



Parent Handbook

Welcome to Congregation Beth Elohim's Early Childhood Center. We are happy that you have joined our school community and are looking forward to getting to know you and your child. We believe children learn best when school and family become partners in the educational process. We are committed to supporting ongoing communication between teachers and parents as your young children begin their lives away from home. We welcome parent involvement, we host family events and have opportunities for parents to volunteer throughout the school year. In order for us to ensure a smooth and effective program for all, the Early Childhood Center has compiled the following policies and procedures for parents. We ask for your full cooperation and support by reading and complying with these policies.

Educational Philosophy

Founded in 1978, Congregation Beth Elohim Early Childhood Center is dedicated to providing young children with an environment that nurtures their growth, intellect and self-esteem. We believe children are competent and naturally curious learners who possess a strong disposition to explore and discover. Our curriculum emerges from the children's interests, ideas and experiences and allows them ample opportunities to interact, problem solve, express their thoughts and ideas, and reflect on their learning. This philosophy allows children to construct new knowledge and become active participants in their own learning through interactions with each other, their teachers and their environment.

Children are at the center of Jewish life, and children's education is at the center of the Jewish mission. The Jewish people have survived and thrived for 3,000 years by passing the beauty and values of our tradition from generation to generation. At Congregation Beth Elohim, early childhood education is core to our mission. In these early years we have an opportunity to give children joyful memories of Jewish learning and Jewish living in community, fostering friendships that may last a lifetime, introducing the rhythms of Jewish time, and giving children the foundation of Jewish values.

The traditions and values of Judaism are integrated throughout our classrooms to strengthen our community. Guiding principles such as respect for ourselves and others, kindness and being a supportive member of our community are integrated into daily

classroom routines and play, which lay the foundation of forming the deep bonds of friendship, truth and caring for one another. We believe each child is unique and human character is developed through learning, modeling, action and mindfulness which establish a lifetime passion for learning.

Jewish holidays are celebrated through the singing of songs, preparing and eating of holiday foods, making holiday books, decorations and crafts, and story-telling and dramatic play. Shabbat is celebrated in each classroom every Friday - a rabbi or the cantor tells stories and says the blessings, and the children have a chance to eat challah and learn about this special day in an age-appropriate way.

Children of all ethnic and religious backgrounds are welcome to attend, and differences in their backgrounds are recognized and respected. While Christmas, Easter, Halloween, and Valentine's Day (as well as other non-Jewish holidays) are not celebrated at the school, please be assured that a child's mention of any home celebration is always a welcome topic in the classroom and will be treated with respect and interest.

Required Paperwork

The following forms and conditions must be met before beginning the school year. Financial obligations as agreed to in the Early Childhood Center Contract through TADS must be met in full.

- Early Childhood Center Contracts completed through TADS.
- An up-to-date medical form with a full immunization record must be on file.
- Completed Emergency Contact information on file.

Calendar

You will receive a copy of the annual school calendar. Refer to this calendar for important school dates and closings. The calendar is also posted on the [CBE website](#), and will be updated regularly with upcoming events.

Specialists

We believe that being able to engage in a wide variety of enrichment activities is important for a child's experience in an early childhood program. Our enrichment classes include music, art, library, movement, and swimming. Specialist offerings are determined by class schedules and age of children.

Our music teacher, Debbie Brukman, has been with CBE for many years, and brings her joyous presence to her weekly singing of preschool songs and songs celebrating the Jewish holidays. Tom Pnini, our art teacher, brings classes into his 4th floor studio for process-oriented art explorations, and also collaborates with classroom teachers to design and build curriculum projects with the children. Our librarian, Rebekkah Hallgren, will present stories to the children in the library or the classrooms using a variety of modalities, and will work with the teachers to enhance their curricula with appropriate books. This year we will be bringing back our movement class with Sarah Pope, who focuses on developing motor and social skills in the context of imaginary play, songs, and structured improvisations. Swimming takes place in our own pool with experienced Physique Swim instructors (please see the Safety section below for more information about our water safety protocols.)

