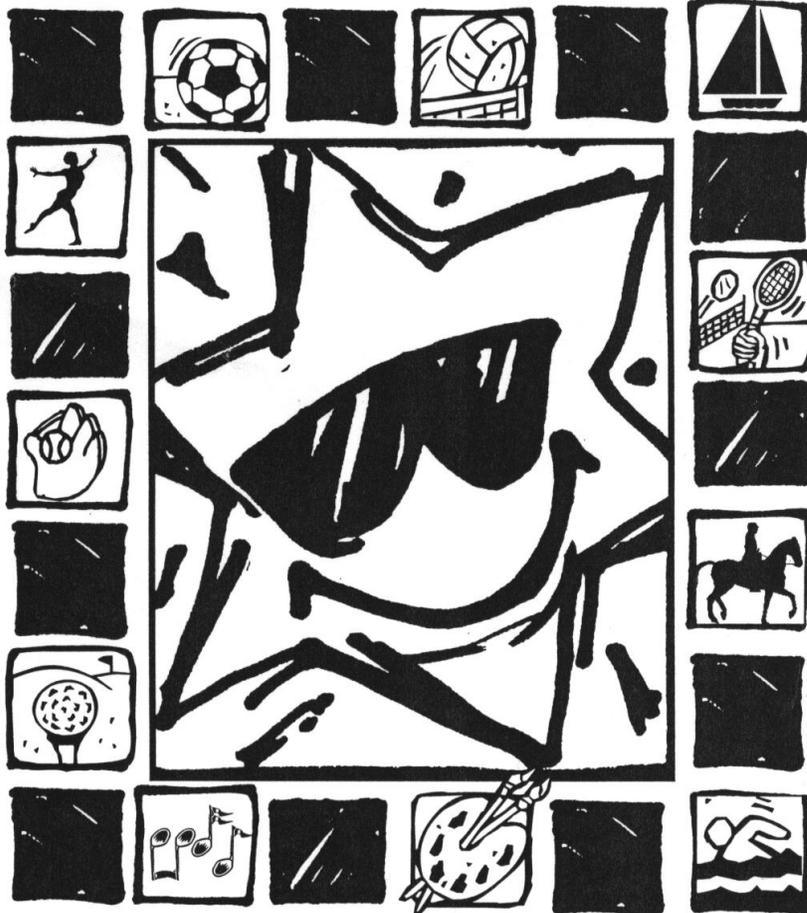




**JCC CAMP**



**RISHON**

*Number One in Summer Fun!*

## Parent Handbook

Jewish Community Center of Syracuse 5655 Thompson Rd DeWitt, NY 13214  
[www.jccsyr.org](http://www.jccsyr.org)

## CONTACT INFORMATION

**Camp Director:**

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315-445-2040 ext 123  
[pranieri@jccsyr.org](mailto:pranieri@jccsyr.org)

**Assistant Camp Director:**

Amy Bisnett  
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**Morning Secretary:**

Chrissy Flynn  
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**Afternoon Secretary:**

Jenn Paine  
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**Hours of Operation:**

Monday-Friday  
7:00AM-6:00PM

## PHILOSOPHY

The goal of our Early Childhood Day Camp Rishon is to provide each child with a safe and happy summer. In order to do that most effectively, we ask for support from the people closest to our campers, you!

Whatever problems or concerns you might have, no matter how trivial they may appear at first, we urge you to share them with the Camp Director and/or Assistant Camp Director as soon as possible.

Summer goes by quickly, but the only problems we can resolve are the ones we know about. Each camper is precious and important. Give us a chance to ensure your camper's experience is successful by calling our camp office 445-2040 extension 120 at any time for any reason.

## PROGRAM CHANGES

We understand that at times your schedule may change. Though we discourage last minute changes, you may do so **before May 19**. All changes **MUST** be made in writing on our Summer Camp Enrollment

Change form and the fee is \$20 per change. Please note the following deadlines associated with making changes to your child's camp schedule:

- **100% refund (includes deposits) by April 21**
- **100% of balance refund May 19 (deposits become non-refundable)**
- **No refunds of any kind after May 19**
- **Camp Weeks 1-4 pay in full by June 15**
- **Camp Weeks 5-8 pay in full by July 15**
- **Registration Fee is non-refundable regardless of time of change/drop.**

## **BILLING AND PAYMENT**

Weeks one through four of summer camp must be paid in full by June 15. Weeks five through eight must be paid in full by July 15. If payment is not received by the due date, your child will not be allowed to participate in camp. Please contact our billing department at 445-2360 if you have any questions or if there are any circumstances that prevent you from paying by the scheduled due dates.

