



**YOUNG ISRAEL SHOMRAI
EMUNAH NURSERY
OF GREATER WASHINGTON**
Student handbook

Welcome to YISE Nursery



Welcome and thank you for selecting Young Israel Shomrai Emunah Nursery for your child. We are proud to offer an enriching, creative and excellent Jewish environment where your child's individuality is deeply valued and nurtured.

As a Young Israel Shomrai Emunah community school, we hope to make you feel a part of our "family" where parents and the entire extended family play an integral part in the education process. Through holiday

celebrations, parent conferences, social activities and other functions, your family becomes intertwined with the school community.

This "Parent Handbook" provides information about our policies and procedures. We hope it will help you throughout the year.

Please read the handbook carefully. If you have any questions, concerns, or suggestions, please bring them to my attention.

I look forward to partnering with you to make this a year of success and joyous discovery for you and your child, I'H.

Lianne Heller
Director

Our Mission



Young Israel Shomrai Emunah Nursery of Greater Washington (YISE Nursery) is profoundly dedicated to facilitating the spiritual, educational, emotional and physical development of preschool aged children in our Orthodox Jewish community.

Using the most current, and research-based educational information, our mission is to work with every individual child to maximize their joy and wonder during these significant

years of exponential growth and development.

This mission is centered in a warm, and loving Torah environment in which children are imbued with the love of Hashem, Torah values, Mitzvot, Middot, Chaggim, Tefillah and Brachot, Parsha, Ivrit and Eretz Yisrael.

Using these most fundamental Torah values as a platform, children develop social skills, critical thinking, creative planning, and

questioning in a collaborative, or “chavruta” learning style.

Every child is considered a gift from Hashem and is treated with utmost respect and high regard.



Our Program

Our History Young Israel Shomrai Emunah Nursery was established in 1964 by Rabbi Gedaliah Anemer, z"l. Today, Baruch Hashem, we have over 75 students and the hours of operation have been extended from a short morning to a full day. We serve children from 2 years old through 5 years old.

Licensing We hold a Letter of Compliance from the Office of Child Care (OCC) of Montgomery County Department of Education (MCDE) and we are inspected annually to ensure that all their standards of operation are met.

Professionalism YISE Nursery teachers are experienced professionals who are required to participate in ongoing education in preschool education. This takes the form of PJLL annual conferences, various, selected classes, two annual professional days where educational consultants present workshops, and monthly discussions on research-based information in the field of preschool education.

The ultimate goal of YISE Nursery is to offer a stimulating and warm environment where children are encouraged to develop spiritually, intellectually, emotionally and physically. The school takes the best of both worlds - Judaic and secular - and blends them into a program that is rich, fulfilling and stimulating.

Underpinning all of this is our desire to nurture within the children concern, kindness, and sensitivity for their fellow human beings.

Curriculum YISE Nursery provides a curriculum that incorporates all areas of a child's development (spiritual, physical, emotional, social and cognitive) through an integrated approach.

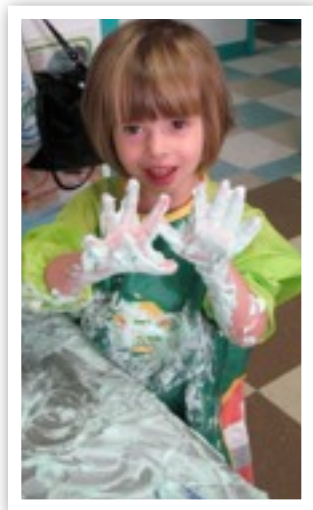
The curriculum emphasizes learning as an interactive process. Teachers prepare the environment for children to learn through active exploration.

Opportunities are provided for children to choose from a variety of activities, materials and equipment with time to explore through discovery and involvement. Teachers facilitate the child's engagement with materials and activities and extend learning by asking questions or making suggestions that stimulate thinking.

Teachers work to empower the child to be an active learner and participant in the learning process. Children are considered able communicators and capable researchers, who are innovative and capable from an early age to learn and thereby build essential self-motivational skills, forming an effective basis for a lifetime of learning. Children are encouraged to work in collaborative teams, problem-solve and learn from each other. They are encouraged to dialogue, critique, compare, negotiate and hypothesize.

