



WEINSTEIN
CAROLE AND MARCUS WEINSTEIN
JEWISH COMMUNITY CENTER
5403 MONUMENT AVENUE
RICHMOND, VIRGINIA 23226
(804) 285-6500

2009– 2010
CHILD CARE MANUAL



DORA L. LEWIS FAMILY & CHILD
DEVELOPMENT CENTER

Dear Childcare Parents,

Welcome to the Dora L. Lewis Family and Child Development Center's *Childcare Program*. The goal of the *Childcare Program* is to provide a warm nurturing environment for children to grow, explore, make new friends, and learn.

Our family-style classes of mixed age groupings, along with the group of the oldest fours, are designed for creative learning opportunities that foster each child's individual development and creativity.

The following information is about our *Childcare Program*. Policy, as well as general childcare information is included in this manual. Please feel free to ask questions if something is not clear. We are here to help make both you and your child's transition into our *Childcare Program* as smooth and worry-free as possible. The children will have the freedom and opportunity to explore activities and ideas that are of interest to them or help create new ideas. This will help foster their creativity while also helping them better develop their thinking skills.

Each month you will receive a childcare newsletter that will inform you of the many projects that are going on as well as any upcoming events or projects.

There will be many opportunities for you to come and share your time and/or talent in the classroom, whether it is volunteering for our monthly staff meetings, leading an activity, or attending an afternoon social hosted by your childcare teacher. You are always welcome and encouraged to visit. We are excited about the upcoming year and hope that your child continues to grow and learn from all of the things we do throughout the year!

Sincerely,



Childcare Coordinator



Donna Peters

Director, Early Childhood Services

ARRIVAL & DEPARTURE

Please bring your child into the classroom each day, and make sure the teacher is aware that your child has arrived. When you are departing with your child, make sure a teacher is aware that you have taken your child for the day.

Prompt arrival and departure times are very important. A **\$20.00** fee will be charged if your child arrives prior to the regular scheduled time and **\$30.00** if your child is picked up after the regular scheduled time. **We do not maintain staffing beyond 6:00 p.m.** If a parent does not pick up a child before the Weinstein JCC Early Childhood Program finishes the day at 6:00 p.m., the following action will be taken. Each parent and emergency name provided for the child will be contacted. If we are unable to reach any of the emergency contacts, we will use our best judgment to provide appropriate care. **If the situation requires outside intervention, we will contact child protective services.**

***A \$35.00 late fee will be charged to the parents per child for any late pick-up after 6:00 p.m. A \$1.00 charge per minute after 6:05 p.m. will be added to the initial \$35.00. All charges must be paid by the next day! Please be aware that repeated late pick-up after closing at 6 p.m. is reason for termination.**

If you will be late, please call the office (545-8615), and we will inform your child and his or her teacher. Send a note if someone other than the parent is picking up your child on a given day. If you have a sitter or share driving with another parent, please send an initial note informing your Childcare teacher. **The staff will ask all unfamiliar persons for photo identification when picking up your child. Under no circumstances will we release a child without written consent from the parent or consent from any of the persons listed on the Emergency cards.**

Early Morning Childcare is held in Room 9/10.

Late Afternoon Childcare and Pickup is in Room 1/2.

CLOTHING

Send a **complete set** of extra clothing (clearly labeled) to be kept in your child's afternoon classroom. The Childcare teachers will have a shoebox already labeled for your child. Each child has a cubby in which the change of clothing and other personal items will be stored.

Remember to update your child's extra clothes box periodically and at the changing of seasons. Because children grow quickly, the clothes you put in the box originally, may not fit your child later in the year. Also, the children go outdoors whenever weather permits, and it is important that your child has adequate clothing in the box if needed.

Sneakers or rubber-soled shoes are the best shoes for children at play! For safety reasons, please do not send your child in flip-flops, crocs, jellies, or boots (cowboy-type, rubber, etc) with slick soles. If you want your child to wear sandals, they must be buckled, well-fitted and with a strap around the heel to keep your child's foot in the shoe. Walking and running are a part of a child's day, and the children need sturdy shoes.