## **OUR STAFF**

Our staff consists of dedicated people who enjoy working with younger children. All of our staff has experience in teaching children ages 6 weeks through five years of age.

Our staff qualifications vary. All of our Lead Teachers are required to have an MA, a BA, an AA in Early Childhood Education or related field, or a Child Development Associate credential that is renewed every 3 years. Our Assistant Teacher credentials vary from a High School Diploma to a BA in Early Childhood or related field, or a CDA. For those teachers who do not have a college degree or a CDA, we encourage them to further their education and provide them with the resources to achieve their educational goal.

Our program is licensed by New York State Office of Children and Family Services. Each staff member is fingerprinted by New York State and they

are run through the New York State Central Register office for a criminal history record check.

Our staff brings to the camp creativity, enthusiasm and years of experience in providing a positive and secure environment for all children.

Our teachers are professional and not only encouraged but required to sharpen their skills, expand their knowledge, and keep up to date with new developments in the early childhood field by taking classes, participating in workshops, and attending both local and regional conferences.

## **MEETING THE NEEDS OF CHILDREN**

The Early Childhood Development Program recognizes that every child is different and unique and that children develop at different rates. We strive to meet the needs of all the children we care for, while at the same time recognize that we may not be able to meet the needs of every child.

The Early Childhood Development Program works exclusively with Children's Therapy Network. Our goal is to provide coordinated services for children identified with special needs in the day care setting. Children's Therapy Network Staff are a group of highly educated professionals which include Special Education Teachers, Teachers for the Visually Impaired, Teachers for the Hearing Impaired, Physical Therapists, Occupational Therapists and Speech Therapists. They have the ability to evaluate and screen children who may not be identified.

Children's Therapy Network staff support both the children who attend our program and the teaching staff. Working with one therapy group provides our school with an additional safety feature. Our children and teachers will always know the therapists coming in and out of our program. Teams work together and are able to communicate their goals with each other and with the classroom teachers. Teams of therapists working together can build schedules to best meet the needs of children. Therapists are present throughout the day to provide support to our classroom teachers.

Children's Therapy Network and the Early Childhood Development Program's teachers work together throughout the summer. If your child has an IEP or a 504 plan, it is imperative that you share that information with the camp so that we can ensure your child is getting everything he/she needs.

If we cannot meet the needs of your child we will assist you in finding the appropriate placement for your child at another facility.

## **SEPARATION**

Separation for the first time can often be an unsettling experience for both parents and children. It is very helpful if you can stay for 10-15 minutes the first few times so that your child can explore the environment while still feeling the security of your presence. However, when you do need to leave, the best way is generally the most direct one. Let the teacher know that you are ready to leave: tell your child you are leaving and will return later, assure your child that they will be cared for, say good-bye and leave.

It is normal for a young child to feel apprehensive and to be reluctant to allow the parent to leave, but it is important to allow the teacher to do the comforting. In this way, your child will be reassured that you feel alright about separating, which will help make the transition easier.

## **ARRIVAL AND PICK UP**

We ask that children be dropped off as close to 9:00AM as possible. Your child's day will start promptly at 9:15AM. We want your child to be able to participate in all of the scheduled activities. In addition, children arriving late may cause a disruption to the rest of the children and the classroom schedule. We do understand that emergencies come up; please call the office to notify us that your child will be arriving late. You can drop your child off in the office and we will bring them to his/her group if they are not in the classroom.

In order to maintain teacher/child ratios, we ask that you do not bring your child to his or her classroom earlier than their scheduled arrival time. If you find that you are running more than a few minutes late when you are coming to pick up your child at the end of the day, please call us. A phone call from you gives us the opportunity to reassure your child that everything is okay and that you are on your way.

We understand that there are times when you need to adjust your child's schedule and you may need to extend their day. Extra time is granted on an approved available basis and only intended for occasional use. There will be an additional fee of \$5.00 per half hour, payable upon pick-up for extra time care.

If your child is going to be picked up by another person (even another ECPD parent), we need to know in writing that we have your permission to release your child to someone else. We will ask for a picture ID if that person is not known to us.

We pay our teachers overtime when they stay later than their regular hours. Therefore, if you pick up after 6:00PM there will be a \$30 late fee. If a child is picked up after 6:15PM, there will be an additional charge of \$2 per minute thereafter. Excessive lateness can result in the termination of your child's enrollment. Please refer to the termination policy for further information.

## **ABSENCES**

If your child is going to be absent, please notify the camp office as soon as you can. You can call our office and leave a message anytime during the hours we are closed. Please understand that we are unable to switch or substitute days if your child is sick. In addition, there are no credits or refunds if your child is sick.

