

Lamplighters Hebrew Academy

Parent Handbook 2024-25

Providing a stimulating Jewish environment that is supportive of
each child's learning priorities.



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Table of Contents

Welcome Letter / About Our School.	3
Part 1: General School Information	4
Mission Statement, Philosophy, Licensing, Look For the Stars, Statement of Inclusion, Our Staff, Open Communication & Involvement, Center Evaluations, Screenings and Assessments, Conferences, Respect	
Part 2: Arrival and Dismissal Procedures	8
Operating Hours, Drop off & Pick Up, Releasing of a Child, Separation Anxiety, The Importance of Arriving at School On Time,	
Part 3: Health, Nutrition and Safety.	10
Health Policies, Head Lice or Body Infestations, 5210 Initiative, Lunch & Nutrition, Snacks, Birthdays, Breast Feeding Policy, Fire and Severe Weather Drills, Severe Weather Watch, Natural Disaster School Closures, Child Abuse and Neglect	
Part 4: Classroom Information	14
Discipline Policy, Biting Policy, Children’s Playground Rules, Toys From Home, Clothing, Chabad Preschool T-Shirts, Rest Time Policy, Rest / Relaxing Time Essentials, Potty Training Policy, Kindergarten Transition	
Part 5: Registration Information & Procedure	17
Registration, Tuition Payments, Scholarships, Late Fees, Withdrawal Policy, Change of Schedule, New Student Orientation, Suggestions To Help Your Child, Summer Program, Pre Care and After Care	
Addendum 1: Lunch Ideas	
Addendum 2: Be An Involved Parent	
Addendum 3: Daily Schedule	
Addendum 4: Calendar	

Director's Welcome - A Little Bit About Our School

Dear Parents,

Welcome to Lamplighters Hebrew Academy!

Serving the educational needs of children 18 months to five years old, we look forward to opening up new worlds for your child in fun and stimulating ways. I am pleased that you have chosen our school as a home away from home for your child. Here at Lamplighters Hebrew Academy, we are committed to creating a warm, friendly and happy environment for your child, while simultaneously assisting your child in developing a strong positive awareness of his/her Jewish identity. Along with Judaic themes and holidays, the curriculum at the Lamplighters Hebrew Academy will expose the children to a wide range of experiences including art, movement, early literacy, math skills, blocks and dramatic play, which are all integrated into our hands-on learning centers. The Lamplighters Hebrew Academy is committed to excellence, and will prepare your child for a wonderful future ahead. It is well known that the years prior to kindergarten are the most critical in inculcating children with optimal cognitive, social and ethical learning, and we are passionate about helping each child reach his or her fullest potential.

When dropping off your child, you will find caring teachers who, above all, will shower the children with love and affection. We offer a creative Jewish learning atmosphere where your child's individual style of learning will be valued and nurtured. We will encourage your child to explore their world, to learn to be part of a group, and to solve problems in a constructive manner.

I have prepared this handbook to help ease any anxieties you may have and to assure you that your child is in good hands. To help your child get ready for preschool, please take the time to carefully read this handbook, which contains updated and pertinent information as well as a school calendar and other addendums. This booklet has information and answers to parents' most common questions, and you will want to keep it handy and refer to it as needed.

Nothing, of course, takes the place of direct contact between you, me and the rest of the school staff. I invite you to call me at the school to discuss ANY questions or uncertainties regarding your child's preschool education whenever you feel it necessary. Please note that we have an open-door policy, which entitles parents to visit at any time, and we encourage parents to participate in our special family events, which further enhance the home – school connection.

Looking forward to a most successful and productive year for your child!

Sheina Jacobson
Preschool Director

Part 1: General School Information

Lamplighters Hebrew Academy 's Mission Statement

- To educate your child in a creative, supportive, and warm Jewish environment so that your child will not only learn about life as a Jew but will learn to love it too!
- To nourish and stimulate your child's learning priorities as we develop cognitive, social, emotional

and physical skills, encouraging your child in becoming a well-rounded and self-confident individual.

Lamplighters Hebrew Academy

Lamplighters Hebrew Academy is a preschool serving the educational needs of children 18 months to five years old. Our mission is to provide a warm and happy Jewish environment where your child's unique style of learning and developing is valued and nurtured. Through song and dance, stories and discussions, the precious legacy of their uniqueness as Jews is transmitted. Our approach allows us to offer a stimulating environment where your child will be encouraged to develop intellectually, emotionally and physically. A day in the life of a Preschooler is truly an adventure! Backed by all the latest research and educational trends, the children enjoy a play-based curriculum and are encouraged to explore, to manipulate, to experiment, to create, to problem solve and to interact socially throughout each day.

Our classroom environment fosters a hands-on approach to learning and discovery. Our low student-teacher ratio ensures that each child receives individual and caring attention. Each of our children is seen as an individual, and thus given the respect and attention needed to develop and grow. Learning styles and individual interests are respected and addressed as teachers plan for the educational experience that will take place.

