's classroom visit, the following State of Illinois-required forms or documentation must be turned in:

1. Child Developmental History and Family Information Form
2. Registration and Release Form
3. Copy of your child's Birth Certificate
4. Signature and date on the last page of the Parent Handbook stating that you have read and agree with our policies.
5. Medical Form signed by a physician. (Good for 2 years)

-All students starting a new school must note the results of a lead test on their medical forms.

-A skin test to determine tuberculosis is one of the requirements on the form. If your child was tested at age 2 and the doctor feels it is unnecessary to repeat the procedure, ask for a note to be attached to the medical form.

-Varicella (chicken pox vaccination), or proof of the infection of the virus, is required with all medical records.

2. Parent to Teacher Communication

Each day there is an opportunity to communicate with teachers at drop-off and pick-up time. We may be busy during these "peak" drop-off and pick-up times, so please try to limit these times to quick questions or comments as other parents and children will be needing attention as well. If you have important information that needs to be shared with your child's classroom teachers you may write this information down, e-mail or inform the office staff.

Examples of this type of information include: if the child will be picked up by someone else, if your pick up time will be earlier than expected, or if your child will be absent from school.

If you need to speak with your child's teacher for a longer period of time about any questions or concerns, please contact your teacher to arrange a time that is mutually convenient for you both to talk. This can be scheduled either in person, by phone or via email at imarczak@wsthz.org.

3. Teacher to Parent Communication

Teachers strive to send regular emails about the activities in the classroom. The email will describe activities, dialogues, and may also include upcoming projects. When possible, teachers will attach photographs so parents can see the children in action. Emails will also include any information or reminders as needed for parents (i.e. upcoming field trips, special events, etc.).

4. Parent-Teacher Conferences

Parent-teacher conferences will be scheduled in the winter and spring. A sign-up sheet will be emailed to families and posted in each classroom several weeks in advance. Parents and teachers complete the same developmental checklist to go over together during the conference. The conferences will focus on assessments using the Objectives for Learning and Development and work samples collected throughout the year. We encourage parents to attend these conferences as they are opportunities for shared information and understanding of the child. Other conferences may also be arranged, as needed by parents or teachers.

5. Parental Concerns

In the event that you become dissatisfied with any aspect of the operation of the school, we ask that you follow the following steps to try to resolve your concerns:

1. If you have a concern with a particular teacher, please contact that teacher directly.
2. If you feel things have not been resolved or if you have a general concern with the program, contact Ilana Marczak, the Director of Early Childhood Education.
3. If you feel the matter has not been resolved, you may contact the Vice President of Education and Youth at 708.366.9000.
4. If you have a continuing concern, please contact the synagogue president at 708.366.9000.

6. Child Behavior Concerns

Parents will always be notified of any changes in their child's behavior. If a teacher feels that a behavior is unsafe or will cause harm to a child or others she will redirect the child to another small group activity or individual activity and let a parent know. If a child continues unsafe or harmful behavior, a teacher will share their concern with a parent and spend time observing what triggers the behavior. If necessary, the teachers and parents will create a written plan to help the child develop the skills necessary to move forward. If the behavior continues, additional meetings will take place to discuss the next steps in helping the child succeed. A chaperone may be required for all off-site trips if safety is a concern.

The following additional resources are available should you have further concerns or need support:

- Oak Park School District 97
Ruth Fogg, Secretary for Early Childhood
708.524.3131
Val Doherty, Early Childhood Coordinator
708.524.3134

- River Forest School District 90
Karen Boozell, Early Intervention Coordinator
708.771.8282
- Jewish Child and Family Services
Arlington Heights, Illinois
847.392.8970
10 East 22nd, Suite No. 210, Lombard, Illinois
Karen Southwick
673.705.9639
- Center for Speech and Learning Disorders
Elmhurst, Illinois
Donna Riley
630.530.8551

7. Drop Off

The southwest door, next to the Guralnick Chapel, is open until 8:30 a.m. After 8:30 a.m. please use the northwest entrance which is nearest the temple office and Early Childhood classrooms. Escort your child/children to their classroom, sign them in, and if necessary, assist them in washing their hands upon arriving. Once your child has transitioned into their classroom please leave the classroom so the school day can begin. You are more than welcome to stay and talk with other parents/caregivers in the hallway or upstairs in the library if it is not being used.

8. Pick Up

To ensure your child's safety we will not release them to anyone other than those listed on the authorization for pick-up form. Every child must also be signed out before we release them. If there is a change in pick up arrangements please inform the school in writing stating who is picking up your child and the date it will be occurring. Please inform those picking up that we will ask for a form of valid identification if the teacher does not know who they are.