SWIMMING

The Childcare Program offers one afternoon per week of swimming lessons for the children for three sessions during the school year. These swim sessions are instructed by qualified pool staff and help the children to learn swimming techniques, water safety and also help the development of gross motor skills. Children ages three and above and toilet trained will participate. Toilet trained two year olds will swim at the discretion of the Aquatics Director based upon space availability and individual developmental needs.

Prior to the beginning of swimming, each parent will need to sign and return a swimming permission slip to their childcare teacher.

If parents do not give their children permission to participate in the swim program and later change their decision, the child may begin swimming when a new session begins or when space permits. If you have any questions or concerns about the aquatics program, please contact Kim Field, Aquatics Director at 545-8640. As the child engages in these activities, many opportunities occur for social, cognitive, emotional, and physical learning at the child's own level and interest.

When swimming begins, **please send your child's bathing suit, a towel and swim shoes on their swim day. All swimming essentials should be put in a clearly labeled bag and placed in your Childcare classroom.**

Childcare swim days are as follows: Tuesday (Room 5), Wednesday (Room 7), Thursday (Room 9) and Friday (Room 1).

Childcare parents are encouraged NOT to schedule an Enrichment Class or Sports Class on swim day.

ILLNESS

We are concerned about the health of every child in our program. To ensure the well-being of all children in our school, we strictly enforce the following policies:

A child who has fever or is otherwise ill (vomiting, pain, diarrhea, frequent coughing, excessive nasal discharge, signs of conjunctivitis, etc.) should be kept at home. If a child becomes ill while at school, parents will be notified so that the child can be picked up and taken home. When called, you (or an alternate emergency

person) are expected to pick up your child within the hour. There are no exceptions to this rule.

Bringing a child with any of these symptoms to the Weinstein JCC usually causes other children to get sick. If ALL parents will help by keeping sick children at home, everybody's children – including their own will be sick less often.

If your child is not well enough to play outdoors, he or she should be kept home. Outdoor play is an integral part of the day's program, and the children go outdoors daily. Take the weather into account when dressing your child for school.

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

- 1. Mood, appetite, behavior and activity are again normal.*
- 2. No fever for 24 hours or longer.*
- 3. Antibiotics (if prescribed) have been used for a full twenty-four hours.*
- 4. Vomiting, diarrhea cleared for 24 hours.*
- 5. Frequent coughing, excessive nasal discharge resolved.*
- 6. Pain (earache, cramps, headache, etc.) resolved.*

*** If these conditions are not met, you will be required to pick up your child immediately.**

Parents will be notified if their child is exposed to a potentially contagious disease while at school. Likewise, parents must notify the school if their child has been exposed to, or has a contagious disease -- such as conjunctivitis, head lice, ringworm, chicken pox, etc. Please notify the school if your child will be absent.

As required by law, all cases of suspected child abuse will be reported to child protective services.

MEDICATION

If your child requires medicine during the day, parents should deliver the medication and a completed Medicine Authorization Form directly to your Childcare teacher. Medication Authorization Forms may be obtained from your Childcare teacher. **To ensure the safety of all children NEVER leave medication in your child's backpack or lunch-box. Medicine will be given only if an Authorization to Give Medication form is signed by a parent or guardian. This is a requirement of licensing. Short-Term Authorization is valid for 10 days. After the ten days your child's medicine will be returned to you to take home. If your child is on medication for a long term, you will need to fill out a Long-term Authorization to Give Medication Form and have it signed by your doctor. Long-term Medicine**

Authorization is good for six months. Your childcare teacher will notify you when the medication needs to be refilled.

Only staff that has attended the Medication Administration Training provided by an approved trainer for the Virginia Department of Licensing will be allowed to give medicine.

Although we will administer medicine at whatever time you indicate on the form, we strongly encourage you to arrange for medicine to be given at lunch time (12-1 p.m.).