## **T-SHIRTS & SWIM BAGS**

Complimentary camp t-shirts and swim bags will be distributed on your camper's first day of camp. Camp t-shirts **MUST** be worn when going off-site for field trips, no exceptions please (Yeladim & Gesher camps only). Additional t-shirts can be purchased for \$10.

Swim bags are required to transport swimming gear to and from the pool area. These bags make for a smooth transition to and from swimming. Please make sure your child has his/her swim bag every day.

## **WHAT TO BRING: 18 months- 5 years**

### **\*\*Camp is messy\*\***

We have an active program and the children should be dressed in comfortable, washable clothes that can take paints, spills, dirt and lots of activity. They should also be free of complicated fastenings.

Please make sure that your child has with him or her every day the following:

- Sneakers or rubber-soled shoes (which are required for the gym and the playground equipment). They are also the recommended footwear for everyday.
- Bathing Suit (2 for GESHER) must be brought home daily to be washed
- Towel (2 for GESHER) must be brought home daily to be washed
- Goggles (labeled)
- A complete change of clothes (which is to be left in the classroom). Place labeled pants, shirts, socks and underwear in a shoebox closed with rubber band.
- Disposable diapers and wipes (for children who are not yet toilet trained).
- Swim diapers
- Sunscreen, labeled with your child's first and last name

- A crib sheet and a blanket (for napping children). Both need to be taken home at the end of each week to be washed.
- Please label everything (from wipes to blankets) with your child's first and last name. You can go to [www.identamelabels.com](http://www.identamelabels.com) and order great labels that are dishwasher, microwave, washer and dryer safe.
- Please do not bring in plastic bags to transport your child's things. They are against NYS regulations.

## **WHAT TO BRING: 6 weeks-18 months**

- Several changes of clothes
- Diapers, wipes, diaper cream; please label everything with child's first and last name.
- Crib sheet, blanket and a lovie (if applicable) from home.
- Pacifier (if applicable); please label with child's first and last name.
- Bottles; please label everything with child's first and last name.
- Formula, breast milk, baby food, rice cereal; please label with child's first and last name.
- Acetaminophen for teething pain along with **WRITTEN MEDICATION CONSENT FORM, signed by a doctor.**
- Please do not bring in plastic bags to transport your child's things. They are against NYS regulations.

## **SWIMMING**

Campers will have age appropriate water activities. Campers should come to camp every morning with their swim suits under their clothing.

- Camp Geshar will have morning instructional swim and afternoon recreational swim in the JCC's on-site larger heated, in ground pool.
- Camp Yeladim, Chaverim & K Ton Ton will have morning instructional swim, in the JCC's on-site, in ground, learn-to-swim pool.

- Swim diapers MUST be PROVIDED for campers who are not toilet trained.
- Tenokia campers do NOT go in the pool.

## **SUNSCREEN**

Parents are required to apply sunscreen on their child before morning drop off. The teachers will apply sunscreen throughout the day and complete the sunscreen log. Spray sunscreen is preferred along with a sunscreen face stick. Please make sure all sunscreen is labeled with your child's first and last name.

## **SNACKS**

We provide a healthy snack served with 1% milk for children over 18 months, Monday- Friday, whole milk for children under 18 months Monday-Friday. To ensure health and kosher standards, only food provided by the program will be served during snack time. Copies of the snack menu will be posted in the classroom and parents can request a copy from the camp office.

We understand how babies are introduced to solid foods and work with parents and their babies individually. The 6 week-18 month old room will use the same snack menu as the other rooms and parents can circle what their child can have when the time is right. Parents will provide a snack if what we are serving isn't applicable.

## **LUNCH**

ECDP is part of the Jewish Community Center, and therefore, we are required to observe the dietary laws of Kashrut. We ask that all children bring a "dairy" or meatless lunch. Favorites among our preschoolers include peanut butter and jelly, cheese pizza, tuna fish, yogurt, cheese & crackers, fresh fruit/vegetables and pasta. We provide milk or water, refrigeration and/or microwave heating for those lunches that need it.

Infants will be fed according to their individual feeding schedules. Parents will need to update the feeding schedule as it changes or every 3 months, throughout the year.

For infants, once a child starts eating from a bottle, it cannot be saved if they don't finish it, it must be discarded. This applies for food as well.

We know the importance of children eating healthy, well-balanced meals; therefore, we require children's lunches to contain a combination of 2 fruits and/or vegetables, and a "dairy" or meatless main entrée. We provide water (all day long) and milk with snacks and lunch.