Activities To promote the child's total development the following activities will be included in his/her preschool experience:

- | | |
|-------------------------|------------------------------|
| Davening | Tefillah |
| Brachot | Chaggim experiences |
| Parsha activities | Hebrew language |
| Creative art | Manipulatives |
| Cooking | Puzzles |
| Water / sand play | Games |
| Science experiments | Math activities |
| Nature | Story time / books |
| Dress-up / housekeeping | Finger plays, songs, rhymes |
| Dramatic play | Reading readiness activities |
| Puppet play | Dance / movement |
| Pre-writing activities | Music / rhythm |
| Language | Block play |
| Outdoor play / gym | Construction activities |



While participating in these activities, each child will have opportunities to:

- Play with others, and alone
- Develop math, science and pre-reading skills
- Develop middot tovot - sharing, and taking turns
- Explore and discover
- Learn new concepts, ideas and tasks
- Set goals and make plans
- Develop creativity
- Expand interests and abilities
- Learn about the world around him/her
- Develop gross and fine motor skills
- Learn and practice social skills
- Construct with interesting and different materials
- Use "messy" art materials
- Learn from others
- Develop a healthy sense of self-worth
- Develop respect for others

Individual Programs

YISE Nursery has a variety of exciting programs available for students. The hours and content are as follows:

* 7:30am - 9am: Breakfast Bunch

Children start their day with a soothing welcome into school. Cereal (provided in a Ziploc bag from home) and milk (provided by the school) is served and quiet activities transition the children into their school day.

*9am - 12pm: Morning Program

The morning program is designed to teach children social, cognitive and physical skills through play and guided learning activities. These include davening, circle time, literature, art, music, science, outdoor play, gym and more. A healthy snack provided by the school is served at approximately 10:30am.

*12pm - 3pm: Lunch Bunch

Lunch is served family style at approximately 12:30pm. Hands are washed, brachot recited and food is eaten while sitting at the lunch table. Benching commences after lunch. A period of napping or quiet time, as required by OCC licensing board, is provided. Later, children continue their learning experience with special activities each day of the week. Hebrew, science, music, drama and puppetry, and tales of Torah heroes are taught in an exciting, hands-on style.

*3pm - 6pm: Aftercare

Children who stay in school later are given the opportunity to rest, play, read and explore their creativity through multi-media art activities, cooking and dramatic play. A healthy snack is provided at approximately 3pm.

Classroom

Management Policy

The goal of classroom management is to help the child make positive choices. This is viewed as an integral part of educating the young child. Guidance at YISE Nursery will take the form of positive classroom management.

Our school recognizes that children are unique individuals who behave and learn in different ways. Our school strives to help the child experience the intrinsic pleasure of appropriate behavior as opposed to “behaving” just to please adults. Our school encourages children to be independent and to utilize their problem-solving skills. Our school takes into consideration behavior that is typical and developmentally appropriate and provides developmentally appropriate equipment, materials, and activities.

Teachers respect the children by using meaningful and descriptive praise and stating expectations positively. Teaching staff speaks to the behavior, not the child.

Children experience the natural and logical consequences of their behavior whenever possible. For example, the natural consequence of playing too roughly with friends is that they will not want to play with you. The logical consequence of spilled paint is that it needs to be cleaned up. These consequences help children make appropriate choices.

In some cases it may be necessary to remove a child from a situation for a brief time to diffuse and alter the emotional climate. When this occurs, a teacher will help the child to successfully re-enter classroom activities.

*Suggestions to help
your child*

- * Set a reasonable bedtime for your child.
- * Allow sufficient time for breakfast and morning routines so that your child will arrive at school feeling relaxed and secure.
- * Help your child separate by providing a routine for your departure and maintaining that routine. Prolonged goodbyes are difficult for your child.
- * Inform the teacher if there are factors in the child's life that might affect him/her.
- * Acknowledge your child's feelings without trying to solve all his/her problems.

Admission and Tuition

Admission Policy

YISE Nursery admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admission policies. The admission of students is, however, limited to members of the Jewish faith.

