



PARENT HANDBOOK

2023-24

*** PLEASE SAVE ***

www.ajpreschool.org

PHILOSOPHY [Adath Jeshurun Preschool](#) focuses on every area of the child's development. All children are considered regardless of race, creed or national origin. The emphasis is geared toward individual, social emotional, physical, cognitive, linguistic and intellectual growth. From beginning problem-solving, reasoning and critical thinking to the nurturing of creativity, sharing and individuality, the staff at Adath Jeshurun Preschool allow each child to develop at his or her own pace. Activities are designed to engage, challenge, and stimulate our children.

Adath Jeshurun encourages self-expression and self-confidence as children learn about friendship and group interaction. All of this is accomplished through hands-on experience and we believe that all children deserve a learning environment that is both challenging and guiding. The children play and learn in a secure and supportive atmosphere in which emphasis is placed on the process of learning rather than on a predetermined final product.

Adath Jeshurun children learn critical thinking, problem-solving, and reasoning through dramatic arts, creative art projects, block building and water play. They learn Jewish culture, religion, and spiritual principles by celebrating the beliefs, holidays, and heritage of the Jewish people.

JEWISH PERSPECTIVE [Adath Jeshurun Preschool](#) is under the auspices of Congregation Adath Jeshurun. The curriculum includes subjects of Jewish interest and content. A Hebrew and an English prayer are recited daily at snack time, and on Friday, the children help usher in the Sabbath with the ritual blessings of the wine, challah (bread), and Sabbath candles and an all school sing-a-long.

The music program includes Israeli and Jewish songs. Throughout the year the students are visited once a month by Cantor David Lipp who teaches them about Judaism. Holidays, Jewish and secular, are celebrated through stories, songs, arts and crafts, cooking, and other activities.

IMPORTANT Telephone Numbers & Email Addresses

Preschool Office (502) 451-3434

Preschool Fax (502) 451-3650

Website Address www.ajpreschool.org

AJ Preschool Facebook [@ajpreschool](#) (Public)

AJ Parent Facebook [AJPA2023-24](#) (Private)

Preschool Director: Sara Gambrell, sgambrell@ajpreschool.com

Child Care Coordinator: Michelle McCarty, mmccarty@ajpreschool.com

Accounting Administrative Assistant: William Lee, wlee@ajpreschool.com

Speech/Language Pathologist: Mary Jane Baker, mjtalks@gmail.com, (502) 599-7941

Early Interventionist: Olly Determann, odetermann@ajpreschool.com

*** The addresses and telephone numbers of teachers and additional staff are not printed in the handbook. If you need to reach a teacher or other staff, please leave a message in the office and they will return your call as soon as possible.*

PARENT ASSOCIATION [The AJ Parent Association \(PA\)](#) partners with AJ Preschool in and out of the classroom to encourage and reinforce the connection between home and school. We welcome all family members to participate as a volunteer in any way possible and forge relationships for the years ahead!

AJ Parent Association Facebook Page: [AJ PA 2023-24](#)

**This is a great way for parents to stay connected on social media in a closed and safe way*

AJ Parent Association Volunteer Sign Ups: [PA Sign Up](#)

SCHOOL HOURS

~ 9am – 5pm, with an Early Care option 7:30am ~

Early Care: 7:30am – 8:45am drop off

*Monthly registration, light breakfast served UNTIL 8:30am, no carpool – must walk child in.

Morning Preschool: 9am – 12pm (noon)

*Morning snack is included

Full Day: 9am – 3pm

*Morning snack and balanced lunch are included

Extended Day: 9:00 am – 5pm.

*Morning snack, balanced lunch, and afternoon snack are included

CHILD CARE LATE FEES & PICK UP

Late Morning Arrivals If your child is going to arrive late, please call the office or let us know via ChildPilot. If we do not hear from you by 10:00 a.m., then we will assume they are not coming for the day. It is advantageous for your child to arrive on time in order to maintain consistency and to insure that your child is not missing the classroom activities. It is disruptive to the teacher and other children when children arrive at different times during the morning.

Late Pick Up Any child picked up after the end to carpool times of 12:05pm, 3:05pm, & 5:00pm will be charged a \$10 late fee. Children can always be picked up early and are not required to stay the full enrolled time. Late Day carpool begins at 4:50pm and our building closes at 5pm. Starting at **5:01pm** there will be a \$10 late fee with an additional charge of **\$2 per minute**. This also applies to days we close at 3pm.

