



Welcome!

Parent Handbook

2024-2025

5784-5785

Grow Learn Discover

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INTRODUCTION AND WELCOME

Dear Parents,

Welcome to Aleph Bet Preschool & Kindergarten! We are delighted that you have selected our program for your child. Our goal is to provide a warm and nurturing environment where every child will discover the joys of learning, and build a strong foundation in Judaism, academics and social-emotional growth allowing them to shine as individuals. We see each child as a unique and precious gift entrusted into our care. This concept is what governs our school's educational approach. We place a special emphasis on each individual child and on encouraging and supporting their innate inquisitiveness and thirst for knowledge. We are devoted to helping your child learn socialization skills, build self-confidence, and teach the preliminary skills to independently explore and experience the world around them.

To help your child get ready for school, please take the time to carefully read this handbook, which contains updated and pertinent information. It is important to us that you, as parents, become personally involved in our school. We welcome your suggestions, comments, and constructive criticism, as well as your financial and moral support.

Please volunteer your time and services whenever possible. If you have a particular field of expertise, offer to share it with our children on occasion, save useful objects for our arts and crafts and become part of our preschool family.

Nothing, of course, takes the place of direct contact between you, the school staff and Directors. You are invited to call us at the school office to discuss any questions regarding your child's preschool education whenever you feel it is necessary.

We look forward to a fully cooperative relationship and a very successful school year.

Sincerely yours,
Mrs. Mussie Levertov

Director

ABOUT US

At Aleph Bet Preschool and Kindergarten, children develop in a loving, nurturing and stimulating environment.

We offer a creative, progressive, Reggio-inspired, Jewish environment.

We believe that children learn best through teacher supported play and creative open-ended activities.

Children are encouraged to explore their world in a thoughtfully planned setting and in a natural and aesthetically pleasing environment.

Children practice the 21st century skills of collaboration, communication and cooperation.

We look forward to sharing in the joys of your child's early years, and to learning and growing together.

HIGHLIGHTS OF OUR PROGRAM:

Welcoming atmosphere and nurturing staff

Joyful Jewish experiences

Language and literacy rich environment

Child initiated and Teacher supported play, open ended activities and discovery

Hebrew, music and movement, and Sports

Family involvement & participation welcomed and encouraged, through extra programming

Quality First Participant

HOW WE LEARN

At Aleph Bet we believe in an experiential and intentional approach to teaching and learning. This approach fosters children's intellectual development as they are encouraged to explore their environment and express themselves through words, movement, drawing, painting, playing and other natural modes of expression. We promote an environment where children can develop the social skills, critical thinking and problem solving skills for a successful and meaningful life

GENERAL INFORMATION

Aleph Bet Preschool and Kindergarten is licensed by the State of Arizona. We serve the educational needs of children ages 18 months to 5 years. Aleph Bet is a participant of the Quality First Program.

