



**BET YELADIM**  
**2022-2023**  
**PARENT HANDBOOK**  
**INFANT, TODDLER & PRESCHOOL**  
**PROGRAMS**

*Upon enrollment each year, you will be asked to agree to the terms and conditions as outlined in the Parent Handbook. Thank you.*

**PARENT HANDBOOK TABLE OF CONTENTS  
BET YELADIM PRESCHOOL**

<b>Mission Statement, History, Purpose, and Philosophy</b>	<b>3</b>
<b>General Information</b>	<b>3 - 8</b>
Admission Requirements	
Infant Toddler Enrollment Policy	
Teacher Requirements	
School Hours and Calendar	
Staff/Student Ratios	
Contracts, Forms, and Records	
Inclement Weather/Emergency Closings	
Being Outdoors	
Child's Arrival and Release from Class	
All Are Welcome Here	
Confidentiality	
Discipline Policy	
Health and Safety	
Abuse & Neglect Policy	
Handwashing	
Food	
Food & Other Allergies	
Food Size	
Medication Administration	
School Access and Security	
Celebrations/Sibling Policy	
Parent-Teacher Conferences	
Field Trips/In House Programs	
Parent Involvement	
<b>Financial Information</b>	<b>9-10</b>
Tuition	
Methods of Payment	
Late Payment Fee	
Suspension of Agreement for Late Payment	
Changes in Tuition	
Cancelled Class Policy	
Late Pick-up Fee	
Scholarships	
Supply and Activity Fee	
Key Fob	
Deposits	
Donations	
<b>Enrollment</b>	<b>11</b>
Withdrawals	
Registration	
Waiting Lists	
<b>Class Placement</b>	<b>11</b>
<b>Procedures for Questions and Concerns</b>	<b>12</b>
<b>Bet Yeladim Board of Directors</b>	<b>12</b>
<b>Addenda:</b>	
<b>Inclusion Policy, Use of Technology Statement, Class Transitions, Asbestos Management Notice, Parent Guide to Regulated Child Care, Allergy Management</b>	

Welcome to Bet Yeladim Preschool! We are thrilled you have chosen to join our community and hope this is the beginning of a lifelong connection to our school as it has been for so many who came before you! Once you are a member of the Bet Yeladim Family – you are always a member of the family!!

### **MISSION STATEMENT**

*“Bet Yeladim provides the highest quality secular and Jewish education to children, reaching beyond the classroom by engaging the family and the community.”*

### **HISTORY, PURPOSE, AND PHILOSOPHY**

Bet Yeladim, Inc. is a Jewish not-for-profit organization that includes programs for Infants, Toddlers and Preschool students. Bet Yeladim Part Day Program was established in May 1976; the Full Day Program opened its doors in June of 1987. In August 2008 Bet Yeladim opened its Infant and Toddler program.

Bet Yeladim is open to all and provides an early childhood education within the incredibly diverse Columbia, Maryland community. The school provides the physical and intellectual stimulation and social interaction needed by young children within the framework of a Jewish environment. Within this environment, Jewish traditions and values will be incorporated in all curriculum areas so that children understand that Jewish ideals transcend all areas of everyday life.

*Bet Yeladim’s philosophy of education is multi-faceted. The school keeps current with developmentally appropriate practices in early childhood education.*

With *The Creative Curriculum* as our guide, Bet Yeladim adheres to an Emergent Curriculum Philosophy. An Emergent philosophy is one that builds upon the interests of children and does not separate the curriculum into discreet blocks of time for math, language, science, etc. Instead, children learn about themselves and the world around them through investigation and discovery, with the classroom environment serving as their lab and the teachers as their guides. Important areas such as literacy and numeracy development are introduced and interwoven in all areas of the classroom environment and all activities throughout the day. Within our Emergent Curriculum Philosophy, there are four essential elements:

- The Environment
- The Role of the Educator
- Observation and Documentation
- Project Work and Project Practice

Visit our website at [www.betyeladim.org](http://www.betyeladim.org) for additional information about our philosophy of early education.

### **GENERAL INFORMATION**

Bet Yeladim is licensed and accredited by the Maryland State Department of Education (MSDE). We are also a participating agency of the Jewish Federation of Howard County.

### **ADMISSION REQUIREMENTS**

Children entering our Infant/Toddler program must be 2 months old by their start date. Children entering our 2-year-old classes must be 2 years old by September 1, 2022. Children entering our 3-year old classes must turn 3 by September 1, 2022. Children entering our 4-year-old classes must turn 4 by September 1, 2022.

We welcome all children regardless of race, religion, national origin, gender, or disability.

## **INFANT TODDLER DEFERRED START DATE POLICY**

Bet Yeladim understands that there is a need for flexibility when it comes to the start date for children enrolled in our Infant Toddler program. Therefore, the following policy is in place for our families:

1. For families with at least one child currently enrolled in Bet Yeladim:
  - a. If a baby enrolled in the Infant Toddler program will not be starting until after the end of October, tuition payments will be as follows:
    - i. For the months of November, December & January, in order to hold the spot, 25% of the weekly tuition will be required. Sibling discount will not be applied.
    - ii. After January 31, full weekly tuition payments (less sibling discount) are required
2. For new and alumni Bet Yeladim families:
  - a. If a baby enrolled in the Infant Toddler program will not be starting until after the end of October, tuition payments will be as follows:
    - i. For the months of November, December & January, in order to hold the spot for your child, 50% of the weekly tuition is required.
    - ii. After January 31, full weekly tuition payments are required.

## **TEACHER REQUIREMENTS**

Our teachers and staff are hired on a non-discriminatory basis, regardless of race, religion, national origin, sexual orientation, gender, or disability. All teachers must meet standards set by the Maryland State Department of Education. All preschool lead teachers must hold at least a four-year college degree. All infant-toddler and 2's lead teachers must hold a minimum of a two-year degree or its equivalent. Full-time assistants have at minimum the 90 Hour Child Development Certificate or its equivalent. All staff members participate in the Maryland Child Care Credentialing program.