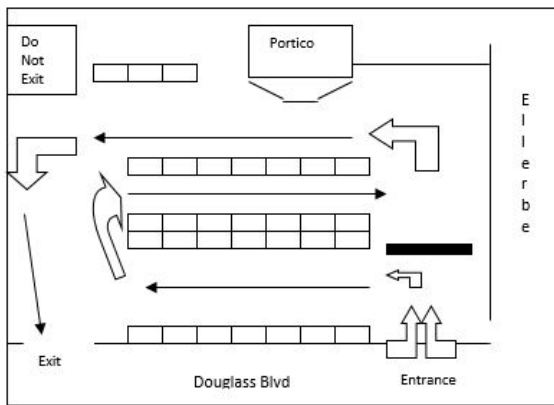
(Signature acknowledgment block)

After 5:00 p.m. Pickup Policy We do not maintain staffing beyond 5pm. If a parent does not pick up a child before the preschool closes at 5pm, the emergency names provided for the child will be contacted. If we are unable to reach any of the emergency contacts, we will use our best judgement to provide appropriate care. We appreciate a phone call to let us know that you will be late but a call does not negate late fees.

CARPOOL AJ Preschool uses **ChildPilot** as our childcare management software. The Division of Child Care in Kentucky requires that all children are signed in and out by the person dropping off and picking up. This will be done using the ChildPilot app. Every person will have a unique code. This four-digit code can be used on a personal device or the kiosk device during carpool. Failure to sign a child in or out will result in a \$1.00 administrative fee per child per missing signature. **(Signature acknowledgment block)**

If your child is going home at a different time than scheduled and/or with another person other than parents/guardians, you must send notification to the office. We will ask to see identification from any person who is not familiar to us. For your child's safety, no exceptions will be made.

Carpool Procedure for Drivers Enter ONLY at the Douglass Blvd. entrance that is near Ellerbe. Make an immediate left turn and proceed through the parking lot as shown on the map. As you approach the school's portico, it will divide in to two separate lanes, on either side of the portico median.



CARPOOL DROP-OFF & PICK-UP

DROP-OFF

9am: Cars will be unloaded between 8:50 - 9:10am

PICK-UP

12pm: cars will be loaded between 11:50am - 12:05pm

3pm: cars will be loaded between 2:50 - 3:05pm

5pm: cars will be loaded between 4:50pm - 5pm

During Drop-off: Pull under the portico and the teachers will help your child out of your car. Children should be seated and securely belted when you drop them off. Please do not allow your child to sit in your lap to "steer" or "drive." This is not safe.

During Pickup: A carpool number will be assigned. Please put this number on the rear view mirror of your car so the preschool staff can easily see it. It will be the parent or guardian's responsibility to help the child into the car and buckle in. All children in your care must be in car seats and seatbelts. Pull over in the parking area if you need additional time to secure the children.

Carpool Procedures for Walkers All car drivers who are going to park and walk their child up to the front door must enter through the Woodbourne Avenue entrance, park on the hill, and approach the preschool by way of the ramp. If you are walking to preschool you must also enter through the Woodbourne Avenue entrance so you do not walk across the carpool line. Please DO NOT walk across the carpool line.

CHILD PREPAREDNESS When **dressing your child**, we prefer your child wear play clothes. Please, no straps which need buttoning or belts which are difficult to handle. We are trying to help children gain independence, and clothing that they can handle will aid in that direction. **Please label all articles of clothing with your child's name & send an extra outfit to remain at school.**

- **Parents of toddlers and 2-year olds:** Please help the teachers by sending your child in clothing that will assist them in changing diapers or in potty training.
- Any child **wearing pull-ups** must wear the kind that break away at the sides.
- **All shoes worn** should be closed-toe shoes. Please avoid Crocs without a back strap; we have found that some Crocs are difficult for the children to run and play in.
- **Unless the weather** is uncomfortably inclement, our classes go outside every day, even if only for a few minutes. Please dress your child accordingly. We do take into account the heat index and daily wind chill factor.

SCHOOL BAGS We ask that each child, even toddlers and 2-year olds, carry a bag (large enough for art projects, etc.) back and forth to school every day. Make sure it is clearly labeled with your child's name. Please check your child's school bag daily for messages and art work.

PARENT-TEACHER CONFERENCES Conferences are held twice a year. We ask that your child is not present during the conference so any sensitive information is only communicated among adults. *Please feel free to contact your teacher or the director at any time at school throughout the year with any concerns or questions you might have.*

Fall Conferences will be held on November 6th. This conference is a CLOSED DAY from school and conferences are scheduled during the day.