## PLAY ITEMS FROM HOME

Toys have a tendency to get lost or broken and we ask that children keep their own toys at home. Sometimes a favorite "lovie" or "security" toy is needed for naptime or to help bridge the gap from home to school. These toys are more than welcome.

## SHABBAT

Every Friday, we celebrate Shabbat, saying the blessing and eating Challah (Sabbath bread). The children enjoy welcoming the Shabbat with songs and dance.

## HEALTH, ILLNESS, AND SAFETY POLICIES

ECDP is a well child camp. The impact of sending a sick child to a camp is twofold. It presents the possibility of spreading the illness to children and teachers. In addition, we do not have the staff and facilities to give a sick child the extra TLC and attention that they deserve. If your child has any **one or more** of the symptoms listed below, we ask that you make alternate arrangements for his/or her care until they have been symptom free for 24 hours. Your child **will not** be able to come back the next day. Refunds are not given for sick children.

- Vomiting
- A fever of 101 degrees or higher (100 degrees for children under 18 months)
- More than one episode of diarrhea

- Heavy nasal discharge
- Watery, inflamed, glazed or crusty eyes or eyelids
- A rash, sore or any other unusual skin condition
- Listless/unusually tired and unable to participate in normally scheduled classroom activities
- Consistent, deep coughing
- Lice

ECDP reserves the option to ask parents to not leave a child within our care if any of these symptoms are present at the time of morning drop-off. If the symptoms appear during the day, we may also choose to call the parent and request that they pick up their child. If we are unable to reach a child's parents, we will attempt to reach the people listed on your medical emergency form.

## **MEDICATION**

We are able to give medication to your child at our center. **New York State Licensing requires us to have written consent from a parent in order for our staff to dispense an over the counter topical ointment.**

**Written consent from a licensed authorized prescriber is required in order for us to dispense any other OTC or prescription medication.**

When bringing in medications, please make sure that the actual medication and the box it comes in has your child's first and last name on it. All medications **MUST** match the specific brand on the Written Medication Consent Form. For example if the doctor authorizes Tylenol, the medication **MUST** be Tylenol brand, not the generic brand.

Siblings are **NOT** permitted to share any medications, over the counter or prescribed. **ALL** medication **MUST** be left in the ECDP office.

Please alert the director and your child's teacher when your child is receiving medication (from cough syrup to antibiotics) either at home or during school hours.

**\*Please notify the office immediately if your child has an emergency medication such as an inhaler, Epi-pen or Benedryl. We will need to create an Individual Health Care Plan for your child.**

## **HEALTH AND SAFETY POLICIES**

***Contagious diseases:*** A child at school believed to have a contagious disease will be isolated with supervision until a parent picks them up and will be excluded from the school until the child is no longer contagious. Parents will be informed of any serious contagious disease by a notice posted in the child's class.

### Accidents

- Scrapes and bruises will be treated by staff with cleansing and bandaging. If we feel it is warranted, we will contact the parent.
- Serious falls, blows, open wounds, sprains, breaks, and similar injuries will receive appropriate first aid treatment. Parent or authorized person will be notified. In the event that neither is available, the school will call 911 and follow advice. Parent or authorized person will be notified as soon as possible.
- Choking that requires emergency care will be administered by a teacher who is certified in CPR and First Aid, and 911 will be called simultaneously by another person. Parent or authorized person will be notified by telephone as soon as possible.
- Cardiac/ respiratory distress: in a case needing Cardiac Pulmonary Resuscitation (CPR), a trained staff person will initiate the treatment and another person will call 911 simultaneously. Parents will be notified by telephone as soon as possible.
- Ingestion of foreign or unknown substance: 911 or the Poison Control Hotline will be called. Parent or authorized person will be notified by telephone as soon as possible.
- Human Bites  
The bitten child will be treated according to need. Parent will be informed personally about the circumstances.

Appropriate action will be taken regarding the biting child's behavior, and parents will be spoken to regarding the incident.

Please refer to the “biting policy procedure” for more detailed information.

## **SIGNING IN AND OUT**

Each classroom has a clipboard with a green sign in/out sheet. It is a requirement that each family use this sheet to sign their child in and out daily. Taking a few seconds each day allows us an important safety check since our flexible scheduling allows children to come and go at various times during the day. If your child is on the playground and you sign them out you must take them with you. If you would like to gather their things from the classroom first please do not sign them out until you return and are ready for them to leave the playground.