Billing

Tuition payments can be made annually, twice a school year, or in ten monthly installments through the FACTS payment plan, a third party debit system. Tuition is paid in advance of services rendered.

Monthly payments are based on a 10-month school year and remain approximately the same amount each month. The first payment for the academic year is due in May, the second through ninth payments will be debited in August through April. Permanent changes to a child's schedule will affect the monthly fee amount.

Fees are determined utilizing our enrollment agreement and consist of tuition and aftercare. For more information about methods of payment, please call our bookkeeper, Simi Franco at (301) 593-4465 ext 403.

Scholarships

YISE Nursery does not have a scholarship fund. Due to financial constraints, the school is unable to reduce fees for any reason.

Fundraising

YISE Nursery is dedicated to providing an excellent preschool experience for all students. The cost of tuition, while high for parents, is kept to a minimum in an effort to make payment manageable. In order to acquire the "extras" for our students, such as updated playground equipment, the PTA has fundraising activities every year. It is essential

that the parents of the school participate in these events to help raise the money to give these items to our children.

The officers of the PTA will solicit your help. This can take the form of time or donations. Please make every effort help. Thank you!



School Schedule

School Calendar

A school calendar is distributed before the beginning of the school year and is also included in the back of this “Parent Handbook”. Please check it often as it will help you plan ahead for school vacations, early dismissals, and special school programs. If you need an additional copy it can be downloaded from <http://nursery.yise.org/>

School Hours

School hours are as follows:

7:30 - 9am - Early Drop Off

9am - 12pm - AM session

12pm - 3pm - Lunch Bunch

3pm - 5:30pm - Aftercare

Aftercare

Aftercare must be arranged in advance per the tuition contract. In case of emergency (and based on availability of staff) last minute care will be provided for a fee of \$8 per hour or any part of an hour for extended AM or PM care. Please calculate and pay this amount at the time of drop off or pick up.

Early Friday Dismissal

Due to Shabbat beginning early, we have early dismissal on Fridays during the late fall and winter. The school day ends at 2pm and extended care closes at 3pm during these times. As the days get longer, we extend child care until it is back to 4:30pm on a Friday. Check your calendar for monthly Friday closing times. Please plan for early pick up on Fridays. Thank you!

Snow and weather related closing

YISE Nursery will do everything possible to remain open even during inclement weather. However, there will be times that snow or weather related situations prevent the school from opening. In this event, a message will be sent via e-mail in the morning of a closing, plus a message on the school phone line will be posted. Please check your e-mail in the morning before school or call the school phone line. (301)593-7365.

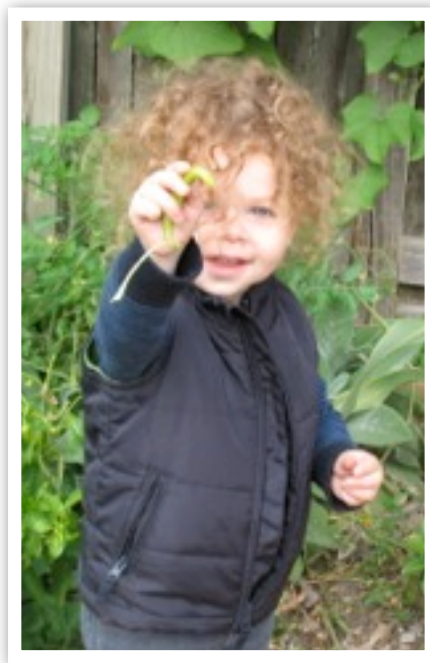
In the event of an early closing once the children are in school an e-mail will be sent and telephone calls made to inform parents of the early closing. Please make yourself accessible by telephone during inclement weather conditions. Please telephone the school if you are unsure whether there is an early dismissal.

Summer , Sukkot and Winter Camps

Camp Shomrai is a stimulating Summer, Sukkot and Winter day camp offered to the entire community in an effort to make childcare available when school is not in session. The cost is kept low in order to make this an affordable option for working parents, or for parents who just “need a break.” Some YISE Nursery teachers, community teenagers, and specialists are hired to provide exciting opportunities for campers. The dates of these camps are on the calendar and more information will be posted before they begin.

