



Temple Rodef Shalom Nursery School

Parent Handbook
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Our Mission/Values

Temple Rodef Shalom Nursery School provides a joyful and nurturing learning environment that fosters in each child the confidence and competence to become a productive, caring member of his/her family and society. Our families are active partners in creating the welcoming and supportive community at TRSNS.

We emphasize learning through intentional play experiences that promote cognitive, social, emotional, and physical development. These experiences are designed to inspire a love of school and life-long learning. Our faculty is committed to studying and incorporating the best practices of early childhood and Jewish education. We celebrate Reform Jewish life, honoring traditions while finding relevance in today's world.

Introduction to Temple Rodef Shalom Nursery School

Since 1970, children of all faiths have enjoyed their earliest school experiences at Temple Rodef Shalom Nursery School. Our program promotes each child's social, emotional, physical and intellectual growth. The development of spiritual and moral values and the joyful celebration of the Jewish holidays are important ingredients in our curriculum.

Social and Emotional Development: Children learn important lessons when they have the opportunity to be a part of a group. Children acquire the skills to:

- Share and play cooperatively
- Develop friendships
- Manage emotions
- Problem solve
- Be independent and self-directed

Physical Development: Children need command of their bodies and strong muscles in order to thrive. We support gross and fine motor development as our children:

- Run, climb, jump, balance, throw and catch a ball
- Build, draw, paint, cut, pour, scribble, and write

Intellectual Development: Thinking, problem-solving, and language processes begin at birth. We foster these skills in the preschool years through:

- Conversation, rhymes, storytelling, vocabulary, listening and following directions, and appreciation of literature (language arts)
- Counting, classifying, comparing, creating patterns, and using math manipulatives (mathematics)
- Hypothesizing, discussion, demonstration, observation, and experimentation (science)
- Singing, rhythm, movement, and playing musical instruments (music)

Jewish tradition provides our core values and guides us in creating a respectful and welcoming community for all. Shabbat is welcomed weekly with blessings and a special snack of challah and grape juice. The children celebrate each holiday with food, music, and experiential learning. Every class practices tzedakah (righteous giving) and learns to appreciate the importance of mitzvot (commandments/good deeds).

We are proud to provide a joyful and nurturing environment with large doses of love. We look forward to welcoming your family to our TRSNS school community!

General Information

Admission Procedures

Priority enrollment starts in late November for classes that will begin the following September. Priority is given first to current students and their siblings, then to Temple members and legacies. An application fee must accompany the application. If your child is new to our program, his/her **original** birth certificate/passport must be brought to our office and a copy made for documentation before the application is considered complete. Returning students are not required to resubmit a birth certificate/passport. Letters of acceptance are mailed in late January for the next school year.

Hours of Operation

School hours are 9:10 a.m. to 12:10 p.m. or 9:10 a.m. to 2:00 p.m., Monday through Friday. Children in the Three-Year-Old and Four/Fives programs that end at 12:10 p.m. and who are toilet-trained have the option of staying for enrichment classes that end at 2:00 p.m. All class offerings are dependent upon enrollment.

Drop-Off and Pick-Up Procedures

The school's drop-off and pick-up procedures were designed by the Fairfax County Police Department to ensure the safety of our children. Detailed instructions for these procedures will be provided at the beginning of the school

year. Please turn off your cell phone and engine when unloading or loading your child into your car. Children must be transported to and from school in a safe and secure car seat.

Children get upset when they are not picked up on time. Our morning program dismisses at 12:10 p.m. and our extended day and enrichment programs dismiss at 2:00 p.m. If you are going to be late, please notify the office so that we can tell your child. The charge for a late pick-up (after dismissal has ended) is \$30 for each additional 15 minutes or fraction thereof. You will be considered late if you arrive after 12:25 p.m. for morning dismissal and 2:15 p.m. for extended day and enrichment dismissal.

If you are parking in our lot, please do not park in the handicap (unless you have a placard) or reserved (e.g. Temple Executive Director, Temple President, Rabbi Emeritus, etc.) parking spaces. Never leave your car parked or unattended in the fire lanes.

Organization

The average class has 12 - 15 children with one teacher and two teacher's assistants. All faculty are qualified as teachers by Virginia State Licensing.

The following classes are offered:

Stepping Stones (9:10 – 12:10)

(Child must turn two between 10/01 and 12/31 of the current school year.)