## **HAND WASHING**

Hand washing plays an important role in keeping our children and families healthy. Per NYS regulations children are to wash their hands when they are dirty, after toileting, before and after coming in from outdoors, before and after eating, and after handling pets. We ask that parents assist in washing their children’s hands upon arrival.

## **LOST & FOUND**

Please check your child’s classroom for lost items. It is very helpful to have everything labeled with your child’s first and last name (IdentaMe Labels work very well). The JCC’s Early Childhood Camps cannot be responsible for lost items.

## **SUPERVISION**

Parents are asked to supervise their children at all times other than when the enrolled child is in the care of the classroom teacher. This includes younger siblings while in the hallway, classroom and parking lot. Parents are to bring the enrolled child into the building and into their child’s classroom. Children

are prohibited from coming into the building unaccompanied by an adult. In addition, children in our program will not be released to older siblings under the age of eighteen. If you have a child in Tenokia (infants) please drop off the older sibling first to ensure the safety of all babies.

## **PARKING LOT SAFETY**

For the safety of your children, it is vital that all parents adhere to the following:

- ✓ Observe designed traffic flow in/out of the entrance and exit of the JCC parking lot
- ✓ Come to a full stop
- ✓ Adhere to the posted five mile an hour speed limit.
- ✓ No child should be in the parking lot without supervision
- ✓ **Please do not leave children unsupervised in a car as it will be mandatory for us to call Child Protective Services.**
- ✓ Do not leave your car running, please take your keys with you.

## **BABYSITTING BY STAFF**

We do not endorse staff employed at the JCC to engage in private babysitting arrangements with clients of the program and will not provide a reference for them to do so. As part of the enrollment process, all ECDP parents are asked to sign a “babysitting authorization form.” This form is included in the registration packet. Your signature indicated that you understand that ECDP is not responsible for the care of your child while he/she is not in attendance at the ECDP program. Nor, are we responsible for the actions of any staff member during the employee’s non-work hours if you choose to engage a staff member for personal babysitting. Please note that it is against JCC policy to ask the teacher in your child’s specific classroom to babysit outside of their working hours. If you would like help in securing a babysitter please check with the office.

# **ECDP Policies**

The JCC Early Childhood Development Program has several policies and procedures in place to insure that your child's experience with us is a safe and nurturing one. For the sake of space, some of these policies and procedures are not included in our Parent Handbook. We feel it is important for parents to be aware of all policies and procedures that may affect your child's experience in our program. Each of the following policies and procedures have been reviewed and approved by the New York State Office of Children and Family Services.

**Discipline Policy**

**Toilet Training Policy**

**Diapering Policy**

**Nap Policy**

**Biting Policy**

**Touching and Nurturing Policy**

**Multicultural Policy**

**Classroom Assignment Policy**

**Visitor Procedures**

**Child Abuse Reporting and Procedures**

**Termination of Enrollment Policy**

## **DISCIPLINE POLICY**

We believe that children learn best through experiences. We believe that teachers must lovingly guide and redirect the children to help them to learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our care. We try to be as consistent as possible with our childcare rules so that the children will know what is expected of them.

**Our behavior guidance policies and procedures are as follows:**

- ***Children should be presented with positive models of acceptable behavior.*** Staff actions and interactions set the tone through behavior, body language and voice levels. Children can copy what they see and hear. Since we wish to provide a peaceful and cooperative environment for children to grow and learn, our staff is expected to demonstrate appropriate behavior through soft and calm voice levels and appropriate expression of their feelings.
- ***Redirection and constructive solutions are the techniques used by the teaching staff. Emphasis on the positive is essential in guiding young children.*** Our staff is instructed to build on the positive attention and encouragement when positive interactions are taking place. The words “NO or DON’T” are saved for emergencies or rare situations. Encouragement, intervention, explanation and reconciliation are positive goals we strive for in classroom relationships. Cooperative games and team building activities are emphasized. We will use group management techniques, like limiting the number of children in each area of the room to avoid overcrowding and allowing for sufficient materials and the opportunity for constructive interactions.

**Consequences for unacceptable behavior shall be handled by the teacher who will:**

- Respect and protect the rights of the child.
- Restore order without the loss of the child’s self-esteem.
- Help the child to understand the problem.
- Redirect the child to another activity area or specific area.
- Whenever possible, have natural consequences follow the misbehavior. When this is not possible, logical consequences will be used.
- Encourage children to verbalize their feelings, rather than demonstrate them physically.

- Use situations of misbehavior as learning experiences for all involved.