Schedule Changes

If you need to change your child’s daily schedule, either extending his or her day, or lengthening it, please e-mail or telephone the school to make the request. Every effort will be made to accommodate the request, however, the decision will be dependent on space and staff/ student ratios.



Communication

We keep you informed about the happenings at school through the following:

- * A daily note for 2-year-olds from both their AM teachers as well as their PM teachers.
- * Weekly newsletters from class teachers, as well as the director, sent either by e-mail or paper copies in backpacks. Please take a moment to read these as they contain information about the activities in which your child has participated during the week.
- * Teachers may use a variety of additional methods to share information with you: newsletters, e-mails, telephone calls etc.
- * Regular email notifications from the office. Please be sure we have a valid email address on file and that you check your email regularly.
- * Monthly newsletters featuring various activities at the school and filled with colorful pictures of the children.
- *Parent teacher conferences are held twice a year.
- *Parents can observe anytime, but please call ahead as a courtesy to the teachers.
- *If you need to talk with your child's teacher, please call our office and leave a message - the teacher will get back to you at nap time or during a quiet time. Please be courteous to staff and use home numbers only in emergencies.

Keep Us Informed

Please share your concerns. This will help us to do our best to support your child through any difficult situations. Please be supportive to our teaching staff. They are dedicated, caring professionals. Your support

and respect help them provide a quality education for your child/ren. If you have a concern or suggestion, please schedule a time to talk. If you have positive comments, please pass these on to our teachers. They welcome your feedback!

Parent Involvement

Parents are welcome to visit and observe at any time. We encourage you to get involved with the school and work with us to provide the best experience for your child. Here are some ways in which you can help:

1. Attend conferences: these are excellent opportunities for the parents and staff to discuss the development of each child. Of course, our staff is always available whenever the need arises.
2. Let us know about any special needs or concerns. Send a note or leave a message in the office for the teacher to call you.
3. Volunteer to help with field trips or special programs.
4. Participate in Parent Socials.
5. Attend special parties and school wide events such as our threes Mitzva Party, our twos Sing-A-Long and of course, our fours' Graduation.
6. Join the YISE Nursery PTA and get involved in helping to improve and promote all aspects of the school.

Birthdays

Celebrating birthdays in school is one more way of expressing the child's uniqueness and "specialness". The class sings and dances for the birthday child and hoists them into the air on their chair! Every birthday child receives a birthday crown.

Many parents like to celebrate their child's birthday at school. This may be arranged by calling the teacher about two weeks prior to your child's birthday.

Our policy is to minimize the children's sugar intake, so we request that you send one small treat and a healthy snack to go alongside the treat. If you would like to include "treat" bags for the children, please fill them with non-edible items (e.g crayons, stickers, etc.) Thank you for your cooperation.

Since we have a Kashrut observing policy, we request that sensitivity be used when making birthday celebrations so that all children may fully participate. A list of kosher options is available in the office

Another special way to celebrate a birthday is to donate a book or any item from the class Wish List in your child's honor. Please talk to the classroom teacher regarding this option.

In the event of an out of school birthday party, invitations can be given out in school when all children in the class are invited. If you have decided to do otherwise, please do not distribute them in school. We encourage sensitivity to the other children in the class and their families. Please exercise concern and compassion for those who might feel left out.



School Procedures

Arrival Early Drop Off

Early drop off begins at 7:30am. Please park your car in the parking lot at the back of the school so others can leave when they need to. Please walk your child up the back stairs to the back doors of the school. If your child is in the two year old class, please knock on the right door (facing you). If your child is three or four-years-old please knock on the left door.

Always bring your child to the classroom door, make contact with the teacher and then say goodbye. It is better for your child if you say goodbye at the door and allow him/her to go into the classroom on his/her own. Children should feel that YISE Nursery is "his/her place" and "his/her time". Please have in mind that children are often upset when parents of other children stay in the room at arrival time.

Regular AM Drop Off

Our regular morning program begins promptly at 9am. Our teachers arrive early in order to prepare the classrooms for their students. Respecting this time will allow the teachers to ensure a smooth and enriching day for your child.