In an emergency situation, if you know you will be late, or if you forget to provide written notification of pick-up arrangements, please call the office at 708.366.9000 so we can assure you child is taken care of.

Beginning ten minutes after the scheduled pick up time, and for any increment of ten minutes thereafter, you will be charged \$10.00 for each child. We ask that you pay this charge in the West Suburban Temple office on the day of the late pick-up or the next business day thereafter.

After ten minutes of the scheduled pick-up time we will call a parent. If a parent is not reached we will begin calling those listed on the emergency pick-up list. After 30 minutes, if no one is able to be contacted and there are no other options, we will call DCFS (Department of Child and Family Services) to help ensure your child is safe.

9. Parking

Please move through the parking lot cautiously as people are entering and leaving the building throughout the day. Do not leave a child unattended in your vehicle or leave your car running unattended in the parking lot, as this could endanger your child and others. Please do not park in the handicapped spaces. **Please do not park in assigned spots. Services or events may be going on during drop off or pick up; please be courteous.**

10. Absences

If your child is going to be absent, please be sure to call the office before 8:30 a.m. at 708.366.9000. You may also send an email message to imarczak@wsthz.org. If your child is sick, please inform us of your child's symptoms so that we can track illnesses. We will ask about your child's symptoms when they are absent with an illness. (See also Health and Safety section).

11. Dealing with Separation

Separation can be difficult for both the parent and for the child. If a child has difficulty transitioning into the classroom, please communicate with the teachers so they can help you develop a plan to ease the transition. Although each family is different, the following strategies may help children learn to manage separation anxiety:

- On the first day of school, come with your child into their classroom for the first few minutes while they get involved in a classroom activity.
- Make a firm exit. If you demonstrate confidence in the decision to leave your child in the classroom, they will learn it is okay. Taking your child out of the room or home when they start to cry will extend the adjustment period.
- If your child is upset, the teachers will reassure him/her that you will be back and redirect the focus to a classroom activity.
- Please bring your child to school on time. It is often difficult for young children to join an activity that has already started, and transition is easier when children feel a part of the group at the beginning of the day.

12. Clothing

Children should wear clothes that are comfortable and easy for them to manage. Children spend a great deal of time on the floor, and children should not have to worry about getting their clothes dirty. Though smocks are available for projects, children don't always participate if required to wear them. Art projects can get messy and good clothing can get ruined.

Every child needs a complete change of clothing to be kept at school at all times in his/her cubby. A set of clothing includes seasonally appropriate pants, underwear, shirt, socks and shoes. During toilet training, please send several changes for each day! Please make sure to **label all items of clothing**.

Shoes should not impede your child's ability to play, both actively and safely. Please send your child in shoes that make running, jumping, climbing, etc. easy and safe. Heavy soled cowboy/girl boots and clogs are not permitted. If your child wears sandals to school, please bring socks and closed toed shoes or sneakers for your child to wear outside for safety reasons.

IMPORTANT: Please update the clothing kept at school as the seasons change and as your child grows! Also, please be sure to put sunscreen on your child each day before he/she comes to school on those warm, summer-like days!

IN THE WINTER: Coats, caps, mittens, boots, scarves, and snow pants are needed for outside play in the winter and cold weather. We do go outside to play each day, except when it is too wet or too cold. In order for children to enjoy outside play, they must have proper clothing. Temperatures must be below 25 degrees for us to remain indoors.

13. Cubbies

Outside of each classroom, each child is given a “cubby” area to store personal items and clothing. A child’s name is clearly marked in each area. There is ample room in the cubby area for each child to also place sweaters, coats, backpack, shoes etc. Teachers will also leave notes and artwork to be brought home in the cubby area, so please check this frequently.

14. Toys at School

We discourage children from bringing toys from home since it is very difficult to keep track of small treasures in the classroom. We do not permit guns or any other weapon play at school; we ask that parents not allow children to bring this type of toy to school. If a toy is brought from home that is not appropriate, we will secure them until it is time for the child to go home. We work hard to establish a peaceful atmosphere and materials become off-limits if they are used as weapons.

15. What to Bring

Occasionally we will request that your child bring something specific for a project in the classroom. We will let you know about this as far in advance as possible.

If your child cannot function without his or her special object, let them carry it in the car and place it in a special compartment in his or her backpack. We will work together to make it clear that the special object will need to stay in his or her backpack during school.