As the magical years of early childhood are respected and honored, children build a strong sense of self, which the children take with them far beyond their early childhood years. Yet, most importantly, at the heart of the program, is our desire to nurture in our children a concern, kindness and sensitivity for their fellow human beings.

Licensing

Our preschool is officially recognized as a religious exempt preschool by Florida Department of Children and Families, and is inspected by the agency and by the local fire department annually. We follow all the guidelines set up for providing safe childcare.

Statement of Inclusion

Lamplighters Hebrew Academy values and supports the rights of all children, regardless of ethnicity, religion, national origin, and diverse abilities. The Americans with Disabilities Act (ADA) requires that programs make reasonable accommodations for children with disabilities and/or chronic illness. Chabad will consider each case individually and comply with the requirements of the ADA. It is the policy of the school that we may reserve the right to require an evaluation of any child who we believe is having significant difficulties functioning within the classroom. If we are unable to meet your child's needs, we have the right to request additional support, which may include occupational, physical or speech therapists and/or a shadow, at the parents' own expense.

Our Staff

Our staff is made up of teachers, 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. Our staff participates in annual in-service training in order to remain abreast with the latest trends in early childhood education. All our lead staff members have a degree, or are working towards a degree, in the field of early childhood

education. At the beginning of each school year, our staff is trained in CPR, first aid, and in the use of a fire extinguisher.

Open Communication & Involvement

Open communication between parent and teacher is essential. Your child will benefit tremendously from this communication. Avenues for communication and parent involvement are provided in the following manner:

- Weekly communication with pictures via the WhatsApp app on your phone will acquaint you with what has been taught in class, and will also include reminders of special classroom activities. New parents should download the WhatsApp app and send Sheina Jacobson a text (941.258.0188) with a request to be added to our preschool group. The WhatsApp is for the entire preschool parent body, and if you have a personal question, comment or just want to let us know that your child will be out, please send a private text to the director and/or teacher.
- Text or email is the best mode of communication with the preschool director. For important messages or a quick reminder, please share with us your preferred mode of communication i.e. home telephone, cell phone, email, cell phone text or notes in your child's lunchbox.
- Take the time to greet and talk with your child's teacher. If you would like to have more than the normal short chat, please feel free to set up a suitable time to talk when the teacher can give you her undivided attention.
- The registration packet includes a volunteer form that should be submitted with your registration form. In addition, if you have a talent, skill or occupation that would interest preschoolers, please let us know.
- Please realize that tuition pays for 65% of the preschool budget, while the remaining 35% comes from community support. Your support of these fundraisers demonstrates your appreciation for our hard-working staff. Purchasing new items for the school in honor of Chanukah and your child's birthday allows us the opportunity to enhance the program and environment.

Center Evaluations

Another form of involvement is center evaluations. Twice annually, parents will be given the opportunity to evaluate our program, and its ability to meet your child's needs. These evaluations are very important to us, and we encourage parents to promptly complete and submit the form when it is received. Parental feedback helps us to set goals to further improve our early childhood learning center.

Screenings / Assessments

Vision and hearing are major factors in a child's development, and can affect school achievement. Vision and hearing screening are held annually, and you will be notified of these special dates as they are scheduled. In the event that there is a problem, parents will be notified. In addition, a child screening by the teacher, which is designed to give a quick picture of a child's development and identify any concerns or delays, and a child assessment which documents a child's growth over time based on teacher observations, are performed by the teachers to assist in lesson planning, and providing for the individual needs of each child. Goals set from the assessments and screening will be shared with the parents during parent-teacher conferences.

Conferences

Parent teacher conferences are held twice a year. At these conferences we will update you of your child's

growth in all facets of child development. Parents are given a 15-minute meeting, and if, after the fifteen minutes, you feel you need more time, please let the teacher know you would like to schedule a second conference. If we feel it appropriate to have your child evaluated by an outside professional, parents or legal guardians will receive a written notice requesting parental consent. Although we have three conferences scheduled throughout the school year, please feel free to arrange a meeting whenever an individual concern arises. Following each conference, parents or guardians will receive a copy of the child's screening results, and sign a document indicating that a conference has taken place, screening results have been received, and that clear goals have been set.