Spring Conferences during the week of February 20th. This conference is optional for most age group, and is scheduled throughout the week at the convenience of both teachers and parents. Oftentimes Pre-K teachers will request conferences as the transition to Kindergarten at a new school is so key.

COMMUNICATION We use the childcare management system ChildPilot.

CHILDPILLOT All of the necessary documents shared with you, including our school handbook, child history forms, emergency medical, school directory, as well as permission forms and signatures required, will all be available via ChildPilot. You will be able to message teachers/staff and view photos, videos, and classroom information through ChildPilot, as well as upload necessary documents, including updated immunization forms. You will be **required to check your child in and out each day** they are attending. Monthly or bi-monthly billing and Early Care reservations will also be completed through ChildPilot.

Please let us know via the ChildPilot app if your child will be absent from school. If the reason is due to an illness, please follow up with a message with details

MEDICAL INFORMATION School is for well children only.

ALLERGIES THAT REQUIRE MEDICAL INTERVENTION If your child has a known allergy that might require any type of medical intervention, as detailed by a medical professional, while in our care - a [Food Allergy & Anaphylaxis Care Plan](#) form MUST be filled out before your child is able to begin attending school. This form can be found on our website: ajpreschool.org/forms.

ILLNESS Children showing symptoms of illness will not be admitted and children becoming ill during the day must be picked up immediately.

- Children may not be brought into school with any of the following: undiagnosed skin rash or sores, vomiting, sore throat, chills, diarrhea, inflamed or swollen eyes, flushed or unusual pallor of the face; severe headache, listlessness, nausea, temperature **of 100.4 degrees or above**, or any communicable disease.
- Undiagnosed skin rashes or sores must be seen by a doctor when suspected by the Director or office staff of a communicable disease. Your child must be cleared by a doctor in writing (by fax or in person) before returning to school.
- If a child has been treated for head lice he/she will not be admitted to school until his/her hair has been checked by school personnel. The hair must be totally nit free before the child will be admitted to school.

If your child is sent home because of fever, vomiting, or diarrhea, they are not allowed to return to school the next day and must be symptom free for 24 hours (without the aid of a fever-reducing medication) before returning.

IMMUNIZATION CERTIFICATE An up-to-date Kentucky Immunization Certificate is required by State Law for each child before admittance. If you have a valid certificate on file with us, you are not required to obtain a new one. You will be notified by the office as it expires.

Exemption & Exceptions to the required Immunization Schedule include a child with a temporary or permanent medical contraindication to receiving a vaccine or if there is a religious objection then a parent or guardian can submit the Commonwealth of Kentucky Parent or Guardian's Declination on Religious Grounds to Required Immunizations form upon enrollment. If there is an outbreak of a communicable disease, a child who has not received that specific vaccine may be denied school attendance until the outbreak is determined to be over.

MEDICAL EMERGENCY FORM It is imperative that we have this form on file. This form provides us with emergency information and allows the school to have your child transported to a hospital in the event you cannot be reached. **If any information changes during the school year please notify us immediately.**

MEDICATION Only medication prescribed by a physician will be administered to the child. A note from the physician must accompany over the counter medicines stating the name of the medicine and the amount to be given. (Must include specific dosage, not just “by weight, age, or per label”). We do ask that you administer medications at home if the medication is required to be given only once a day. Medicines **MUST** be in the original container; Prescription medicine **MUST** have pharmacy label with instructions attached.

Medication should be picked up every day. Parents must hand deliver medicines to the Preschool Office & sign a medicine release log each day that medication is to be given.

Medicine left for more than five days will be discarded (except for rescue medications). We will not make judgment decisions regarding medication or take telephone requests for this issue. Medicine will not be given if the log is not filled out properly.

MISCELLANEOUS INFORMATION

BIRTHDAYS AND SPECIAL DAYS If you wish to celebrate your child’s birthday during the school year, or for those who have summer birthdays, a special day may be celebrated at anytime the parents prefer. Birthdays and special days are optional and up to each individual family. A **gift** of books or education toys to your child’s classroom is a nice way of honoring your child’s birthday. If goodie bags are desired, please pack with stickers, pencils, little toys, etc. versus candy/sweets. (This suggestion has been made by parents).

AJ Preschool procedure is as follows:

- Arrange the day of the party with your child’s teacher. Please check with the teachers regarding any allergies.
- In keeping with the synagogue’s Kashrut (Jewish Dietary Laws) policy, no cupcakes or other treats baked at home will be allowed in the building. Any treat that is packaged and marked with a “K” or “U” is acceptable. Please refer to the list of approved bakeries & treats HERE.

