



MidbarKodesh

EARLY CHILDHOOD CENTER

**PARENT
HANDBOOK
2023/2024**

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*Of Blessed Memory

Dear MKT ECC Families,

Thank you for selecting Midbar Kodesh Temple Early Child Center for your child's preschool experience. It is my honor to welcome you to our preschool for the 2023-2024 school year.

As experts in the field of early child education, we understand what children need most to succeed in school. Our unique learning environment fosters the developmental needs of young children growing up in today's world. MKT ECC educators draw on children's natural curiosity and build upon it to enhance their learning and stimulate new ways of thinking. We view children as innately curious and capable, emphasizing the child's role in the learning process.

Our educational approach utilizes a play-based interactive curriculum enriching children's social, emotional, intellectual and physical learning. Classrooms maintain creative and interactive learning environments to inspire children with problem solving challenges, opportunities for critical thinking and collaboration. These important skills are among the building blocks to prepare children for long term school success.

MKT ECC believes in guiding children to become effective citizens of the world by helping them develop respect and tolerance through community building while at the same time, developing their own unique identity. Our teachers educate with love and care to cultivate a child's social responsibility to those around them. These guiding values stem from our unique Jewish curriculum which exposes children to culture, traditions and wisdom.

At the heart of it, our school values a child's potential to grow, partners with children and families to build autonomy and promotes a life-long love for learning. We thank you for entrusting us with your most precious children and look forward to sharing in their learning journey.

Warmly,
Bianca Broomand
ECC Director

Our Mission

Midbar Kodesh Temple Early Child Center provides a dynamic play-based curriculum infused with academic experiences designed to enrich the whole child. Our teachers educate with love and care, cultivating a child's social responsibility to themselves and those around them, stemming from our unique Jewish curriculum which honors Jewish culture and values. We help children establish their identities by fostering their self-expression where children will be challenged to discover their own potential in a meaningful environment.

Our Objective

Our valued sense of community and inviting learning environment will enhance the confidence and curiosity within each child enabling them to flourish as individuals and make positive contributions to the community and those around them. Our goal is to instill a love of learning in a nurturing environment while creating passionate, respectful children who can change the world and make it a better place.

Midbar Kodesh Temple: Important Contact List

ECC Staff		
Bianca Broomand (ECC Director)	(702) 454-4848 ext:300	bianca@midbarkodesh.org
Cheryl Orsini (ECC Coordinator)	(702) 454-4849 ext:301	mktecc@midbarkodesh.org
Office Staff		
Rabbi Bradley Tecktiel	(702) 454-4848 ext:100	btecktiel@midbarkodesh.org
Cantor Raquel Gershon	(702) 454-4848 ext:101	cantorgershon@midbarkodesh.org
Carol Livingston (Office Mgr):	(702) 454-4848 ext:200	carol@midbarkodesh.org
Danielle Weinstein (Office Admin):	(702) 454-4848 ext:202	danielle@midbarkodesh.org
Greg Goussak (President):		greg@midbarkodesh.org
Cindy Goussak (Volunteer/Comm.):		cgooussak1996@gmail.com
Darren Feltes (Maintenance)		darren@midbarkodesh.org

I. NON-DISCRIMINATION POLICY

Midbar Kodesh Temple Early Childhood Center (MKT ECC) welcomes students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, gender, color, sexual orientation or identification, or national or ethnic origin, in administration of its educational policies, admission policies, or other school programs.

II. SCHOOL HOURS

Half Day: 8:30 AM-12:30 PM

Full Day: 8:30 AM-3:20 PM

Optional Before Care Hours: Mon-Fri 8:00 AM- 8:30 AM

Optional After Care Pickup Hours: Mon-Thurs (3:45 PM -5:30 PM), Friday's (3:45 PM- 5:00PM)

If you are running late for half day or full day pick up, please be courteous and call the front desk at 702-454-4848.