## **SCHOOL HOURS AND CALENDAR FOR BET YELADIM**

Bet Yeladim's Full Day Program operates Monday through Friday, 7:00 AM to 6:00 PM, 52 weeks a year. The Part Day program operates 10 months a year. We close on holidays and professional days. All closed days are noted in the calendar. The school calendar is set based on Federal and Jewish holidays. Days are also scheduled for required parent-teacher conferences and professional staff development programs.

## **STAFF/STUDENT RATIOS**

Infant/Toddler classes ratio – 1 staff member for up to 3 children

Two year old class ratio - 1 staff member for up to 6 children

Three and four year old class ratio - 1 staff member for up to 10 children

## **CONTRACTS, FORMS, AND RECORDS**

All Agreements, forms, and records must be completed and returned before your child's first day of attendance. The majority of this information is collected during the online enrollment process. However, the following forms must be completed separately:

- Allergy/Asthma form (If appropriate)
- Additional Required Information Form
- Health Inventory and Immunization Record Forms
- Lead form
- Completion of the ASQ-3 (*to be done prior to "Getting to Know Your Child" conferences*)

Be sure to notify the school of any changes in phone numbers, addresses, or emergency contact people as they occur throughout the year.

## **INCLEMENT WEATHER/EMERGENCY CLOSINGS**

Bet Yeladim does not follow the same inclement weather procedures as the Howard County Public School System. While we will make all reasonable attempts to remain open in order to accommodate parents' work schedules, the Administrative Directors have the authority to close school in the event of inclement weather or other emergencies that could potentially threaten the health, and safety of your children and their teachers. Weather conditions or other emergencies may also require a late opening or an early closing. In the event of any closing or delay a message Kaymbu, our parents communication tool, will go out to all families. Of course, please always use your discretion when transporting your child to school.

If Bet Yeladim is to have an emergency closing during the day, we will again communicate via Kaymbu. We ask your cooperation in picking up your child in a timely manner on such an occasion.

**There are no make-up days or tuition credit for days closed due to inclement weather or other emergency closures including but not limited to power outages, hurricanes, viral outbreaks, etc.**

## **BEING OUTDOORS**

Being outdoors is an extremely important part of a child's growth and development so at Bet Yeladim we make this a priority. Children will go outside in all kinds of weather as long as the temperature combined with the wind chill is not less than 20 degrees Fahrenheit or the heat index reading is less than 95. Therefore, please be sure to always send your children to school in or with weather appropriate clothing.

## **CHILD'S ARRIVAL AND RELEASE FROM CLASS**

A responsible adult, 16 years or older, must accompany your child into the school and stay with him/her until he/she is released to a teacher or other staff member. Please allow time to assist your child with hand washing upon arrival and to settle your child into the school day. Help your child with his/her personal belongings and lunch. Generally, it is best to have a loving and firm but not drawn-out separation when you leave. The teachers will be happy to assist you in this process. *We ask that you remain off of your phone and/or other devices when picking up and dropping off your children.*

For your child's safety and protection, the school will release your child only to those adults listed on the Child Release Authorization and Custody Form or the Emergency Information Form. **Prior verbal or written notification is required** for release to any adult other than the child's parents. Adults unknown to the school staff will be required to show picture identification. We require that only people sixteen years or older be allowed to pick up your child. Children must remain in the classroom with you until you leave the room. **Children are not permitted in the hallways without you.**

When dropping off and picking up your child, park only in designated parking spaces at the front or rear of the building. Please never park in the Fire Lane, Loading Dock areas, or in Handicapped parking spaces (unless you have handicap tags).

Drop-off in Infant rooms require that you remove your shoes or wear provided shoe covers. Only adults are permitted in these rooms with the babies. Please drop-off your older child first or have them remain outside the door in your view while you help your baby settle in for the day.

**For the safety of all of our children, when picking up your child from the playground or classroom at the end of the day, it is imperative that you notify the teacher in charge of your departure before you leave.**

## **ALL ARE WELCOME HERE**

One of the primary Jewish values driving the Bet Yeladim curriculum and philosophy is *Kavod Ha-briyot / Respect for all God's creations*. It is our desire to support all children in reaching each developmental milestone at their own pace. When a child is in need of extra support in order to achieve their goals, we are committed to working with the parents and bringing in community resources and assistance as needed that will provide this support. **(Please see addendum A for our complete Inclusion Policy and list of resources)**

## **CONFIDENTIALITY**

Every staff member at Bet Yeladim is required to sign a Confidentiality Agreement stating that all information regarding the children and their families will be kept confidential. All files are kept in a locked cabinet in a school administrative office.

## **BEHAVIOR MANAGEMENT**

- \* Bet Yeladim believes all children should be supported and given the opportunity to succeed and shall make every reasonable effort to work with families to support a child's emotional development.
- \* No corporal punishment or other negative discipline methods that hurt, frighten or humiliate children shall be used by any Bet Yeladim employee, nor shall a child be isolated without direct supervision.
- \* Specific modes of discipline for disruptive behavior must be reasonable and based on professionally recommended and developmentally appropriate practices.
- \* Reward systems involving items such as stickers, food, etc., are not used.
- \* Parents shall be given ample notice of ongoing concerns and will be expected to work with the staff to engage and implement the appropriate professionals and interventions to address the issue. Repeated concerns that the school believes could cause significant harm to self or others, may result in dismissal from the school.
- \* The Executive Director does retain the right to dismiss a child for behaviors that are deemed harmful to the child or others whether or not the problem has been previously addressed with the family.
- \* A student with behavioral problems that lead to dismissal shall be considered to have had an unsatisfactory adjustment to the school. The family shall be entitled to be released from the tuition contract. However, **registration fees, supply/activity fees, and deposits are NEVER refundable or transferable.**

## **HEALTH AND SAFETY**

Your child's health and safety are a matter of great importance to us. Bet Yeladim is a smoke-free facility and steps are taken to provide a healthy environment free of occupational and environmental hazards for our children, families and staff.

