

PARENT HANDBOOK FOR Boca Raton Jewish Learning Center of Early Childhood
Education Inc. (BRJLC LLC.)

TABLE OF CONTENTS

	Policy #
Mission Statement	1
Welcome	2
Program Philosophy	3
Licensing Information	4
Accreditation Information	4.1
Enrollment	5
Yearly Registration	5.1
Tuition	6
Tuition Fees	6.1
Late Tuition	6.2
Disasters	6.3
Vacation Week	6.4
Bad Debt	6.5
Subsidies	6.6
Confidentiality	7
Mandated Reporting of Suspected Child Abuse and Neglect	8
Parent Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Employees, Children and Other Parents	9.2
Physical/Verbal Punishment of Your Child or Other Children	9.3
Smoking	9.4
Violations of the Safety Policy	9.5
Confrontational Interactions with Employees, Other Parents or Associates of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)	9.6
Violation of the Confidentiality Policy	9.7
Parent's Right to Immediate Access	10
Dismissal	11
Grievances	11.1

Withdrawal	12
Court Orders Affecting Enrolled Children	13
Arrival Procedures	14
Notification of Absence	14.1
Agency's Right to Refuse Admission	14.2
Pick Up Procedures	15
Late Pick Up	15.1
Persons Appearing to be Impaired by Drugs and/or Alcohol at Pick-Up	15.2
Emergency/Alternate Pick-up Forms	15.3
Transportation	16
School Calendar	17
Holidays Observed	17.1
Regular School Year	17.2
Public School Early Release Days	17.3
Public School Holidays	17.4
Camps (Holidays and Summer)	17.5
Field Trip Necessities	17.6
Emergency and Inclement Weather Closing Information	18
Curriculum Information	19
Daily Schedule of Activities	19.1
Class Assignments	19.2
Staff to Child Ratios	19.3
Nap/Rest Time	19.4
Educational/Personal Care Supplies Needed	19.5
Birthday and Holiday Celebrations	19.6
Parent/Teacher Conferences/Communication	19.7
Graduation	19.8
Discipline	20
Toys From Home	21
Dress Code	22
Children's Clothing	22.1
Children's Jewelry/Accessories	22.2
Parent's Clothing	22.3
Parent's Jewelry	22.4
Field Trips	23
Pre-K Students	23.1
Elementary School Children	23.2

Field Trip Necessities	23.3
Parent Participation/Volunteers	24
Health and Safety	25
Pre-Enrollment Requirements	25.1
Children with Severe Allergies	25.2
Communicable Disease	25.3
Biting	25.4
Dispensing of Medication	25.5
Fire/Emergency Drills	25.6
Alternate Safe Location	25.7
Incident Reports	25.8
Foods	25.9
Diapering Needs	25.10
Peanut Allergies	25.11
Firearms and Weapons	25.12
Staff Employment by Clients	26
Agency Contact Information	27
Disclaimer	28

Boca Raton Jewish Learning Center of Early Childhood Education Inc.

POLICY: MISSION STATEMENT

POLICY # 1

EFFECTIVE DATE: August 20, 2007



The mission of BRJLC LLC is to offer quality care and an enriching education in a safe and nurturing learning environment while promoting the development of the full child.

Boca Raton Jewish Learning Center of Early Childhood Education Inc.

POLICY: WELCOME

POLICY # 2

EFFECTIVE DATE: August 20, 2007



Dear Families,

Welcome to The Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

We are honored that you have chosen us as the caregivers for your child. Our objective is to make sure that your family and your child are happy with your choice. We will strive to make sure we live up to that responsibility.

You are asked to read this Policy Handbook carefully, completely and become familiar with our policies. These policies have been put together in order to maintain a healthy, secure and safe atmosphere for your child, as well as to run the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), at peak administrative performance.

Should you have any questions that are not covered in the Handbook, please call us or see the Director in person, and we will be glad to answer your questions.

We are committed to your family. The Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) will work diligently to make sure your child receives the proper learning, development and nutritional tools that are necessary in life. Our objective is to have happy, confident, well-rounded students whose parents/guardians are proud of them.

We look forward to working together with you in serving your child.

