



Family Handbook

Educate a child according to his way...
Mishlei (Proverbs) 22:6

Dear Parents,

Welcome to Coastal Gan Preschool!

We are pleased that you have chosen our school as a “home away from home” for your child. When entrusting your child with us, you will find caring teachers who above all will shower your child 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 the world, learn to be part of a group, and solve problems in a constructive manner. Learning at our school is stimulating, joyous and self-rewarding.

Please read through the preschool handbook to familiarize yourselves with our program and policies. Please feel free to contact us to discuss your child’s preschool education and development.

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

Sincerely yours,

Chaya Eilfort

Director

Coastal Gan

Welcome to the extended family of Coastal Chabads!



Chabad at La Costa
www.chabadatlacosta.com



At Coastal Gan our Goal is:

- To care for and educate your child in a stimulating, safe and loving environment.
- To fill each child's day with creative learning experiences, enriched with Jewish values and traditions.
- To encourage the physical, intellectual and emotional growth of each child through the use of our fully equipped classroom centers and outdoor space.
- To view each child as an individual, and thus, give him/her the necessary respect and attention needed to develop and grow.
- To work as a partnership with each child's parents to create the optimum learning experience for the child.

Statement of Nondiscrimination

Coastal Gan admits students of any race, color, national and ethnic origin in all the rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, scholarship programs, athletic, and other school administered programs.

In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child's disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.

Heritage and Culture

Our fully integrated program weaves Jewish and American customs with a unique Judaic Curriculum. It includes hands-on teaching of a living Judaism. The children are introduced to their first Hebrew language words through song, dance, and story. These words are used daily in the classroom. Using role-playing, pictures, stories, and experiences, our children internalize special feelings and knowledge of the land of Israel. Through Biblical stories and contemporary culture, the children receive a special love and knowledge of the different facets of Judaism & Israel. Their cultural awareness creates a strong feeling of community.

General Information

What to Bring

Please bring the following on the first day:

- One set of labeled change of clothing; shirt, pants/skirts, underwear and socks, to be changed each season.
- A fitted sheet and blanket for naptime, placed in a pillow case.
- Diapers, wipes and diaper cream (if necessary)
- A recent photo of your child (4x6)
- A recent family photo (4x6)
- Sunscreen and Hat
- A Rain Suit (Mud Suit) can be found on Amazon
- Reusable water bottle
- Any other item that may be familiar or comforting to your child such as a sippy cup or pacifier etc.

Dress Standards

Children in an early childhood school setting need the freedom to move about the classroom unencumbered by bulky or overly fussy clothing. When they are dressed appropriately, children feel free to immerse themselves in the many sensory activities available.

To decide if your child is appropriately dressed, ask yourself the question, "Will I be upset if paint, food coloring, dirt, or spaghetti sauce gets on this outfit?" If the answer is "Yes", please change your child's clothes. We want to make your life and the life of your child simple when it comes to clothing and laundry.

There should be an extra set of clothing, (including socks, underwear, blouse/shirt, and pants/skirt) in your child's cubby at all times. In this way, we can be certain if

your child's clothing is inadvertently wet or dirty, we can help your child return to the comfort of a clean set of clothing. Because many of our activities are held outside, it is important to keep a sweater or light jacket in school as well.

Please label all clothing, including sweaters and jackets with their names.

An important step in developing your child's independence is helping them take off and put on their own clothing. Many toilet accidents can be prevented when children can unbuckle or unbutton pants without a struggle. Pull-on clothes and tennis shoes with Velcro are great!

Days & Times

Preschool days are: Monday through Friday (following the school calendar, attached at the end of the handbook)

Preschool hours are:

Monday-Friday: 9:00—3:00 pm (Half days end at 12:00)

Friday: No Aftercare

Location

Coastal Gan is located at:

735 Adelaide Circle
Encinitas, CA 92024

Admission Policies

Before a student is admitted to Coastal Gan, parents must create a Playground account and fill out an application as well as all of the state and medical forms listed below. Parents or guardians are required to sign an agreement indicating the fees and payment schedule. The fees are based on an annual fee equally divided over ten months. Several forms have been included in your registration packet; some of which are required by the Department of Social Services Licensing

Division. (The school is subject to citations if these forms are not completed for every enrolled child in the school.)

