



**MidbarKodesh**  
EARLY CHILDHOOD CENTER

**PARENT  
HANDBOOK  
2022/2023**

## **Our Mission**

MKTECC serves as a preschool for 18 month through per K children. MKTECC believes in guiding children to become effective citizens by focusing on the academic, social and emotional growth through respect, tolerance and community building.

We provide programs in Secular and Judaic Studies where children will be challenged to discover their own potential and encouraged to develop a strong sense of identity.

## **Our Objective**

Our valued sense of community and dynamic 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.

## I. CARLINE PROCEDURES

No transportation is offered. Children come to school in personal cars.

Parent or caregiver will drop off/pick up students in car line.

Drop off begins at 8:30 AM. Half day pick up begins at 12:30 PM. Full day pick up begins at 3:20 PM.

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.

Drop off is from 8:30 - 9:00 AM. If you come after 9:00 AM there will be an additional charge. Pick up is from 3:20 - 3:45 PM. If you come after 3:45 PM, there will be an additional charge.

\*\* Parents that are delayed due to unforeseen circumstances should notify the school. In those cases, there will be no additional charge.

### **Accurate attendance records are critical in case of emergency or evacuation!**

***Nevada State Early Childhood Licensing.*** Attendance records must be accurate and will be maintained by school staff.

**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. No exceptions will be made.**

Please contact the front desk if you need help or have questions.

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. 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 or initial the new addition.

## II. SCHOOL HOURS

Teachers and aides will be ready to pick children up in the line starting at 8:30 AM.

Children in a half-day program will dismiss at 12:30 PM and must be picked up before 12:45 PM.

Children enrolled in half-day programs may stay occasionally for the afternoon, space permitting, at a half day flat rate. (Full day rate \$70- Half-day rate \$35)

Our school day ends at 3:20 PM.

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

### III. 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) and the Material Fee (\$200) 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.

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

**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 days. Unscheduled drop-offs are not allowed.**

### COVID 19 Closure Credit:

Regulations and guidelines continue to change in response to COVID-19, and these changes continue to create uncertainty for all of us. As a licensed childcare facility, MKT ECC is considered an essential service by the State of Nevada, which allows MKT ECC to operate during a city/state imposed quarantine when deemed safe. While we intend to operate throughout the year, there may be circumstances that require MKT ECC to close in order to keep your child(ren) and our staff safe.

Any changes made to our program during the year will be with everyone's best interest in mind. Our 2022/2023 **closure credit policies are included below.**

- **If a classroom needs to quarantine at home for 14 days** due to a confirmed positive COVID case or COVID secondary

exposure case within the classroom (a student or teacher), **no credits** will be provided for that 14-day period.

- If the **entire ECC needs to close for 4 weeks or less**, a **50% tuition credit** will be applied to your account for the **length of the shutdown**.
- If the **ECC needs to close for more than 4 weeks**, a **full tuition credit** will be applied to your account for those **weeks in excess of 4 weeks** that we are closed.

#### **IV. DRESS CODE**

Children are to wear comfortable clothing and shoes.

Fridays, in honor of Shabbat, children are welcome to wear “special” clothes. Please ensure however, that clothing and shoes still allow for safe play and pre-school messiness during the course of the day.

#### **V. 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.

#### **VI. 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.**

## VII. HOLIDAYS AND TEFILAH (PRAYER)

We are a Jewish preschool, and therefore, before any snack or lunch is eaten, the appropriate blessing/bracha will be said. The ECC celebrates Shabbat each Friday.

Children will learn the Pledge of Allegiance and Hatikvah (Israeli National Anthem).

As a Jewish school, we are not in session during all Jewish holidays and the following National holidays:

### Jewish Holidays

Rosh Hashanah

Yom Kippur

Sukkot

Simchat Torah

Passover/Spring Break

Shavuot

Martin Luther King Day

### National Holidays

Labor Day

Nevada Day

Veteran's Day

Thanksgiving

Family Day

Winter Break

President's Day

Memorial Day

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

Please contact the office for a current Holiday schedule.