No medication will be administered to a child without a completed medication authorization form. Staff will document each dose of medication given and will keep all medications inaccessible to children at all times. It is the parent's responsibility to retrieve the medication at the end of the day.

ALL MEDICINE HAS TO BE IN ITS ORIGINAL CONTAINER LABELED WITH YOUR CHILD'S FIRST AND LAST NAMES. THIS INCLUDES PRESCRIPTION, OVER-THE-COUNTER MEDICINE, SUNSCREEN AND DIAPER OINTMENT. ALL PRESCRIPTION MEDICINE MUST HAVE THE ORIGINAL PHARMACY LABEL THAT INCLUDES THE FOLLOWING ITEMS:

Child's first and last names;
Authorized prescriber's name;
Pharmacy name and telephone number;
Date prescription was filled;
Medicine name;
Route to administer;
Dosage of medicine;
How often to give the medication; and
Date the medication is to be discontinued.

SNACKS & LUNCHESES

We provide a nutritious Kosher snack each afternoon. The snack menu is posted weekly on the bulletin board, located next to the kitchen and in the weekly online newsletter.

Children who stay for Childcare are expected to bring a non-meat lunch. Milk will be provided. We encourage the parents to send a nutritious well-balanced lunch; you may include a small dessert. The children are not expected to eat all of their lunch, but they are encouraged to eat some lunch before they have dessert.

LUNCH GUIDELINES

In accordance with NAEYC accreditation requirements and Commonwealth of Virginia Licensing, the Early Childhood Education Department does not serve children younger than 4 years the following foods:

Whole grapes popcorn pretzels
Nuts raw peas chucks/whole raw carrots
Raisins (not to 2-year olds, only)
or any foods that can be swallowed whole.

In order to ensure proper health and safety handling of all foods prepared, saved, and stored onsite or brought from home, we follow the USDA and Child and Adult Care Food Program Guidelines. These are also requirements established by the Licensing Department of the Virginia Department of Social Services.

1. All lunches need to be dated on a daily basis. This is to make sure that lunches are fresh and safe for your child to eat.
2. All plastic containers and thermoses must also be dated daily.
Suggestions -
 - Write date daily on a paper bag lunch
 - Use masking tape or a round peel off sticker
 - For your convenience we have the round stickers available. They are located on the wooden cart in the preschool kitchen.
3. All lunch bags and lunch boxes must also have the child's name clearly labeled in permanent marker on the outside of the lunch box in an easily visible place.
4. Place lunches on the designated shelf in the preschool kitchen refrigerator.
5. If a lunch is left in the refrigerator, after twenty-four hours, the contents will be thrown out.

Thank you for your cooperation in these safety regulations.

Parents have an open invitation to come and have lunch with his / her child in the childcare program. Lunchtime is a wonderful opportunity to socialize with your child, teachers and classmates.

We will inform you if your child needs more food for lunch. Uneaten portions of lunch are returned in the lunch box so that you will be aware of your child's dislikes or changing appetites.

Please remember that these guidelines are dictated by NAEYC, state licensing and by the Kosher standards of the Carole and Marcus Weinstein Jewish Community Center. Please comply with these standards, as we do not want to jeopardize our license or interfere with Kosher laws.

Menu Suggestions

Be sure to provide a protein source, bread source, vegetable, fruit and milk (provided).

| | |
|--|------------------------------------|
| Peanut butter (not spoonfuls) | Salad (tossed, pasta) |
| Honey | Cheese (American, Swiss, etc.) |
| Wheat bread | Cream cheese |
| Pita bread | Oranges or tangerines |
| Natural crackers | Peaches or pears |
| Tuna fish | Apples (with peanut butter) |
| Eggs (salad, scrambled) | Peanut butter / banana sandwiches |
| Vegetables with dip (cut in ½ inch square for 2 yr. olds) | Yogurt with fruit |
| Pineapple chunks | Quiche (without meat) |
| Muffins | Fish sticks or filets (cut ½ inch) |
| Strawberries, blueberries | Cheese pizza |
| Pudding | Spaghetti or noodles |
| Banana, berry breads | Canned fruit |
| Raisins (not for 2 yr. olds) | Dried fruit |
| Celery with peanut butter or cream cheese (cut ½ inch square for 2 yr. olds) | Cottage cheese |
| | Granola bars |
| | Graham crackers |

Add your own ideas to this list and make a tedious chore into a fun and creative time for yourself and your child! As you pack your child's lunch, explain the nutritional value of the foods you include.