Bonnie Jenkins
Owner/Director

EFFECTIVE DATE: August 20, 2007

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The philosophy of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) is for children to be prepared for Kindergarten with the cognitive, social, language, pre-reading, math, science, academic, physical and creative skills they need to be successful learners.

The staff at ACADEMY Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) believes that education is an ongoing process but considers the first years of life the most important of all years of learning.

We view each child as individuals with diversified needs and interests. We believe in developing and planning the activities according and around those needs in order to achieve and reach higher levels of learning. The levels of learning include large and fine motor skills, cognitive, socialization, etc.

One of our goals is to enrich the language on a daily basis by communicating and inquiring about the children's plans and projects, reading stories and asking open-ended questions.

- We support positive teaching strategies and classroom management techniques.
- Conflict resolution and mediation are practiced, which promote a safe, peaceful and loving environment.
As the children interact within the environment or participate in large and small group activities, they engage in a variety of key experiences. Furthermore, we incorporate the skills and guidelines of the School District of Palm Beach County Pre-K Curriculum, which is based on the Florida Sunshine State Standards.
- Preparing children for their transition to Kindergarten.

EFFECTIVE DATE: August 20, 2007

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4.1 GOVERNMENTAL LICENSING INFORMATION – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), is licensed through the County of Palm Beach, and the Palm Beach County Health Department.

4.2 GOLD SEAL ACCREDITATION – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) is Gold Seal Accredited through the Accredited Professional Preschool Learning Environment, (A.P.P.L.E.). We have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Criteria for High Quality Early Childhood Program, and been found to be in substantial compliance with the Criteria.

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children.

In accredited programs, you should see:

- Frequent, positive, warm interactions among teachers and children
- Planned learning activities appropriate to children's age and development, such as reading stories, block building, painting, dress-up, and active outdoor play
- Specially trained teachers and administrators
- Ongoing professional development
- Enough adults to respond to individual children
- Many varied age-appropriate materials
- Respect for cultural diversity
- A healthy and safe environment for adults and children
- Inclusive environments
- Nutritious meals and/or snacks
- Regular, two-way communications with families who are welcome visitors at all times
- Effective administration

EFFECTIVE DATE: August 20, 2007

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Enrollment at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) is open to children from 1 year to Kindergarten age. Infant/Toddler Care includes children from 1 year to 3 years of age. Pre-K includes children from 3-5 years of age.

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), by completing the Registration Form, providing the proper documents, and paying the Registration Fee. The Registration Fee is non-refundable.

Registration Fee is renewable yearly.

Should you enroll your child in another school and then return to us, you must pay the Registration Fee anew.

Initial enrollment is contingent upon receipt of the completed and signed Registration Form, Registration Fee, up-to-date Physical Examination Record completed by a Florida doctor within the last 2 years and submitted on a Florida Department of Health Form (yellow form), up-to-date Immunization Records completed by a Florida doctor and submitted on a Florida Department of Health Form (blue form), and signed Parent Handbook receipt.

The Registration Fee is not meant to serve as a contract guaranteeing services for any duration. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so

may result in the child (ren) being disenrolled from the program and forfeiture of any deposit and/or payment.

5.1 YEARLY REGISTRATION – A Registration Fee is charged every year on the first Monday in August. It will appear in your computerized account. Families of existing students are encouraged to re-enroll their children at the beginning of February. Submittal of all required documents and yearly Registration Fee will secure a position for the next school year. Any family pre registering will be exempt from any increase in tuition. Registration to the general public will open in March. Once a class is full, interested parties will be placed on a waiting list.

Should you enroll your child (ren) in another school and then return to the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) you must pay the Registration Fee anew. Failure to do so may result in the child (ren) being disenrolled from the program and forfeiture of any deposit and/or payment.

EFFECTIVE DATE: August 20, 2007

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All custodial parents and/or legal guardians are required to have all necessary forms filled out and signed, as well as provide required documents, prior to enrollment of their child in Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). Parents are required to indicate to whom all billing information and correspondence are to be addressed.

6.1 TUITION FEES – Tuition Fees are due monthly – no discounts are given for days missed. The program you choose upon registration is the program you must pay for each and every month– whether your child is sick or you plan to be on vacation (see vacation section for exceptions).