Grievances

Please realize that to voice your concern is perfectly okay, and all we request is that it be done respectfully. When you come into the classroom to drop off, pick up or visit, please remember to keep the greetings and update short. Please do not engage in lengthy conversations with the teacher while she is responsible for working with the students. The teacher's primary job is to care for the children and their safety by providing the students with undivided attention. Should you have any questions regarding your child's class that you feel should be dealt with immediately, please contact the following professionals in this order:

- 1) Your child's Teacher
- 2) Sheina Jacobson, Preschool Director
- 3) Rabbi Jacobson, Executive Director of Chabad of Charlotte County

Respect

Please respect the religious nature of our school in the following ways:

- Remind anyone who brings or picks up your child to refrain from displaying any non-Jewish symbol.
- Please respect our Jewish organization and avoid coming to Lamplighters Hebrew Academy in immodest and very revealing clothing (show of midriff, undergarments or cleavage).
- Although our preschool calendar respects the legal holidays, we are a Jewish preschool and would like to request that our parents help remind their children that Halloween and other non-Jewish holidays are not celebrated at Lamplighters Hebrew Academy.
- Review and respect our kosher policy, and if you have any questions, they can be directed to the teacher or director. Let us address your questions and assure that there is a mutual understanding.
- As Shabbat (Saturday) is a special day on the Jewish calendar, when organizing a birthday celebration to which preschool friends are invited, please try and refrain from planning a Saturday birthday celebration.

Your respect is essential in allowing us to fulfill our goals, and we thank you for your cooperation.

Part 2: Arrival and Dismissal Procedures

Operating Hours

The Lamplighters Hebrew Academy's operating days and hours are: Monday - Thursday from 9:00 a.m. -

3:30 p.m. Friday 9:00- 12:30 PM with an option to register for an extended day until 4:30 pm (Monday-Thursday). For a child who is experiencing a first-time exposure to a preschool, parents or guardians should consult with the director about a transition period.

Drop Off & Pick up

The parent or guardian who brings and takes the child into the classroom must sign the child in and out on the attendance roster placed at the entrance of the building. Signing in and out is as simple as noting the time of your arrival and departure and placing your full signature (not initials) next to the time. This is a safety measure is state mandated and we request your full cooperation.

Upon arrival please accompany your child and greet the teacher. We ask that you do not arrive before 8:50am, as teachers are involved with preparation and are not ready to give the children their full attention. Coming to school in a timely fashion will assure that your child will have ample time to cultivate friendships, build self-esteem and enjoy the various learning centers before joining the morning group time. Lamplighters Hebrew Academy is an educational center, and your promptness to school not only assures maximum growth, but also demonstrates respect for the staff who work tirelessly to help each child reach their fullest potential. Furthermore, a late arrival disrupts the classroom, and hinders our ability to provide a top-notch experience for your child. Providing a timely and structured evening and morning schedule will help your child be well prepared for an exciting and enriching day of school. If you arrive and see the teachers and students are actively engaged in learning activities, just quickly sign in and share a quick good-bye hug with your child. If the teacher is engaged with the children and unavailable to chat, and there is something significant to share please text the teacher and/or the director.

If your child did not sleep well, has a cut, bruise or bug bite, please share it with the teacher at drop off. This helps us help your child and avoid uncomfortable situations that can arise.

During drop off and pick up please understand that the care of the children is the teacher's first and foremost responsibility. Please respect the teachers by keeping the morning and afternoon "chit chat" to a minimum so as not to distract the teacher from her primary responsibility of caring for the children. Should you at any time wish to have a longer talk with a teacher, please ask the teacher or director to set up a suitable time to discuss any question or concern.

During pick up and drop off times, parents should be fully focused on their child, his/her day, and have a brief exchange with the teacher. To promote this concept, we are making the hallway and classrooms a NO CELL PHONE ZONE! Parents are the child's first teacher, and your child craves your full attention. Please honor your child, and honor his/her education, by refraining from using your cell phones during pick up and drop off. Of course, in the car, we encourage you to talk to your child about the various activities, songs and social interactions that took place during the day.

After Care / Late Stay Arrangements & Fees

Pick up times are by 12:30 pm for half-day students and by 3:30 pm for full-day students, and 4:30 p.m. for extended day students. Please be prompt and demonstrate respect for the teachers, their time and efforts. If you would like to enroll in the aftercare program on a steady basis until 4:30 pm, please speak with the director as this will often times require us to arrange a change of hours for staff. With advance notice, occasional after care or a requested late stay is \$12 per hour for any part of the hour. We realize that emergencies and/or heavy traffic occur at times. In such cases, please call the director to give advance notice. If your lateness is truly seldom, the director will use discretion about waiving the late fee.

Releasing Of A Child

Children are released only to their parents or to the custody of persons stated in writing on the child's registration form. It is imperative that you notify the school in writing if someone else will be picking up your child. Our staff has been instructed to ask for photo identification to release a child to someone who is listed on the registration form but whom we did not personally meet.