**Persistent unacceptable behavior will be dealt with in the following manner:**

- Teachers involved will inform ECDP Director of situation.
- Staff will meet to discuss the unacceptable behavior and to develop a program to meet the individual needs of the child in question.
- Parents of the child may be called in for a conference to discuss this plan and to enlist their input and cooperation.
- In rare instances if a child is clearly having an extremely difficult day and the Director (or designee) finds that his/her presence is detrimental to the well-being and safety of the other children in the class, a parent may be asked to pick up the child for the remainder of the day.
- Children with consistent difficulties, even after parents are counseled regularly, may be required to seek professional assistance. If no significant progress is made for the health, safety and welfare of this child, and/or the children in the center are at risk, the child may be dismissed from the program.

**The Following actions are prohibited:**

- Any form of corporal punishment, including rough handling, shoving, hair or ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.
- Any form of emotional abuse, including name calling, ostracism, shaming, making derogatory remarks about the child or of his/her family, using language that threatens, humiliates or frightens the child.
- Placing a child alone in a room either locked or unlocked.

- Leaving a child needing further disciplinary intervention in the ECDP Office without a full explanation to/and feedback from ECDP Director or Assistant Director.
- Use of toileting habits (or lack) or failure to eat or sleep as a cause for punishment.
- The withholding of food, clothing or medical care as a form of punishment.
- The use of physical or mechanical restraints of any kind.

## **TOILET TRAINING**

“Toilet trained” is not a prerequisite for acceptance or placement at any age group level within the Early Childhood Development Program.

Toilet training will begin for children enrolled in ECDP when appropriate for each child’s age and stage of development. Parents will be consulted on the methods used at home. Feedback will be provided on each child’s progress. Parents will be requested to bring in several extra pairs of underwear, as well as two complete changes of clothes (shirt, pants, socks and underwear) and to replace with clean ones the day after soiling occurs. Children will be offered frequent opportunities for toileting, particularly after meals and before sleep periods.

### **Objectives of Successful Toilet Training**

- Keep the child comfortable
- Give the child a sense of pride and accomplishment
- Make this “once-in-a lifetime” task a pleasurable learning experience.

### **Procedures for Toilet Training**

- When the child is ready to begin toilet training, the child will be taken to the toilet at frequent intervals.
- Teachers and parents will work cooperatively to establish a routine that is consistent between home and ECDP.
- The child will be allowed to sit as long as he/she is willing. At any sign of distress, the process is stopped.

- The child is never punished, embarrassed or made to feel guilty about accidents. Withholding of food or normal activities is prohibited. Accidents are a natural consequence of the process and will be dealt with in a calm, pleasant and casual manner.
- If parent is in agreement, rewards such as stickers, M&M's etc. may be given for successful efforts.
- If the child has soiled or wet clothing, normal diapering procedures are used.
- Child and Teacher will wash hands with soap and running water. Teacher will assist child as needed.

Bathroom floors and toilets are cleaned and sanitized nightly by the JCC maintenance department. Teachers are to notify ECDP Office of a need of an immediate cleanup due to a toileting accident.

## **DIAPER CHANGING POLICY**

- Diapers, wipes and ointment are to be provided by each parent. If your child runs out of diapers while he/she is here there will be a \$2 charge per diaper that the center provides.
- If you choose to use cloth diapers, please provide a zippered bag for soiled diapers.
- Diapers are to be checked regularly and will be changed when soiled or wet.
- Latex gloves must be worn on hand(s) that touch the diaper and child's diapering area.
- Glove(s) must be changed between children.
- Glove(s) must be removed and hands washed before tending to a child not being diapered.
- Child's hands are to be washed after having diaper changed.

- Use white diaper paper (provided on a roll) on diapering table. Change after each child.
- Soiled (bowel movement): Dispose of soiled diapers in diaper genie unit per instructions.
- Wet (urine): Secure wet diaper in a plastic bag and place in diaper genie.
- Disinfect and clean all diapering and changing surfaces after each use.
- Child is never to be left unattended on diapering table.
- Teacher is bound by policies governing appropriate touching during this task.

## **NAP POLICY**

### **(K'Ton Ton, Chaverim, Yeladim)**

- We are required by our licensing agency to provide an afternoon rest time for all children in these age groups on a daily basis.
- Naptime will begin at approximately 1:10 and continue to about 3:00 for the group as a whole. The lights in the classroom go on at 3:00PM; however, children will not be woken up. If a child seems tired before nap, he/she will be given the opportunity to lie down on their cot.
- Hallway lights are not to be turned off before 1:10 and are to be turned back on by 3:00. All naptime teachers are responsible for working cooperatively and accepting equal responsibility for this task.
- Although room shades are to be pulled down, one should remain slightly open to permit enough light into the room so that all children can be clearly visible to anyone who looks into the room.