If information changes during the year such as phone numbers or emergency contacts, it is imperative that the school be notified.

- Admission Agreement
- Notification of Parents Rights LIC995A and E
- Identification and Emergency Information LIC700
- Physician's Report LIC701
- Child's Preadmission Health History– Parents Report LIC702
- Consent for Emergency Medical Treatment LIC627
- California School Immunization Record

(Upload an image of your child's immunization record, I will record it on the blue card.)

- Consent Verification for Nebulizer Care LIC 9166 (if applicable)
- Additional Children in Care LIC9150
- Family Child Care Consumer Awareness Information LIC 9212
- Acknowledgement of Receipt of Licensing Reports LIC 9224
- Affidavit Regarding Liability Insurance LIC 282

Tuition

Upon acceptance into Coastal Gan, there is a \$250 non-refundable enrollment fee and a \$250 tuition deposit

The annual tuition for the 2022-2023 school year August 22-June 16 is \$15,000. The total tuition can be divided into ten monthly payments. The first payment is due August 5th, 2022 and paid on the 5th of every month through May 5th, 2023. Payments are to be made via a direct debit in the Playground App.

Please note that the tuition is an annual fee and there are no credits, refunds or make up days for illness, holidays, family vacations or mandatory closures that occur on or after the first of that month. You are required to give 30 day's notice in writing if you wish to withdraw your child from the daycare. You may at this time request for the balance of checks not yet deposited. Coastal Gan reserves the right at any time during the year, to dismiss a child from the program if Coastal Gan is no longer an appropriate placement for the child.

Arrivals and Pickup

Drop off: 9:00-9:15.

Please note that our preschool is located in a residential neighborhood. Therefore, please be courteous to the neighbors and do not block any driveways or double park during drop off and pick up.

Children do best when they begin the morning on time with the rest of the class. Please try to be on time as this gives your child the greatest advantage of participation in the program

During drop off and pick up, please realize 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.

Pickup: 2:45-3:00

Please note that pickup time does not begin at 3:00. That is when pickup time ends. Please be punctual. There is a \$5 fee per every 5 minutes for children who are picked up late unless aftercare has been arranged in advance.

Sign in/Sign out Procedure

Children are released only to their parents or to people stated in writing on the child's registration form. If your child will be going home with anyone other than his/her parent or regular carpool, please call to notify us. We will not release your child to anyone other than the parents without parental permission.

Separation Anxiety

For children who are new to the preschool experience, please realize that it is very common for children to display signs of separation anxiety. Our goal is to help you and your child through the initial transition comfortably.

The following are some tips to help ease separation:

- Take time to speak with your child about all the fun he/she will have at Coastal Gan. Keeping a consistently positive attitude will help your child feel reassured during the separation process.
- Having a family photo at preschool also helps children bridge the school-home connection.
- Once the parent says goodbye to their child, he/she should leave immediately and not 'prolong' the goodbye process.

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 picking them up earlier for the first few days. Generally, after the parent leaves, the child becomes absorbed with activities and is free of any apprehension.

Snacks and Lunches

Coastal Gan will provide daily kosher snacks and lunch for the children. Our snacks and lunch consist of well balanced and nutritious foods such as whole grains, fruits, vegetables. Water will be available throughout the day for the children. We will keep foods with refined sugar and preservatives to a bare minimum. If your child requires a special diet due to allergies, please discuss this with the director.

Lunches From Home

If you choose to send lunch from home, please send a nutritious lunch including a drink. Nutritious lunches should not contain candy or soda. Please refrain from breakable/glass objects even for drinks. Please clearly write your child's name on his/her lunch bag or box. Include eating utensils, if needed.

We will try to send home uneaten food, when practical. Remember to consider the eating limitations of small children when preparing portions of food. Most children eat only half of a sandwich, piece of fruit, drink, or treat.