2 days per week (Tuesday and Thursday)

The program will provide a period of transition from a shorter day to the full three-hour session. Children will be accompanied by a parent or consistent caregiver until after winter break.

Two-year-olds (9:10 - 12:10)

(Child must turn two by 9/30 of the current school year.)

2 days per week (Tuesday and Thursday)

3 days per week (Monday, Wednesday, Friday)

5 days per week (Monday through Friday)

Three-year-olds (9:10 - 12:10 or 9:10 – 2:00)

(Child must turn three by 9/30 of the current school year.)

3 days per week (Monday, Wednesday, Friday. - 9:10 – 12:10)

4 days per week (Tuesday–Friday - 9:10 – 12:10)

5 days per week (Monday-Friday - 9:10 – 12:10)

5 days per week (Monday-Friday - 9:10 – 2:00)

Fours and Fives (9:10 - 12:10 or 9:10 - 2:00)

(Child must turn four by 9/30 of the current school year.)

5 days per week (Monday through Friday – 9:10 - 12:10)

5 days per week (Monday through Friday – 9:10 – 2:00)

Sample Day

Schedules vary from room to room, but generally a day proceeds as follows:

- Arrival
- Free choice – art, puzzles, blocks, books, dramatic play, etc.
- Morning Meeting – stories, sharing, etc.
- Bathroom & snack
- Outdoor play – Playground/Bunny's Place/Meditation Garden
- Music/Playroom/STEAM Lab/Art Studio
- Dismissal

Tuition Payments

Your first payment is due to the Temple Rodef Shalom Nursery School office with your signed contract. The annual tuition is paid in 10 monthly installments. Subsequent payments should be mailed to our bank lock box and are due by 4/1, 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1, and 12/1. All tuition payments are non-refundable. Payments received after the 10th of the month are considered late and will incur a late fee of \$35.00. Returned checks will incur a fee of \$35.00 to cover our costs. Temple members are given a tuition discount. Qualification for Temple member discount is correlated between dues commitment level and selected program. The Temple member tuition rate is effective for payments submitted after you join the Temple.

A limited scholarship fund is available to assist Temple members. Scholarship applications must be submitted by the date noted on the current application. Scholarship award decisions are made in January for the next school year. For further information, please contact the director.

School Calendar, Holidays, Staff Professional Days

TRSNS closes for most Jewish and federal holidays as well as winter and spring break. In addition, we close for several staff professional training days and Parent-Teacher Conference days. TRSNS does not celebrate Halloween or Valentine's Day. The TRSNS calendar will be emailed to you during the summer. The TRSNS website also lists closures.

Parent Observation and Participation

Parents are welcome to observe their child in the classroom. Please make arrangements with the school ahead of time in case there is a special event or another observation scheduled on that day.

Temple Rodef Shalom Nursery School has an active Nursery School Parent Committee. This committee offers opportunities for parents to become involved in various aspects of the school. A volunteer form is distributed prior to the start of the school year and information is listed in the school newsletter.

School/Parent-Teacher Communication

Good home-school communication is an important component of a quality program. In order to facilitate the flow of information to our families, parents have access to photos, classroom information, downloadable forms and the school calendar on our password protected website. Parents receive access to an online and a hard-copy of the student directory. The office also sends parents a weekly e-newsletter with important information.

We encourage parents to communicate with the teacher and administration concerning events that may be taking place in the home that might have an effect on your child. Comments, suggestions, and questions from parents are always welcome.

Parent-teacher conferences give parents and staff a chance to share information face-to-face. Conferences are scheduled in the fall and spring. The school is closed on conference days and childcare for TRSNS students is provided during limited hours.

Consulting Specialist

Temple Rodef Shalom Nursery School employs a child development specialist to consult with the teaching staff and, at times, with parents. The specialist, with prior parental permission and referral by the classroom teacher, can observe children who are experiencing challenges in the classroom. This service is available at no charge to parents. If ongoing or supplemental services are needed, the specialist can help refer parents to an appropriate provider in the community. The specialist also provides support to the staff. If you wish to have your child observed about an issue related to his/her functioning at school, please contact the school director.

Speech and Language Program

For an additional fee, the school offers a Speech and Language program that is provided in the natural school environment. For further information and the fee structure, please contact the school office.

Parents Connect Group

Parents Connect is a group of parents whose children are experiencing developmental, emotional, and/or physical challenges.