If a child is suspected of having a contagious disease, the family will be notified, and the child will stay in one of the administrative offices until picked up by the parents.

We require that children be kept at home or if already at school be picked up **promptly**:

- \* If your child has a fever of 100.4 or higher
- \* If your child is vomiting.
- \* If your child has a heavy nasal discharge or constant cough.
- \* If your child has an untreated parasitic condition such as lice, pinworm, or scabies.
- \* If your child has had at least two episodes of diarrhea.
- \* If your child has conjunctivitis (pink eye). Must be on medication for at least 24 hours with a minimum of three doses given.
- \* If your child has Coxsackie virus. Child must be fever free for 24 hours and cleared by a pediatrician before returning to school. **A doctor's note is required upon return to school.**
- \* If your child has a communicable or contagious disease. Please also notify the school immediately if your child has a communicable disease.

**Returning To School:** Any child with any of the above symptoms or illnesses may not return to school until symptom free for at least 24 hours without the aid of medications. If your child is on an antibiotic we require that a full day's worth of doses have been taken at least one day prior to returning to school. We require that you keep your child home if you are awaiting the results of a Strep Test or any other health related test.

**DO NOT administer medication such as Tylenol that temporarily reduces fever or other symptoms and send your child to school. This only serves to continue the cycle of illness in the classroom and around the school.**

### **CHILD ABUSE & NEGLECT POLICY**

As professionals in contact with young children and their families, all Bet Yeladim teachers and staff are considered to be *Mandated Reporters* and are required by law to help to make Protective Services aware of children who may be abused or neglected. Therefore, it is policy of Bet Yeladim Preschool to report any and all suspected cases of child abuse and/or neglect to protective services immediately by telephone. Bet Yeladim will offer the full cooperation of its staff during any investigation of reported abuse or neglect.

### **HANDWASHING**

All children and adults are required to wash their hands upon arrival each morning. Hand washing is a part of our daily routine at appropriate times throughout the day.

### **FOOD**

Bet Yeladim will observe a dairy diet for snacks and home packed lunches. Please do not send any beef, pork, poultry or shellfish products to school. The weekly schedule for snacks will be posted in the school kitchen. Other than cheese, all food provided by Bet Yeladim shall be products with a 'K' or (U), or Rabbinical Certification. **Please be certain that lunches are clearly labeled with your child's name and date.** For safety issues, no glass containers should be sent to school. Bet Yeladim is a peanut/tree nut safe school. Please do not send any food containing any kind of nuts (peanuts, almonds, cashews etc.) or nut butter (peanut butter, cashew butter, etc.) in your child's lunch. If your child has a significant food allergy or requires a special diet, the school may request that all food consumed by your child be provided by you. During the Passover holiday, bread products are not permitted. The school will provide a list of acceptable Passover food items during that time.

### **FOOD ALLERGY MANAGEMENT GUIDELINES**

Bet Yeladim is committed to providing a safe environment for all. In addition to our "No Peanut/Tree nut policy" we will not use eggs in cooking projects so that all children are able to participate in the activity. However, eggs and egg products are permitted for lunch, and may be an ingredient in snacks served. Bet Yeladim will work with individual families to meet the needs of their children should they have specific needs not met by our general health and safety policies. All members of the school administration have the Medication Administration Certification and all teachers and staff are certified in CPR & First Aid including the use of epi-pens and the AED machine we have on-site. The risk of accidental exposure to foods or other potentially life-threatening allergens can be drastically reduced in our school if we work with families to minimize risks and provide a safe environment for food or otherwise-allergic children. Please review the **Bet Yeladim Guidelines for Managing Children with Food Allergies** in the Addenda section (ADDENDUM E) of this handbook for details.

### **BET YELADIM FOOD SIZE GUIDELINES**

Bet Yeladim adheres to NAEYC food safety guidelines. Children younger than four years of age are not permitted to have these foods: veggie hot dogs, whole or sliced into rounds; whole grapes; popcorn; raw peas and hard pretzels; spoonful of soy butter; or large pieces of raw fruits or vegetables.

**Toddlers and two's...**Foods must be sent to school cut into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddlers/twos.

**Infant feeding:** Bet Yeladim supports exclusive breastfeeding or iron-fortified, pre-mixed infant formula for the first six months of life. Mothers can provide expressed breast milk or if possible, mothers can breastfeed on-site. If a mother is interested in breastfeeding at school she will be given a comfortable and private place to nurse her infant. No infants are fed solid foods in a bottle unless the children's health care provider has given written instructions and a medical reason for doing so. Infants are offered solid food no sooner than 6 months of age unless recommended by the child's pediatrician. Once solids are introduced, infants are fed when hungry and are allowed to stop feeding when they show signs of fullness. All infants are given either breast milk or infant formula and will not be given cow's milk prior to 12 months of age. Following the American Academy of Pediatrics' recommendations, we encourage children ages 1 and older to use a cup exclusively, instead of a bottle.

**Diapering:** Bet Yeladim adheres to all MSDE licensing requirements including those for diapering and therefore requires **disposable** diapers or **disposable** pull-ups for all children who are not toilet trained.

**MSDE MEDICATION ADMINISTRATION:** In order for our Certified Medication Administration staff person to administer ANY medication to your child (prescription or non), a licensed health practitioner must complete and sign a Medication Administration Form provided to you by the school upon request. Due to the possibility of adverse reactions, at least one dose of the medication must be administered and observed by you or your physician. All medications must be in original packaging with pharmacy label attached if prescription.

**SCHOOL ACCESS AND SECURITY:** At Bet Yeladim, our number one priority is the overall health and safety of your children. To that end, all parents are provided with a key fob to allow for secure but easy entry to the school during school hours. Anyone without a fob must ring for entry and will then be admitted by a school administrator once they have identified themselves and their reason for requesting access. A child will never be released to an unauthorized adult and anyone who is authorized must still present photo-identification upon request. Key fobs can be deactivated at the discretion of the school administration. Lost key fobs will be deactivated. Replacements may be obtained for \$10.