Arrive on time. Your child will benefit most by having an easy and smooth transition into the day, rather than walking in late when the day is already underway and some of the work has begun.

If you would like to walk your child to the door of his/her classroom, please park in the church parking lot and walk to the school. Otherwise, please pull your car into the U-shaped driveway and wait until your car is one of the first four in line. Turn off the engine, remove your keys and then help your child out of the car. Please hold your child's hand as you walk to the front steps of the school. Please wait until a teacher or the director takes your child's hand and helps him or her into the school.

Regular PM Pickup

At Noon and 3pm: Please wait until your car is fourth in the carpool line before you get out and wait at the bottom of the stairs until our teachers bring your child out to you. Please do not talk on your cell phone when your child is brought to you. It is important to greet your child with your full attention after an exciting and sometimes intense day at school. This will also allow you to be available to listen to your child's teacher if she has something important to tell you.

Please pick up your child on time. Late pick-ups are difficult for children and unfair to staff. Many of them have family obligations of their own. At the end of the day this can also cause crowding and confusion in our extended day program.

At Aftercare: Please make sure you make direct contact with your child's teacher, especially when the group is on the playground or downstairs in the social hall, before you leave with your child. Please park at the back of the building in the parking lot so that other parents can leave. Aftercare teachers may post signs on their doors to let you know where to find them in the building.

Half day pick up time is 12pm

Full day pick up time is 3pm

Early dismissal Fridays pick up time is 2pm

After school pick up time is at latest 6pm and 3pm on early dismissal Fridays.

Late Pick up Charge

The late fee charge is \$8 per hour or any part of an hour. This goes into affect 10 minutes after the scheduled pick up time.

Change of Plans

If your child's pick up arrangements are different from the usual, please give a written note to the teacher or send an e-mail to the office at nursery@yise.org. Do not give oral messages to staff as this information

is easily forgotten in busy work day. This includes changes in carpool arrangements, play dates, etc. Please be reminded we will not release your child to anyone other than those listed as “guardians, emergency contacts,” and “authorized to pick up” without written permission.

Absences

Please let us know as early as possible if your child will be absent on a given day. State licensing mandates that we have confirmation from families if the child is not attending that day. We appreciate your assistance in this matter.

YISE Nursery reserves the right to terminate enrollment under the following circumstances:

- * Verbal or physical abuse of any child or adult at YISE Nursery.
- * Repeated failure to comply with our policies and procedures.

Cancellation

Written notification of cancellation is required for our records.

Refunds

Due to the school year planning required for YISE Nursery, there will be no refunds for absences and vacations. Dismissal or withdrawal from the school require case by case evaluation by the director and YISE Nursery Committee.

Daily Routines

Lunch and Snacks

YISE Nursery provides healthy snacks during the course of the school day. These consist of a carbohydrate, fruit or vegetable, and milk. Cholov yisroel milk is provided to those children who keep cholov yisroel. The snacks are pareve and nut free.

If your child has any allergies, please provide an appropriate snack for your child. The teacher will keep this supply separate and give it only to your child.

Lunch is served at approximately 12:30pm. Please send a pareve or dairy lunch in a lunch box labeled with your child's name. Lunch boxes are NOT refrigerated, therefore please send non-perishable lunch, or pack an icepack into the lunch box.

Lunch should consist of :

- *Protein; such as cheese, tofu, fish, eggs or yogurt.

- *Carbohydrate; such as bread, pasta, cereal or crackers.

- *Fruit and vegetable; such as cut up apple, melon, banana, berries etc, and cut up cucumber, carrots, celery etc.

- *Healthy drink; such as water, juice or milk.

YISE Nursery works hard with the children to promote healthy eating habits and we urge parents not to send "junk" food such as potato chips, candy, cookies etc. Please be mindful of foods that pose a choking hazard to small children

Please Note: We are a peanut-free school

Nap time

Two-year-olds nap from approximately 12:45pm through 2:40pm. Each child is given his/her own cot on which to sleep. YISE Nursery provides every child their own individual sheet which is laundered once a week. Please pack a cuddly blanket or sleep aid for your child to keep at the school.