CLASSES

Aleph - 18 Month Olds

Bais #1 & Bais #2 - 2 Year Olds

Gimmel #1 & Gimmel #2 - 3 Year Olds

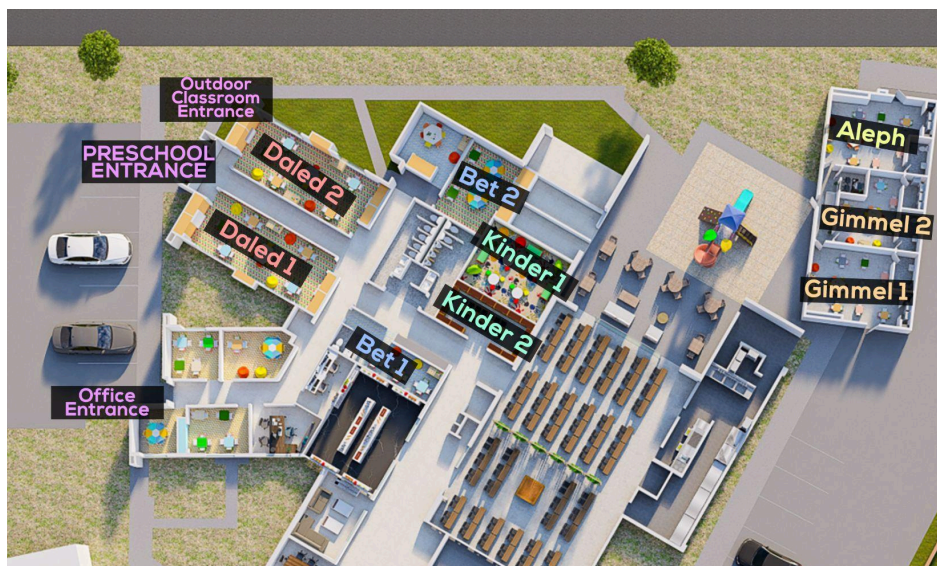
Daled #1 & Daled #2 - 4 Year Olds

Kindergarten 1 & Kindergarten 2

LOCATION AND ENTRANCE

Aleph Bet Preschool is located on 2110 E. Lincoln Drive, Phoenix, Arizona. The rear of the building, off the 21st St. parking lot is the entrance to the preschool. (From here on, this entrance will be referred to as the Preschool entrance.)

For the safety of our children, this door will remain closed and locked during school hours 9:15am—2:50pm, (staff members will be there to open the door during midday carpool.) If you need to enter the office or need access to the building during school hours, you must use the Office entrance (to the right of the Preschool entrance) to enter the Preschool.



TO CONTACT US:

Aleph Bet Office Phone: 602-944-2580

Fax: 877-545-9550

Address: 2110 E. Lincoln Dr., Phoenix, AZ 85016 Website: www.AlephBetAZ.com

Email: Mussie@Alephbetaz.com

In case of emergency contact Rabbi Dov 602-793-0152

ADMINISTRATIVE STAFF

Rabbi Dov Levertov - *Administrator* - RabbiDov@Chabadaz.com

Mussie Levertov - *Director* - Mussie@Alephbetaz.com

Aliza Wernick - *Assistant Director* - Aliza@Alephbetaz.com

Goldie Engel - *Office Manager* - Office@Alephbetaz.com

Chaya Ajzenszmid - *Judaic Curriculum Advisor*

OUR STAFF

Our staff is made up of an administrative team, teachers and assistants, all of whom are chosen for their professionalism, as well as their caring and compassionate personalities. Our teachers delight in unlocking your child's natural curiosity through providing the stimulation necessary for an experiential learning process. All staff participate in annual in-service training in order to remain alert to the ever-changing needs of today's families and to the findings of current research. Staff development is ongoing throughout the year.

SCHOOL HOURS OF OPERATION:

Full Day Program

Monday - Thursday 9:00am - 3:00am
Carpool begins at 2:45pm

Fridays 9:00am - 2:00pm
Carpool begins at 1:50 pm - 2:00 pm

Half Day Program

Monday - Friday 9:00am - 1:00pm
Carpool begins at 12:45pm

Extended Care

Early Care:

Monday - Friday 8:00pm - 9:00pm or 8:30am - 9:00am

After Care:

Monday - Thursday 3:00pm - 3:30pm or 3:00pm - 4:00pm

Holiday hours may vary. See school calendar for details.

ADMISSION AND REGISTRATION

Aleph Bet Preschool offers a creative balance between Judaic and secular studies. Our admission policy assures that all Jewish children are accepted without regard to race, color, and national and ethnic origin.

There is a \$250.00 non-refundable registration fee as well as a deposit of the final month's tuition. Registration is processed through the Playground App, Alephbetaz.com/Admissions

CHILD ENROLLMENT AND WITHDRAWAL PROCEDURES

Enrollment: The 2024-2025 school year is August 21st, 2024 – June 13th, 2025.

Applications are accepted throughout the year whenever there is availability. If we are at capacity, you may choose to be placed on a waiting list for a future opening this school year or for the following year. Applications must be accompanied by current immunization records and the non-refundable registration fee.

Withdrawal: If a registered child does not attend classes and then decides to return later in the term, a new application, fee and deposit will be required and the child may return only if there are open spots.

In the event you choose to withdraw your child from our program, we ask that you kindly give the school 30 days advance notice. Refunds are not provided under any circumstances. Parents/guardians are required to sign a withdrawal form.