The group supports the parents' needs as well as the children's, since coping with the challenges of raising a child who needs extra support can be both physically and emotionally draining. At the same time, advice and resources that help the children are exchanged. Attendance is confidential and everything shared remains private among group members. For more information, contact the school director.

Recommendations and Evaluations

The teachers will write up to three recommendations for children applying to other schools with at least two weeks notice to prepare the forms. If you require more than three or cannot give two weeks notice, there will be a charge of \$25.00 per recommendation. Forms will also be prepared for those children going through professional testing. All forms will be mailed directly to the school or professional requesting the information. Please provide the school with a stamped and addressed envelope, an email address, or a fax number for each form.

Special Events

We love to celebrate birthdays at school. We are happy to serve a nut-free treat that you provide to the children in the class and sing "happy birthday" to your child. We ask that you save hats, goody bags, or decorations for your home party. Please see Nut Policy (page 14).

Dress Code

Children should wear comfortable, washable play clothes with sneakers or other rubber-soled shoes, preferably with a closed toe. Clothing, including outerwear, should be appropriate for the season. The children should be prepared for outdoor activities every day. Please label all clothing. Loose strings, such as hood strings, should never be worn on children's clothing. Strangulation can occur if loose strings get caught on playground equipment.

Supplies

Each child should have a backpack without wheels that is large enough to carry his/her artwork and other supplies. Please provide an extra change of

clothes that will be kept in the classroom. Please label all items with your child's name. If your child is in diapers, please send in two disposable diapers each school day.

Please see page 16 for additional emergency supplies.

School Policies

Forms

Temple Rodef Shalom Nursery School is licensed by the Virginia Department of Social Services and, as such, is required to comply with the department's licensing standards and regulations. The following policies must be adhered to in order to maintain the school's license.

TRSNS is required to have specific forms on file before the start of school for each child enrolled. Your child will not be allowed to attend school without the following completed forms:

- *Commonwealth of Virginia School Entrance Health Form (see our Immunization policy on page 10)*
- *Child's Master Information Form*

Withdrawal Policy

It is understood that enrollment is for the entire school year and all tuition payments are non-refundable. If you need to withdraw your child, please advise the school in writing. Temple Rodef Shalom Nursery School is funded by tuition and depends on payments made as scheduled.

TRSNS reserves the right to remove a child from the program if the child's continued presence is not in the best interest of the school or the child. (Please see Behavioral Issues on page 15.)

Photos/Videos

Throughout the year, photos/videos are taken by our staff. They are displayed in our school and Temple newsletters, on our website, our Facebook page, in promotional materials, in school emails, and in local newspapers. These images document the exciting learning that takes place daily in our school. Children's full names and/or personal information is NEVER included with any of the images without prior authorization. **Your permission to use your child's image is assumed unless you notify the nursery school office in writing otherwise.**

Parent Communication Via Text or Voice Mail

Temple Rodef Shalom Nursery School has an emergency messaging system through MOZEO. Text messages are sent only in emergency situations. To sign up to receive emergency texts, please text TRSNS to 24587. You will receive a confirmation message. If you have any questions, please feel free to contact the office.

Parent Contact Information

Permission to share parents' emails, phone numbers, addresses and other contact information is assumed unless you notify the Temple Rodef Shalom Nursery School office in writing otherwise.

In order to make communications between families easier, TRSNS works with A to Z Directories to provide both a hard-copy and an online directory of the school. An email will be sent out in the fall detailing how to review and confirm the contact information that you wish to have included.

Permission Notes

If your child is to leave Temple Rodef Shalom Nursery School with someone other than the designated driver or at a non-dismissal time, we require written permission from a custodial parent. In addition, if you are picking up another child, we require a note from you acknowledging that arrangement. TRSNS provides downloadable *Pickup Permission Forms* on our password protected website for your convenience.

If your child will be carpooling regularly with another child, a carpool authorization form must be completed. It will be available on the website.

If you would like to authorize your childcare provider to make pick-up changes or to sign carpool permission forms for you in your absence, you must sign and have notarized the *Carpool Authorization Form--Additional Signatures*. This form is available on the school's website.

Inclement Weather Days

Temple Rodef Shalom Nursery School follows Arlington Public Schools (APS) as a guideline for decisions about school closings during inclement weather and other emergencies.