Your canceled check will serve as your receipt for payments made by check. There will be a \$29.00 fee charged for tuition checks returned by the bank. Returned tuition checks will be re-deposited. Should the check be returned a second time, another \$29.00 fee will be charged to your account. Parents will be responsible for paying the NSF fees and paying by cash, cashier's check, certified check, or money order. All future tuition payments must be made by cash, cashier's check, certified check, or money order.

Tuition does not include camp days. Fees for field trips and extra curricular activities that are held on Early Release Days, School Holidays, Winter Holidays/Spring/Summer Camp, and/or on-premise presentations are in addition to tuition. For the Pre-K children, we offer on-premise presentations where the presenters come to us.

Class pictures, graduation fees, and lunches etc., are also not covered under the tuition.

6.2 LATE TUITION – Tuition must be paid each month on the first. Any tuition that is paid after the 5th of the month is considered late and an additional \$15.00 fee each week you are late will be added.

In other words, tuition is paid AHEAD of time. We accept cash, personal check and cashier's checks. Your child will not be allowed to come back to school until you settle any outstanding balances by the end of the current month.

6.3 DISASTERS – There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of

God. We will however try to provide make up days in accordance with the Palm Beach County Public Schools

6.4 VACATION WEEK – See the director if you are planning an extensive vacation. Credit for up to one week may be deducted from tuition if deemed appropriate. All decisions are made at the discursion of the director.

6.5 BAD DEBT – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) may work with a collection agency that reports your debt to all three (3) major credit agencies. Non-payment of tuition is grounds for immediate dismissal from the program and your records will be turned over to the collection agency for processing. Any family in arrears for more than 30 will pay all court costs that may be incurred by Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

Timely payments are essential for continued enrollment at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) however; if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

6.6 SUBSIDIES – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) accepts child care subsidies. Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). Parents of subsidized children are also required to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. Parents are responsible for all parent fees.

When re-determination occurs, paperwork must be provided to Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), as soon as you return from the meeting with Family Central. Paperwork can either be dropped off in person or faxed to 561-883-5439.

Sometimes, after re-determination, the weekly tuition will change. You will be notified if there are any changes.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), charges the difference between the parent co-pay and the regular tuition.

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Within the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), confidential and sensitive information will only be shared with employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), who have a "need to know" in order to most appropriately and safely care for your child.

Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) strives to protect everyone's right of privacy.

Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, explanation or name of condition, or other health related information of anyone associated with Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

Outside of the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law (for example, when Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) refers a child to the Palm Beach County Health District for free assistance with a particular concern, after having consulted with the parents).

Parents will be provided with a document detailing the information that is to be shared outside of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) persons with whom the information will be shared, and the reason(s) for sharing the information. The specific staff that will have access to information is the teacher and assistant teacher in the child's class, the Education Director and Director/Owner.

You may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) are strictly prohibited from discussing anything about another child with you.

Any parent who violates the Confidentiality Policy will not be permitted on agency property thereafter. Refer to the Policy regarding Parent's Right to Immediate Access for additional information regarding disenrollment of a child when a parent is prohibited from accessing agency property.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)
POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT POLICY # 8

EFFECTIVE DATE: August 20, 2007

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Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) are considered mandated reporters, under this law. The employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
 - Leaving a child unattended for any amount of time either inside the school, in the car or in the parking lot
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: PARENT CODE OF CONDUCT

POLICY # 9

EFFECTIVE DATE: August 20, 2007

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Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) but, is the responsibility of each and every parent or adult who enters the school. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING – No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language in the privacy of the Director's office. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, PARENTES OR OTHER ADULTS AND CHILDREN ASSOCIATED WITH Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.); – Threats of any kind will not be tolerated. In today's society Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), cannot afford to sit by idly while threats are made.

In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR, AND IN CONTROL OF, THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) does not support nor condone corporal punishment of children; such acts are not

permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and or Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the school.

9.4 SMOKING – For the health of all Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY – Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). Please be particularly mindful of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the school. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) – While it is understood that parents will not always agree with the employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

VIOLATIONS OF THE CONFIDENTIALITY POLICY – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.).

Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

EFFECTIVE DATE: August 20, 2007

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) must be provided with a **Certified Copy** of the most recent court order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), **both** parents shall be afforded equal access to their child as stipulated by law. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other Parent's Right to Immediate Access. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director, and are allowed in the child care facility only at the discretion of the Director. An employee of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) may accompany visitors at all times, throughout the school.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) will dismiss any child whose parent is prohibited from entering upon agency property. Due to the Parent's Right to Immediate Access Policy, as well as state and federal regulations, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), cannot have a child at the agency when the child's parent is prohibited access. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

EFFECTIVE DATE: August 20, 2007

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Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within the week of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid on the day of dismissal. Any balances remaining after a 30-day period will be referred to the proper agency for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property immediately, in a calm and respectful manner. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

11.1 GRIEVANCES – Any problems should be discussed with the Director. They will make the time to accommodate all parents. We have an open door policy while encouraging and maintaining open communication with the families. We welcome any questions, concerns and/or suggestions that parents may have and we will do our best to handle any matter to the best of our ability.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)
POLICY: WITHDRAWAL

POLICY # 12

EFFECTIVE DATE: August 20, 2007

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The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following the last day of enrollment at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), must submit a written request to do so two (2) weeks in advance of the proposed change. Schedule changes are subject to availability.

The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a written statement of such change is signed. If the schedule change requires an additional Registration Fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Director receives the schedule change will be used to toll the two weeks notice required for withdrawal.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: COURT ORDERS AFFECTING
ENROLLED CHILDREN

POLICY # 13

EFFECTIVE DATE: August 20, 2007



In cases where an enrolled child is the subject of a court order (i.e., Custody Order, Restraining Order, or Protection from Abuse Order) Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) must be provided with a **Certified Copy** of the most recent court order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the of a court order on file with Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) **administration, both parents shall be afforded equal access to their child as stipulated by law** Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) is obligated to follow the order for the entire period it is in effect. Employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will report any violations of these orders to the court.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: ARRIVAL PROCEDURES

POLICY # 14

EFFECTIVE DATE: August 20, 2007

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YOU ARE EXPECTED TO SIGN IN AND SIGN OUT ON A DAILY BASIS. FIRST AND LAST NAMES MUST BE LEGIBLE AS PER HEALTH DEPARTMENT REGULATIONS.

Upon arrival at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), the parents or the adult dropping the child off must sign-in the child in. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom, if not dropped off at carpool line. Children are required by law to be supervised at all times while in the child care facility.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), discourages parents from sneaking out of the school. Some children exhibit separation anxiety when it is time for their parent to leave. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick-up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

No children may be dropped off at school for the day after 11:00 a.m. This disrupts the lunch and nap schedule for the children who have been at the school since early morning.

14.1 NOTIFICATION OF ABSENCE – Parents are required to inform the school by phone or in writing if a child will not be at the school on a scheduled day. This will

enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

14.2 AGENCY'S RIGHT TO REFUSE ADMISSION – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by Palm Beach County Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), if the child were to be present at the school.
5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: PICK UP PROCEDURES

POLICY # 15

EFFECTIVE DATE: August 20, 2007

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Parents or other authorized adults are required to sign their child out of care. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander or run through the hallways, bathrooms, other classrooms and/or playground.

Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act "in loco parentis" are required to sign any Incident Reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the school during the course of the day.

15.1 LATE PICK-UP – Late pick-up charges will be assessed for anyone arriving late to pick up their child(ren) after 6:00 p.m. A late fee of \$5.00 will be assessed within the first five minutes (whether 1 minute or 5 minutes late). Thereafter, a \$1.00 fee will be assessed for every minute the parent/guardian is late. This fee applies to each child in the family that is picked up late. The late fee is payable immediately upon your arrival.