Lunch Reminders

1. **Cold lunches need to provide the same nutrients as hot lunches.** Vitamins A and C and Iron sources are particularly important.
2. **Include foods that are easy to handle** -- finger sandwiches, sliced vegetables or sectioned fruit.

3. **Pack lunch in a lunch box, if possible.** Use a thermos for soups and juice. Eggs, tuna, salad and other foods need refrigeration. Use small plastic containers to pack these foods, also.
4. **REMEMBER, NO MEAT OR MEAT PRODUCTS.** We provide milk with lunches each day.
5. **Send utensils, if needed, for your child.**
6. **Never send** – *glass containers, candy, gum, chips, items with no significant nutritional value, such as sweet cookies, sweet drinks, or sugary snack foods.*
7. **\$5.00 fee for preparing a lunch – If you should forget to send a lunch, your child will not go hungry.** But, we are not prepared to fix lunches. Please remember that the teachers already have their time planned. Thank you for making an extra effort (and please don't be upset if you get a bill!)
8. **You may send a small dessert with your child which can be eaten after a majority of his/her lunch has been eaten.** i.e. Dessert Ideas: Fruity snacks, twistables, fruit roll-ups, cookie, pudding.
9. **We do not heat lunches.** When sending pasta, soup or any food that is served warm, please pack the food in a thermos. Put the thermos in your child's backpack. Leave a note in the lunch box stating "thermos in backpack." Do not refrigerate.
10. **When sending imitation meat (veggie burgers, soy nuggets, etc.), send a note stating that the meat is soy, etc. and the box label.**

Hopefully, these suggestions will help you with your selection of lunch foods to send for your child this year. If you still have difficulty or if you have other questions regarding the lunch policy or nutritional policy, please contact your Childcare teacher, and we will try to assist you. Above all, we want lunchtime to be a happy, healthy time for all of our children. We appreciate your cooperation.

NAP TIME

Children enrolled in Childcare observe a naptime every day. Children in Childcare Rooms 1/2, 5/6 and 9/10 nap for 1 hour and 30 minutes. The older children in Room 7/8 rest approximately one hour daily. The children are not expected to sleep, but they are expected to stay on their cots and rest quietly. The teachers help the children to settle down to rest by rubbing backs and playing soft lullaby music.

Cots and sheets are provided. Parents need to provide a crib size blanket, clearly labeled with your child's name, to be kept at school. The sheets and blankets are laundered weekly by the Center. You may also send a "sleeping companion"

from home, such as a security blanket or stuffed animal, if necessary. Please DO NOT send pacifiers, bottles, pillows, or toys.

Soiled sheets and blankets will be sent home to be laundered. Please wash and return them to school the following day.

BIRTHDAY CELEBRATIONS

We enjoy celebrating birthdays. If you wish to celebrate your child's birthday in Childcare, please be sure to discuss plans with your Childcare teacher at least one week before the planned celebration.

Children often enjoy a sweet birthday treat, such as cookies or cupcakes. If you bring a prepared food item, be sure it is pre-packaged with factory seal and labeled Kosher. The package must have Ⓢ or Ⓚ on it. (Please ask about other symbols or if you are unsure if something is acceptable.) **Items baked at home may NOT be used for group birthday celebrations.** Some examples of special treats are: Krispy Kreme Doughnuts purchased at the Broad St. location only, Baskin Robbins Ice Cream Cake, Carvel's Ice Cream Cake, certain Friendly's Ice Cream cakes, Pepperidge Farm products with appropriate Kosher labels, Breyer's Ice Cream, Pet Ice cream.