**FIRE/EVACUTION DRILLS:** The Center will have a fire safety/emergency drill each month. The safety route will be visibly posted in each room.

**SHELTER IN PLACE DRILLS:** The Center will have Shelter In Place drills at least 3 times throughout the year. These drills prepare children for situations that may require them to quietly remain with their teachers in one area of the classroom for a period of time.

#### **CELEBRATIONS/SIBLING POLICY**

Parents are welcome at all times in their child's class. Parents are requested not to bring siblings to classroom holiday celebrations except for their brother's/sister's birthday, as Shabbat guests, and to celebrate Purim. We ask that you notify your child's teacher for approval if you plan to bring a sibling for a birthday celebration, Shabbat or Purim. A student's parent (or other authorized adult) shall have sole responsibility for siblings in the classroom, and siblings may be asked to leave if their presence is disruptive.

We welcome birthday celebrations. All arrangements should be handled through the teacher in advance. Since all food served at the school is kosher, we request you not send home-prepared foods to school even for birthday celebrations. Please do not send any food products containing any nuts. There are local bakery products, packaged goods, and kosher mixes that are acceptable. While cakes and cupcakes are still permitted, we do ask that you support our goal of serving healthier snacks by including a fruit or other healthy option when celebrating at school. Contact your child's teacher before bringing anything in, or to find out what is acceptable and where to find it. Cards, party favors, etc. may be distributed at the discretion of the teacher.

Halloween, Christmas, Valentine's Day, St. Patrick's Day and Easter are not part of our curriculum and are not celebrated at our school. However, your children are always welcome to share information about them during the school day. **Cards related to any of the above mentioned holidays, including Valentine's Day, are not to be distributed at school.**



## **OUT OF SCHOOL CELEBRATIONS**

Invitations to out of school parties may be distributed as long as ALL children in the class are included.

## **PARENT-TEACHER CONFERENCES**

Child developmental progress will be documented throughout the year and discussed with parents at Parent/Teacher conferences. Conferences will be held at least 3 times a year for Infants, Toddlers, 2, 3, and 4 year olds. Parents may request additional conference times during the year. Portfolios will be available for review in January and May for children enrolled in our 3's & 4's program.

## **FIELD TRIPS/IN-HOUSE PROGRAMS**

Field trips and in-house programs are part of your child's curriculum. School buses will be used for transportation for some field trips. Teachers and Staff are not permitted to drive students on field trips. Some field trips may be scheduled on a different day than your child's regularly scheduled school day. Please check with your teacher on space availability to attend the trip. Notices of all field trips will be posted on teachers' bulletin boards at least two weeks before a trip. Field trip notices and permission slips will be sent home for each trip. You must return a signed permission slip in order for your child to attend the event. Only enrolled children will be allowed to attend field trips. No siblings will be allowed to attend field trips.

## **PARENT INVOLVEMENT**

Parents play an integral role in the Bet Yeladim community so we welcome your participation. We have a dedicated group of parents who serve on the Board of Directors and work with the teachers and administrators to create the best possible early childhood experience for our children. Many of our school's initiatives are committee/parent led so we welcome your involvement (no matter how little or how much time you have to volunteer). If you are interested in getting involved at Bet Yeladim please let us know!

## **DONATIONS & BIRTHDAY BOOKS**

All donations are welcome. Bet Yeladim accepts monetary donations to areas such as *the Barbara Frederick Scholarship Fund*, the playground fund, or funds that will support professional growth for our teachers.

**Birthday Books** may also be purchased with an \$18.00 donation. A bookplate is placed in the book to acknowledge the donor and the book is a gift to the child's class. All gifts of goods, services, and money to the school are tax-deductible and are greatly appreciated. A letter will be sent to acknowledge your contribution.

## **FINANCIAL INFORMATION**

### **TUITION**

Tuition payment is the same regardless of days missed due to illness, holidays, vacations, inclement weather, or other unavoidable closings. Tuition must be paid without deduction for absences. A family's tuition account must be current in order to register for any enrichment programs offered during the year or to be able to register for the following school year. You are always able to check your balance via the parent portal.

### **METHODS OF PAYMENT**

Payments may be made online through the parent portal, by check, or by money order. If any payment is returned unpaid, you will owe a service charge of \$25.00. Payment must be mailed or delivered directly to the Bet Yeladim office. For the convenience of parents, a tuition collection box will be available. Bet Yeladim will not be responsible for any payment lost, stolen, or mislaid before delivery to the office or the tuition collection box. Tuition is payable weekly or monthly unless other arrangements have been made with the Business Manager. Teachers do not accept tuition payments. Please do not put payments in lunch boxes or backpacks. Families with more than one child enrolled in Bet Yeladim will receive a 10% family discount on the total tuition. There is no discount for students enrolled in summer programs, early drop-off, extended day, or our enrichment programs. Supply/activity fees and Enrollment fees are not discounted.

### **LATE PAYMENT FEE**

Tuition is due on the first day of attendance each week for the Full Day program and the first day of each month for the Part Day program. You will be assessed a \$10.00 charge for late payment.

## **SUSPENSION OF AGREEMENT FOR LATE PAYMENT**

If you become one (1) month in arrears you will be asked to keep your child home from school until your account becomes current. If after the 15th day of the second month the balance is not paid, your child's space will be filled. This does not terminate your obligation to your enrollment agreement. You are responsible for paying the full tuition for the time your child is enrolled in Bet Yeladim, even if your child is absent (due to illness, vacation or other causes) or if Bet Yeladim is closed during the week for any reason. You are responsible for all charges (late pick-up fees, returned check fees, late tuition payments, etc.) due Bet Yeladim. Your account must be settled by your child's last day of enrollment of the current school year.