Separation Anxiety

Please understand that it is very common for children who are new to the preschool experience to display signs of separation anxiety. Our goal is to help you and your child go through the initial transition comfortably and to help your child learn to say goodbye. Although there is no substitute for parental love, a child should learn that after a parent leaves a teacher is there to provide a nurturing environment. If a child is crying uncontrollably for one half hour, we will call you. At drop off parents are always welcome to stay in the classroom for a few minutes; however, after saying a final good-bye, you are welcome to relax and enjoy a cup of coffee in the social hall or relax with a book from our Judaic library. Additionally, if a child has a difficult time separating from one parent, you may want to try to have another parent or relative drop off your child. Also, for children having separation difficulty, we recommend a gradual transition of slowly increasing hours and picking up a bit earlier for the first few days. Often, after the parent leaves, the child becomes absorbed with toys and the environment and is free of any apprehension. Having a family photo brought into school on the first day of school, helps us bridge the school - home connection. Parent and student orientation, held prior to the onset of the school year (and arranged before school hours for new students entering mid-year) allows the child to acclimate to the room and the teacher, assists in creating a strong foundation of trust and comfort. All parents must say goodbye to their child and tell them when they will return. Parents should not sneak out in order to prevent a child from crying at that moment. Leaving without saying goodbye may be easier for the parents than leaving when the child is crying, but it is not easier for the child. It may cause a sense of fear, and instead of the child interacting and engaging in activity, the child may be all-absorbed with checking the window or door and keeping a close eye on the eagerly awaited return of the parent.

The Importance of Arriving at School on Time

One of the biggest obstacles we face at our preschool is educating parents about the importance of arriving on time for school. The doors to the classrooms open at 8:50 am. Our schedule provides 10 minutes for the children and the teacher to settle in, greet one another, talk about anything on their minds as well as put their belongings away. At 9:30 a.m., our circle time begins. Circle time is important because this is a time the entire class is actively engaged with one another. The teachers use the opportunity to talk about upcoming events in the classroom as well as to introduce new concepts and lessons. It also allows the student to communicate in a large group and is an important part of our routine activities. When a child enters the classroom during circle time, it creates a huge disruption for both the teacher and the other children who are actively engaged in the classroom activities at the time. The focus is now on the one child arriving late and not the teacher who is trying to conduct group circle time activities.

Part 3: Health, Nutrition and Safety

Health Policies

The health of your child is important to you as well as to our staff. It is your responsibility to determine that your child is physically well enough to come to preschool. **If your child has any of the following symptoms, please keep your child home:**

- **Child has a fever or has had one during the previous 24-hour period**
- **Child is within the first 24-hour period of taking an antibiotic**
- **Child has a colored nasal discharge**
- **Child has a constant cough**
- **Child has a cold with discharge that requires attention in excess of three times in 20 minutes.**
- **Child has symptoms of a possible communicable disease (pink eye, diarrhea, flu)**
- **Child is fussy, cranky, or tired and generally not behaving in normal disposition**

Rest at such times may prevent the development of serious illness. Please notify the school at once if your child does have a communicable disease. Keeping your child at home will allow your child to recuperate with quiet rest and your special TLC. In addition, it will protect the well-being of other children and our staff members, who are very dear to the children. A child who had a communicable illness may return to school with a doctor's note, or until symptoms are no longer present.

If your child becomes sick during school hours, exhibits any of the aforementioned symptoms, or is just not feeling up to par and not enjoying the day, we will set up a safe and comfortable isolated area where your child can rest until you arrive. For the safety and wellness of other students and staff, parent or guardian must pick up the unwell child in the amount of time it would take for a parent to drive from their home or work. If you cannot be reached, the emergency contact on your registration form will be called. Lamplighters Hebrew Academy does not routinely administer medicine, creams or lotions. Most medications can be given to a child in the morning, after school and before bedtime. Under certain circumstances, and with parental and / or doctor authorization, medication may be administered. Forms for this purpose will be available through the director. When medication is given at school, please realize that for safety it will be kept in a locked cabinet, and that only the lead teacher

or the director will administer the medication.

At enrollment we must have on record a current health form and immunization record, which your child's doctor should complete. Health forms (yellow sheets) are considered current for two years, and the immunization forms (blue sheets) state the expiration date. It is imperative that you immediately notify the school regarding changes in your home telephone, cell phone, or work number. In the event of an emergency it will enable us to contact you immediately. If deemed necessary by the attending teacher and/or director, paramedics will transport a child to an appropriate health care facility. You will be expected to assume responsibility for any incurred expense. If your child receives a minor injury or bruise at school, we will wash the wound, apply a Band-Aid, and provide extra tender loving care. An Unusual Incident Report will be completed by the witnessing teacher, which will need to be signed by the teacher, the parent, and the director. At times, if a child reacts dramatically (lots of crying for example), the teacher will make an earnest attempt to call the parent during a quiet moment or break. Please realize, that unless you sign a parent-release, by state law we are unable to apply any first aid cream, Neosporin or anti-itch cream.

Please note that some children in our childcare setting may not have current immunizations. To promote health the entire Chabad Preschool campus is smoke free.