III. ARRIVAL/DISSMISSAL

- Parent or caregiver will drop off/pick up students in car line. At morning drop off, teacher will come to the car and take the child from the car seat. The parents will remain in the car.
- At pick up, teacher will bring child out to the car. Parents get out of the car and buckle their child into the car seat. Weight and age appropriate car and booster seats are required for all children. **MKT ECC staff will not release children to any adult who does not have properly installed safety seating for children.**
- **Morning Drop off begins at 8:30 AM.** Teachers will begin picking children up in the car line promptly at 8:30 AM.
- **Half day pick up begins at 12:30 PM.** All half day children must be picked up **before 12:45 PM.**
- **Full day pick up begins at 3:20 PM.**
- Drop off is from 8:30 - 9:00 AM. Pick up is from 3:20 – 3:45 PM. A \$20 penalty may apply for children who are dropped off/ picked up late without notice. **Late arrivals must walk their children to the front door for drop off.**
- Parents that are delayed due to unforeseen circumstances should notify the school. In those cases, there will be no additional charge.
- Students will only be dismissed to their parent/guardian, or an individual indicated on the Child's Record sheet. **NO CHILD WILL BE ALLOWED TO LEAVE WITH A PERSON NOT ON OUR LIST. It is the parent's responsibility to ensure that whoever is dropping your child off or picking them up is on your Child's Record Sheet. THERE ARE NO EXCEPTIONS.**
- Should the Director or staff member not recognize the person picking up, they will ask to see some form of identification to verify identity. You can of course add names to your list at any time by submitting a signed note with new approved pickups.

Attendance

Planning, preparation, and staffing go into our weekly routine. If your child is absent on their regularly scheduled day (s) there is/are NO MAKE-UP or drop-in days.

If your child does not attend preschool, tuition fees will continue to be charged. This includes time away for travel.

**** Please refer to our annual calendar for information about holidays and school closures.**

Dates and events are subject to change.

- **Accurate attendance records are critical in case of emergency or evacuation!**
- *As per Nevada State Early Childhood Licensing*, attendance records must be accurate and will be maintained by school staff.

PROLONGED ABSENCES

Please notify your classroom teachers and email the school office at mktecc@midbarkodesh.org if your child will be out for a prolonged absence for any reason.

IV. TUITION

Fees are stated in the enrollment packet. Tuition is billed annually at the beginning of the year. If you wish to pay your Early Childhood Center (ECC) tuition in 10 equal installments, you must have a credit card on file with the bookkeeping department. The card on file will be charged on the twentieth of each month from July 20 – April 20. If you haven't paid your tuition in full for the new school year, your first tuition payment is due by July 20th. The July payment should include the Placement Fee (\$250), Material Fee (\$220) and the Campus Enhancement Fee (\$175) if they have not yet been paid. A 3% surcharge will apply for all credit card payment transaction.

- You have the option of paying your tuition payments by check each month to avoid the 3% surcharge for all credit card transactions. However, you must still keep a card on file in the office.
- A five percent discount is offered for full payment.

Parents who withdraw students during the school year must give the Midbar Kodesh Early Childhood Center Director written notification a month in advance. All tuition and fees due through the final enrollment date must be paid on the notification date; payment will cover all school days through the final day of school, regardless of the withdrawal.

V. CLOTHING

Families are requested to send children to school in “play clothes.” Daily activities involve messy play including Fridays. Please save special clothes for home. While we use “washable” paints and markers, clothes will get dirty and may even become stained. Please dress your child so that he or she can enjoy their school experiences fully without fear of getting dirty or wet. Clothing should be washable, comfortable and easy to put on and take off. Please label all garments. We cannot be responsible for lost clothing or personal items.

VI. DIAPERS

Diapers are permitted in our Metukeem (18 month) and Dubonim (toddler) rooms. Parents are responsible for providing and re-stocking supplies of diapers and wipes.

Diaper Changing Guidelines

1. All diapers will be changed every two hours or as needed.
2. Teachers will wash hands with warm water and soap prior to changing each diaper. Gloves must be worn.

3. The changing table will be properly cleaned and disinfected after each use.
4. Teachers will wash hands with warm water and soap after every diaper change.
5. Soiled clothing will be stored in a plastic bag.
6. Children will NEVER be left unattended.

VII. TOILET TRAINING GUIDELINES

When a child has been dry for diaper changes three days in a row and show signs of recognizing the need to use the toilet, parents may choose to switch to pull-ups or training pants. When a child is in the process of toilet training, staff must adhere to the following guidelines. Most important, is the parent working as a team with the staff.

1. Students are to be encouraged to use the toilet through methods of positive re-enforcement.
2. Students are not to be forced to sit for prolonged periods of time.
3. Students are not to be punished for wetting or soiling their clothing.
4. Students are NEVER to be left unattended on the toilet or in the bathroom.
5. Teachers will assist students in washing their hands with warm soap and water after each use.

Children entering Pilonim (3 years old) should be potty trained. Children will not be able to use a Pull Up in school beyond 3 ½ years old.