On the first day of class, in addition to the required clothing mentioned above, we ask that you bring the following items:

1. A family photo in a frame
2. Tape (Duct, Scotch, or Masking...)
3. One white 1 inch 3 ring binder
4. Two black Sharpie markers (thick or fine point)
5. For younger children in diapers, please bring a supply of diapers and wipes to the classroom (clearly marked with your child’s name). Teachers will let parents know when additional diaper supplies are needed.
6. Extra, extra clothes for those not toilet trained.

16. Toilet Training

Please let the teacher know when you have begun toilet training at home. We can then reinforce learning at school. Please bring plenty of changes of clothing (including socks and possibly shoes). Please continue to send diapers to school during the learning period. If we have a particularly difficult day, it may be less stressful for the child to return to diapers for that day. Be aware that any changes in your family life or changes at school can cause a regression. Patience is the key to success. Children will never be criticized for lapses in toilet training.

17. Snacks and Lunch

Snack will be offered as a choice during the day or as a whole group activity. Children are involved in the set up of tables and encouraged to develop passing and serving skills with the help of a teacher. Children have a choice to drink either water or juice (provided by WSTHZ) with each snack and with lunch.

Lunch is a whole group activity for the children that stay for enrichment. The teachers and children sit together to encourage conversation and healthy eating habits. Children bring dairy/pareve lunches from home.

Please do not send any food with nuts or nut products or any sugary items such as candy, cakes, cookies, etc. to school. The teachers do not allow such items to be consumed (except on special occasions, such as for birthday parties). Also, please do not send items that need to be heated, as our teachers will be focusing their attention on the children and helping them as needed during the meals. Please make sure all items are cut as appropriate for your child and are ready to eat. The teachers encourage the children to act as independently as possible at mealtime, but are there to assist as needed.

18. Jewish Dietary Laws

If your child is staying for lunch please pack only a dairy lunch. The lunch must not contain any meat products or shellfish. Jewish dietary laws forbid serving dairy and meat products during the same meal. There are also special instructions concerning the butchering and preparation of meat, in addition to certain types of animals that may not be eaten. If you are bringing in food products for a birthday or other occasion, then in accordance with the synagogue's kosher dietary policy, please send only packaged food with a kosher symbol marked on the package. A list of acceptable kosher symbols is included at the back of this handbook. If you have any questions or concerns about what food can be brought in, please feel free to contact the rabbi. Fresh fruit and vegetables do not need a kosher symbol.

19. Birthdays

Birthdays are significant events in the lives of many preschool children. We would like to help you recognize your child's birthday, if you would like. Here are the guidelines for birthday celebrations at school:

- Children may bring a special treat to share with their classmates. We encourage you to bring healthy treats to support the children's well being, such as fruit.
- Please do not provide balloons, streamers, hard candy, or take home treats for the birthday celebration. The main celebration of the child's birthday should be done at home.

- You may send party invitations via the child's cubby ONLY if all children are invited.
- Please be in communication with the classroom teachers about your plans; parents are welcome to come and join the class!
- Items must be store bought (unless cooked at school), kosher and peanut free.

20. Allergies

Please notify us of any and all allergies your child may have, and what specific precautions must be taken. This includes animals, foods, etc. We must also be informed if your child has a chronic condition such as asthma, for which s/he receives treatment and/or medication outside of school.

21. Health and Safety

If your child is ill, please call the office at 708.366.9000. If your child has an infectious disease, please inform the school immediately so other families can be advised to watch for symptoms.

Please remember that germs are passed easily among children in group situations. It is in your child's best interest to keep him/her at home when he/she is ill. Children who become ill at school must be picked up by a parent or guardian within the hour of notification. Illnesses necessitating temporary removal from school include the following:

- Temperature elevation of 100 degrees or above
- Rash, including draining of skin lesion
- Serious lung congestion, a continuous cough or discharge from eyes or nose
- Vomiting, lethargy or sleepiness
- Diarrhea

We reserve the right to request a doctor's written release if such a statement is deemed necessary by the director. **NOTE: If a child is sent home sick, he/she may not return until 24 hours after all symptoms have subsided.** The only exception to this is a doctor's written statement that the child is no longer contagious under any circumstances. If the child returns following an illness, and exhibits the same symptoms again during the day of return, the child must then remain at home for another 24 hours before returning to school.

22. Medications

Frequently following an illness, children need to receive medication for a period of time to eliminate an infection. Medications are given by the director or designated staff. The school cannot give any medication, prescription, topical products or otherwise, without the medication being in the original (prescription) container, clearly marked with the full pharmacy label, child's name, medication name and directions.

Parents must complete a signed authorization for medication form. Records will be maintained at school of the date, time, dosage, prescription number and person administering it. All unused portions will be returned to the parent or child care provider.