Head Lice or Body Infestations

Head lice or other infestations are generally not a threat to our health, but can be a nuisance. When the school is aware of lice or other bodily infestations, a letter (and email) informing parents will be sent out immediately. Control of head lice or other infestation is a shared responsibility of both parents and the school. Parents can help limit the problem by checking their child's head regularly. If lice or nits are found, the school MUST be notified. A child who has had head lice will be permitted to return following a treatment and lice check by the Preschool Director or her agent. A child must be free of nits (even dead ones), prior to his / her return to school. Our state laws mandate that parents show verification that an initial treatment has occurred and that a second treatment will take place 10 days later.

Lunch & Nutrition

Please pack a nutritious lunch and carefully select your child's foods. We recommend that you place an ice pack in your child's lunch box. Please send in a lunch made up of the four food groups (even if your child doesn't like a certain category). By observing others healthy eating habits, we can help your child model proper and healthful eating habits. Since you provide your child's lunch, we rely on you to help us adhere to the kosher dietary laws. As we try to encourage proper and healthful eating habits, please do not send any candy, Sticky fruit snacks such as fruit roll up, gushers, fruit jellos or the like. (For a special occasion please discuss options with your child's teachers) Please send in water as opposed to fruit juice. An addendum to this handbook lists lunch suggestions. So that you will have an idea of how much your child has eaten for lunch, and which foods your child is most enjoying, we will help your child pack up his/her remaining lunch. All foods and drinks sent to school in its original store packaging should have a kosher symbol. Kosher symbols include: OU, OK, triangle K, star K or just a K. Questions regarding kosher symbols should be brought to your child's teacher and/or director.

Snacks

Morning and afternoon snacks are provided by the parents. As per state regulations morning and afternoon snacks must include two food groups. Kindly, give your child healthy snack choices.

Birthdays

At Lamplighters Hebrew Academy are celebrated on the Hebrew birthday of your child. To honor their child's birthday, parents are encouraged to donate a book, puzzle, toy, or gift certificate to the classroom. Please note that we do not allow outside birthday cake or cupcakes to be brought into school, please discuss with your child's teacher or with Morah Sheina Jacobson about having a cake or cupcake provided for your child. Please note all items in party bags must be checked over by Morah Sheina.

Fire and Severe Weather Drills

Fire drills are routinely conducted according to school regulations and procedures for evacuation and safety. In September, the teachers instruct the students in this procedure. For severe weather drills we will show the kids to go under a table or into the bathroom that has no windows.

Severe Weather Watch

In cases of severe weather such as: hurricane warnings, tropical storms or a flood watch the center will close when the public schools or county offices close. Staff will be kept informed and parents will be notified. Parents will be told to keep themselves informed throughout the day and to be prepared to pick up their child within one hour of school closings and hurricane warnings.

Natural Disaster or Pandemic School Closures

Realize that in the event of a hurricane or other natural disaster, our school will follow the closures set by the Charlotte County School Board. If at any time we must leave the premises, we will walk to the corner lot east of the parking lot. Each month at preschool we have a fire / bad weather drill where we practice vacating the building quickly and efficiently. If the school closes due to a pandemic, tuition will not be reimbursed for the month during which the closure occurs, and we will request that parents donate the next month's tuition, to help keep the staff on payroll.

Child Abuse and Neglect

All Lamplighters Hebrew Academy staff members are required by law to report suspected incidents of child abuse and neglect. Abuse and neglect allegations are reported to a Central Abuse Hotline at 1-800-96-ABUSE (1-800-962-2873). If a parent suspects child abuse or neglect by a staff member, please notify the director immediately. Parents may also contact the child abuse hotline directly.

Part 4: Classroom Information

Discipline Policy

Our program promotes a positive approach to managing the behavior of all children. To accomplish our goal the following techniques are used on a daily basis:

- Prevention & Positive Reinforcement: Providing a daily routine, a sense of security and constantly praising and reinforcing appropriate behavior.
- Setting Limits: Simple rules are established and consistently followed. A poster with five simple class rules is always displayed in the classroom.
- Problem Solving: We encourage the child to verbalize 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.
- Removing Child From The Situation: After all positive techniques have been tried, the last alternative is to remove the child from the situation until the child has relaxed and calmed down and is capable of returning to the group cooperatively.

When behavior problems occur, we will look at our routines, the environment and individual needs of the child to help overcome the behavior. Our teachers are trained to use a calm tone of voice, and to avoid giving negative attention to a child. Children at Lamplighters Hebrew Academy will not be subject to physical discipline or discipline that is severe, humiliating or frightening, and discipline is never associated with food, rest or toileting. Your child is expected to meet an acceptable standard of behavior as set by the teacher. If your child's behavior falls below standard, you will be informed. If after a reasonable period of time a child is not able to adjust to the demands of the group, the class schedule, or if there are special needs that Lamplighters Hebrew Academy is unable to meet, we may ask for additional support including but not limited to, professional observation, and a referral to a speech, physical, behavioral or occupational therapist, and/or a shadow, which will be at the parents' own expense. Parental consent for a professional observation and referral will be maintained in the child's file. If after, much effort a child is still unable to comply with school expectations, we reserve the right, to ask the parent to find another more suitable child care option.