- When APS closes, TRSNS closes.
- When APS has a delayed opening, TRSNS will open one hour late, at 10:10 a.m.

- If APS announces an early closing during the morning after we have started school, **TRSNS will close at 12:10 p.m.** There will be no Enrichment Classes. The Extended-Day Program will also end at 12:10 p.m.
- **If TRSNS deviates from any of the above statements, we will make every effort to notify you.**

Please monitor Arlington County updates. You can do this using the following sources:

- Online at <http://www.apsva.us/emergencyalerts>
- Subscribe to the "Arlington Alert" email notification system by logging onto <https://www.arlingtonalert.com/index.php?CCheck=1>
- Recorded telephone hot line, 703-228-4277, in English and in Spanish.
- Posted on the Comcast Cable Channel 70 and Verizon FIOS Channel 41 School-Community Bulletin Board.
- Local radio stations.
- Television stations: Channel 4, Channel 5, Channel 7, Channel 8 and Channel 9.

Please note: There will be no refunds or make-ups issued for classes/programs missed due to inclement weather.

Use of Non-Playground Outdoor Area

Groups of children, accompanied by staff, may sometimes visit the outdoor areas that surround the Temple. This includes the wooded area on the perimeter of the parking lot.

Toilet Training

- Children in all Four/Five-year-old Programs must be toilet trained.
- Children in the Three-Year-Old Programs are expected to be working on toilet training.
- Children in the Two-Year-Old Program or Stepping Stones are not yet expected to be toilet trained.
- Children enrolled in the Enrichment Classes must be toilet trained.

Health

The Fairfax County Health Department requires all children to have a current health form on file at the school. The form must be filled out and signed by the child's doctor and dated within 12 months prior to the starting date of school.

Without exception, each child must have a current health form on file in order to start school.

Children must be up to date on their vaccinations. Any student being vaccinated on an alternate plan must submit either a Medical Exemption or a Conditional Enrollment, authorized by a Medical Provider or Health Department Official. The authorization information section on page 3 of the Commonwealth of Virginia School Entrance Health Form must be completed.

Immunization Policy

The Virginia Department of Health oversees the requirements for immunization. The following information is from the Virginia Department of Health. We require compliance with the Virginia Department of Health requirements. We will provide parents with a copy of these requirements.

School and Day Care Minimum Immunization Requirements

Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle or secondary school, child care center, nursery school, family day care home or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements. **Children vaccinated in accordance with either the current harmonized¹ schedule or the harmonized catch-up schedules (including meeting all minimum age and interval requirements) are considered to be appropriately immunized for school attendance. For the detailed recommended schedule, see link below: <http://www.vdh.virginia.gov/epidemiology/Immunization/requirements.htm>**

Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap) - A minimum of 4 doses (2 months; 4 months; 6 months and before 19 months). A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP).

Haemophilus Influenzae Type b (Hib) Vaccine - This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the

¹ Beginning in 1995, a "harmonized" child/adolescent schedule, approved by the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP) has been published annually. Prior to 1995, the child/adolescent schedule was published periodically, as part of the ACIP's General Recommendations.

number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

Hepatitis B Vaccine - A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

Measles, Mumps, & Rubella (MMR) Vaccine - A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered at four to six years of age but can be administered at any time after the minimum interval between dose 1 and dose 2.

Pneumococcal (PCV) Vaccine - This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.

Polio Vaccine - A minimum of 4 doses of polio vaccine (2 months, 4 months, 6-18 months, and one dose must be administered on or after the fourth birthday).

Varicella (Chickenpox) Vaccine - All children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

Medical Exemption:

Consistent with the Virginia Code, the Nursery School honors specific medical exemptions when your child's health care provider completes the required

information regarding the nature of such medical exemption. Please see the Nursery School Office for the appropriate form.

Conditional Enrollment:

Consistent with the Virginia Code, if your child has begun the required immunization schedule, and has a plan to complete immunizations within the next 90 calendar days as evidenced by your health provider's certification on the appropriate form, then your child may be granted conditional enrollment. Please see the Nursery School Office for the appropriate form. Any student admitted conditionally and who fails to comply with his/her schedule for the completion of the required immunizations shall be excluded from school until his/her immunizations are resumed.