Birthdays celebrations are one of our children’s greatest joys. Please make every effort when planning a party outside of school to be sensitive to the religious observances of school mates (Friday night, Saturday, & Sunday mornings). Our **school directory** is password protected on our website; please send personal party invitations directly to parent emails or postal addresses. Out of respect for those not invited, please do not gift invitations at school.

BLESSING Each day at meal times a prayer is recited in both Hebrew & English before eating. (Ch = sound not found in English: similar to German “ach”)

Bah-rooch Ah-tah Ah-doh-nye,
Eh-lo-hay-noo Meh-lech Ha-o-lam,
Bo-ray Mee-nay Miz-o-note.
Thank you, dear God, for the good things we eat. Amen

Translation:
Praised are You, Our God,
Ruler of the universe,
For creating the food we eat.

CHILD ABUSE State law requires that any suspected case of child abuse must be reported to the teacher or Director. In Kentucky, the law protects a person when a case of child abuse or neglect is reported. The person reporting is protected from any criminal liability.

AJ Preschool will take the following affirmative steps to protect children from abuse or neglect:

1. If abuse by a staff member is suspected, the staff person will be removed from direct supervision of children.
2. The child will be examined for injuries. The Director will talk to the child to hear child's account of the incident.
3. The Child Abuse Hotline will be notified if abuse is suspected.
4. Child's parents will be notified.
5. If abuse occurred, the Licensing Division of the Cabinet for Human Resources will be notified within 24 hours.

CLASSROOM & VISITING PETS Some classrooms may have class pets; some of those animals may include fish, hamsters, bunnies, small lizards, or insects. At times throughout the school year there may be special visits to the school by various animal groups.

DISCIPLINE The forms of discipline used at Adath Jeshurun Preschool are positive reinforcement and re-direction. In some cases we do use time-out as an opportunity to find physical and emotional space to calm down. On some occasions children may be brought to the office to talk to the Director. Parents will be notified and asked to meet with the Teacher and Director if the undesirable behavior continues.

EMERGENCY DRILLS As required, fire drills are conducted monthly; Earthquake, tornado, and safety drills are practiced together quarterly.

FIELD TRIPS & SPECIAL EVENTS/GUESTS The 3-year-old and 4-year-old classes may take a variety of field trips. A permission form will be required for **EACH** field trip, or your child will be unable to attend. Miller Transportation will provide buses for the field trips. The infants, toddlers and two-year olds will join the older children for programs in school. These may include a magician, a puppet show, or a music experience. These events will be listed in the weekly email newsletter you will receive each week.

RIGHT OF REFUSAL POLICY The school reserves the right to drop a family from its rolls for reasons of non-cooperation, delinquency in payment of fees, or inability of child or parents to adjust to the expectations of the preschool program, especially those related to health, development, and safety. Such withdrawals are to be determined by the Director.

SUPPORT SYSTEMS AND REFERRAL At [AJ Preschool](#) we support the whole child, including areas of development in fine and gross motor skills, visual processing, oral motor, sensory processing, social interaction skills, and so much more. As part of our commitment to early childhood education and to your family specifically, we believe that ***early intervention is key.***

There might be a time when a referral to community agencies/organizations for further observation and evaluation on your child's development is suggested to better understand and support your child's learning and development. Our hope is that families will work with us understand and address all needs of the child.

EARLY INTERVENTION [AJ Preschool](#) 's early childhood intervention specialist collaborates with professional therapists (OT, PT, Speech, etc) and with classroom teachers to plan and implement activities in the classroom based on a child's assessment and best practices. Our early interventionist is an advocate for each child in our care and will work alongside teachers to help support individual children, their parents, and the entire classroom as a whole.

SPEECH THERAPY [AJ Preschool](#) contracts with a speech therapist who usually screens all AJ students after the start to the school year at no cost to you. Parents who decide on continued therapy for their child will make payment arrangement with the therapist directly.

OCCUPATIONAL THERAPY (OT) [AJ Preschool](#) contracts with an OT therapist who usually screens AJ students after the start to the school year based on parent or teacher referral. At this time, you may be contacted by the therapist and offered an OT screen at no cost to you. Parents who decide on continued therapy for their child will make payment arrangement with the therapist or OT practice directly.

COMMUNITY RESOURCES [AJ Preschool](#) supports therapy appointments (OT, PT, speech and language, etc. from all over the Louisville area) to function on-site at school when appropriate. Oftentimes referrals are made to First Steps (for children 3 years and younger) with the hope the child will be evaluated and treated on-site with the support of our early interventionist and classroom teachers.