A Child's First Days At School

Starting school is a big step for you and your child. This is a unique process for each child. Some will enter the class with confidence, easily saying "goodbye" to their grown-up. Some children may prefer to observe quietly before joining with their classmates, while others may express some anxiety and look for a reassuring hand and hug from their grown-up. All of these are normal and age-appropriate responses to a new situation. Developing trust in teachers and the school environment is part of the process of children adjusting to new places, people and routines. Support from parents and familiar caregivers is an integral part of the process.

We believe that the adjustment period to school should be gentle and gradual. We ask a parent or caregiver to plan to stay with their child in school for as long as the teachers and directors, along with the parent, determine it may be necessary. We have found through experience that a slow, gradual separation is best for both parent and child.

Please do not worry if your child seems reluctant to talk about school to you afterwards. That is often a child's way as she or he gains comfort and a sense of independence in school. Above all, always feel free to ask about or discuss anything with his or her teachers or the school directors.

Phase-In

Your child's first days at school are a scheduled "Phase-In" period. The length of this process of acclimating to school depends on your child's age group, class schedule, and individual needs. We feel that this gradual beginning gives each child a chance to get to

know his or her teachers, the classroom and its routines, and to feel comfortable in their new group setting in an atmosphere of trust. Class specific phase-in schedules are shared with families prior to the beginning of the school year. We ask that each parent (or close relative or caregiver) be prepared to stay with his or her child during the Phase-In period. Please make arrangements for other children in the family since the school cannot accommodate siblings during that time. We appreciate your cooperation during this period; we understand that this often causes inconvenience to families, but the results will be worth your efforts.

For the first few days during the Phase-In period the child may stay for only an hour or so and only half of the class may attend at a time. Your child's Phase-In schedule will provide for the whole group to come together for increasing lengths of time.

If your child has had previous school experience, it is possible it will not be necessary for you or your caregiver to stay the full Phase-In time. This decision will be made at the discretion of the teachers.

Arrival and Departure

Children should be brought to school and picked up promptly. Please bring your child to the classroom and pick her or him up there. Be sure to make verbal contact with a teacher at drop off and pick up times. You will be required to sign your child in and out at the beginning and end of the day to ensure a smooth and clear transition from teacher to parent or caregiver. If your child stays for Extended Day, you will also be asked to write down who will be picking up your child from Extended Day. If a person who is not one of the regular people to pick up your child will be doing so that day, be sure to write it down on the "Pick-Up Schedule" posted in the classroom. **YOUR CHILD WILL NOT BE RELEASED TO SOMEONE OTHER THAN THOSE YOUR HAVE PREVIOUSLY SPECIFIED** (such as your usual caregiver) **WITHOUT WRITTEN CONSENT**. If your plans for the day change, please call the school to make arrangements.

Extended Day

Extended hours are available for families who require additional childcare. Early Bird takes place Monday - Friday beginning at 8am and after school takes place from 3 - 6pm Monday - Thursday and 3 - 5pm on Fridays. Extended hours are a mixed age group of children from all of our classrooms who are enrolled in extended hours; the program is staffed by a number of our ECC teachers. Given that it is a new group of children and possibly unfamiliar teachers, children may require additional time to acclimate to extended hours. Please note that advanced registration for our extended day programs is required.

Parents and caregivers are responsible for the supervision of children before drop-off and after dismissal from school.

Children may only use our playspace equipment (second floor ballroom) when they are with their class. Unsupervised use by parents, caregivers, children and siblings cannot be accommodated.

Emergency Closings

You will receive an email from your child's teacher by 7:30 am should snow or other emergencies cause the school to be closed. School closings will also be posted on the CBE website.

Stroller & Scooter Parking

We have a designated, outdoor area on Garfield Place where ECC parents may leave their child's stroller or scooter during the school day. Space will be limited so we ask that you please use the designated stroller parking only if it's absolutely necessary at this time, and that you equip your stroller with a covering in case of rain. While security is often present outside of our building, please be aware that we are not able to secure the area beyond putting up stanchions to block off the space. We are unable to accommodate strollers and scooters inside of our building.