Of course, our staff always strives to cultivate positive behaviors in children. The Kindness Curriculum, which creates opportunities for children to practice kindness, conflict resolution and respect is used by our teaching staff and includes varying activities, which instill good character.

Biting Policy

Biting can be a form of expression in children who have limited verbal skills. Some young children may use biting when angry or frustrated. While it is considered typical behavior for young children, it is detrimental to the safety and well-being of the children in the classroom. Hence, if a child bites one time, the teacher or director will contact the family in order to implement a plan that would prevent further incidents from taking place. If repeated biting incidents occur, we may ask for a shadow or temporary withdrawal from the program

Playground Rules

For safety and for the benefit of the children, we have established the following playground rules:
 Hands to yourself • Help clean up • Sand stays in the sand box and water in the water table • Feet first on the slide.

Toys From Home

We have found that toys from home are hard to share, create jealousy and create a great distraction to the class atmosphere. We have plenty of toys in school, and never want a child to feel disciplined because a teacher put away a toy brought from home. If your child has a special item they want to show the class, they may be able to bring it in to show their classmates, but than the toy must be put away until pick up. When your child has a cherished item, suggest that it be left in the car seat or at home. The teacher may notify you of a show & tell schedule. However, rather than a toy, during show and tell, the school policy is that children share something like a nice family photo, a drawing or to verbally share a fond experience.

Clothing

Children should wear clothing that is appropriate for floor activities and messy art. Although we use washable paints and markers, please don't send your child in clothing that would disappoint you if it gets dirty. Also, be sure your child's clothes are easily managed during toileting. Hard to close snaps, belts, one-piece outfits and overalls that have buckles should be avoided. A young child's self-esteem is enhanced when he or she can be independently successful.

Since children enjoy running and playing on the outdoor playground, we discourage children from wearing flip-flops, crocs or sandals that do not provide adequate support. In addition, children get frustrated when mulch gets stuck in their sandals. We strongly advise parents to make sure their child is wearing socks and tennis shoes even during the summer season. Children love the freedom and gross motor opportunity that they gain from outdoor play, and by wearing a strong closed shoe (sneaker), we can bolster this wonderful opportunity. Velcro shoes are not mandatory, but for the younger child, it increases self-esteem as they master the ability to put on their shoes, and eases the job for the teacher, as shoelaces seem to always untie. As a safety precaution, during the hotter months all children will be required to wear a hat during outdoor play. Please make sure to bring a hat that can stay in school. Label all hats, sweaters, and clothing that stay in your child's cubby or on the classroom hooks. Labeling will assist the teachers in determining ownership of clothing.

Rest Time Policy

A quiet relaxing time is held daily to unwind in the afternoon. Our naptime is approximately 45 minutes. Individual mats, labeled with children's names, are set up in the classroom. Children are asked to lie quietly and teachers offer back rubs and we play soft music to help children relax. We accommodate the children who need to sleep a little longer and provide books and quiet activities for children who are not resting after 20 minutes.

Rest / Relaxing Time Essentials For our 2 year old class

For students who stay for the afternoon., parents must send in a crib sheet, small soft blanket and soft doll or animal in a small canvas bag that fits our small rest time essential drawers. Bulky pillows, blankets or stuffed animals will be sent home. This bag is brought to school on Monday mornings and is sent home on Friday to launder.

Potty Training Policy

To join our 3-5 year old class, your child must be potty trained , teachers will do everything they can to help your child and assist when necessary, however the potty training should be completed by the parents

before the school year begins

For our 18 - 36 month class,

If and when a parent feels that their child is developmentally ready to use the potty, the child should be sent to school in pull-ups rather than diapers. This allows us to easily assist your child with the toileting process. When you feel your child is able to make the transition to be fully potty trained, schedule a time to discuss this with your child's teacher, and we will arrange for your child to go to the bathroom on an hourly basis. To assure success, it is imperative for parents to implement a similar potty training plan at home. From our past experiences we have seen this plan boost self-confidence and attain potty training success.