## **CHANGES IN TUITION**

Bet Yeladim has the right to adjust tuition should unforeseen cost increases occur. Parents will receive notification prior to this change.

## **CHANGES IN SCHEDULE**

At no time can days be made-up or added to a child's registered days of attendance unless a permanent change to his/her schedule is being made upon the approval of the school administration.

## **CLASS CHANGES or CANCELLATIONS**

Bet Yeladim reserves the right to add, cancel and /or form combined age classes, or classes consisting of full and part day children at its discretion.

## **LATE PICK-UP FEE**

The day ends for the Part-Day program at 11:30 or 12:30, and promptly at 6:00 PM for the Full Day program. We ask that all children are picked up at least 5 minutes prior to the above, and are exiting the building no later than the above mentioned dismissal times. **Parents who are late will be assessed a charge of \$3.00 for each minute that they are late** picking up their children. After 5 late pick-ups during the current school year, assessment will be doubled. If you know you are going to be detained, please notify the school immediately so we can reassure your child; however, notification to the school does not negate the late charges.

## **THE BET YELADIM BARBARA FREDERICK SCHOLARSHIP FUND**

Tuition scholarship applications are available upon request. Scholarships are granted on the basis of need only and are awarded regardless of race, religion, national origin, sexual orientation, gender or disability. Scholarships do not apply to registration fees. No applications will be accepted until your child's registration has been processed. Applications are due in March and are handled with the strictest of confidence. For more information or to request an application, please contact our Business Manager or Executive Director at 410-997-7378.

## **ACTIVITY FEES**

An activity fee is assessed each year to cover admission and transportation costs of field trips and special programs brought to the school and to help us meet the ever-increasing expenses of supplies. This fee is due by June 1. **This activity fee is non-refundable and non-transferable.**

## **DEPOSITS**

Infant/Toddler and Full-day preschool program – A deposit of one week's tuition is due at the time of registration for Infant/Toddler students and full-day preschool students. A second deposit of one week's tuition is due by May 1. These deposits are applied and credited to the student's last two weeks of enrollment in June or August. **These deposits are non-refundable and non-transferable.**

Part-day preschool– A deposit of one month's tuition is due at the time of registration for part-day preschool students. A second deposit of one month's tuition is due on May 1. These deposits are applied and credited to May and June 2023 tuition. **These deposits are non-refundable and non-transferable.** Deposits are also due on these dates for Early Drop-off and Extended Day as appropriate.

## ENROLLMENT:

1. This agreement with Bet Yeladim Inc, hereafter also referred to as Bet Yeladim Preschool or Bet Yeladim, goes into effect and deposits become non-refundable within 72 hours of acceptance into the program. Notification of acceptance is sent via email.
2. Absence due to illness or injury, family vacation, etc., does not result in a reduction of tuition or fees.
3. In the event, Bet Yeladim Preschool must close due to inclement weather, utility outage, or any other situation that may hinder the care, health, or safety of the children and teachers, as determined by Bet Yeladim Preschool or federal, state, and local officials, there will be no credit or other tuition reductions.
4. A family's tuition account must be current to register for any enrichment programs offered during the year or to be able to register for the following school year.

**WITHDRAWAL:** All requests for release from payment of all tuition and fees must be received **in writing** by the President of the Board of Directors. Appropriate documentation is required. The Bet Yeladim Governing Board will consider the following reasons:

1. The family is moving out of Howard County.
2. Serious and prolonged illness of a student or immediate family member of a student.
3. Bet Yeladim and the Responsible Parties decide there is an unsatisfactory adjustment of the child to Bet Yeladim after all reasonable efforts to accommodate the student's needs have been made by Bet Yeladim and Responsible Parties.
4. A child has been professionally evaluated and it has been determined by a Child Find or similar specialist that the child requires a specialized placement in an educational setting that Bet Yeladim cannot provide.
5. If released from contractual obligations for one child, parents may also request the release of their contractual obligation for other children they have enrolled.
6. The Governing Board may exercise discretion in regard to releasing a family from their tuition obligations for reasons other than those stated above; however, such decisions can only be made by a unanimous vote of the Board.

*You will be held accountable for payment of all tuition and fees for the school year if the child is withdrawn for reasons other than those listed above, including reasons caused by unforeseen circumstances.*

**Enrollment fees, activity fees, and deposits are NEVER refundable or transferable when withdrawing your child even if your withdrawal request is approved.**

## REGISTRATION

Children must enroll for each contract year. Enrollment will open in January or February of the current school year for the following school year.

### **Class placement priority – We enroll children in 4 stages:**

- Currently enrolled students
- Siblings of current and alumni students
- Mailing list/Waiting list students
- Open enrollment to the public

## WAITING LISTS

A waiting list of students who were unable to be placed during the enrollment period will be maintained by the school. Parents on the list will be informed of openings as they occur. Once informed, parents must make a decision within 48 hours whether to accept the class opening for their child. If they decline the placement offered, their child's name shall be immediately removed from the waiting list. If they wish to be reinstated on the same waiting list, their child's name must go to the bottom of the list.

Students on the waiting list have first priority for filling any mid-year openings. When there are several students on the waiting list, new classes may be added if space is available. Waiting lists are not kept from year to year. Students who are not placed during the 2022-2023 school year must re-enroll for the 2023-2024 school year.

## **CLASS PLACEMENT**

The placement of children in specific classrooms is handled by the Administrative Directors with input from the teachers. **Parent requests are not accepted.** Placement is typically done based upon chronological age. This is to avoid conflict or controversy and not because children fair better with peers closer to their age.

When necessary, based on the number and ages of the children enrolled and schedules selected, Bet Yeladim may add, cancel and/or form combined age classes. Based on enrollment, full-day and part-day programs may be combined.

## **PROCEDURES FOR QUESTIONS AND CONCERNS**

We strongly believe that all questions or concerns can best be resolved through open and direct communication. **Please do not use social networking sites such as Facebook as a venue for registering your concerns** as this is not an effective method of resolving any issues you may have. Instead, we ask that you follow the procedure below.