Emergency Medications

Temple Rodef Shalom Nursery School staff only administers emergency medication (see below) and first aid as defined in the American Red Cross First Aid Manual. School personnel will not give any other medication or treatment. TRSNS staff members do not apply sun screen or any other lotions, Chap Stick, diaper cream or ointment, or insect spray to children. If desired, these products can be applied by the parent before the child arrives at school. As required by licensing and for your child's safety, medication cannot be stored in your child's backpack or lunchbox.

Any student who requires emergency medication, for example, an epi-pen or an inhaler, must have the medication and the completed paperwork at TRSNS in order to attend. Each medication requires a Medication Authorization form and an Emergency Action Plan to be completed and signed by both a parent and the child's physician. These forms are valid for the school year only. New forms must be completed each year. It is the parent's responsibility to have the necessary forms on file in the office for each medication that is kept at school.

Medication must:

- be kept at the school at all times
- stay in its original packaging and prescription medications must have the prescription label attached
- have an expiration date past the last day of school and be good for the entire school year.

Emergency medication will be administered by staff who have completed Medication Administration Training as required by the Commonwealth of Virginia Department of Licensing.

Illness and Absences

The Department of Social Services requires that there be written agreement between parents and Temple Rodef Shalom Nursery School regarding reportable communicable disease. Your signature on your child's letter of acceptance indicates that you have read and agree to the following requirement:

Parents will inform the office personnel of Temple Rodef Shalom Nursery School, at 703-532-2227, within 24 hours or the next business day after their child or any member of their immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately. The identity of a child or family/household member with a communicable disease will be kept confidential. Diseases covered by HIPAA, which protects the privacy of health information, need not be reported.

For a Communicable Disease Reference Chart, visit
<http://www.sosschool.org/pdfs/CommunicableDiseaseRefChart.pdf>

If your child is too sick to participate in all class activities, the staff will call you and ask that you take your child home.

The staff will immediately notify parents of a medical emergency. It is imperative, therefore, that parents advise the office of any changes of addresses, telephone numbers, or email addresses and that the *Child's Master Form* is kept current.

If a child has a contagious condition, please let the school know. We are required to inform the parents of classmates that their child has been exposed.

If your child has been ill, your child may return to school when:

- he/she has been treated with antibiotics for 24 hours (if antibiotics have been prescribed)
- he/she is fever-free (98.6 or below) without fever-reducing medication for 24 hours
- he/she has had no diarrhea for 24 hours
- he/she has had no vomiting for 24 hours
- he/she is able to participate in all class activities

No Nuts

Temple Rodef Shalom Nursery School works hard to maintain a nut-free environment. Due to the severity of a potential allergic reaction, we do not allow nut products of any kind (peanuts, peanut butter, granola bars, items containing peanut oil, Reese's peanut butter cups, or any items containing other nuts or nut products) in the school. Restricted foods include any products with peanuts and/or tree nuts as an ingredient or with a cautionary label warning such as "may contain nuts," "manufactured on equipment that also processes nuts," or "produced in a facility that processes nuts." Products containing nuts may not be brought to any outdoor play areas or be stored in lunchboxes or backpacks. With the increasing number of children who have this serious allergy, we believe this is a prudent measure to ensure a safe environment.

While we do not purchase snack items for the school that have been manufactured in a facility where nut products are processed, we cannot guarantee that this is the case for snacks, birthday treats, and lunches brought to school by individual children.

The challah that is served to the children to celebrate Shabbat is purchased from a kosher bakery that advertises that it is a nut-free facility. If you would like to speak to them about ingredients, please contact the nursery school office for the phone number.

Discipline Policy

Licensing standards require early childhood centers to define in written policy the center's method of discipline. This allows parents and staff members to have a clear statement of which techniques are allowed in classroom management and which are not.

Constructive Methods of Discipline

The minimum standards require that "discipline shall be constructive in nature." These methods should include:

- fair and consistent limits
- positively worded directions
- reasons for limits
- redirection and modeling of acceptable behaviors
- assistance with verbal expression of feelings and frustrations
- arrangement of equipment, materials, activities, and schedules in a way that promotes desirable behavior
- If separation is used, it shall be brief and the child must be within sight and hearing of a staff member.

If the above methods are unsuccessful, Temple Rodef Shalom Nursery School may request that a child be taken home before the end of the school day. This measure will normally be taken only if there has been prior communication with parents. In an extreme case, the director may decide, in conjunction with the teacher, to send a child home without prior communication with the parents.