Three and four-year-olds may nap, but if they choose not to, they have a 30 minute period of quiet time choices after lunch.

Playground/gym

We go outside, weather permitting, year round. We also have an indoor space used for large motor activities during inclement weather.

Please follow these guidelines for dressing your child:

Clothing

Your child will be actively involved in play of all sorts, since this is how they learn. Please dress them in casual, comfortable, washable clothes and sturdy, rubber-soled shoes. Flip-flops, crocs and open toed sandals are not safe. Dirt, pebbles and small sticks can get inside sandals. Also be sure your child's clothing can be easily managed during toileting. A young person's self-esteem is enhanced when they can be independent.

The children are expected to play outside every possible day; winter, spring, summer and fall. Please send appropriate comfortable outdoor clothing for sudden changes in temperature.

Many art activities are incorporated into our program. Please send a labeled smock. Although the children use smocks, it is still possible for some paint to get on their clothing. We use washable tempera paints, but on occasion clothing may stain. Please dress children in clothing that **can** get dirty.

Please label all clothing with your child's name. Keep a complete change of clothing in your child's cubby at all times!

Toilet Training

Toilet training can be a stressful time for a parent and child. Do not let it become a battle! Remember, your child WILL be toilet trained

eventually, he or she will not walk down the aisle in a diaper, chas v'shalom!

Please speak to your child's teacher if you are planning on toilet training him or her during the school year. We want to work with you. If you plan on sending your child in underwear when he or she has been wearing diapers, let the teacher know. The teachers will do their very best to get your child to the bathroom as often as necessary, but please keep in mind that there are many other children in the classroom and sometimes accidents will happen. Please send in a number of clothing changes at this time. A full package of new underwear to keep in the school is recommended. If your child has a BM accident, the teacher will throw the soiled underwear in the garbage. All other clothing will be sealed in a plastic bag and sent home. Please replace these items as they are used. It is hard for everyone when an accident occurs and there is no change of clothing available!

If your child is sent home in YISE Nursery extra clothes, please launder and return them. Thank you.

Back packs

Please send your child to school with a backpack everyday. Your child's work will be sent home regularly. In addition, a transparent pencil bag attached to the backpack is required. This is for notes that you would like to send the teacher, or for notes the teacher is sending you. It is our way of knowing at a glance that there is a written communication at hand!

Tzedakah

YISE Nursery stresses the importance of Tzedakah (charity). The children get a chance to put a coin in the charity box each morning. This experience in giving helps develop awareness and a commitment to share with others who are less fortunate. Please send a penny with your child each morning. (Or send a Ziploc bag of pennies to be kept in his or her cubby.)

Mitzvah Notes

To enhance the partnership between home and school, we encourage each family to write Mitzvah Notes. A Mitzvah Note is a narrative recognizing the child's positive behavior and actions that have occurred at home. Please send in daily Mitzvah Notes for your child - he/she will beam with pride when their note is read to the class and think of you fondly. It is a wonderful way to connect children with home during the day.

Shabbat Party

On Fridays each class will enjoy a "Shabbat Party." To make this an extra special treat, in honor of shabbat, each child in the class is given turns, on a rotating schedule, to be the "Shabbat Abba," or "Shabbat Ima". When it is your child's turn, you will be asked to bring a small list of food for the entire class.

The suggested list is as follows:

1 sliced challah

1 protein (jar of mini gefilte fish balls, store bought egg salad, tuna etc)

1 fruit

1 vegetable

1 small treat (Please no lollipops.)

Please note that we cannot accept any item that is not packaged, with the seal unbroken. Fruit and vegetables will be cut at school. Please do not bake or cook any goods that the entire class will share. Our shul policy is that only purchased foods bearing a reliable hechsher will be acceptable. Thank you for your understanding.

If you are unsure about the acceptability of a hechsher please contact the nursery office.

Medical Information

In accordance with the Montgomery County Department of Education Office of Child Care (OCC), YISE Nursery is required to have complete and current medical forms for each child on file. Please keep this information current.

Objective: To maintain, protect, and improve the health of all children.