- Kosher cakes and cupcakes prepared by the preschool kitchen staff may be ordered through the Parent Group Association. Order forms are available in the preschool lobby and office.
- Beverages must be in accordance with the Early Childhood Department's policy of Kashrut. Please check with departmental staff for assistance.
- Whole fruit provides an excellent alternative to a sugary birthday treat. Fruits presented in interesting ways are an enjoyable nutritious birthday snack – must be prepared in preschool kitchen.
- Goodie bags, balloons, physical education programs, and parent-led games are **not** part of our classroom birthday celebrations. Please do not include these as part of your classroom celebration.

If your child is having a birthday celebration away from school, we will distribute invitations **only if each child in the class is invited.** Please be considerate of our children's feelings and comply with this request.

ENRICHMENT CLASSES

Enrichment classes are offered in addition to our regular Childcare Program. These classes offer a variety of special interest activities for the children through both the Early Childhood and Sports and Fitness Departments.

When considering signing up for Enrichment Classes, **do not** register your child for classes beginning after 4:00 p.m. Due to staffing we are unable to pick children up after late afternoon classes.

Since we offer swim lessons as a part of our childcare program please **do not** sign your child up for an additional swim class during school hours. **Childcare parents are also encouraged NOT to schedule an Enrichment or Sport class on their child's swim day.**

If you sign your child up for a lunchtime enrichment class, place his/her lunchbox on the enrichment class shelf in the appropriate refrigerator on the designated class day.

To ensure that your child your child gets to his/her class, parents must inform the childcare teacher in writing of the day, time and name of class.

TOILET TRAINING

When you begin toilet training your child, be sure to inform the Childcare teacher so that she can reinforce your efforts and the Preschool teachers' efforts. Children who are in the toilet learning process should bring several extra pairs of underwear (training pants), as well as two complete changes of clothing (shirt, pants, socks, and underwear). Toilet accidents will be dealt with in a calm, pleasant, and casual manner. Please be aware that children should not wear overalls, belts, onesies, and snap-legged pants as it makes it difficult for children and teachers during toileting times. **Please do not send your child to school wearing "pull-ups" or plastic pants. Cotton training pants help makes the toilet training process successful.**

If underwear is soiled due to a bowel movement accident, the following procedure will be followed: Feces will be disposed of in the toilet if it is formed enough to fall into the toilet without touching. If it does not come out this way, the soiled clothing with feces will be immediately placed in a plastic bag, sealed and sent home. **According to NAEYC and state health and licensing requirements, soiled clothes will not be cleaned or rinsed out. Sorry for the inconvenience, but we must follow policies in this matter in order to prevent contamination or the spreading of illnesses.**

Until the child is completely toilet trained, we will use diapers at naptime. To assist and support your child in the toileting process please dress your child in easy to remove clothes (i.e., no belts, overalls, onesies and pants that snap on the legs). These can be real hindrances for your child.

WEATHER RELATED SCHOOL CANCELLATIONS

For information regarding school closings due to weather conditions, please listen to local radio and television stations or call the Weinstein JCC directly at the Inclement Weather Line at 285-0422. There are days due to bad weather when preschool is closed and childcare is open (maybe at shortened hours). Children enrolled in childcare may use the whole day.

In the event that Childcare is open, children enrolled in Childcare, on that day, may attend. We do ask parents to leave a number where they can be reached that day in case conditions worsen and we need to close early. To ensure the safety of all we may have delayed openings and early closings during inclement weather.

WINTER AND SPRING BREAK

When Preschool is closed for Winter and Spring break, a program is offered for children enrolled in childcare. Registration forms for those programs are sent home to the childcare parents so that they can register their child.

If your child is enrolled in the 12-month program you **do not** pay extra for Winter or Spring break. When the registration is sent home please sign-up for the days and times needed and return the form, by the due date. Those enrolled in the 9-month program will also need to enclose payment. **Please return the forms in a timely manner since we staff for Winter and Spring break programs based on enrollment numbers.** We need accurate numbers so we do not over or under staff.