Should a parent/guardian be late more than one hour without contacting the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) State laws require us to call the Child Protective Services to have your child picked up for safekeeping.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP –
The staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will contact local police and/or the other custodial parent should a parent appear to the staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a

custodial parent access to their child even if the parent is or appears to be impaired. However, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS – At enrollment, parents will be presented with an Authorized/Unauthorized Persons, as well as a Medical Information & Authorization For Medical Treatment Form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Authorized/Unauthorized Persons Form or the Medical Information & Authorization For Medical Treatment Form Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Authorized/Unauthorized Persons and the Medical Information & Authorization For Medical Treatment Forms has the right to act "in loco parentis." "In loco parentis" status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, Incident Reports and behavior issues. In the absence of this designation the people on the Authorized/Unauthorized Persons, as well as the Medical Information & Authorization For Medical Treatment Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Authorized/Unauthorized Persons, as well as the Medical Information & Authorization For Medical Treatment Form, will be required to provide picture identification, such as a Driver's License, prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Authorized/Unauthorized Persons, as well as the Medical Information & Authorization For Medical Treatment Form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Authorized/Unauthorized Persons, as well as the Medical Information & Authorization For Medical Treatment Form of the policies/procedures contained herein.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)
POLICY: TRANSPORTATION POLICY # 16

EFFECTIVE DATE: August 20, 2007



Transportation is not offered.

EFFECTIVE DATE: August 20, 2007

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17.1 HOLIDAYS OBSERVED BY Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) Following is a list of all holidays that the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), observes. We are closed on:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day and the day after (Thursday and Friday)
- Christmas Day

NOTE: Other days may apply and you will be notified well ahead of time. This may include some Jewish Holidays, Conference days and Professional work days.

Depending on the year and the day some of the above holidays fall on, we might have additional days on which the school will be closed. We will notify you well ahead of time so you can make alternate arrangements.

Academy hours are as follows:

17.2 REGULAR SCHOOL YEAR

7:30 a.m. to 6:00 p.m., Monday – Friday

Before School Care 7:30 a.m. to 9:00 a.m..

Full Day Care 7:30 a.m. to 6:00 p.m.

Half-Day Care 9:00 a.m. to 1:00 noon (MORNING)
OR

Individual arrangements may be made
With the director

After School Care 2:00 p.m. to 6:00 p.m.

17.3 PUBLIC SCHOOL EARLY RELEASE DAYS

17.4 PUBLIC SCHOOL HOLIDAYS

Camp Care

8:00 a.m. to 4:00 p.m. unless other arrangements have been made

17.5 CAMPS. Summer Camp hours and days will be announced

Summer Camp

8:00 a.m. to 6:00 p.m.

Fees for above care times are available upon request.

17.6 FIELD TRIP NECESSITIES

For safety purposes, our children will not go on Field trips unless a permission slip is sent home and permission is granted from the parent. This includes any walking field trips. We ask that all of our children wear school shirts on those days.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: EMERGENCY AND INCLEMENT WEATHER
CLOSING INFORMATION

POLICY # 18

EFFECTIVE DATE: August 20, 2007

In the event of an emergency closing and/or inclement weather, parents will be notified of the school closing by TV, radio station. We will follow the closing of Palm Beach County Schools. We ask that you use your discretion when sending children to school. In addition if you feel the weather is getting worse please feel free to pick your child up early. If you call the office we will be glad to make sure your child is ready.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Should the children need to be evacuated from the school, staff will notify the parents or emergency contact person, at the time of the phone call, of the pick up location. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the school need to be closed for any reason, tuition will not be refunded or reduced for closures of less than 5 school days. If the closure extends beyond 5 school days, we will set make up days according to Palm Beach County.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC

LLC.)POLICY: CURRICULUM INFORMATION

POLICY # 19

EFFECTIVE DATE: August 20, 2007

Our pre-school program contributes to all aspects of a child's development: physical, cognitive, language, social and emotional. Young children learn best through playful interactions within the environment. We plan our lessons around weekly/monthly themes.

The young child learns through actions on objects through explorations in the environment. We stimulate, guide and encourage them in carefully planned activities that allow them to develop and find the solution to problems. They must

be allowed to discover the answers themselves through experimentation and investigation.

The curriculum used by the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) is a combination of the Public School System Pre-K curriculum and others. This mixture is intended as an "open framework" where teachers are free to adapt to the special needs and conditions of their group, their setting, and their community. "Active learning" – the belief that children learn best through active experiences with people, materials, events and ideas, rather than through direct teaching or sequenced exercises.

19.1 DAILY SCHEDULE OF ACTIVITIES – Daily Schedules may be reviewed by asking the teacher or Director.

19.2 CLASS ASSIGNMENTS – Class assignments are made first by age, then by the child's maturity, and ability level.

STAFF TO CHILD RATIOS – We observe the A.P.P.L.E ratios. These ratios require that we have, in some instances, twice the amount of adults of those ratios required by the Palm Beach County Health Department.