Photo Sharing on Parent Chat

It has happened that parents text us if they don't see their child in a photo. Please realize the photos we share are meant to encapsulate some of the activities that we are doing so that you can better engage in conversation about the daily happenings, crafts, and excitement at preschool. Often, children are happily engaged in a different activity and later join the teacher-directed activity. If your child is not in a photo, please don't always assume your child is miserable, friendless, and a loner. Children come to school with different moods and needs, and we try to capture and share both the child-centered and teacher-directed activities to provide you with a peek at the day. We share photos to give you a better glimpse into the classroom. However, we don't want the teachers to feel that they have to start counting the photos shared of each child. That would certainly indeed distract them from their task of casually sharing the vibrancy of the classroom. The photos depict moments that you might use later at home for conversation. As usual, if your child's not doing well, is sad, or is uneasy in any way, we will let you know. By the teachers posting photos, we hope that you realize that we are making an earnest effort to share memorable moments rather than cause worry, grief, or concern.

Kindergarten Transition

For children entering kindergarten in the forthcoming fall, we will complete a kindergarten readiness worksheet that teachers and parents complete and sign. We recommend that you take your child to see the school, meet a teacher, and set up an afternoon that your child can visit a real kindergarten classroom. This will help ease your child's transition from preschool to kindergarten.

Part 5: Registration Information and Procedure

Registration

The Lamplighters Hebrew Academy provides a quality early childhood program using a multi age modified Montessori approach. For children entering kindergarten the following fall a 5-day program is recommended. We also accept 5-year old who have chosen to delay their entry into kindergarten.

New Parents:

- New parents can register their child after a formal meeting and tour of the facility.

All Parents:

- Complete forms
- Submit registration fee & first payment
- Submit health and immunization forms
- Submit copy of child's insurance
- Bring in all first day essentials & supplies (see addendum)

Tuition Payments

The annual tuition fee of \$13,500 is paid in ten installments from August 25 through May 25. Together with this information packet, you should receive a tuition payment plan form, which must be submitted to the office prior to enrollment. For any check not honored by the bank there will be a \$35.00 fee. Please note that the tuition is an annual fee and there are no credits or make-up days for illness, holidays or family vacations. Lamplighters Hebrew Academy we strive to maintain professional and ethical standards, and in all fairness, we cannot allow make-up days for one child and not another. Please understand that your request for makeup days will be denied. Also, prior to enrolling, carefully review the preschool calendar, making note of the days our school is not in session, and have backup childcare plans if necessary. (Our school is out of session for the following Jewish and legal holidays: Labor Day, Rosh Hashanah, Yom Kippur, Shmini Atzeret, Simchat Torah, Thanksgiving Break, Winter Break, Passover/Spring Break, Shavuot and Memorial Day.)

Scholarships

When funds are available partial scholarships are available based on need by scheduling a meeting with Rabbi Simon Jacobson. There is also an online form to fill out and submit.

Withdrawal Policy

We will make every effort to see that your child's needs are being nurtured each and every day. If, however, you choose to withdraw your child from our program, you are required to give the school two weeks advance notice in writing. If you fail to give us the two-week's notice, you will be responsible for the following month's tuition. Refunds are not given under any circumstances.

Change of Schedule

If a parent should desire to change a student's schedule in any way, whether it is to add days an afternoon, or after care it is necessary for the parent to speak with the director a week or more in advance, and make the necessary payment for the change in schedule. The director will inform the teacher of changes you have made to your child's schedule.

Parent/ Student Orientation

On the Monday morning prior to the beginning of the school year, a parent and child orientation will be held for students at 10:00am. Parent / guardians and child will meet the teachers, receive a classroom tour,

do a short circle time and enjoy a few minutes on the playground. Children registering mid-year will be given a designated orientation schedule. If your child speaks another language at home, at orientation kindly provide us with a list of commonly used words in your child's natural language. This will assure that a child whose second language is English will feel embraced and nurtured, while the parents feel respected.

Suggestions To Help Your Child

- Make sure the child is well rested. (Set bedtime and bedtime routine)
- Allow lots of time for personal routine, a good breakfast, a pleasant, safe ride to school.
- Have a cheerful, positive attitude as your child leaves you, either at home or at school.
- Let your child just stand and watch, knowing that observation is one way of participating.
- Don't put pressure on your child to produce something to take home.
- Encourage your child to talk about school by asking specific questions, such as "What color did you paint with?" or "What was snack?" rather than "What did you do today?"
- Inform the teacher if there is something going on at home that might affect your child.

Distracted Adult Law & Sign Off

A law has been passed that childcare sites in the state of Florida are required to share with parents the "Distracted Adult" flyer twice annually. Aside from sharing the flyer, we are required to have you sign off in September and April that the school has shared this vital information with you, which provides reminders to help assure that no child will be left mistakenly alone in a hot vehicle, which can have unfortunate and devastating effects.

(Parent Handbook Addendum 1)

Lamplighters Hebrew Academy Lunch Ideas

- Please pack a water bottle with your child's lunch box.
- Please do not send in any candy or sticky fruit candy (fruit leather, fruit by the foot, etc.). Please review the policy in the parent handbook.
- Any packaged product sent in your child's lunch box must have a kosher symbol. Should you have any further questions, feel free to speak to your child's teacher or director.
- We recommend that you place an ice pack in your child's lunch box.
- *Pareve means a food that has no dairy or meat derivative, for example fruit, veggies, pb, jelly, rice cakes, pretzels etc.