Purpose: To reduce the risk of spread of disease and childhood illness to children.

Please do not send your child to school if you know he or she is sick. It is unfair to your child, the other children and the teaching staff. Thank you.

I. Observation

- A. Staff will observe each child upon arrival for symptoms of illness.
- B. Any evidence of bruises, contusions, lacerations, or burns will be observed by a staff member, documented in the child's record, and reported immediately to the director.
- C. Food allergies, dietary concerns and other allergies will be posted in the classroom. Staff members will be aware of the allergies of every child in their care.

II. Separation and Fever

Children who become ill will be sent to the office to separate them from the rest of the children. A parent will be notified immediately. Children with a fever of 100 degrees will be sent home. When illness is diagnosed, the child must remain out of school for **24 hours after cessation** of fever.

III. Child Procedure

- A. Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illnesses/conditions will be separated from the rest of the group.
- B. Isolated children will be provided with a cot, sheet and blanket and will be within the sight or hearing of a staff member at all times. Separation will be used until the child can be picked up from the school.
- C. The child's parent, or a designated representative as appears on the Emergency card, will be contacted immediately after the illness is discovered.

IV. Communicable Disease

If a communicable disease is diagnosed YISE Nursery will notify the Maryland State Health Department and proceed in accordance with the Code of Maryland Regulations (COMAR).

V. Medication

- A. No prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, Tylenol, diaper rash products, cough medicine, or nose drops, may be given to a child except under the following conditions:
 - a. A signed, dated, written authorization by the parent is on file.
 - b. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name. At least one dose must have been given at

home before it can be administered at school. "As needed" is not acceptable.

- c. Non-prescriptive medication (supplied by the parent) is labeled with the child's name and the request, signed by the parent, including dosage and directions for administering. "As needed" is not acceptable. **The only exception is diaper creams.**
- d. A written report including type of medicine given, dosage, time, date, and the name of the person administering the medication will be kept in the child's record and the school's Medical Log Book.

B. Medications will be kept in the school office and inaccessible to all children. Medications should be handed to the teacher, or director, and forms should be completed in the office.

C. Medication requiring refrigeration will be kept in a designated, separate, covered container clearly labeled "Medication".

D. Medication Distribution

All medications except topical medication will be given to the children by the head teacher or director and noted on the medication form. they will record the administration of medication in the Medical Log Book.

In the rare event of a missed dosage, errors in distribution, or other questions regarding medication administration, teachers will contact the parents immediately to be advised how best to treat the child.

If parents are unreachable, the pediatrician listed on the child's Emergency Card will be contacted for consultation.

The event and steps taken in response to the occurrence will be recorded in the Medical Log Book.

To the extent possible, we recommend that parents time dosages so that medications can be given at home by parents, rather than by center staff.

VI. Personal cleanliness

- A. Children's hands will be washed before and after eating, after diapering and toileting, and before and after playing with sand or water, or outdoor play.
- B. Persons working with the children will wash their hands with soap and water before handling food / drink as well as before and after diapering and toileting, after assisting a child with blowing their nose, before and after administering first aid, etc.
- C. Wet or soiled clothing will be changed promptly from an available supply of clean clothing provided by the parents.

VII. Accident or Injury

- A. YISE Nursery is compliant with the licensing requirement to have one staff member current in CPR and First Aid training per 20 children. Every classroom has at least one trained staff member at all times.
- B. Procedures for the treatment of accidents and injuries will include the following:
 - 1. Minor injuries such as scrapes, cuts, scratches, will be treated by the teachers (soap, water, bandages). A "Boo Boo Report" describing the injury and how it occurred will be sent home.
 - 2. In the event of a serious injury, G-d forbid, 911 will be called and the child will be taken to the nearest hospital. The parents will be called directly after 911 has been called.

3. Emergency medical help can be summoned by the Director, the Administrative Assistant, or a classroom teacher.
4. The Director, Administrative Assistant, or a classroom teacher accompanies the child after making certain the classroom ratio is maintained.
5. A fully equipped first aid kit, as required by OCC licensing is kept in the school, and travels with the children on all field trips. Teachers always carry cell phones.