19.3 NAP/REST TIME – It is a mandatory State law that students up to and including 5 years of age have a daily 90-minute rest period. Please bring a thin blanket with your child's name on it. A specific mat is provided to each child. Each mat is numbered and each number is assigned to each child. This way we can prevent cross-contamination or infections. Also, provide your child with a crib sheet so that we may cover their vinyl mat while they rest or nap. The sheets and blankets must be taken home for laundering each Friday. These must be brought back on Monday morning and put back in your child's cubbie.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED – You may be provided with, or informed of, a list of supplies needed by your child, according to his/her age. Materials are available here and can be purchased for a minimal fee.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS – Please discuss with the teacher, and Director any special occasions such as holidays or birthdays where you might want to bring special treats for the class. **Only store bought kosher food may be brought in for parties. NO GOODIE BAGS ARE ALLOWED -- THEY CAN CONTAIN SMALL AND DANGEROUS ITEMS AND/OR CANDY.**

We also encourage parents/guardians to bring in treats for special occasions when requested by the teacher. You will be notified ahead of time of any classroom needs.

PARENT/TEACHER CONFERENCES/COMMUNICATION – At the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) we like to keep parents/guardians informed of their children's progress. Parent/Teacher conferences are scheduled in the months of October and March. Parents and/or Teachers can request special conferences on an as-needed basis.

We maintain an open-door policy. However, mornings, lunch time and dismissal times are our busiest times. Since the Teacher's first responsibility is the supervision, education and care of the students, parents/guardians that wish to have a meeting with a Teacher should make prior arrangements with the Teacher or Director. We want to give the parents our full and undivided attention.

GRADUATION – Graduation usually takes place in the month of June.

Depending on the theme of the Graduation, children will be asked to bring certain attire(s).

The location of the Graduation will be announced well ahead of time.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: DISCIPLINE

POLICY # 20

EFFECTIVE DATE: August 20, 2007

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Children help develop rules and these are clearly posted in each classroom. When rules are broken, the student is reminded of the rule and the consequences of their action. We will help the child work through the problem. When appropriate, the child will be distracted or re-directed.

If necessary, we provide the parent(s) with a Behavior Modification Report that states any type of behavior incident that may have occurred during the day that you need to be aware of and we might need your assistance with. The Behavior Modification Report must be signed by the parent or guardian.

If a staff member is concerned about a student's behavior, or if student poses a safety problem to other students and/or staff, we will ask the parent/guardian to come in for a conference with the Teacher and Director.

Any changes or situations in the home that may be affecting your child's behavior should be reported to the Teacher or Director so that we may better understand and serve the student.

Failure to improve the student's behavior will result in immediate dismissal.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: PETS/TOYS FROM HOME

POLICY # 21

EFFECTIVE DATE: August 20, 2007

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All pets are prohibited from entering the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), per the Rules and Regulations of the Palm Beach Health Department. The only pets we are permitted to have in our school are fish and hermit crabs. Any other type of pets can carry diseases or children may be allergic to them.

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher or Director should they find their child is having difficulty with this policy.

If the parents repeatedly fail to enforce this policy with their children, the staff will put the toy away and turn it over to the parent(s) when they arrive to pick up the child.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical, machine washable toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) staff for safety and appropriateness, and may be prohibited at the sole discretion of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

Money may only be given to the children for tzdekah and must be put in the bank 1st thing in the morning.

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Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

22.1 CHILDREN'S CLOTHING – Parents are prohibited from dressing children in overalls, belts, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting and accidents are more likely to occur with these types of clothing.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Socks are also mandatory. No sandals or crocks will be permitted.

Children ages 2-5 are required to have one seasonably and size appropriate complete change of clothing at the school at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, and gloves Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), is not responsible for lost or damaged items of clothing.

22.2 CHILDREN'S JEWELRY/ACCESSORIES – Children are not permitted to wear jewelry of any kind. It is a safety/choking hazard for your child as well as the other children enrolled in the program. In addition, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will not be responsible for lost or stolen valuables. ***It is the parents' responsibility to enforce this policy with their children.*** Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

ACADEMY FOR CHILD ENRICHMENT, LLC, is not responsible for damage to or loss of any articles of clothing and hair accessories.