Sandwiches:

- Cream cheese
- Tuna fish
- Jelly
- Egg or egg salad
- Margarine
- Peanut butter

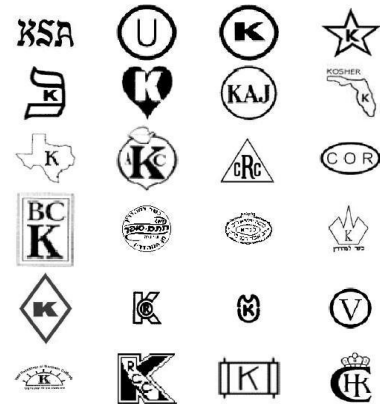
Fruits and Vegetables:

- Sliced cucumbers
- Sliced tomatoes
- Celery sticks

- Melon cubes
- Fruit cups
- Apples
- Applesauce
- Grapes (cut please)

General:

- Yogurt
- Sliced cheese
- String cheese
- Cottage cheese
- Macaroni and cheese
- Bagel pizza
- Rice cakes
- Bread sticks
- Graham crackers
- Pretzels
- Granola Bar
- Pretzels
- Raisins, Craisins



Some of the common Kosher symbols found. Over 60% of the goods in the supermarket have a kosher symbol or a K.

Parental involvement is key to your child's preschool success.

- Read all emails and correspondence.
- Be prompt to school.
- Keep an open line of communication with the staff.
- Attend all parent-teacher conferences. (Nov, Jan, & May)
- Participate at our holiday family celebrations.
- Attend Parent Night.
- Volunteer and help us improve our school.
 - Assist with children's garden
 - Offer to assist by picking up wood scraps from Lowes or Home Depot.
 - Assist the teacher with
 - cutouts.
 - Offer to help us with handiwork, painting etc.
 - Assist with periodic re-mulching on the playground
 - Assist with Chanukah staff appreciation
 - Assist with end of year staff appreciation
- Make a donation (from teacher's wish list) in honor of your child's birthday.

Sample Daily Schedule

8:30	Arrival, Table Activities
9:30	Handwashing & Snack
9:45	Group Time
10:15	Outdoor Play
11:00	Group Time & Movement
11:30	Lunch
12:00	Learning Centers/ Small Group Time
12:30	Dismissal for Half-Day Students / Outdoor Play / Story Time
1:00	Rest time
1:45	Afternoon Snack
2:00	Special Afternoon Activity
2:30	Open Centers
3:00	Closing Circle Time / Daily Reflection / Story
3:30	Dismissal
3:30	Late Afternoon Snack
3:40	Outdoor Play
4:00	Open Center / Small Group Time
4:30	Dismissal for Extended Day

Notes:

Please note that the schedule is flexible and is subject to minor adjustments based on the needs of the students.

Please print and sign this page

I _____ have read the preschool
handbook

Date _____

Calendar

CALENDAR 2023-24

B"H

AUGUST	SEPTEMBER	OCTOBER
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER	DECEMBER	JANUARY
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY	MARCH	APRIL
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

AUG 24	Teacher Orientation
AUG 28	Preschool Meet & Greet
AUG 29	First day for all
SEP 4	Labor Day - No School
SEP 15	Rosh Hashanah - No School
SEP 18	Fast of Gedalya - Late Start
SEP 25	Yom Kippur - No School
SEP 26	Late Start
SEP 29-OCT 9	Sukkot - No School
NOV 22-24	Thanksgiving - No School
DEC 14-15	Chanukah - No School
DEC 22	No School
DEC 25-JAN 2	Winter Break - No School
FEB 1-5	No School
MAR 25	Special Program - Late Start
APR 17-30	Passover - No School
MAY 27	Memorial Day - No School
JUN 11	Shavuot - Half Day
JUN 12-14	Shavuot - No School
JUN 21	Last Day of School

Code of Ethics

Standards of Ethical Conduct (Lamplighters Hebrew Academy)

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to

Sheina Jacobson @ 741 258 0188 or in person

Reports of misconduct committed by administrators should be made to Sheina Jacobson @ 941 258 0188 or in person

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in

our staff handbook

and on our Web site at No School website yet

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

Share the good word as we dedicatedly provide quality early childhood education,
nurturing young minds as we provide a strong sense of Jewish pride.

Your positive review and kind words on social media platforms,
can help us in our efforts to positively impact the education of another child.



Address: 424 W Henry St, Punta Gorda fl 33950
Tel: 941.258.0188

Email: lamplightersHa@gmail.com

Web: chabadofchalrottecounty.com/lamplighters