Prohibited Methods of Discipline:

- Physical punishment such as, but not limited to, the following actions is prohibited:
 - spanking
 - shaking a child
 - forcing a child to assume an uncomfortable position
 - using exercise as punishment
- Withholding food.
- Punishment for a toileting accident.
- Verbal abuse of a child or the child's family, including belittling remarks.

Behavioral or Other Issues

The staff of Temple Rodef Shalom Nursery School looks forward to being partners with you in your child's preschool experience, working together to create a foundation for future learning. In order to assure that every child has an opportunity to learn and grow in a safe and productive environment; Temple Rodef Shalom Nursery School reserves the right to remove a child from the program if his or her continued presence is not in the best interest of the school and/or child. This is at the sole discretion of Temple Rodef Shalom Nursery School.

Reporting Suspected Child Abuse

The Social Services Department requires the nursery school to report all forms of suspected child abuse and to make parents aware of this policy.

Crisis and Emergency Management Plan

Where to Get Information

In the event of any emergency, including but not limited to inclement weather or natural disasters, Temple Rodef Shalom Nursery School will follow procedures set up by Arlington County Public Schools (APS). Please listen to local television and radio stations for the APS response to or information about an emergency or crisis situation.

TRSNS Emergency Responses

Dependent on the nature of the emergency, TRSNS will determine the appropriate response based on information provided by local/state/federal officials. Below is a description of possible responses:

- In an emergency situation, we will contact you by email and text if possible.
- In the event of a building evacuation, if possible we will move to our designated site, Haycock Elementary School (6616 Haycock Road, which is located next to TRS), where students will be held until they are picked up by a parent or authorized adult.
- If students need to be kept inside our facility for their own safety, we will go into our building “lock-down” mode and will proceed to our “shelter-in-place” if necessary. No one will be allowed to enter or leave the school building until it is declared safe by public safety officials. Food, water, and additional clothing are kept at school.
- If there is a regional crisis that prevents parents from reaching TRSNS in time to pick up their children, the school will keep children until a parent or authorized adult arrives. Food, water, and clothing are kept at school in case students must stay beyond regular hours.

Emergency Supply List

Parents are asked to provide the following:

- A change of clothing and extra diapers in a labeled zip-lock bag for our “shelter-in-place.” This is in addition to the change of clothing and diapers kept in the classroom.
- A small blanket.

Chain of Command

In the absence of the Temple Rodef Shalom Nursery School Director, this chain of command is followed:

1. TRSNS Assistant Director
2. TRS Executive Director
3. TRSNS office staff

Donations

There are six special funds that benefit our school and programs for children here at Temple Rodef Shalom.

1. Nursery School Fund to support special TRSNS projects.
2. Alexis Agin Memorial Fund to perpetuate a love of reading in children.
3. Bunny's Place Endowment Fund for the maintenance and upkeep of the Nursery School's outdoor playspace.
4. Karen Simpson Teacher Development Fund to support staff continuing education.
5. Caren Pomeroy Nursery School Endowment Fund to support scholarships for Nursery School students.
6. Early Childhood Speech and Language Endowment Fund for professional intervention regarding speech issues.

Your tax-deductible gifts to these funds are greatly appreciated and help to strengthen our TRSNS community.

Participation at Temple Rodef Shalom Events by TRSNS families

All Temple Rodef Shalom Nursery School families are welcome and encouraged to participate in Temple events. Please visit the TRS website for the calendar of activities.

Licensing Information for Parents About Child Day Programs

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, the ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months, or both, for each day's violation.

If you would like additional information about the licensing of child day programs, or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
703-934-1505

Valley Licensing Office
UVA Medical Park - Augusta
57 Beam Lane, Suite 102
Fishersville, VA 22939-2206
540-332-2330

Northern Virginia Regional Office
410 Rosedale Court
Suite 270
Warrenton, VA 20186
540-347-6345

Piedmont Regional Office
1351 Hershberger Road,
Roanoke, VA 24012
Suite 210
540-204-9654

Central Regional Office
1604 Santa Rosa Road, Suite 130
Suite 130
Richmond, VA 23229-5008
804-662-9743

Western Licensing Office
190 Patton St.
Abingdon, VA 24210
276-676-2390

Eastern Regional Office
291 Independence Blvd.
Pembroke Four Office Bldg., Suite 300
Virginia Beach, VA 23462
757-491-3990