22.3 PARENT'S CLOTHING – Parents are required to be dressed in appropriate clothing while at Boca Raton Jewish Learning Center of Early Childhood Education

Inc. (BRJLC LLC.) or involved in any Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

EFFECTIVE DATE: August 20, 2007

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23.1 PRE-K STUDENTS – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), frequently supplements the class curriculum with on-premise presentations. Parents are required to give written permission for their child to participate in each presentation. Notification of a presentation will be sent home in advance, with all pertinent information including, date, time, purpose, and cost. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the presentation. The on-premise presentation permission slip must be filled out completely and accurately, and all costs must be paid in advance in order for your child to participate.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) provides all required supervision for all on-premise presentations, but always invites and welcomes parents to attend. If parents wish to attend the on-premise presentations with their child, they should discuss their attendance with the classroom teacher.

23.2 ELEMENTARY SCHOOL STUDENTS – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) does not run a program for elementary school age children

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY # 24

EFFECTIVE DATE: August 20, 2007

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Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the school. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Volunteer opportunities will be posted in the individual classrooms. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in other areas of the school. These volunteer opportunities are posted in the main lobby area bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) reserves the right to make volunteer assignments. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: HEALTH AND SAFETY

POLICY # 25

EFFECTIVE DATE: August 20, 2007

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25.1 PRE-ENROLLMENT REQUIREMENTS – Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the school’s office prior to the child’s first day of attendance.

Before the first day of attendance, all children are required to have a complete and up-to-date Immunization Record on file at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) The Immunization Record must be prepared by a Florida doctor and should be on the Florida Department of Health “blue form.” This is mandatory per the Palm Beach Health Department Rules and Regulations.

If you have chosen not to have your child immunized, please provide us with an immunization waiver form that has been prepared by the child’s doctor, or Health Dept. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an Immunization Record, so that the school can maintain compliance with licensing regulations.

Before the first day of attendance, all children are required to have a complete and up-to-date (within the last 2 years) Physical Examination Record on file at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). The Physical Examination Record must be prepared by a Florida doctor and should be on the Florida Department of Health “yellow form.” This is mandatory per the Palm Beach Health Department Rules and Regulations.

25.2 CHILDREN WITH SEVERE ALLERGIES – For the safety of your child, parents are required to provide a signed copy of the Medical Information & Authorization For Medical Treatment Form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.

25.3 COMMUNICABLE DISEASES – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) follows all health/communicable disease policies as outlined in the Florida Children’s Forum, *The Health and Safety Handbook for Child Care Providers* (3rd Edition, 2004). A copy of this manual is on file with the Director and is available upon request for review.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Parents must present a doctor’s note stating that their child is no longer contagious and can return to the program. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume and with a doctor’s note stating that their child is no longer contagious.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

25.4 BITING – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) recognizes that biting is a developmentally appropriate behavior for children in the 2-3 year old classrooms. Parents with children in these classrooms should expect that their children may be bitten, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern to the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

Parents will be notified by Incident Report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), only dispenses diaper rash ointments!! A Medication Authorization Form must be signed and turned in with the ointment. Please write your child's name on the tube with a water-proof ink pen.

We suggest asking your doctor to prescribe medications that have to be taken two (2) times per day rather than three (3) times per day. This way you can give your child their first dose before coming to school and the second dose when they return home in the evening.

If it is necessary for your child to get their medication, during the day, while they are at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), we must have an actual prescription bottle with the, child's name, correct dosage, and time of the day to be given. Along with that the doctor must sign a form with all the information on it for that child. Parents are not allowed to place any type of medication in their child's backpack/diaper bag. When backpacks/diaper bags with medication get left at the school, little ones are at risk of getting their hands in the backpacks and pulling out medications. Medications must be given to the director to be kept in a locked box.

25.6 FIRE/EMERGENCY DRILLS Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete. Phone calls coming in during a drill might not be answered as we are tending to the children's safety first and foremost.