REMOVAL FROM PROGRAM:

The removal of a child is defined as the withdrawal of a child currently enrolled in our preschool program at Aleph Bet Preschool. Due to licensing requirements a child may be withdrawn from the program if staff determines that the child can no longer benefit from the program or presents a danger to other children, self or staff.

TUITION (see tuition scale in our registration packet for specific schedule & details)

Non-Refundable Registration Fee: \$250

Aleph Bet Preschool & Kindergarten – Pricing 2023-2024

18 Month- PK:

3 Days a Week (Monday, Wednesday & Friday) - 9-1 (\$6,200)

5 Days a Week - 9-1 (\$6,900)

5 Days a Week - 9-3 (\$8,300)

Kindergarten:

M-F 9:00 am - 3:00 pm (Cost: \$25,500)

Extended Care:

Early Care 8:30am - 9:00am - (Cost \$1,200)

After Care 3:00pm - 3:30pm - (Cost \$1,200)

Extra early care 8:00am - 9:00am (Cost \$2,500)

Extra after care 3:00pm - 4:00pm (Cost \$2,500)

Fees due at Enrollment:

Registration Fee - \$250

Tuition Deposit - 10% of listed tuition

All major credit cards are accepted for a personalized scheduled payment. Payments may also be made with postdated checks **provided in advance**. You are welcome to choose one of 3 payment plans; Tuition paid in full for the year, post dated checks or scheduled credit card payments. Payment plans must be set up before the first day of school.

DROP OFF & PICKUP

SIGN IN PROCEDURE: All children need to be signed in and signed out.

There will be 2 steps to sign in your child;

1. Parents sign- in manually in the binder at the entrance to the classroom.
2. Parents will Sign in via Playground App.

DROP OFF & PICK UP PROCEDURES

These procedures are designed to give your child a welcome, smooth start to their day. We ask that you complete the sign in process through Playground. Parents are welcome to come to the classroom door, to make for a smooth transition, but we ask that you not enter the classroom.

Drop Off:

- Drop-off will take place at the entrance to your child's class
- See below information where to enter based on your child's class.
- Arrival time will be spaced between 9:00- 9:15 a.m.

Pick Up:

- Dismissal will take place between 2:45 a.m - 3:00 p.m. from the Preschool Main Entrance
- If you need to pick up your child earlier than the designated time you can call the office and someone will bring your child to the office entrance.

The success of our program depends in great part on the drop off and pick up of children in a timely manner to ensure they do not miss any of our programmed activities, as well as to minimize disruptions to our daily schedule.

Teacher supervision will only be available beginning at 8:58 a.m.

- Parents that need to drop off students before the 9:00 a.m. arrival time must enroll their children in the Early Care Program.
- Be aware students will not be allowed in the building in the morning unless under the direct supervision of a parent or teacher.

Thank you for your understanding and cooperation.

Early Care (before 9:00 am) & Morning Drop off :

Aleph Class - Through the outdoor Classroom gate entrance, walk through the playground to the Classroom entrance.

Bet Classes - Through the outdoor Classroom gate entrance, to the Classroom door.

Gimmel Classes - Through the outdoor Classroom gate entrance, walk through the playground to modular entrance.

Daled Classes - At the main preschool entrance.

Kindergarten Classes - Through the outdoor classroom gate entrance, walk through the playground to the classroom entrance.

PICK UP PROCEDURE: – 12:45 pm, 2:45 pm, 3:30 pm, and 4:00 pm.

The pick-up area is on Cactus Wren Dr. on the curbside. (please see map) Park along Cactus Wren or in the Preschool parking lot. Come to the preschool main entrance and your child will be brought to you. All children will be waiting in their classroom for their parents to arrive. Children will be brought by their teacher to the pickup area with the QR Code. Children must be signed out with the responsible party, sign their complete last name and may use the first initial. Sign out will be completed on the Playground App, and in the Sign In/Out Binder. Children will only be released to those listed on the Emergency Contact card and approved pickup list, and those individuals are required to be 18 years or older. To add or delete a person on this form you may call the office and update your child's Emergency Contact card.

Aleph, Gimmel, & Kindergarten classes will be dismissed through the outdoor classroom gate.

Bet & Daled classes will be dismissed through the main preschool entrance.

****To ensure the smoothness of this procedure, please be on time.****

Midday pick up: Begins at 12:45 and ends at 1:00.