### **Protocol for Addressing Areas of Concern**

On the rare occasion a concern does arise in the classroom please first contact the Senior/Lead teacher. If the issue is not resolved, contact either the Executive Director or the Associate Director. Please do not engage with assistant teachers regarding concerns you may have as they are instructed to refer all issues to the Lead Teacher.

Parents wishing to speak with the Lead Teacher should call the school at 410.997.7378 or send the teacher an email. We ask that you respect the privacy of our teachers and refrain from requesting their home or cell phone numbers. Please do not text or call a teacher on their personal devices, even if they have allowed you to do so unless it is a **true** emergency. If after speaking with the Lead Teacher, you believe your concern has not been resolved, please contact the Executive Director or the Associate Director.

### **Policy Questions & Concerns**

If you have a question relating to school policy, please first contact the executive director. If you do not believe your question or concern was sufficiently answered or resolved contact the president of the board of directors. They will either answer your question or pass it along to the board member whose area of responsibility addresses your concern. In all matters, if the above did not resolve the matter, the final recourse is to bring the question or concern to the board of directors. Simply contact the president to request that your issue be added to the monthly board meeting's agenda. *Please remember that concerns cannot be resolved unless the proper people know it exists. We are all committed to making your family's relationship with Bet Yeladim happy and rewarding.*

## **BET YELADIM BOARD OF DIRECTORS**

Board members are selected from within Bet Yeladim, as well as the community at large. Parents are invited and encouraged to serve on committees and on the board. All parents may request to attend regular meetings of the board of directors. Anyone wishing to attend a board meeting should contact the board president. Parent visitors will be asked to step out of a meeting if confidential matters are to be discussed.

**Welcome!**  
**בְּרוּכִים הַבָּאִים!**

## ADDENDUM A

### **Bet Yeladim Inclusion Policy** ***Kavod Ha-briyot / Respect for all God's creations***

One of the primary goals driving the Bet Yeladim curriculum and philosophy is our desire to support all children in reaching each developmental milestone at their own pace. When an individual child is in need of extra support in order to achieve their goals, we are committed to working with the parents and bringing in community resources and assistance as needed that will provide this support.

Bet Yeladim follows the steps below when identifying children in need of additional support:

1. The teachers will evaluate the child's development through observations and documentation using a developmental milestone checklist.
2. Teachers will document concerns in the following areas of development: personal & social, physical, cognitive and language.
3. The teachers and Executive Director and/or the Associate Director will meet with collected documentation to discuss concerns and next steps.
4. The teacher will request a parent meeting to discuss the observations and determine what the next steps will be. The Executive Director or Associate Director will attend this initial meeting to provide additional support and assure the parents that we are a team and are committed to working with them to support the needs of their child. Options of community resources available for the child and parents will be presented as appropriate.

If additional outside support is deemed appropriate, parents can certainly seek this support privately. However, Bet Yeladim encourages the use of the following free and excellent resources available through Howard County. Our school takes great pride in the relationships we have built with professionals from each of these service providers:

- The Care Center
- Maryland Infants & Toddlers
- Child Find

These free services provide our programs, children and parents with information, referrals and tools to help children reach their potential while enrolled in our center. If after the evaluation process it is determined we cannot meet the needs of a child, the Bet Yeladim withdrawal policy allows parents to do so without remaining financially responsible to the school.

#### **Food Allergies & Other Health Concerns**

Bet Yeladim is committed to providing a safe environment for all. In addition to our "No Peanut/Tree nut policy" we also work with individual families to meet the needs of their children should they have specific needs not met by our general health and safety policies. All members of the school administration have the Medication Administration Certification and all teachers and staff are certified in CPR & First Aid including the use of epi-pens and the AED machine we have on-site. All staff are also required to take an online allergy safety training course.

## ADDENDUM B

### **BET YELADIM USE OF TECHNOLOGY STATEMENT**

*Ultimately, the key decision regarding the use of technology and interactive media is whether specific goals—both for individual children and the program as a whole—can be more effectively achieved using traditional classroom materials, or whether the use of particular technology and interactive media tools actually extends the opportunities for learning and development.*

-From the Position Statement on Technology and Interactive Media  
NAEYC, Fred Rogers Center for Early Learning &  
Children's Media at Saint Vincent College

**Given the above, Bet Yeladim Preschool:**

- **Wishes to be a place where children interact with the environment, their peers and their teachers without the distraction of the screen.**
- **Believes computers cannot take the place of hands on interactions with developmentally appropriate materials.**
- **Recognizes that our children are exposed to technology in their home environments on a regular basis via laptops, smart phones, iPads, televisions, etc.**

**Therefore:**

- **Each classroom will have an iPad and laptop for use by the teacher.**
- **The use of the iPad/laptop will predominantly be to enable regular and effective communication between home and school and to allow for visual documentation of student progress.**
- **Bet Yeladim will support the use of classroom iPads or laptops with the children when it directly relates and is used to support a study or an area of interest of a child or group of children.**
- **Under no circumstance will lengthy videos or movies be shown in the classroom.**
- **Bet Yeladim will not have a dedicated area for technology in the classrooms.**
- **Children's use of other forms of technology such as light tables, CD players, flashlights, will be encouraged.**

## ADDENDUM C

### **BET YELADIM ROOM TO ROOM SCHOOL TRANSITION PLAN**

At Bet Yeladim, we understand that moving from one room to the next can cause stress and anxiety for children and parents. We therefore provide ample pre-planned opportunities for the children to visit their new rooms prior to moving into them so that they can begin to become comfortable in the new environment and with the new teachers. If space permits, our infants will move up mid-year to the next classroom. All other children (oldest toddlers, 2's, 3's and 4's) remain in the same classroom all year (August to August for our year-round childcare children and September to June for the children in our half day program. They then transition to the new classroom or to kindergarten each fall. The timeline is as follows:

#### **TIMELINE AND DESCRIPTION**

##### **May/June**

Due to the fact that the majority of children enrolled in our half-day program leave for the summer, they are provided with opportunities during the month of May to visit with their new teachers in their new classrooms during a regular school day. Times are scheduled and parents are informed when this will be taking place.