In the event of a real fire/emergency situation, the Director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order and safety during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the Assistant Director/Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

25.7 ALTERNATE SAFE LOCATION – Should the Director of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), or any emergency services personnel determine the building which houses the child care agency to be

to dangerous to be occupied, the staff and children will be the Fire Dept. located on Lyons Road just North of Hampton Drive where parents will be notified. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.8 INCIDENT REPORTS – Should your child be involved in an incident during the course of the school day, a staff member will complete an Incident Report. Once signed, report must stay at the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) We will be happy to provide you with a copy for your records.

Parents or persons designated to act “in loco parentis” are required to sign any Incident Reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the school during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident Report.

25.9 FOODS – Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) EVERY child receives a catered breakfast, lunch and afternoon snack, at no charge, as part of our program.

Weekly menus are posted on the Parent’s Corner Bulletin Board. with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), focuses on developing healthy and well-balanced eating habits. Therefore, our menus are properly balanced and prepared with your child’s nutrition in mind. Milk is served with at least two meals per day and we also encourage the children to drink water during the course of the day.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification, in the form of a doctor's note, of any food/dietary restrictions. (i.e., kosher, lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, to be brought in by a child. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

25.10 DIAPERING NEEDS – We accept children that are not potty trained. Parents are expected to supply the school with **DIAPERS, WIPES AND "VINYL" GLOVES** (some children, as well as staff, are allergic to latex gloves).

When these items start getting low, we will notify you via the computer and/or a written notice. The request for these supplies must be taken care of immediately. We normally advise you 2 days ahead of time before running out of supplies.

If our request is not met on time, and the child runs out of any of these three essential items for changing, we will supply your child with, **and bill your account for**, any and all items that are needed. The prices for the items are as follows:

Diapers (each)	1.00
1 Box of 96 Wipes	5.00

The above prices reflect the extra cost of gasoline and staff hours spent to purchase these items.

25.11 PEANUT ALLERGIES -- Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will not serve peanut butter to children in a classroom where one or more children are allergic to peanut butter.

These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), does not allow homemade snacks at the school. While Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). All snacks provided by parents MUST be store bought and the ingredients checked for any possible peanut content. If the item contains peanuts or a peanut derivative, it cannot be brought to the school.

25.12 FIREARMS AND WEAPONS – At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: STAFF EMPLOYMENT BY CLIENTS

POLICY # 26

EFFECTIVE DATE: August 20, 2007

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The staff of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment and transportation to and from the school. Parents who employ Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), will have their employment with Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) to interact with a current or former client's of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, transportation to and from the school, and carpooling regardless of whether or not those services are voluntary or paid.

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: AGENCY CONTACT INFORMATION

POLICY # 27

EFFECTIVE DATE: August 20, 2007

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Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)
19801-6 Hampton Dr
Boca Raton, FL 33434

561/883-5439
561/883-5417 (fax)
jenk2880@aol.com

Bonnie Jenkins, Owner/Director
Office Administration - Beth Johnson a.m./Nikki Schmidt p.m.
Judaic Consultant and teacher- Rachel Yudewitz
Lead Teacher Fours -Holly Schiller
Lead Teacher Threes -Nikki Schmidt
Lead Teacher Infants/Toddlers -Laurie Gillan

Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.)

POLICY: DISCLAIMER

POLICY # 28

EFFECTIVE DATE: August 20, 2007

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Policies contained in this handbook are subject to further review and change by the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), at any time. The Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), reserves the right to make any changes to any policy in this handbook, at any time, as it deems necessary.

Additional regulations adopted by the The Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC), following the publication of this policy handbook, will be placed in the Parent Mailbox. These new and/or revised policies will have the same force as those printed in this policy handbook.

Due to mechanical errors on the part of the copier, some pages may be left blank. Although this may happen, our policies still apply, whether or not they are missing from this policy handbook.

August 2007

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/we have read or received a copy of the Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.) Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/we agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), and the parents. Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/we acknowledge that this Parent Handbook is the property of Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), and must be returned to Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), when the aforementioned child is no longer enrolled at Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.). I/We acknowledge that our failure to return the Parent Handbook, in good condition, to Boca Raton Jewish Learning Center of Early Childhood Education Inc. (BRJLC LLC.), within 5 business days following the end of enrollment, will result in a charge of \$25.00 being added to our account.

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____