NO CHILD MAY MEDICATE HIM OR HERSELF, SO PLEASE DO NOT PUT MEDICATIONS IN LUNCHES OR POCKETS.

23. Treatment of Injuries

Teachers will give the parents an accident report any time there is a treatment of injury.

- Minor injuries: Often in group settings, children can be injured in some minor fashion. Some of these injuries include: skinned knees or hands, scrapes of various kinds, bumps, and bruises. Treatment for these injuries will include washing the site of the injury with soap and water, applying an ice sponge, and application of a band-aid. By state licensing rules, we are unable to apply any kind of first-aid cream or other topical antiseptic. In the event of a splinter or hangnail, we will apply a band-aid to the site to make the child more comfortable. An accident report will be presented to parents at the end of the day.
- Serious injuries: Parents will be called for all serious injuries, including all head injuries. We will also call parents for any injury we have concerns about and that might require the care of a physician. Again, accident reports will be filed and shared with the parents.
- Critical injuries: In the event of a life threatening injury to the child, our staff will contact 911 and will contact parents as soon as possible. All of our staff is trained in child-adult CPR.

24. Fire and Tornado Drills

Fire and tornado drills are scheduled regularly throughout the year. Teachers prepare the children for this experience by discussing the warning sounds mean and how to respond appropriately.

25. Emergency Closing

School will be closed on an emergency basis (snow days) when the River Forest Schools are closed. Other situations may also require an emergency closing, such as extreme heat or cold in the building due to malfunctioning HVAC systems. If we make the decision to close, you will be notified by telephone and e-mail. You may also contact the Director of Early Childhood Education via email at imarczak@wsthz.org.

III. Parent Involvement

1. Family Volunteers

Family involvement is important to WSTHZ Early Childhood Programs! All parents are required to assist in at least one volunteer area during the school year. Opportunities are available for both stay at home and working parents. Sign up forms for volunteer opportunities will be available after the first Parent Committee Meeting.

2. Parent Committee

The West Suburban Temple Early Childhood Parent Committee holds monthly meetings. All Early Childhood parents are invited and encouraged to attend these meetings.

3. Parent Visits

Family members are welcome to visit the classroom at any time. You may find it enlightening to quietly observe your child's interaction. However, please remember that often children will act differently when their parents are around.

4. Community

We encourage families to participate in WSTHZ events. There are a variety of synagogue events to participate in as well as those within the Early Childhood Center. Please be sure to watch the bulletin, our newsletters and your child's folders for these opportunities.

5. Tot Shabbat

Special Shabbat services for our Early Childhood children are held throughout the year. Families are strongly encouraged to attend.

6. Fundraising Activities

As in most independent schools, tuition alone does not fully cover the cost of operating our school. West Suburban Temple Har Zion Early Childhood Education Center has a variety of fundraising programs intended to bridge the gap between what tuition and fees cover and the funding that is necessary to fulfill the Mission and Vision of our programs. In order to maintain the quality of our program without needing to drastically increase fees, fundraising has become essential. In lieu of participating in fundraising activities, each family may choose to make a donation of \$250.

7. Donations

Any donation, no matter how large or how small, will greatly contribute to our program for years to come. We honor our donors with an acknowledgment in our newsletters, and send donation notes to the appropriate addresses when a gift is made in someone's memory or honor. We also gratefully accept donations of gently used toys and books.

8. Holiday Celebrations

We celebrate Jewish holidays and some national holidays at preschool. Family members are always welcome to join us. You will receive invitations for parties at Chanukah, Purim, Passover and the last day of school. Classes will start at the normal time on these days. Family members are encouraged to come at the designated party time. Parents, siblings, grandparents, and sitters are all welcome at our celebrations.

We do not celebrate non-Jewish holidays at school, although we understand that they may be observed at home. We do not celebrate Halloween, Valentine's Day, St Patrick's Day, or Christmas to name a few.

9. Family Shabbat Experience

A Friday Night Shabbat Dinner for all early childhood students and their families is held every year. Families are asked to help to prepare the dinner at the synagogue. The service is geared to include

participation of the children and their families. This is a time for the children to share what they have been learning about Shabbat. This year's family Shabbat dinner will be Friday, January 20th, 2012.

10. Parent Supervision Responsibilities

It is important that we act respectfully when in West Suburban Temple Har Zion. It is not appropriate for children to be running or screaming in the hallways before and after school. It is the responsibility of the parent or babysitter to supervise their child during these times. During WSTHZ Early Childhood events, or other West Suburban Temple Synagogue family events, it is the responsibility of each parent to supervise their own child. Children should not be running around during these events. Children are not permitted on the stage in the Community Hall. If your child becomes disruptive, please remove him/her from the room until he or she is ready to return.