VIII. AFTERNOON REST PERIOD

Children in the full-day programs will have a daily scheduled rest period. It is a state licensing requirement that we have a 30 minute rest time.

For children who still nap, cots will be provided, but each child must bring his/her own blanket and pillow. We also recommend that you bring a small sheet. All items must be labeled. All linens must be taken home each Friday, to be washed, and returned on Monday. Children are welcome to bring “security” items such as special blankets that help them rest.

For children who no longer nap, the rest period will be 30-minutes in length of quiet time, during which the students can either rest or lie down quietly, and look at/or read a book.

IX. HOLIDAYS

Jewish Holidays

Rosh Hashanah
Yom Kippur
Sukkot
Simchat Torah
Passover/Spring Break
Shavuot

National Holidays

Labor Day
Nevada Day
Veteran’s Day
Thanksgiving
Family Day
Winter Break
Martin Luther King Day
President’s Day
Memorial Day

Valentine’s Day and Halloween are not celebrated at our school, due to their religious origin.

Please refer to our annual calendar for updated holiday information.

X. FOOD AND PERSONAL ITEMS IN SCHOOL

Personal Items

All student's personal items must be labeled with child's full name.

Kashrut

As a Jewish preschool, and as part of a synagogue, we are a kosher facility. This means the following:

- Pack a dairy/vegetarian lunch which does not contain meat, chicken, or shellfish
- **No food may be brought in by parents for birthday parties.**

Food Allergies

Some of our students and staff members have severe food allergies. One of our greatest concerns is that of peanuts, and as such, the school will be a **PEANUT and TREE NUT FREE ENVIRONMENT**. This means the following:

- Parents are asked to NOT send peanut butter/peanuts in lunches.
- Parents are asked to NOT send tree nuts; this includes nuts such as cashews, almonds, pecans, walnuts, hazelnuts (**No Nutella**) among others.
- Sunflower seed butter is permissible.
- Parents are asked to bring snacks for their own children.
- Students will be taught there is absolutely NO SHARING of food.
- **Parents of children with allergies need to notify the teachers and Director, so all appropriate precautions can be taken.**

All items **MUST** be labeled with your child's name.

Lunches

Families are asked to send lunch for children in a labeled lunch box/bag. Please provide a labeled water bottle which will be refilled throughout the day. Please limit the number of individual containers in a lunch. Tops and bottoms are sometimes difficult to open and easily misplaced, Bento Boxes work best. **We will NOT be able to microwave or warm up ANY food.**

We teach the children about nutrition and reinforce healthy eating during lunch. We ask that families pack balanced and nutritious meals for their children free from highly processed and sugary foods. We ask that you send only water as a drinking option. Suggested foods are a protein, fruit, vegetable, and carbohydrate. **We are a meat and nut free school.**

Snacks

Parents are responsible for bringing two snacks a day for full day students. Half day students must bring one snack a day.

XI. BIRTHDAY PARTIES

Birthdays are special events in your child's lives and we love celebrating! We want teachers and the class to take the time and effort to recognize each child's birthday. Please reach out to teachers to schedule a birthday celebration.

Donating a book, doing a craft, or reading to the class are other ways to celebrate a child's birthday during school hours. **Birthday snacks are not permitted at this time.**

When planning your child's birthday party outside of school, you are encouraged to be as inclusive as possible and invite the entire class. In addition, out of respect for our families who observe the Sabbath, we ask that parties do not take place during Shabbat hours.

XII. COMMUNICATIONS

We view ourselves as partners in your child's development and education. As such, open communications between parents, teachers and the Director is critical. We invite prospective and current families to view our school at any time before or after enrollment. If you would like to schedule an appointment with the Director, please contact Cheryl Orsini, the school's ECC Coordinator at the front desk to set up an appointment. We invite parents to activities and religious celebrations where students are involved or performing. Parents are invited on campus for various events, such as back-to-school night, parent teacher conferences, as well as other community engagements.

Communication is essential for children's development and positive experiences at school. If families have questions regarding their child, they should first contact their teachers, and then follow up with the director if need be. Inappropriate adult interaction with ECC Staff and children (unwanted touching, yelling, foul language) will not be tolerated and may result in a family's immediate expulsion from the school with no tuition refund.

Weekly Information

Your child's teacher/s will post pictures on the private class Facebook page. Please be sure to request membership in this private page. All weekly information such as, a weekly wrap-up, forms, etc. will be emailed to you through Constant Contact. Please check your email regularly.

Please make sure we have a current email address on file for you.