Afternoon Pick Up begins at 2:45 and ends at 3:00.

Extended Pick -up: Begins at 3:55 and ends at 4:00.

Friday Pick -up: Begins at 1:50 and ends at 2:00.



EXTENDED CARE: Children are only authorized to be in Extended Care if prior arrangements were made with the office. Extended Care requests will be accommodated on an as needed basis if adequate coverage is available. Requests must be made by 1 p.m. the day prior, by emailing Office@Alephbetaz.com, you will receive confirmation if it is available. Requests made after that time can unfortunately not be accommodated. Please see above for Extended Care drop off and pick-up locations.

LATE DROP-OFF: Punctuality is vital for the benefit of each child. When the child can acclimate to the school day with their peers, and have the time to settle in, it creates a safety and supports a smooth school day for the child. Children are required to be in school by 9:45am. Special exceptions will be allowed due to an appointment, family celebration, etc.

LATE PICK-UP: We understand that emergencies can happen, and we do our best to deal with exceptions when necessary. We ask you to keep in mind that staff need to be elsewhere when sessions finish, and that we are not able to properly accommodate children after their scheduled pick up time. It is clear that this situation is upsetting to children and can ruin a perfectly fine day. Please be sure to be prompt. Parents who are late more than twice will be charged \$5 per occurrence, and \$5 more for each additional ten minutes. You will be required to have a credit card number on file and fees will be charged automatically. Special circumstances such as weather, traffic etc will be taken into consideration.

AUTHORIZATION FOR DISMISSAL: At no time and under no circumstance will a child be released to a person not authorized by a parent to pick up that child. It is your responsibility to list on your registration all individuals who are authorized to pick up your child from school. If you plan on having your child picked up by someone who is not listed on the registration form, you must give us written consent via email or message on Playground App at the beginning of the day and notify the office, this includes playdates.

ABSENCE: Please let us know as early as possible if your child will be absent on a given day.
Regular attendance and being on time are critical in the learning process as both help the students to develop a positive attitude toward school

ATTENDANCE: When reporting an absence, please call the office at 602-944-2580 or email the Office, office@alephbetaz.com and specify the reason for the absence such as cold, flu, etc. Frequent

absences and tardiness are upsetting for students as these disrupt their schedules, require readjustment to the class routine, and slow down learning.

EXTENDED ABSENCES: Parents/ Guardians are responsible for contacting the school if a child will be absent for an extended period.

SNACK AND LUNCH

OUR SCHOOL IS A NUT FREE ZONE!

Please make sure that your child has had breakfast before coming to school. This will enable your child to have the energy needed to fully participate in school activities. We are pleased to provide a daily nutritious snack, in the morning and afternoon. Every family will be designated 1 week in which to bring snacks for the entire school. Snack schedule and list of snacks is given out at the beginning of the school year.

Alternatively, you can submit payment to the school and snacks will be purchased for you.

****Snacks must be Pas Yisrael/Pareve and nut free****

Please let us know if your child has any allergies or extreme dislike of certain foods. Lunches or snacks may not contain any nut additives or particles.

LUNCH

Please send a *pareve* or dairy kosher lunch with a water bottle. Some ideas for lunch:

- carrot sticks, cucumbers, peppers
- hard boiled eggs celery sticks
- yogurt
- fruit, fresh or canned
- pasta/macaroni and cheese
- Hummus
- fish sticks
- pancakes
- American cheese or cheese sticks
- Tater tots.
- Sandwiches (tuna, cheese, pizza)
- Avocado

When providing a snack or special treat for the whole class/school; i.e. Shabbat party, Birthday Parties etc, Only whole fruits or vegetables may be brought in.

SPECIAL EVENTS

FAMILY WORKSHOPS

On select days during the year, parents will be invited to join their children for lunch or holiday workshops. Parents will be notified accordingly. Some examples of these events include: Hachnosos Orchim Breakfast, Chanukah Performance, Muffins for Moms, Special Guest Day.

BIRTHDAYS

At Aleph Bet Preschool & Kindergarten, we love to help celebrate your child's birthday. You are welcome to coordinate with your child's teacher a time and day that is most convenient for you. Birthday celebrations must be arranged with the staff at least one week in advance. The school will provide a cake mix and frosting. The children will bake and share the cake together, allowing them to participate in the party. Parents are welcome to bring in paper goods, fresh whole fruit, and a beverage for the party.