- While all children staying beyond 1:00 will be required to take part in this rest period, no child will be forced to sleep or remain totally still on their cot. Conversely, no child will be forced to remain awake if showing signs they need to sleep.
- We are NOT PERMITTED to wake a sleeping child. This is a NYS Regulation. Please do not put the teachers in an uncomfortable situation by asking them to wake your child at a certain time.
- For children unable to sleep, a quiet activity will be provided such as coloring or reading.
- Teachers covering nap rooms are expected to continually monitor the children in their care.
- The playing of very soft music to help children fall asleep is encouraged.
- It is expected that nap room teachers will be accessible and responsive if a particular child needs to have his/her back rubbed, or needs to be held or rocked in order to quiet down.
- Children need to be able to transition from their active morning classroom activities to the quiet rest time period. A short story time at the beginning of the naptime is an excellent step.

## **NAP POLICY**

### **(Infant Room)**

- Infants sleep according to their individual schedules. We strive to keep the home schedule consistent with their center schedule. Parents are asked to maintain communication with teachers and update the sleep schedule accordingly as it changes throughout the year.
- Infants are required to be put to sleep on their back, unless a note from a medical doctor is provided. Once an infant is able to roll over on his/her own, they will be allowed to sleep on their tummies.

Positioning devices will not be used in cribs unless a written note from your pediatrician is provided, nor will bumpers.

- To help reduce the risk of SIDS, the infant room will be kept between 68-72 degrees Fahrenheit.

## **Biting Policy**

### **Philosophy**

We are always upset when we experience biting in our toddler rooms. Even though we know biting is not entirely unexpected when toddlers are together in groups, we don't want any of your children to be bitten, and we want any child who bites to learn more appropriate behavior. When it comes to biting, here is what you can expect from us:

- We put children's safety first and provide appropriate first aid as well as comfort, support, and advice to any child who is bitten.
- We will provide appropriate programming for toddlers to help prevent biting.
- We will make current information and resources on biting available for you.
- We will provide teachers with adequate knowledge and training to deal appropriately and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns, and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences about biting with your child's teachers at a time when you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that will slow the process of learning not to bite.

## TOUCHING AND NUTURING POLICY

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with permission. Staff members will be sensitive to children's responses and requests for physical interaction and model appropriate nurturing touches. Except for safety or cleansing, children always have the right to refuse a touch. Children will also be taught to respect an adult's and other children's touch preferences.

**Affectionate, nurturing touch** is necessary for every child's emotional growth. It includes:

- hugging
- holding on lap
- rocking
- carrying
- rubbing or patting backs
- cuddling
- hand holding

Children always have the right to refuse these touches.

**Personal care touch** is necessary for every child's health and safety. It includes:

- first aid
- diapering
- clothing changing
- face and hand washing
- assisting with toileting
- examining rashes and unusual marks
- nose blowing

These touches are done as gently as possible and should be accompanied by verbal explanation and appropriate comfort.

## MULTICULTURAL POLICY

Our program, while governed by the Jewish mission statement of the Jewish Community Center of Syracuse, is committed to multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that truly reflects the lives of our children, families, staff and community. By recognizing the impact culture plays on our families, we will make every effort to provide culturally responsive childcare by affirming the differences and the right of people to make choices about their own lifestyles. We seek to recognize, appreciate and respect the uniqueness of each child. Our programming will aim to:

- Recognize the beauty, value and contribution of each child.
- Foster high self-esteem and contribution of each child.
- Teach children about their own culture.
- Introduce children to other cultures.
- Provide children with a positive experience exploring similarities and differences.
- Encourage children to respect other cultures.
- Increase children's ability to talk and play with people who are different from them.
- Help children live happily and cooperatively in a diverse world.
- Help children notice and do something about unfair behavior and events.

## **VISITORS**

### **DEFINITION**

For the purpose of safeguarding the safety of the children and staff of the Early Childhood Development, **visitor** will be defined as any person other than a current employee, a parent or legal guardian of a currently enrolled child, or a person authorized by them to drop off and/or pick the child up. The visitor definition will include (but not be limited to) former employees, therapists, employee's family member/friend, parent inquiring about enrolling a child in the program and salespeople.

### **PROCEDURE**

Locked doors at both entrances to the childhood wing prohibit visitor entrance without being “**buzzed in**” by the Early Childhood Office Staff. Access will be denied if there appears to be reason to suspect the authenticity for requesting entrance.