FAMILY CRISIS From time to time families in our school may encounter divorce, death of a family member, or a hospital stay by parent or child. This can cause great trauma for children and alter their behavior at school. Because of this and because our staff can lend emotional support to children during these times, we request that you discuss any situation of this nature with your child's teacher or the Director.

INCLEMENT WEATHER POLICY In the event of inclement weather, the safety of our preschoolers, families, and staff is our top priority. In deciding whether to open or close, several factors are considered including the condition of roadways in the surrounding streets and in AJ’s parking lot, as well as advisories from authorities. In years past AJ Preschool has typically followed the Jefferson County Catholic School System (JCCSS) regarding school closures for inclement weather. However, since Non-Traditional Instruction (NTI) online allows for a hybrid option, AJ Preschool may make its own independent decision. **See guide below:**

JCCSS CLOSING STATUS	WEATHER CONDITION	AJ PRESCHOOL STATUS
JCCSS announces all-day, in-person cancellation or changes to NTI ...	If closing is due to snowfall or ice on the roads ...	AJ Preschool will be <u>closed</u> .
JCCSS announces all-day, in-person cancellation or changes to NTI ...	If closing is due to frigid temps or power outages ...	AJ Preschool will make a <u>decision</u> and parents will receive an email and notification in ChildPilot.
JCCSS announces delayed in-person opening ...	For any weather condition	AJ Preschool will <u>open</u> at 9:00 a.m.
JCCSS announces early in-person closing ...	For any weather condition	AJ Preschool will <u>close</u> one hour after Catholic elementary schools close.
JCCSS is already on NTI ...	For any weather condition	AJ Preschool will make an on-site <u>decision</u> regarding <u>closure</u> , and parents will receive an email and notification in ChildPilot.
N/A	Roads become hazardous on a day when JCCS are not in session ...	AJ Preschool will make an on-site <u>decision</u> regarding <u>closure</u> , and parents will receive an email and notification in ChildPilot.

~There will be no refunds or make-up days for closings due to inclement weather ~

TORNADO WARNINGS In the event of a tornado **WARNING** (not a Tornado **Watch**) all children will be kept at school until an all-clear alert has been issued. For everyone’s safety please do not attempt to pick up your child before the all-clear signal has been issued.

BUILDING EMERGENCY In the event of a severe emergency which renders the building unsafe, all children will be taken to St. Andrews Episcopal Church on Ellerbe Avenue, directly across the street from AJ Preschool.

EMERGENCY EVACUATION PLAN AJ Preschool has an evacuation plan in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the preschool. In case of such emergency that Adath Jeshurun Preschool requires evacuation:

- Each teacher will take his/her class to the gym at St. Andrew’s Episcopal Church, located across the street, at 2233 Woodbourne Ave. Louisville, KY 40205. Staff will exit the building on the Douglass Blvd side and walk to St. Andrew’s via Ellerbe Ave.
- Staff and children will wait until an “all clear” signal has been given before returning to school. Parents will be notified by email and app concerning the reason for evacuation and that children are safely returned to school property. If conditions require that the children not be returned to the school, the parents will be notified by phone. If phone lines are unavailable staff will stay with children until parents arrive. A letter of approval from St. Andrew’s Episcopal Church is on file.
- Staff members will be responsible for the children in their class. Staff will devote full attention to the children in their care and ensure the children are within scope of vision and range of voice at all times. Children with special needs will be assigned a staff member to help facilitate the move to the emergency location.
- Floaters/extra assistant teachers will be available to help children that have special needs. The director will take the “emergency binder” with children’s emergency contact information and medical information.
- The staff will be instructed in procedures for emergency evacuation at a staff meeting before the beginning of each year. They will be given a copy of the emergency evacuation plan and acknowledge by signature that they have read and understand the plan. The staff will practice an emergency evacuation at which time procedures and assignments will be discussed.
- The director and staff will update and evaluate evacuation plan every year in August before the beginning of school.
- A copy of the above information will be provided to each parent or guardian of each child before the beginning of school and they will be notified whenever the plan is updated. A copy of the plan will also be sent to Jim Bottom, Emergency Services Supervisor, at 410 South 5th Street, Louisville, KY 40202; (502) 572-3519, cell: (502) 269-8979, jim.bottom@louisvilleky.gov.

PARENT ACKNOWLEDGEMENT

I have read the AJ Preschool Parent Handbook and I understand it. I have been given the opportunity to ask questions about it. I agree to abide by its policy. (signature box)