Parties usually last 20 minutes and you are welcome to bring family members along. If you cannot attend the party, your child's birthday will still be celebrated with the class and we will make sure your child has a wonderful and meaningful birthday experience. One unique way to celebrate a birthday is to donate a book or equipment to the class. If you would like some suggestions, please contact the Office.

***Please Note:** Party Bags are not allowed to be brought in, this policy is implemented for the safety of all students with allergies.

If you wish to distribute invitations at school for a party, you are having at home:

- 1) Everyone in the class has to be invited.
- 2) The party should not be on Shabbat or any other Jewish Holiday.
- 3) The party must be kosher for all the children.

SHABBAT PARTIES

Each Friday we celebrate the coming of Shabbat with a Shabbat party. The children partake in making challah, lighting Shabbat candles and saying the Kiddush. The designated *Abba* and *Imma* will be assigned in the previous weekly newsletter to bring in **fresh fruit/vegetables** for the class. We suggest that you let him or her dress in semi-festive clothing. Only whole fresh fruit or vegetables can be brought in for the Shabbos treat to encourage healthy eating and for the safety of the students with allergies.

PARENT SOCIALS & BENEFIT EVENINGS

At Aleph Bet we are a community and family. We invite and encourage your participation at special parent only events. These evenings will allow you to connect with other parents of our school in a relaxing, enjoyable environment. Open School Night or Parent Teacher Conferences require mandatory attendance. Please refer to the school calendar for detailed event information.

PTA

We are grateful and excited, Chevi Holland will be leading the PTA. Many social and fundraising events are being planned for the school year. We encourage you to participate, support the school and build relationships with fellow Aleph Bet Families. For volunteer opportunities please contact Chevi at CheviRimler@gmail.com.

PARENTAL PARTNERSHIP & RESPONSIBILITIES COMMUNICATION

A child's educational journey encompasses the unique qualities of his/her family as an integral part of the learning experience. In our pursuit of excellence, we welcome your questions, concerns, suggestions, and ideas. We aim to keep you fully informed and updated with the happenings of the school, your child's class and his/ her development in particular. We do this via:

Weekly and regular **emails** from the school office. The information includes a weekly update on school happenings, school closings and special in-school events. Please note that we use our primary means of communication via **email**. Please make sure you are receiving school emails.

The Playground App, a new Preschool platform, Aleph Bet will be utilizing for this school year, to keep you posted with notes and pictures and private messages can be sent to/from the teachers through Playground App. Direct communication and messages with the teachers take place through the app. Be sure to download the app to stay in the loop.

Weekly class newsletter, detailing the classroom themes and experiences of that week. Newsletter will be sent home and included in weekly emails.

We invite all of our parents to join our "Aleph Bet Preschool & Kindergarten" **Instagram** page to view pictures and daily updates.

School projects and information are sent home in your child's **Shabbos bag** weekly. Please go through the Shabbos bag and review projects with your child. Your interest means so much to your child.

Curriculum Night – an evening in September showcasing your child's daily schedule, the educational program and goals of the year.

Parent teacher conferences are held in December. Details will follow closer to date.

Our teachers are available to discuss your child privately after preschool hours or a pre arranged time. During the day, staff must be completely involved with supervising your children without any distraction. Except in the case of emergencies, all conversations with teachers should be reserved for after school hours. Please send your child's teacher a message through Playground, or the office can schedule a time and she would be happy to return your call. Please keep in mind and be respectful of the teacher's personal and family time. We expect respectful parents to staff communication and a feeling of trust and safety when communicating. Please be aware that staff do not answer email or

phone calls during Shabbat or other holidays, and we do not require teachers to check work email over the weekend. During regular weekdays when school is in session, teachers are asked to respond to all parent contact in as timely a manner as possible, within 24 hours.

Thank you for being respectful of the teachers/staff members' personal lines and do not message them on their private phone numbers.

Direct respectful communication is vital to ensure a wonderful wholesome school experience.

Please keep us informed:

Please share any information with the teachers regarding changes that may adversely affect your child. When teachers are aware of such situations as a parent's absence, hospitalization etc. they can often be of great help in alleviating the child's stress and providing the child with extra attention.