***We ask that no shellfish or meat products (beef or poultry) be sent to school*
with your child.**

Ideas For Lunches

Cheese, cut into cubes and crackers - Vegetables & dip - Hard-boiled egg

Sandwiches / Wraps - Tuna in a container - Fruit whole or cut up

Bagel and cream cheese - Pasta Salad - Olives

Pickles - Celery with peanut butter - Thermos of soup

Raisins - Salad in a container - Yogurt

Health and Safety

Toilet Training

Children do not need to be toilet trained upon entering Coastal Gan. Please inform the teacher when you feel your child is ready to begin toilet learning. We recommend that your child first begin to wear underwear at home over a long weekend, before starting in school. We will make every effort to work together in supporting your child through this process.

Vaccinations and Immunizations

The law requires that all children attending schools must present proof of immunization against a number of diseases. See separate form that must be filled out for a full list.

Minor Injuries and Illness

The school is equipped to handle minor injuries such as superficial cuts or bruises.

If we have any question as to the severity of an injury, we will contact parents at the emergency numbers we have on file.

We will contact parents if a child becomes ill in school. The school director will determine if the child is well enough to remain at school. There will always be at least one teacher on duty that is certified in CPR and emergency first aid.

Keep your child home if he/she...

- has a fever or has had one in the previous 24-hour period
- is within the first 24-hour period of taking an antibiotic
- has a colored nasal discharge
- has a consistent cough
- is fussy, cranky, and generally not behaving like themselves
- has symptoms of a possible communicable disease (red eye, diarrhea, rash).

Children must be symptom free for 24 hours before returning to school (without the aid of a fever reducing medication).

When Your Child is Ill

- *Please take a temperature check at home prior to bringing your child/ren to the center*
- *Keep your child/ren home if they are showing any signs of symptoms or sickness such as red eye, diarrhea, rash*
- *Any child with a temperature of 100.4 or above will be sent home for a minimum of 24 hours. (This might be lower in certain circumstances.)*
- *Children must be symptom free for 24 hours before returning to school (without the aid of a fever reducing medication).*
- *If your child has an excessive runny nose, cough, or sneeze, we will ask you to pick up your child and keep them home for 72 hours. In some cases, a note from your child's doctor will be required for your child to return.*
- *If your child shows symptoms while at school, they will be separated from the rest of the children and you will need to pick him/her up within 30 minutes.*
- *If you, your spouse or other members of your family have a temperature or are sick, we respectfully request that you keep your child home.*

It is urgent that every parent cooperate fully with our health policies! Our regulations are designed to protect the well-being of all the children and to guard, as much as possible, against avoidable absences for health reasons.

When symptoms of possible illness arise, or other indications that your child is not well enough for group activity, arrangements **MUST BE MADE** for their care at home. PLEASE, do not bring a "borderline" ill child to school hoping they will pass. A proper place for a sick child is at home, so they will not infect other children or their teachers. The school has no provisions for the care of children who become

ill at school. Proper care at the beginning of an illness can often shorten the duration and prevent infection of other children.

If your child becomes ill at school, you will be called at home or work and you or your emergency contact will be expected to pick up your child as soon as possible.

Personal Information

On the first day of school, your child's emergency information will be reviewed with the teacher. Please make any necessary corrections including home, work and cellular phone numbers if they change. See the list of forms above.

Emergency Information

If your child becomes sick during school hours, and exhibits any of the aforementioned symptoms, or is just not feeling up to par, we will call you. In the meantime, we will set up a safe and comfortable isolated area where your child can rest until you arrive. If you cannot be reached, the emergency contact on your registration form will be called to come pick up your child.

As it is important that parents be contacted in the case of an emergency, our office should be notified promptly, of any change in address, telephone number, as well as any change regarding emergency situations.

Promptness and accuracy are necessary to keep records up to date so that we may communicate with the home whenever necessary. In the event of an emergency, the following procedure will be followed:

An attempt will be made to notify the parents. If the parents cannot be reached, an attempt will be made to notify the emergency contact.