All admitted visitors are required to stop at the Early Childhood Office. Those who have an authorized reason to proceed and visit a classroom are required to sign in (name, time in, reason for visit.) They will then be given a visitor’s badge that must be clearly displayed. Returning the badge and signing-out is required at the end of the visit.

## **ADDITIONAL GUIDELINES**

### **SIBLINGS**

As much as it is a wonderful idea for a brother or sister (who isn’t enrolled in ECDP) to want to spend some time in a sibling’s class, we cannot open our doors to them because of the liability issues that a childcare center and its staff face in this day and age. We may be held legally responsible for any child left in a room without a parent. When a sibling is not enrolled in our program, we become responsible for a child who is not covered under our licensing. This is an extremely dangerous legal position for ECDP to be placed in.

This is one of those circumstances that must be dictated by legalities instead of what we’d like to do to accommodate a parent’s wishes. If a situation arises that you think warrants us trying to find a way to make an exception, it must be approved by either the ECDP Director or Assistant Director *at least 24 hours in advance*.

*For siblings enrolled in another ECDP classroom:* To maintain in compliance with NYS Office of Children and Family Services, siblings are not allowed to stay in each other’s classrooms. If a child wishes to see their sibling, we will bring them to the door to give a hug and say hello. Please note that mixing of age groups in infant rooms (Rooms 1, 3 and 9) is NOT allowed.

We ask that parents with infant siblings (Rooms 1, 3 and 9) drop off older children first.

## Child Abuse Reporting and Procedures

The Early Childhood Development Program of the Jewish Community Center of Syracuse believes that an important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect both in their homes and in our care. Section 508 of the Preschool Addendum to the Personnel Code of the Jewish Community Center of Syracuse contains specific information and responsibilities in relation to the suspicion and mandated reporting responsibilities. The Early Childhood Director has complete laws and interpretations that are available to any staff member or parent.

When there is a ***reasonable cause to suspect*** that a child has been abused or maltreated while in attendance in any of the Early Childhood Programs, the following procedure shall be followed:

1. Report of suspicion ***must*** be made to the Early Childhood Director.
2. Early Childhood Director will immediately remove the child from possibility of any contact with reported staff member.
3. The person who suspects child abuse is responsible for an immediate report to the Child Abuse and Maltreatment Reporting Center 1-800-635-1522 (the unlisted express number for mandated reporters effective 1/1/89.)
4. A written report must be filled out within 48 Hours of the oral report.
5. Notification of incident and procedures followed are to be made to JCC Executive Director who will in turn notify the JCC Board of Directors President.
6. Early Childhood Director must take steps to preserve potential evidence of abuse and/or maltreatment.
7. In accordance with the Mandated Reporter and Child Abuse Reporting Procedures the Early Childhood Director will determine the appropriate actions in regard to the suspected staff member during the investigatory process which may include any or all of the following:
  - Removal from the classroom and reassignment

- Temporary leave of absence with pay pending outcome of investigation
  - Probation
  - Ongoing observation/supervision by Director or delegated other staff
8. In case of verifiable child abuse by a staff member of the Early Childhood Department, immediate dismissal with loss of any accrued benefits will be imposed.
  9. Early Childhood Director must notify the parent(s) of child(ren) named in the report that a report has been made and of any measures taken to ensure the child(ren)'s safety/welfare in the center.
  10. All actions taken must be done so as to cause as little disruption as possible to the daily routine of the children in the center.

## TERMINATION OF ENROLLMENT POLICY

**Philosophy:** In a great majority of the cases, termination of care by the parent is due to reasons of relocation, change in parent work schedule, etc. However, we also recognize that our program may not be appropriate for every child's needs. If for any reason our program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause and help the child make the adjustment. If the child has needs that the program cannot meet, our intent is to meet with the parents to discuss pertinent issues. If the situation cannot be resolved satisfactorily, at the discretion of the Center, appropriate written termination notice will be given.

Under the following circumstances, the ECDP Director, in consultation with the parents and the Jewish community Center Executive Director, reserves the right to issue to the parent a notice indicating termination of all child-care services when any of the following apply:

- A child presents behaviors that (as determined by the professional staff) prevent ECDP from serving the best interests of the child, the agency and/or other children.
- Parents refuse recommendations for supplemental services and the child's behaviors do not improve.

- Supplemental services are not available, or are not adequate, and the child's behaviors do not improve.
- Repeated violations of rules and policies. For example, parents who are habitually late to pick up their child.
- Abusive (physical or verbal) behavior by parents toward staff, other parents or a child.
- Non- payment or unapproved late payment of fees.
- **The JCC reserves the right to terminate enrollment for any reason at any time with appropriate notice.**