XIII. SUPPORTING BEHAVIOR AND DEVELOPMENT

MKT ECC creates a learning environment which stimulates children across intellectual, physical, spiritual, and social emotional learning domains. Our goal is to enrich children's development while making sure they build a love for learning and attending school. Our unique child-teacher ratio ensures that teachers can build meaningful relationships with each child, allowing them to individualize learning in a physically and emotionally safe environment. Teachers use observation as a tool to inform teaching practices as well as conduct bi-yearly norm referenced assessments.

Parent/Teacher conferences will be held for all students in fall and spring during scheduled times. Sign-ups will be sent out for families to select a time slot that best fits their needs. During the conferences, teachers will review student progress, address student strengths, goals, and areas of growth. Children are most successful when teachers and parents partner together in their efforts.

Physical Behavior

In the event that a child acts out in an aggressive manner (including but not limited to hitting, biting, scratching, yelling of obscenities, spitting) that regularly disrupts the learning or safety of others, the family will be notified and will partner with the teachers and ECC Director to create a plan of action.

In other instances, at the discretion of the school, a child may be required to undergo a developmental assessment by an outside specialist provider at the family's expense. Administration and classroom teachers will work together with families and outside providers to determine appropriate support, accommodations, and/or services (including but not limited to one-on-one companionship, occupational therapy, speech therapy). In these circumstances, the following of

such recommendations shall be a requirement for the child's attendance at MKT ECC. Such recommendations must be fulfilled at the family's expense. If circumstances dictate that a child requires more support than can be reasonably provided by the school, or the student's family is unable or unwilling to provide the accommodations at their own expense, MKT ECC reserves the right to ask the child to leave the program without a tuition refund.

Biting

We recognize that each child develops individually and at their own pace. Biting is a common and developmentally appropriate behavior exhibited by young children who are in their early preschool years. Before children have developed strong language skills, they often communicate physically. They may shove, push or bite. Young children are still developing their understanding of emotions as it pertains to themselves and those around them, meaning that they often cannot understand the effects of biting another. With older toddlers and preschoolers, biting may be a sign of frustration, speech delays, over-stimulation and/or inability to verbally communicate these frustrations or emotional concerns.

If a child bites another child:

- The incident will be documented
- The biter's parents/guardians will be notified
- Parent/guardians of the bitten child will be notified
- MKT ECC staff will keep confidential the name of the biter

If there is a biting incident in a classroom, teachers will use the experience as a teachable moment helping children build new understandings from the experience. Teachers use books as tools to help children learn from the experience. If a child bites regularly or engages in repeated physically aggressive behavior (more than once a week or once a week on a regular basis) or if s/he bites (shoves, pushes, hits) severely at any time, the teachers will sit together with the Director to create a developmentally appropriate Action Plan.

In some circumstances, the Director may determine that it is in the best interest of the child to leave the program for the remainder of the day. It may be necessary to ask the parent or guardian to withdraw the child from the preschool for one of the following reasons:

- Biting (or other physically aggressive behavior) occurrences have not diminished
- Incident is the final incident in a succession of aggressive behaviors that are harmful to the child and/or other children/staff at the center

XIV. HEALTH

Illnesses

We do not accept ill children. A child may be sent home if they have any of the specific symptoms listed below. The entire Midbar Kodesh Temple's staff is CPR certified.

DUE TO NEVADA HEALTH DEPARTMENT REGULATION STANDARD 3.065, a child must be free of all of the specified symptoms for at least 24 hours before he/she can return to school. Children may be sent home if they have any of the specific symptoms listed below. These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period
(Including recurring episodes of diarrhea at school)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat behavior and generally not himself/herself

- A skin rash, excluding diaper rash
- Head lice
- Symptoms of a communicable disease
Conjunctivitis (Pink Eye)

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance may be requested.) If a child is not yet well enough to follow the school routine, including indoor or outdoor play, they are not well enough to be in school. These protocols do not apply to COVID 19 symptoms. COVID 19 cases will be assessed on an individual basis. We understand this creates conflicts for working parents, so we encourage you to have a back-up plan for when your child may be sick. Understand that sending your child to school sick, will in turn spread the illness to other students and teachers.