Double Parking

In order to make drop-off and pick-up times as safe as possible for our children and neighbors, we ask that you refrain from double-parking outside Congregation Beth Elohim. Double parking outside the school makes it impossible for emergency vehicles to pass and creates a potential safety hazard for small children walking between parked cars. If you do need to double park briefly, please leave your name and phone number in your windshield so that you can be contacted to move your car immediately if necessary. Although this will not prevent your car from being ticketed, it is greatly appreciated by our neighbors.

Visitors

Visitors are welcome. Sometimes an out-of-town adult relative comes to visit and your child is anxious to show off his/her school. We would be pleased to plan a visit if you notify us in advance.

Snack & Lunch

Please send in a morning snack (and an afternoon snack for full-day children) and a water bottle every day. Challah will be served in addition on Fridays, as part of our Shabbat celebrations. Snack is available for the children staying in the Extended Day program.

Lunch should be sent to school in a lightweight-style lunch container (such as a Bento box.) All lunches are refrigerated, so we ask that you refrain from using heavy or bulky lunch boxes which take up more space in our refrigerators. If you have included a thermos of pre-heated food, please label it and the teachers will not put it in the refrigerator. If a class is planning a picnic lunch in the park, they may ask you to send your child's lunch in a disposable bag.

Allergies

If your child has any allergies, please notify us prior to your child's first day of school so appropriate precautions can be taken to keep allergens away from your child. Our school does not ban any foods and is not a "nut-free" establishment. In the case of a severe allergy, all parents in a class may be asked to notify teachers if any of the identified foods are in their child's packed lunch.

All allergies must be indicated by your doctor or your child's health form.

In order to keep or administer any emergency medications (including Benadryl, Epipens, or a nebulizer) our school is required to have instructions signed by your child's doctor. Please send an email to cbradley@cbebk.org to arrange to have the appropriate forms sent to you.

There may be children in our school with life-threatening allergies. Please wash your child's hands (and face, if necessary) each day upon entering the building and refrain from eating or drinking in the hallways, stairways, or common areas such as the gym or lobby.

In terms of seasonal allergies, we understand that this may be a bothersome issue for your child. Please note that we cannot accommodate an individual child's seasonal allergies by keeping classroom windows closed or not going to the park to play. If your child's symptoms are severe, please consult with your pediatrician as to the best form of treatment for the allergy.

Birthdays

A birthday party at school is a very important occasion in the life of your child. All children look forward to this event with great anticipation. What makes it special is not so much the party food but rather that it is his/her day, and that the attention is focused on him/her. The birthday child will have an opportunity to pick what kind of "treat" they would like for their classroom party, and the teachers and children will make it together (please let the

teachers know of any allergies.) We have found that making birthday cakes or other treats for one another is a wonderful way to help foster a sense of community in each classroom. Parents are welcome to visit the classroom to celebrate with your child, and perhaps read a special book or sing a song with the group. Every child will have an opportunity to celebrate this special day in school, even those with summer birthdays. If your child does have a birthday in the summer, please make arrangements for a celebration with the teachers ahead of time, before the end of the school year. If your child will be attending summer camp at the ECC and their birthday occurs during that program, a celebration can be arranged with the child's camp teachers.

Clothing

Please see that all clothing, shoes, boots, and blankets are clearly labeled so that they can be easily identified. Outerwear should have loops so that children can hang it in the cubbies. Blankets and sheets kept at school should be labeled with an indelible marker. When soiled clothing or blankets are sent home, please launder and send back replacements the next day. Full-day children's sheets and blankets will be sent home periodically. Please launder and return them the next day.

We cannot overemphasize the importance of sending your child to school in simple, washable clothing. It is inevitable that clothing gets dirty when children play. It is also extremely important that fastenings be simple enough to encourage your child's independence in toileting and dressing. All children should be dressed so they can enjoy indoor and outdoor play every day. Please label all of your child's belongings and leave them in the cubby.