If the emergency contact cannot be reached, an attempt will be made to communicate with the child's physician. Children will be transported by paramedics to an appropriate health care facility. Coastal Gan staff will not transport sick or injured children.

Reporting of a Communicable Disease

There are several communicable diseases, if your child was exposed to, that must be reported to the school office. These include: COVID-19, chicken pox, measles, meningitis, mumps, pertussis (whooping cough) and rubella.

Medication Policy

The law prohibits us from administering medicine, creams or lotions (even non-prescription), unless it is specifically labeled with your child's name, doctor's name and parent's name. In addition to a doctor's note, parents must sign an authorization form stating administration and dosage. If parents would like teachers to apply sunscreen or diaper cream, they will need to sign a consent form.

Head Lice

Pediculosis (head lice) is not a threat to health but can be a nuisance. Control of head lice is a shared responsibility of both parents and the school. Parents can help limit the problem by checking their child's head regularly and treating the lice if found. Please notify the school if your child is found to have lice.

Parent School Cooperation

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

Please make personal contact with your child's teacher at drop off and pick up time. 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.

If for any reason, parents will be away from home for any length of time, please advise the school. This is especially important if the absence is due

to special conditions, such as hospitalization, which may be upsetting for your child. Please advise us if there is anything unusual happening at home that may have an impact on your child. When teachers are aware of such conditions, they can be of great support and help in alleviating your child's distress.

Parent Involvement - Parent involvement increases the success of our preschool. Coastal Gan welcomes parents to come in to do Parent-led activities with the children. Visitors who wish to share their professional interests or hobbies with the children are also welcome, such as doctors, police officers, fire prevention professionals, musicians and artists. If you have a talent, skill or occupation that would interest preschoolers, please let us know. We welcome and appreciate parent's support and involvement.

No Toy Policy – At Coastal Gan we ask that the children leave personal toys at home. Bringing toys often creates a distraction for the child, as well as issues from other students.

Lost and Found - We recommend that parents attach name tags to all outer clothing. If your child is missing a personal item, please check the lost and found. We suggest that valuables not be brought to school.

Photo Sharing- We will be photographing your child throughout the year to capture memorable moments of their various activities and involvements. We will regularly post these photos on the schools online private photo album, on the Playground app, for your family to enjoy.

Mitzvah Notes

During the school year, we will be learning about different mitzvot (good deeds). When children do a mitzvah, it is very important that they are shown appropriate recognition. This will reinforce the positive feeling of doing a mitzvah and encourage them to do more and more mitzvot. Having a mitzvah note read in class encourages the children and also creates a bridge between school and home.

Please send mitzvah notes to school as often as possible. A long letter is not necessary. A short note is fine. Examples of some mitzvah notes:

"Today, Leah shared her toy with her...."

"Last night, Rachel slept in her own bed...."

"Today, Sam went into his carseat right away...."

"Last night, Jacob said the Shema..."

General Discipline Procedure:

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:

1) *Prevention & Positive Reinforcement*: Providing a daily routine, a sense of security and using positive reinforcement for appropriate behavior are key elements in preventing behavioral problems.

2) *Setting Limits*: Simple rules are established and consistently followed. 3) *Problem Solving*: We encourage the child to verbalize and use logical reasoning and consequences as the means of solving the problem at hand. 4) *Redirecting*: Children exhibiting behavioral challenges will be offered choices and redirected to other activities to maintain positive self-esteem. 5) *Remove Child from Situation*: After all positive techniques have been referred to, the last alternative is to remove the child from the situation, until he/she has relaxed and calmed down and is capable of returning to the group cooperatively.

Conferences:

If the child exhibits behaviors which cause harm to self or to others, Coastal Gan will follow these guidelines.

1. A parent/teacher meeting will be held to discuss the concerns about the child and to develop a plan of action.

2. Teachers will monitor behavior to ascertain if there are any improvements. 3. As a last resort, following the above procedures, if the director and teacher still feel that Coastal Gan is not the right setting for the child, alternate placement will be recommended.