First Time Preschool Students

A child's first year in a childcare setting can bring as many as 8-12 colds and viruses per year. This is to be expected and considered completely normal. While inconvenient for caregivers, this is a child's way of building their immune system and the number of future illnesses decrease each year. The same way adults need rest to recover, so too do children. For more information about why your child is often sick, please review this article from the Mayo Clinic: [*The constant cold: Why kids are always sick and what to do about it*](#)

Midbar Kodesh Temple ECC COVID Protocol

As of May 17, 2022 the following is the Covid Protocol the MKT ECC:

1. Classes will be kept open unless there is a significant community based surge.
2. If a child gets/has COVID-19, that child must stay/go home for five days. The child can return after five days IF the child is asymptomatic, and must mask for five days upon return. The rest of the class does not have to mask once that child returns.
3. Almost all symptoms of allergies and illness, can in some manner, be attached to COVID-19. If a child is symptomatic and sent home from school, check for COVID-19 with a home test. Notify the school of the result. If positive, follow protocol for #2 listed above.
4. Children who test positive for COVID-19 and are less than three years old and cannot mask, must stay home for 10 days. They may return after 10-days if symptom free.
5. We will send out a Constant Contact email when a class is exposed.
6. From the day that a child tests positive in the 3 or 4-year-old class, the remaining students in class will mask for 5 days.

Communicable Illnesses

If your child has contracted a communicable illness including COVID-19, please notify the office immediately.

If your child is diagnosed with a communicable illness including, but not limited to, Lice, Hand Foot & Mouth, Strep-Throat, RSV, Flu, Whooping Cough, and Pink Eye, please notify our office right away. If your child is at school and we suspect he/she has contracted any of the above illnesses/diagnosis (or others) or presents associated symptoms, we will call home and ask that your child be picked up immediately and then seen by his/her physician. Your child may return to school only with an "all-clear" note from his/her pediatrician and symptom free for 24 hours. While illness is a natural

part of school-life, the safety and concern of our students is our top priority. We appreciate your sensitivity and cooperation.

Medications

We have a **NO medication policy, and cannot dispense any medication, whether it is Tylenol, an antihistamine, or an antibiotic.** The one exception is for children at risk of severe anaphylactic reactions, in which cases an epi-pen will need to be kept at school and administered if needed.

Accidents

Any accidents/injuries will be reported to parents immediately. (It is essential that your contact information is current at all times. Accidents are recorded on an "Incident Report" filed in the office with a copy sent home. A child requiring emergency professional medical treatment will have that treatment as quickly as possible and at the facility designated by the parent or guardian on the emergency treatment form, or at the nearest hospital emergency room.

XV. SAFETY & SECURITY

The doors to both the school and the synagogue are locked AT ALL TIMES. In case of evacuation the Emergency Plan will be followed. All students will be moved to the pathway at the back of the parking lot adjacent to the nearest neighborhood. Parents will be emailed or texted informing them of the safety and location of their children.

Emergencies

Preparing for emergencies is taken with much importance at MKT ECC. A comprehensive Emergency Plan has been developed with regular fire and shelter in place drills which take place monthly. In case of a medical emergency, all attempts will be made to contact families as soon as possible. An email will be sent to you following each drill. Emergency processes and protocols are reviewed yearly. In the event of an emergency, you may only pick up students on your emergency contact list, and only adults on your emergency list may pick up your child. **Please make sure all emergency contact information for your family remains current and updated when necessary.**

Both parents are notified of any emergencies through email or other private electronic communications. The application packet asks for residence, phone numbers, emergency contact number, physical exam by a physician, vaccination record, photo release, field trip release, credit card for the record and birthdate of child. Director and classroom teachers have all parents email address in their phone to be used in case of an emergency.

XVI. TELEVISION

We understand that parents do not send their children to school in order to watch television. There are instances in which videos can serve as an enhancement to the curriculum. Teachers will keep you informed as to when videos will be shown.

XVII. PESTICIDES

Please note that Midbar Kodesh ECC uses chemical air fresheners/ disinfectants and non-toxic insecticides on premise.

XVIII. SMOKING

Midbar Kodesh Synagogue and Early Childhood center are total non-smoking areas. Permanent No Smoking signs are posted at all points of entry.

XIX. PROVISIONS

The name, business address and business telephone number of any person who has legal or administrative responsibility for the facility must be provided to each parent of a child enrolled in the facility and to the Division. The licensee of the facility shall notify each parent of a child enrolled in the facility and the Division of significant changes in the services offered by the facility.



MidbarKodesh

EARLY CHILDHOOD CENTER

Please sign below and return to school for our records.

I, _____ HAVE READ THE PARENT HANDBOOK AND AGREE TO
FOLLOW THE POLICIES AS SET FORTH WITHIN.

STUDENTS NAME

PARENT SIGNATURE

DATE