During the month of May or early June, our rising kindergarteners typically visit an area elementary school. They take a bus together and then are divided into smaller groups and spend the morning in one of the existing kindergarten classrooms. They have circle time, a story and then participate in a class activity along with the children currently in the kindergarten.

##### **July/August**

Families with children enrolled in our half-day 2-year-old program receive a home visit from the lead teacher of this program during the months of July and August. This provides an opportunity for the teacher to meet the children in the comfort of their own homes, and allows her to observe the interactions between parents, siblings if there are any, and the child. The teacher also answers questions and leaves a picture of herself and her Assistant Teacher for the parents to post where the child can see it until school begins.

Each classroom is provided with a binder that contains a new class roster, Family information forms for each child, emergency forms, and Child Release forms. This binder is also where the Room to Room Transition forms will go for their new children as well as the completed ASQ-3's

All teachers are expected to contact their parents by phone to introduce themselves and answer questions.

Though not required it is suggested that teachers send by mail, personal welcome notes to their new children.

All teachers are expected to complete a *Room to Room Transition* form for each child and then meet with the new teacher to review and discuss.

All teachers are expected to review the Family information forms that each family has completed

Children in our full day program who are with us all summer have some informal opportunities to visit their new classroom. In August, specific days are set aside for the children to spend time in their new rooms with at least some of their classmates. Parents of children who are not with us during the summer are informed in advance of these dates and invited to bring their children to join us. Parents who are unable to do so are invited to bring their children on other dates and times.

*Back to School Night* takes place the last Thursday evening in August. This is a "parents only" event that allows them to meet as a group with their child's new teacher to learn about them, to meet each other, to ask questions, and to just feel more comfortable with the new teacher in the new room. This allows them to feel more at ease which creates a less stressful transition experience for the children.

## **September/October**

Children enrolled in our half day program start the year with a graduated schedule.

The week before the first week the 3's and 4's attend for about 30 minutes with a few of their classmates just to meet the teachers and play for a little while in their new room. The two's had the home visit.

The first week of school the Part Day 2's attend for an hour with their parents and only a few other classmates on their first day. On the second day they come and remain with half the class for an hour without the parents. On the third day they attend for 2 hours altogether without parents.

Part Day 3's attend the first day for only an hour with half their class, a second day for 2 hours with half the class and a third day with the whole class for 2 hours.

Part Day 4's begin their year on a regular schedule

*Getting to Know Your Child Conferences* are held between parents and the classroom teaching teams (Lead and Assistant teachers). Parents are asked to complete the ASQ-3 and the ASQ-SE prior to these conferences. The teachers score them and they use them as a starting point for discussion. Any concerns the parents have indicated are addressed at this meeting. If it is indicated that something needs further attention, the teacher works with the parents to come up with an initial plan.

## **November/December/January**

If space permits, children in our infant toddler program will transition to a new room during this period of time. Parents are informed of this well in advance and are invited to express any concerns they may have about the transition. While based primarily on chronological age, if there are two children of approximately the same age, the teacher will make a recommendation regarding who should move into the next room.

During this period, Bet Yeladim holds its own transition to kindergarten workshop for parents. We invite a professional from the Office of Children and Families to facilitate a Sunday session that helps parents understand what "kindergarten readiness" means and how their children are being prepared by the school. Time is also provided for a question and answer period.

Information is sent to parents about the county Road to Kindergarten meetings and strongly encouraged to attend.



## ADDENDUM D

To: Parents, Teachers and Employees of Bet Yeladim, Inc.

From: Carol Jackson

Re: Availability of Asbestos Management Plan

In October 1986, the US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on the designated person, architect's or engineer's letter, notification process, assurances, and dated copies of the annual notification.

Because our building was completed after October 12, 1988, our "management plan" consists of the exclusion documentation including this notification. This documentation means that, to our knowledge, no asbestos-containing building materials were used or specified for use in this building.

You can review this plan during normal business hours without cost or restriction.

If you can any questions about reviewing our management plan, please contact Carol Jackson at 410.997.7378

## ADDENDUM E

### A PARENT'S GUIDE TO REGULATED CHILD CARE

#### Important Information for Parents of Children in Child Care Facilities

A publication of the Maryland State Department of Education Division of Early Childhood Development  
Office of Child Care

#### **This document provides information about:**

- ❖ The requirements that State-regulated family child care homes and child care centers must meet
- ❖ Your rights and responsibilities as the parent of a child in regulated care, and
- ❖ How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

#### **Who Regulates Child Care?**

All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the Division, child care licensing is the specific responsibility of the Office of Child Care (OCC), Licensing Branch. All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by OCC at least once each year to evaluate the facility's compliance with child care regulations. OCC's thirteen Regional Offices are responsible for licensing activities, including:

- ❖ Issuing child care licenses;
- ❖ Inspecting child care facilities;
- ❖ Investigating complaints against licensed child care facilities;
- ❖ Investigating reports of unlicensed (illegal) child care; and
- ❖ Taking enforcement action when necessary to achieve compliance with regulations.

#### **There are two types of regulated child care facilities:**

- ❖ Family Child Care Homes and
- ❖ Child Care Centers

#### **Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:**

- ❖ Have the approval of OCC, the fire department and other local agencies, as required (i.e., zoning, health, and environment).
- ❖ Provide care only in the areas of the facility that have been approved for use.
- ❖ Have the license issued by OCC posted where it is easily and clearly visible to parents.
- ❖ The license shows:
  - the maximum number of children who may be present at the same time;
  - the age groups which may be served; and
  - the facility's approved hours of operation.
- ❖ At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- ❖ All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- ❖ If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- ❖ The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- ❖ An up-to-date emergency information card must be on file and maintained for each child.

- ❖ The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- ❖ Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. Corporal punishment of any kind is strictly prohibited.