You will receive a schedule of all planned events and dates, during Winter and Spring break, prior to your child attending.

COMMUNICATION

Communication is an important part of the program, and because it is, you will receive many notes over the course of the year. **All communication from Childcare will be sent home through your child's lunch box.** Any correspondence from home to the childcare teacher should also be sent through your child's lunch box. This insures that Childcare notes and information is returned to the appropriate teacher and not mixed in with Preschool notes.

Each month you will receive a monthly evaluation of how your child is doing in Childcare. Please feel free to discuss any concerns you may have about your child or the program with your Childcare teacher. If your concerns are not addressed satisfactorily, you are encouraged to contact the Early Childhood Director, Donna Peters, Assistant Director, Barbara Wise or Sharon Johnson, Childcare Coordinator. The most convenient time to talk to the Childcare teachers is 1:30 - 2:30 p.m. while the children are napping.

Each Childcare room has a phone, and you can reach your Childcare teacher at the following extensions:

Preschool Office - 545-8615
Weinstein JCC -- 285-6500
Room 1 (ext 8101) Room 7 (ext 8107)
Room 5 (ext 8105) Room 9 (ext 8109)

If you need to speak with teachers at length, you are more than welcome to schedule a conference. You will also receive a monthly newsletter informing you of activities, events, and general information of the previous and upcoming weeks.

CHILDCARE SUPPLY LIST

Please send in the following items to be kept in your child's childcare room:

- A crib-size blanket
- A complete change of clothes
- Diapers (if applicable) and diaper wipes
- Wipes (for hands & faces)
- Smock
- Tissues

Please label all of your child's items.

SAMPLE DAILY SCHEDULE

EARLY MORNING CHILDCARE PROGRAM

| | |
|----------------|---|
| 7:30 - 8:30 AM | Arrival and Free Exploration Puzzles; Blocks; Dramatic Play; Play dough; Art |
| 8:30 - 8:55 | Group Activity Stories and Songs |
| 8:55 | Dismissal to Preschool Classroom |

AFTERNOON CHILDCARE PROGRAM

| | |
|--------------------|--|
| 12:00 - 12:15 p.m. | Story Time |
| 12:15 - 1:00 | Wash-Up, Lunch, Clean-Up, Tooth Brushing, Bathrooming |
| 1:00 - 2:30 | Nap Time (1:30 – 2:30 for Older 4's) |
| 2:30 - 3:00 | Transition from Naptime, Diapering & Toileting |
| 3:00 – 3:15 | Snack, Story |
| 3:15 - 4:00 | Indoor Activities (Art, Science, Swim, Music) |
| 4:00 - 5:00 | Outdoor Activities Organized Games Large Muscle Activities (climbing, running, jumping) Sandbox, Water Play |
| 5:00 - 6:00* | Indoor Play - Free Exploration Quiet Activities |

* When the weather is nice, we are outside on the playground from 5:00 – 5:30 p.m. When we come inside at 5:30 p.m., we get cleaned up and have group time until 5:45 p.m., followed by quiet play until 6:00 p.m.

LATE PICK-UP

LATE CHARGES!!

Preschool ends at 12:00 / 1:30 pm.

Please be sure to pick up your children on time. Youngsters truly enjoy their preschool experiences when they know their parent or carpool will arrive at the appropriate time.

A fee of \$30.00 will be charged for all children picked up after preschool. This fee also applies to children picked up late after lunch bunch.

If something makes you unexpectedly late, please call the staff and let them know when you will arrive. *Your call does not negate late charges.*

The late fee policy also applies to Lunch Bunch at 1:30/2:00pm sessions.

A fee of \$35.00 will be charged for all children picked up after 6:00 PM. In addition \$1.00 will be charged per minute after 6:05 pm.

All late fees are due the next day!

Early Morning drop fee: \$20.00

Drop-In Lunch Bunch is \$25.00