Your child's cubby should always be stocked with:

- Diapers and wipes (if not toilet trained)
- 1 sweater/sweatshirt
- 2-3 changes of underwear
- 2 pairs of pants
- 2 shirts
- 2 pairs of socks
- 1 pair of extra sneakers
- 1 sheet and small blanket (regular crib size fitted sheet fits on rest mats) for full day children (no pillows, please.)

Please check your child's cubby on a regular basis to see if any items need to be replaced, or to swap out summer for winter clothing, for example.

Toilet Training

We are happy to support your child wherever they are on their path to toilet training. An individual plan may be discussed with your child's classroom teachers to ensure that a consistent approach between home and school is in place.

Classes are often taken to the bathroom as a group as a way to encourage children to begin to use the toilet. Children are never forced to try our bathrooms until they are comfortable; instead they will wash their hands, and sit with one teacher singing songs or listening to a story while another teacher takes children to use the toilets.

Once your child is comfortable with using the toilet at home they may be encouraged to wear underwear to school. Please dress your child in clothing that is loose fitting and easy for your child to get on and off as a way to foster independence (snaps, buttons, belts, etc. are not recommended). Also, please make sure your child has plenty of changes of clothes (including socks and shoes) in the event of accidents.

"Potty" seats and stand alone "potties" are not permitted in the ECC in accordance with Department of Health regulations, but all of our toilets are fitted with lift-down child-sized seats.

Bringing Toys to School

If your child needs to bring her/his favorite toy or lovey to school, we do not object. Some children need the comfort of a special toy from home to help them make a comfortable adjustment to school.

If your child asks to bring toys to school which are not essential to her/his adjustment, we ask you to discourage her/him since problems sometimes occur: other children may want to play with the toy, the toy may get broken or lost, or it may hinder the child from playing with the materials in the classroom.

Discipline

The safety and well-being of all the children in our community is a priority. Our approach to discipline is positive and utilizes clear and consistent ground rules that enable children to navigate throughout their school day successfully.

In keeping with our educational philosophy, children are encouraged to develop the following: self-control, concern for others, and respect for peers, adults and the needs of the community. These ethical dispositions are built through a nurturing curriculum, the modeling of cooperative and empathetic behavior by adults, and a positive approach to discipline.

We implement positive reinforcement and reward for appropriate behaviors in small but

personal ways – gestures which make children feel important and good such as holding a hand, a gentle hug, a warm smile, or a whispered compliment. Teachers will support discussions at the time of an incident. Children are encouraged to express their feelings as well as listen to their friend's feelings. Through such discussions, children begin to understand how their behavior affects others. Sometimes a quiet, reflective interlude with a teacher may be helpful, after which children are given the opportunity to resume their play. Through these methods children develop their natural abilities to feel empathy and to cooperate with others.

Parental Involvement

Here at the ECC, we welcome parent involvement in many ways. Teachers may invite parents to visit the classroom to read a story, do a cooking or art project, or lead a song with the children. If you have any special talents, knowledge or experience that you'd like to share, please let your teachers know. We may also need parent volunteers for neighborhood excursions. In addition, there will be many opportunities for parents to volunteer with holiday celebrations (during Purim and Passover, for example,) and for fundraising events. Please see the sections below for further ways to become involved at the ECC.

Class Parents

Your teachers will request that one or more of the parents in your class function as "class parents." Class parents are helpful to teachers with communication to other parents about general upcoming events, needs in the classroom, and times when volunteers may be required. Class parents can also be helpful to the class in terms of fostering a sense of belonging, welcoming new parents, organizing class get-togethers outside of school, and serving as liaisons to the wider CBE community. We have found that it can be helpful for one of the class parents to be the Chesed member of the class parent team. Chesed means "loving kindness" and that class parent can reach out to the class to help a family with a new baby by setting up a meal train, for example, or to support a family who might be coping with a loss. That class parent should also connect with the CBE Chesed team for ideas and support.