## VIII. FOOD AND PERSONAL ITEMS IN SCHOOL

### Personal Items

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

### Kashrut

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

- No meat, chicken, or shellfish are allowed
- **No food may be brought in by parents for birthday parties.**

### Food Allergies

Some of our students and staff members have severe food allergies. The one of greatest concern 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 and 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.

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- **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

Each child must bring a dairy/vegetarian lunch. **We will NOT be able to microwave or warm up ANY food.**

#### Snacks

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

### **IX. 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.

### **X. 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. If you would like to schedule an appointment with the Director, please contact 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.

#### 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, 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.**

Please check your child's classroom Facebook page for updates.

Constant Contact emails will be sent out to each parent as a reminder as well.

### **XI. PROGRESS REPORTS AND CONFERENCES**

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Each child's needs are met by observation and twice-yearly norm reference assessments.

Parent/Teacher conferences will be held for all students. Conferences will be held in late fall and early spring. Conferences will be held at a variety of time slots.

During the conferences, teachers will review student progress. Teachers will address student strengths and areas of growth. Remember, we are partners with you regarding your child.

## **XII. STUDENT INTERACTIONS**

A strong component of preschool is teaching children to interact with others and to develop respect and self-awareness. This includes positive resolution and re-direction of behavior when necessary.

When speaking with teachers regarding your child, please do so in a private area to ensure confidentiality. If you would like to set up a Parent/ Teacher conference, please see your child's teacher. Conferences may take place before and after school only.

## **XIII. BIRTHDAY PARTIES**

Birthdays are special events in your child's life. We want teachers and the class to take the time and effort to recognize each child's birthday; however, the birthday should not become the "activity of the day".

**Kosher (Kashrut) at the school requires that any baked goods or pizza etc. have a kosher symbol on them and cannot be made at home. Touch base with the teacher or Director if you have any questions regarding kosher food products.**

Donating a book, doing a craft, or reading to the class are other ways to celebrate a child's birthday during school hours.

When planning your child's birthday party outside of school, you are encouraged whenever possible to invite the entire class. In addition, out of respect for our families who observe Shabbat, we encourage you to not have parties on Saturdays.

## **XIV. HEALTH**

### Illnesses

We do not accept ill children. We are not equipped for students with disabilities. A child may be sent home if they have any of the specific symptoms listed below. The entire Midbar Kodesh Temple's staff is certified in CPR. Both parents are notified of any emergency plans through postings on email or other private electronic communications. The application 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 cell numbers and email address in their phone to be used in case of an emergency. **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**  
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**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.) 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.

Notify the Director immediately if you, your child, or a member of your family has a communicable disease, included COVID-19

#### 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.

### **XV. FIELD TRIPS**

Children in our Pilonim and Kochavim classes may go off premises for field trips during the course of the year. We are required to keep a field trip permit, with your signature, on file. You may of course elect to not have your child participate in any or all excursions.

### **XVI. SECURITY AND EVACUATION**

The doors to both the school and the synagogue will be locked AT ALL TIMES. In case of evacuation the Emergency Plan will be followed. All students will be moved across the street to Merrill Gardens. Parents will be called or texted as to the safety and location of their children.

### **XVII. 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 certain lessons. Teachers will keep you informed as to when videos will be shown.

### **XVIII. PESTICIDES**

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

### **XIX. SMOKING**

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

### **XII. PROVISIONS**

Every licensee shall provide a copy of the statement described in the subsection 1 to each paid or volunteer member of its staff, to each parent of a child enrolled in the facility and to the division.

The name, business address and business telephone number of any person 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.

### **XIII. PARENTAL CONSENT AND RELEASE**

I hereby give permission to MKTECC to secure proper medical treatment in case of an emergency for my child (named above) in the event I cannot be reached. Further, I understand that I must sign the *MKT Early Childhood 2021 Waiver, Release and Indemnification Agreement*, which is incorporated herein by reference.

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# MidbarKodesh

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EARLY CHILDHOOD CENTER

Please sign below and return to school for our records.

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

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STUDENTS NAME

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PARENT SIGNATURE

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DATE