11. Confidentiality

All of our students and their parents are entitled to privacy. Your child's records cannot be released to anyone outside of school without your permission. Anything you say in a conference is held in confidence. Conversely, questions you may ask about someone else's child will be answered only in so far as they do not breach the confidence of that family.

12. Newsletters/Updates/Calendars

Every week you will receive a newsletter via email. It will keep you up to date on school events and the learning that is occurring in the classrooms. If you have any announcements you would like included in the newsletters, let us know.

Monthly calendars that list special events, school parties, etc. will be distributed to each family. Be sure to check your calendar in case there's anything special you need to send with your child. Be sure to note school closings. We are closed for Jewish festivals and for public school holidays. Our calendar coincides with the River Forest Public School calendar as much as possible. Please note that all calendars are subject to change. We will do our best to provide ample notice to any major changes in the calendar.

13. Tuition

We are asking that each semester's tuition and fees be paid in full prior to the start of the semester unless other arrangements have been made. Please contact Carol Serber at 708.366.9000 for any questions regarding payment.

14. Refunds

Should a child be withdrawn from the school as the result of a professional recommendation, tuition for the semester will be pro-rated and the portion covering those days after the child's withdrawal will be refunded. If a child leaves school before the end of the semester for any other reason, parents are responsible for tuition for the full semester during which the child is withdrawn.

Deposits are non-refundable.

15. Concerns or Questions

If you have any questions or concerns about your child or the school, please do not hesitate to contact your child's teachers or the director. Ilana can be reached at the synagogue office at 708.366.9000 or at imarczak@wsthz.org.

2011-2012 School Calendar

AUGUST

- **Parent Orientation:** Wednesday 24th, 7pm
- **Home Visits:** Monday 29th & Tuesday 30th, 8:30am to 12pm
- **Classroom Visits:** Wednesday 31st, 8:30am to 11am

SEPTEMBER

- **First Day of School:** Tuesday 6th
- **Enrichment Classes Begin:** Monday 12th
- **School Closed for Rosh Hashanah:** Thursday 29th and Friday 30th
- **Parent Committee Meeting:** Thursday 22nd, 7pm

OCTOBER

- **School Closed for Columbus Day:** Monday 10th
- **School Closed for Sukkot:** Thursday 13th and Friday 14th
- **School Closed for Simchat Torah and Shemini Atzeret:** Thursday 20th and Friday 21st
- **Parent Committee Meeting:** Thursday 27th, 7pm

NOVEMBER

- **School Closed for Veterans Day:** Friday 11th
- **School Closed for Thanksgiving:** Thursday 24th and Friday 25th
- **Parent Committee Meeting:** Thursday 17th, 7pm

DECEMBER

- **Parent/Teacher Conferences:** Monday 5th through Friday 9th, times to be determined
- **Hanukkah Party/Dinner:** Wednesday 21st, 5:30pm
- **School Closed for Winter Break:** Monday 26th through Friday January 6th
- **Parent Committee Meeting:** Thursday the 15th, 7pm

JANUARY

- **School Resumes:** Monday 9th
- **School Closed for Martin Luther King Day:** Monday 16th
- **Preschool Shabbat Family Dinner:** Friday 20th, 5:30pm
- **Parent Committee Meeting:** Thursday 19th, 7pm

FEBRUARY

- **Tu B'Shevat Seder:** Wednesday 8th, 10:15am
- **School Closed for Presidents Day:** Monday 20th

- Parent Committee Meeting: Thursday 16th, 7pm

MARCH

- School Closed for Casimir Pulaski Day:** Monday 5th
- School Purim Celebration:** Thursday 8th, 10:15am
- Family Passover Seder:** Thursday 22nd, 5:30pm
- School Closed for Spring Break:** Monday 26th through Friday 30th
- Parent Committee Meeting:** Thursday 15th, 7pm

APRIL

- School Closed for Passover:** Friday 13th
- Parent Committee Meeting:** Thursday 19th, 7pm

MAY

- School Closed for Shavuot:** Monday 28th
- Last Day of School:** Friday, June 1st
- Parent Committee Meeting:** Thursday 17th, 7pm

I have read and understand the policies and procedures in the West Suburban Temple Har Zion Early Childhood Education Parent Handbook.

Parent/Guardian Signature: _____

Date: _____

West Suburban Temple Har Zion Early Childhood Education Center

2011-2012 Parent Handbook



West Suburban Temple Har Zion
Early Childhood Education Center
1040 North Harlem Avenue
River Forest, IL 60305

WEST
SUBURBAN
TEMPLE
HAR ZION

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