Parent-Teacher Communication

We believe that the connection between home and school is very important and that clear and open communication between home and school is an essential component of a successful preschool experience.

Arrival and dismissal are not good times for lengthy conversations with your teachers as their responsibility at this time is to the children. We have found that discussions about your child are best held when the child is not present. Your teachers are happy to arrange a time to talk when everyone is free.

Email, while convenient, is not the best means to discuss substantive matters. Please arrange a time for a phone call or video conference. Email is best to arrange a meeting, convey non-critical information or ask a general question.

Teachers will do their best to respond to parent emails within 24 hours but do not check their emails during the school day. If you wish to discuss something of immediate importance, please call the ECC office to reach your child's teacher. Teachers will respond to emails sent over the weekend on Monday morning before school.

Picture of the Day (POD): Teachers email a communication to parents about what has happened in the classroom several times a week, usually related to the curriculum. This includes photos and a paragraph describing what activities the children have participated in during the day, and may include details about art and music, or Shabbat, for example. We encourage you to read these with your child each evening to foster and maintain your home-school connection.

Parent-teacher conferences are scheduled twice a year, one in the fall and one in the spring. These conferences are for parents only and provide an opportunity to sit down with your child's teachers to discuss progress, interests, friendships, and goals for your child.

Psychological Consultant

Our school psychological consultant, Liz Helbraun, provides consultation to the directors, teachers and parents throughout the school year. She becomes familiar with our students through weekly observations in our classrooms. She also facilitates workshops with parents and staff to discuss the social and emotional development of young children. Liz can be contacted at ehelbraun@cbebk.org.

Clergy

As part of our CBE community please know our clergy is here for your pastoral needs and life cycle events. Please do not hesitate to contact Rabbi Molly Kane, Director of Youth and Family Programs, Mkane@cbebk.org.

Support for Children with Special Needs

Children learn and grow in their own individual ways. We strive to make the classroom a place of exploration, challenge and success for all of our students. In some cases, Special Education evaluations and/or services are recommended. Services may include Speech Therapy, Occupational Therapy, Physical Therapy, or the assistance of a SEIT (Special Education Itinerant Teacher).

If your child begins any of these services, or if your child already receives Special Education services upon beginning school, we have found that open, frequent communication between all educators and parents on a child's "team" is vital to their learning process. Classroom teachers can best ensure that they are specifically tailoring their approach to an individual child's needs if they have access to all reports and educational plans and when they are in frequent communication with special educators. Parents will be asked to provide written permission for all members of the team to meet and collaborate as best suits the needs of their child. Such collaboration makes it possible for parents and teachers to share information and provide consistent language and strategies for helping a young child learn and become increasingly independent and confident. In the absence of open communication, it becomes much more difficult to provide an appropriate educational experience.

If a child in our school receives special education services, one of the special education providers (usually the SEIT, if the child receives these services) is designated as the leader of the "team." In this role she will schedule meetings for all parents and educators, ensure that communication is maintained, and monitor progress toward educational goals.

Health and Illness

Please note that the New York City Department of Health, Bureau of Child Care, is our licensing agency and dictates the protocols for quarantining in child care settings in order to protect the health of young children, their teachers and families.

1. All children are required to have a physical examination by their own physician prior to the opening of school.
2. A mandatory Department of Health medical form is available on our website or through TADS. This must be filled out by the child's doctor and returned to the school. **YOUR CHILD CANNOT BE ADMITTED TO THE FIRST DAY OF SCHOOL WITHOUT THIS COMPLETED HEALTH FORM.** Please print doctor's name, address and telephone number. Dates, names and type of inoculations, boosters and other immunizations must be indicated by doctor.