Please keep us informed of departures from routine i.e. parents out of town, other people caring for the child, different home settings, changes of your address, telephone number, etc. This is critically important in case of an emergency.

Please be supportive of our teaching staff. They are dedicated, caring professionals. Your support and respect help them provide a quality education for your child. If you have a concern or suggestion, please schedule a time to talk. If you have a thank you or some positive comments, please pass it on to our teachers! They welcome your feedback!

To contact the administration, call the office at 602-944-2580. Alternatively you can email Office@alephbetaz.com and you will receive a response within 24 hours.

Discipline & Social/Emotional Learning

Students at Aleph Bet Preschool learn and practice resolving conflict verbally and directly through role play and other problem solving instruction.

Our program promotes a positive approach to teaching the students strong social/ emotional skills and tools to help them navigate their world in a healthy, productive manner. To accomplish our goal the following techniques are used on a daily basis:

- 1) Prevention & Positive Reinforcement: Providing a daily routine, a sense of security and constantly acknowledging and reinforcing appropriate behavior.
- 2) Setting Limits: Simple guidelines are established and consistently followed.
- 3) Problem Solving: We encourage the child to verbalize (as possible) and use logical reasoning and consequences as the means of solving the problem at hand. Problem solving by giving a choice to the child who is experiencing a difficulty allows the child to be part of the decision-making process and usually yields positive results. Staff receive training and utilize Conscious Discipline and Nurtured

Heart Approach resources and tools to help support the child.

4) Removing Child from the Situation: After all positive techniques have been tried; the last alternative is to remove the child from the situation, with the support of a staff member to help the child co-regulate in the cozy corner until the child has relaxed and calmed down and is capable of returning to the group cooperatively.

It is the right of every member of the Aleph Bet Preschool community to learn in a safe, caring environment. We hold every expectation that this will be the case at our school. The ultimate goal of The Aleph Bet Preschool discipline program is to support every child's ability to become a successful self-manager.

The Aleph Bet Preschool may bring in a behavioral consultant. Our behavioral consultant may observe Aleph Bet Preschool classrooms and give behavior recommendations for any student at any point this school year. The behavioral consultant may be included in discussions and classroom observations for students that are requiring any additional behavior support. They will be available to support parents, and staff with any behavior questions or concerns. This resource will add to the quality of our program and help us support each child individually in well run classrooms.

In the case that our staff notice that a child is requiring more support than the other children in his/her group, Admin will contact the child's parents to discuss ways to get the child additional support.

WEBSITE

Log onto www.AlephBetAZ.com to see upcoming preschool events, review our supplies wish list, sign up for Friday pizza lunch.

QUESTIONS OF JUDAISM

At the Aleph Bet, the Rabbi is available at all times to serve your Jewish needs. Whether it is a question of mezuzahs, kashrus, or where to buy good Jewish books, the Rabbi can help. Please feel free to call him as needed RabbiDov@Chabadaz.com

SAFETY & EMERGENCIES

Your child's safety is of utmost importance and there will always be a staff member responsible for their safety, both indoors and outdoors.

Our safety policies are as follows:

- * No child will ever be left unsupervised at any time.
 - * Children will be sent home only with parents, or the appointed person as stated on the registration form. If there are any changes, a written note or call from the parent is required.
 - * Each room has accessible exits, should an emergency occur.
 - * We have, at all times, a staff member who is trained in first aid and CPR.
 - * Each wing has a working fire-extinguisher at all times.
 - * Should any accident or injury occur; we will complete an incident report. Incident reports will be placed through Playground. If your child will be absent from school due to illness or any other reason, please notify us.
 - * We have immediate access to a working telephone at all times.
 - * We will have several fire drills, at varying times throughout the year.
 - * All the doors to the building remain locked during school hours; individuals can only enter by being allowed access from the secretary.
 - * There are live cameras in the classrooms, for additional safety and security of our children.
- *Please inform us immediately regarding your child's allergies so we can take the proper safety precautions.**

PLEASE NOTE: The playground as well as licensed preschool areas (Classrooms etc) are closed during school hours, parents and children not enrolled/ signed into school cannot use those areas during school hours 8:00 am- 4:00pm. This is to assure licensing requirements and safety standards are maintained throughout, thank you for your understanding and cooperation.