Biting and Hitting Policy:

The first time a child bites or hits, we follow the general discipline procedure listed above.

If the same child continues to bite or hit, three or more times within two weeks, we call the child's parents to come to pick up their child to take them home. The child must stay at home for one week to break the 'habit' of biting or hitting.

If after these steps are taken and the child continues to bite or hit (three or more times in two weeks), we will recommend that this daycare is not the right setting for their child, and the parents will be asked to remove their child from our program.

Pupil Assessment/Evaluation

We will be using a developmental screening for the entire Preschool in September. The parent-completed Ages & Stages Questionnaires®, *Third Edition* (ASQ-3™) is the most accurate, family-friendly way to screen children for developmental stages between one month and 5½ years. As parents, you know a lot about your children. We are excited to present this assessment that will help us pull the necessary information about our children together to better address all our classroom students' developmental needs.

The Ages & Stages Questionnaires®, Social-Emotional (ASQ:SE) are meant to be used in conjunction with a general developmental tool (like ASQ-3) that assesses cognitive, communicative, and motor development. ASQ:SE helps to identify the need for further social and emotional behavioral assessment in children. The ASQ:SE addresses seven behavioral areas: self-regulation, compliance, communication, adaptive functioning, autonomy, affect, and interaction with people. The ASQ:SE will be used on an as needed basis throughout the year.

Special Activities

Birthdays

Classroom birthday parties can be arranged in cooperation with the school staff in advance. Birthday cakes/treats will be provided by the school. Parents are asked not to bring in outside refreshments to the class. The child's family is invited to attend his/her birthday celebration - Covid19 permitting.

Birthdays are a special occasion at Coastal Gan! When your child's birthday is approaching, please be in touch with your child's teacher at least two weeks in advance to select a date and time that is accommodating for parents and the classroom schedule.

Birthdays are a special time to reflect and show gratitude for all the blessings in our life. In an effort to teach our children how to express gratitude on their special day, we are starting a tradition at Coastal Gan for the birthday child to present a gift to his/her class, from Coastal Gan's Amazon wishlist, as part of the birthday celebration.

These birthday gifts have always been especially treasured in the classroom and bring such pride to the children in whose honor they were purchased!

The Shabbat Party

To celebrate the coming of the Shabbat, each Friday a special Shabbat atmosphere is created. Candles are lit, the kiddush is recited and the Shabbat zemirot (songs) are sung.

Challah for Shabbat

Each Friday, the children will have the opportunity to knead and braid Challah dough in preparation for Shabbat. We will bake the little loaves so that the children will get to enjoy their own Challah on Shabbat with their families.

Tzedakah

The children will have the opportunity in the mornings during circle time to put a penny in the classroom “Tzedakah Box”. This is a wonderful way of instilling the value of giving to those in need.

Holidays

Children will celebrate the Jewish Holidays with crafts, songs, plays, stories and much more. Celebrating holidays is a springboard for discovery as children use their five senses.

Additional Tips

- See that your child is up in time to eat a good breakfast; try to avoid hurrying to school.
- See that he/she has sufficient rest and sleep.
- Encourage your child to frequently wash hands to ward off the spread of germs.
- To make your child more comfortable, provide simple clothing that is free of complicated fastenings (especially overalls).
- Send your child off to school in a happy frame of mind. Show interest in what he/she does at school and what he/she is learning when they return.
- Encourage your child to talk about what he/she did without pressuring or emphasizing his/her behavior.
- Get to know your child’s teacher and help her understand some of the experiences the child has had that may affect his/her success in school.



2022 – 2023 SCHOOL YEAR

PLEASE SIGN AND RETURN TO COASTAL GAN BEFORE YOUR CHILD BEGINS SCHOOL

I have received a copy of Coastal Gan Parent Handbook and understand that I must abide by the guidelines and expectations of Coastal Gan Preschool to ensure my child’s continued enrollment in the program.

Name of Student: _____

Parent or Guardian Date Signed

Parent or Guardian Date Signed