3. As a part of the Department of Health protocols, upon arrival, the teachers will conduct a visual check of your child's physical condition and may consult with you as well. This is to ascertain that your child seems healthy and able to attend school. This "health check" is required to be noted on the daily attendance form.
4. Please notify the school if a child is out because of illness. A child should be kept home if he/she shows any sign of illness and should come back to school only when he/she can participate in the full program of his/her class both indoors and outdoors.
5. The school will notify the parent if the teacher observes that the child has become ill during school hours, and cannot fully participate in class activities. The parent will then be expected to arrange for the child to be picked up and taken home promptly. Please ensure that at least one of your emergency contacts is local and can pick up within 30 minutes. An ill child will be sent to the ECC office until they are picked up.
6. Children may not come to school if they are vomiting and/or have diarrhea. They need to be symptom-free for 24 hours before they may return to school.
7. When your child has been ill with a fever, he/she may not return to school until free of fever without fever-reducing medicine for a minimum of 24 hours. If your doctor places your child on an antibiotic, the child cannot be brought to school until he/she has been on the medication for at least 24 hours.
8. In case of contagious disease or exposure to contagion (i.e. chicken pox, pink eye, strep throat, stomach virus, Covid, lice), parents are asked to notify the school at once, even if this occurred during vacation periods within the school year. The class will be notified of contagious illness and possible symptoms to be aware of.
9. Children who test positive for Covid-19 are required to quarantine for 5 days. The child may return to school after this time period as long as their symptoms have improved or may return to school earlier with a negative Covid test.
10. We understand that a case of head lice can cause anxiety and is cumbersome to eliminate, but we want to assure you that head lice do not pose a health hazard and are not responsible for the spread of any disease. In the event your child has lice or nits (eggs,) you must treat them before your child returns to school. We also ask that you inform us so that we may alert the class to prevent unintentional spreading. If we find lice or nits in your child's hair, we will contact you and ask that you pick your child up to be treated.
11. Pink eye is another highly contagious infection. Children with this condition will not be admitted to school until the eye is clear of redness and discharge.
12. If your child has a rash of unknown origin she/he must be seen by a physician who indicates in writing that he or she is not contagious before coming to school. Only in this way can we hope to avoid outbreaks of chickenpox, scarlet fever and other

diseases with symptomatic rashes.

13. If your child has a broken or fractured bone and is wearing a cast or sling, for example, a detailed doctor's note is required specifically detailing which activities the child can or cannot participate in, before your child can return to school. Generic doctor's notes such as "may not participate in gym" are not relevant to a young child in a preschool setting. Doctor's notes limiting a child's physical activity must be cleared by the ECC administrative office so the doctor's intention is clear and is followed as prescribed.
If a child is not able to climb the stairs without significant support, a parent or caregiver will be required to be in school to assist the child during the transitions which require using the stairs.
14. If your child has had an illness lasting more than one week and has been seen by a doctor, he/she should have a doctor's written consent to return to school.

If your child seems sick without these specific symptoms, please keep him/her at home. When children are in school, they must be able to participate in all activities including outdoor play. In the long run, less school is missed if the early signs of a cold are heeded and the child remains home to rest. By helping us observe good health standards, you will be protecting your child and others from illness.

If your child is ill and will not be attending school, please call or email the school office by 10:00 AM. Please notify your child's teachers if your child has a contagious illness. We will keep children's identity confidential but are required to send a class-wide email of contagious illness and symptoms to look out for.

Medication

We are not allowed to administer medications except in the case of emergency, life threatening situations. If your child has allergies and requires medication be kept on site, please refer to the allergies section of this handbook.

Safety And Emergencies

We take the utmost care to prevent emergencies from occurring. However, in the rare event of an emergency it is important that our families know what to expect. All parents are required to fill out Emergency Contact and Dismissal Information. These forms contain information about how to contact you in the event of illness, injury or emergency and to whom we may release your child. It is vital that you keep this information up to date. Parents must notify us of any daily changes to the pickup in writing.

Emergency Forms

Each family is required to complete an Emergency Contact Information form. These forms contain information about how to contact you in the event of illness, injury or emergency and to whom we may release your child. If you cannot be reached, the emergency contacts indicated on your forms will be called and asked to come to pick up your child. Bearing that in mind, be sure that your emergency contacts are close enough to respond quickly in an emergency. It is vital that you keep this information up to date.