PEST MANAGEMENT

Aleph Bet Preschool has implemented procedures to control structural and landscape pests and to minimize the exposure of children, family members and staff to pesticides. The only time the preschool classrooms will be sprayed is when the director, school staff or pest control company would deem it necessary. In the event that pesticides would need to be applied, a sign will be posted on the parent communication bulletin board in the main hallway and on the front door of the preschool

HEALTH & WELL-BEING

Illness Policy 2023-2024

Aleph Bet understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. Exclusion from the center is sometimes necessary either to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child.

For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if in the opinion of the teaching staff/director your child is sick, we will call you to come and pick-up your child within one hour.

The following criteria will be considered in determining if your child must go home:

- A fever of 100 degrees or more
- Inflammation of the eyes (excessive redness, glassy or discharge)
- Vomiting
- More than two incidence of diarrhea or loose stool which is not contained within clothing
- Communicable disease as defined by the Department of Health Services/Center for Disease Control
- Unknown rash
- Excessive nasal discharge, especially if yellow or greenish, since this indicates infection
- Pain

If your child is sent home due to illness, he cannot return to school until he has been free from symptoms for 24 hours without the use of a fever reducer. This is to allow your child ample time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

- Mood, appetite, behavior and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (if prescribed) have been used for a full 24 hours
- Vomiting, diarrhea cleared for 24 hours

- Frequent coughing, excessive nasal discharge resolved
- Pain (earache, cramps, headache, etc.) resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as: measles, mumps, chicken pox, or head lice. The local Health Department will be notified of all communicable diseases and a message will be sent to the class parents when there has been exposure to a communicable illness in the center.

Please consult with your Director if you need additional information.

MEDICATION

At ABPK, we do not administer any medication, except for emergency allergy medication. These medications must be specifically labeled with the child's name, doctor's name, and parent's name. Parents must complete and renew a medication authorization every 6 months. Parents must also sign a preschool authorization form stating administration and dosage.

LICE POLICY

Students will be checked for lice, during **preschool orientation**. If lice should be found at any time, students will be sent home and required to be completely lice and nit free before returning to school. Students and siblings in our school will need the confirmation **from a certified** lice consultant to be sure the student is lice free.

Sunscreen

Sunscreen authorization forms are available, teachers will apply once a day.

ALLERGY POLICY

Please inform us immediately regarding your child's allergies so we can make the proper safety precautions. ALL allergies will be posted prominently in each classroom.

ALLERGY ALERT – NUT-FREE POLICY Currently the Nut free policy is in effect. It is imperative that you are aware that we are asking for everyone's cooperation in making our school a **NUT FREE** environment. Please do not bring any lunches or snacks that "may contain" any nut additives or particles.

ACCIDENTS

We have, at all times, a staff member who is trained in first aid and CPR.

Staff will contact you when your child has any minor injuries that require more than tender loving

care, so you can be aware of the incident. An accident report will be filled out and filed for our records, with a notice sent through the Playground App.

In the event of an emergency or accident, we will immediately administer first aid if necessary, and call 911 as a medical resource and follow their instructions.

The enrollment/emergency authorization forms and emergency cards must be completed before your child begins her/his first day. It is imperative that you include any medical forms or necessary information.

In case of a major injury, the staff will notify:

- * Parents
- * Your designated (on emergency card) alternate contact.
- * Your child's Doctor.

LIABILITY INSURANCE

Aleph Bet Preschool is fully covered by liability insurance as mandated by the Department of Health Services, Child Care Licensing.

Chabad Aleph Bet Preschool

2110 E Lincoln Dr, Phoenix, AZ 85016 602.944.2753

Rabbi Dov Levertov – Administrator

Mrs. Mussie Levertov Executive Director, Licensee

Mrs. Aliza Wernick - Active On Site Director

License # 10971

Capacity: 132 children

Chabad Aleph Bet Preschool is licensed by Arizona Department of Health Services (ADHS)
ADHS is located at 150 18th Ave, 4th Floor, Phoenix, AZ 85007 602.364.2536.

Our facility license records are available upon request and are located in the front Preschool office.