There are certain requirements that apply only to homes or centers.

#### Child Care Centers

The center director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year. The director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.

- ❖ In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:

<b>Age Group</b>	<b>Ratio</b>	<b>Maximum Size</b>
0 –18 months	1:3	6
18 – 24 months	1:3	9
2 years	1:6	12
3 –4 years	1:10	20
5 years or older	1:15	30

#### Your Rights and Responsibilities as a Child Care Consumer

You have the right to:

- ❖ Expect that your child's care meets the standards set by Maryland's child care licensing regulations  
(NOTE: the regulations are available online at: [www.marylandpublicschools.org/MSDE/divisions/child care/regulat](http://www.marylandpublicschools.org/MSDE/divisions/child%20care/regulat));
- ❖ Visit the facility without prior notification any time your child is there;
- ❖ See the rooms and outside play area where care is provided during program hours;
- ❖ Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
- ❖ Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
- ❖ Give written permission before a caregiver may take your child swimming, wading, or on field trips;
- ❖ Give written authorization before any medication may be administered to your child;
- ❖ Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
- ❖ File a complaint with OCC if you believe that the caregiver has violated child care regulations. Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC;
- ❖ Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

#### How Do I File a Complaint?

If you wish to file a complaint, contact the OCC Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main telephone numbers:

## Region

- 1 – Anne Arundel County 410-514-7850
- 2 – Baltimore City 410-554-8300
- 3 – Baltimore County 410-583-6200
- 4 – Prince George’s County 301-333-6940
- 5– Montgomery County 240-314-1400
- 6 – Howard County 410-750-8771**
- 7. Carroll County 410-549-6489
- 8 – Western Maryland
  - Hagerstown – Main Office 301-791-4585
  - Frederick Co. Field Office 301-696-9766
  - Allegany Co. Field Office 301-777-2385 G
  - Garrett Co. Field Office 301-334-3426
- 9 – Upper Shore 410-819-5801
  - Caroline, Dorchester, Kent, Queen Anne’s and Talbot Counties
- 10 – Lower Shore 410-713-3430
  - Somerset, Wicomico, and Worcester Counties
- 11 – Southern Maryland 301-475-3770
  - Calvert, Charles and St. Mary’s Counties
- 12 – North Central 410-569-2879
  - Cecil and Harford Counties

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated. If you need additional help, you may contact the main office of the

### OCC Licensing Branch:

Division of Early Childhood Development  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, MD 21201  
Phone: 410-569-8071  
Email: paula.johnson@maryland.gov

## ADDITIONAL INFORMATION

- ❖ The Maryland Child Care Credential
  - Maryland has a voluntary child care credentialing program that recognizes child care providers’ education, experience and professional activities at six levels. Credentialed providers are authorized and encouraged to display the seal issued by the MSDE Office of Child Care.
- ❖ Program Accreditation
  - Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality. Bet Yeladim is accredited by MSDE.
- ❖ Child Care and the Americans with Disabilities Act
  - The federal Americans with Disabilities Act (ADA) require all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the OCC Regional Office in your area or one of the following organizations: **LOCATE: Child Care, Maryland Committee for Children, Inc. 608 Water Street, Baltimore, MD 21202, Phone: (410) 752-7588, [www.mdchildcare.org](http://www.mdchildcare.org)**
  - **Maryland Developmental Disabilities Council, 217 East Redwood Street, Suite 1300, Baltimore, MD 21202 Phone: (410) 767-3670, (800) 305-6441 (within Maryland) [www.md-council.org](http://www.md-council.org)**

## ADDENDUM E

### **BET YELADIM GUIDELINES FOR MANAGING CHILDREN WITH FOOD ALLERGIES**

*The risk of accidental exposure to foods or other potentially life-threatening allergens can be drastically reduced in our school if we work with families to minimize risks and provide a safe environment for food or otherwise-allergic children.*

#### **Family Responsibilities**

- Notify the school of the child's allergies.
- Complete the required Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Allergy Action Plan as a guide.
- Provide properly labeled medications and replace medications after use or upon expiration.
- As developmentally appropriate, educate the child in the self-management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
- Review policies/procedures with the school staff, the child's physician, etc., should a reaction occur
- Provide emergency contact information.

#### **Teacher/School Responsibilities**

- Complete the required online course, "What Every Educator Needs to Know" found at [allergyready.com](http://allergyready.com)
- Be knowledgeable about and follow school guidelines and policies related to allergy awareness and management
- Review the Family Information Form and/or health records submitted by parents and physicians.
- Review all information related to the allergies of children in your care
- Know signs, symptoms of an allergic reaction
- Know the steps to take for each child based upon the individual Allergy Action Plan completed by the parents.
- Be aware of all children in the school with allergies (*Pictures and names of all children with severe allergies will be posted in the kitchen, pantry, and in the child's classroom*).
- Review and know best practices as related to the management of all potentially life threatening allergies
- Regularly review all Allergy Action Plans with your teaching team and be certain that all staff who interact with the child on a regular basis understands the allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of the allergens in the allergic student's snacks, educational tools, classroom materials (such as items in the sensory tub), etc.
- Be certain new teachers coming into your room are aware of all allergies and steps to take in the event of an allergic reaction.
- Always know where the epi-pen for the allergic child is and make sure it is easily accessible to all responsible adults.
- Have epi-pen for allergic child with you at all times (in the classroom, on the playground, in other classrooms, on field trips, etc.)
- Should a child taste, touch or become otherwise exposed to an allergen, immediately inform the administration and take all actions as outlined in the Allergy Action Plan.
- Even if no reaction is observed, immediately contact the parent or ask the school administration to do so, should an allergic child be exposed to the identified allergen.

#### **Child's (developmentally appropriate) Responsibilities**

- Should never trade food.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level such as asking a teacher if unsure about the ingredients in a particular food.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should immediately tell an adult if they are starting to feel itchy, dizzy, notice redness or "a rash" on the skin, etc., after eating