Illness or injury to a child

Should your child become ill in school, or get hurt enough to be uncomfortable remaining in school, parents will be contacted to bring the sick or hurt child home promptly. If the child is deemed sick or hurt enough to require emergency care, the child will be transported to the hospital. If it is necessary to call 911 for emergency personnel, parents will be called immediately afterward once help is on its way.

Evacuation of the Building

Our school conducts fire drills during the school year in order to ensure that our staff and students know how to evacuate safely and quickly. In the event of an actual emergency staff will evacuate children as planned moving them down the block past the school building. In cold weather, if it is possible, children will go across the street to wait in our Synagogue building. In the event that it is not safe to stay in the immediate vicinity, Congregation Beth Elohim's children's programs have formed a reciprocal arrangement with Poly Prep Day School to allow our students to wait there until they can be picked up by a caregiver or parent. In this event, families would be notified after evacuation was safely completed.

Shelter In Drills are conducted twice a year. Teachers are notified to "Shelter In" and they bring children to a designated area in the classroom away from doors and windows. Shades are drawn, the lights are dimmed and the classroom door is locked. The teachers gather with the children and read books in a quiet voice, encouraging the children to "practice being quiet."

Pool Safety

Our goal in providing swim activities is to provide a sense of confidence and fun in the water and no child will be forced to enter the pool who is not comfortable. Children are only allowed in the pool area while wearing appropriate flotation belts. A ratio of 1 adult to

every 3 children is maintained in the pool and a classroom teacher, Water Safety instructor and lifeguard will always be present during swim activities. The pool safety plan, which includes all procedures on what to do during an emergency in the pool, is posted in the pool area, and order is maintained by the lifeguard on duty.

Safety in the Building and by Entrances and Exits

We do appreciate that families may have different approaches to parenting in terms of how close by you want your child to be to you in public spaces, but for the safety of all in the ECC building we ask that you respect the following guidelines when you are in the building with your child:

Once you are in the building with your child, we expect that you are now responsible for your child. Please do not allow your children to run ahead of you when going up or down the stairs or in the hallways, and please be absolutely sure that your child does not leave the building without you. Just as we teach the children that they may never be away from a teacher when outside of the classroom, the same consistent message from parents helps to reinforce this concept of being safe. Teachers will defer to parents if the child is in their presence, but if you feel as though you need help, please don't hesitate to ask.

Social Media

While your signed contract includes a photo release for school communication, our staff are not allowed to post any kind of pictures or other kinds of information about your children on their personal social media. We ask that you consider the safety and privacy of the other children in your child's classroom when posting on your own social media.

Babysitting

It is our policy that our staff not babysit for the families in our school, as this may be confusing for the child involved and could create a conflict of interest. Please let other families in the ECC know if you are looking for childcare outside of school; families are often able to provide referrals to one another, or may be looking to share a nanny, etc.

Independence

Parents are often pleasantly surprised to hear about the many things children can do for themselves at school, such as putting on their own shoes, hanging up their coats, or cleaning up their rest items. You can support your child's independence at home as well. Offer responsibilities appropriate to their developmental level in terms of dressing

themselves, putting away their toys, and walking to school. They can also help with simple household chores such as doing cooking activities with you or helping to sweep the floor, for example. The ability of young children to be independent develops constantly and gives them a strong sense of accomplishment and pride. We are happy to share our ideas with you about encouraging children's independence at home. Together, we can help our children to be capable and enthusiastic as they grow into greater independence.

Exmissions

While many of our children attend public schools when they leave the ECC, a number of families do choose to apply to private or ongoing schools. If you are planning to do this for your child, please let your child's teacher know in the early Fall. Teachers complete thorough and thoughtful recommendation letters for private school applicants and require ample time to prepare. Recommendations are generally submitted to ongoing schools in late December and early January. Please note: should you make a late request for a teacher recommendation we will do our best to submit the recommendation within two weeks.

Please let administration know if you have any questions about this process - we are happy to talk with you about it.