



Early Childhood Education Center

ECC and UPK Programs

Jewish Community Center of Binghamton

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Jewish Community Center Early Childhood Education Center Parent Handbook

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A note from our Director, Toni Dougherty

Welcome to the Jewish Community Center of Binghamton's Early Childhood Program!

I am delighted to welcome each of you as we embark on this exciting journey together. Soon, your child will begin their independent school experience in our secure and loving environment.

Our Early Childhood Center provides a nurturing, stimulating, and enriching environment where every child can learn, grow, and thrive. We believe in fostering a strong partnership between home and school to support academic performance, holistic development, and effective communication.

Our curriculums, the Creative Curriculum for ECC and NYS Pre-Kindergarten Learning Standards for UPK, emphasize developmentally appropriate practices that promote physical, social-emotional, and cognitive development. We encourage hands on exploration, creativity, and problem-solving through play-based learning.

This handbook serves as a guide to our program, policies, and procedures, designed to answer your questions and provide valuable information. Your involvement is crucial to your child's success, and we encourage you to familiarize yourself with the handbook.

I recognize that choosing your child's early childhood education experience is one of the most important decisions you will make. Thank you for entrusting my team with the privilege of nurturing your child's growth and development. We look forward to building a strong and supportive relationship with your family.



With warm regards,

Toni Dougherty
Early Childhood Education Director

Philosophy

The Early Childhood Center at the JCC offers a warm, child-centered environment, where children can become confident, responsible, and successful learners. We celebrate the process of learning, emphasizing creativity and exploration over predefined outcomes. Guided by Developmentally Appropriate Practices and the Creative Curriculum, our activities are thoughtfully designed to support each child's individual growth and development. We are committed to providing a safe, supportive, and enriching environment where every child can thrive and reach their fullest potential.

Vision Statement

At the ECC we believe in developing the whole child. We take the time to recognize and nurture the physical, emotional, social, linguistic and cognitive skills of each individual child. We believe that children learn best through hands-on experience in an atmosphere that is safe, loving and stimulating.

Our goal is to build a cooperative partnership with parents helping to raise children who are self-confident, self-reliant, and socially responsible with a love of learning.

Overview

The Jewish Community Center is a 501(c)(3) non-profit organization. We are an Office of Children and Family Services (OCFS) licensed childcare program for children 6 weeks to 5 years old. Our center is a QualityStars of NY participating site.

Since its inception in 1927, the Jewish Community Center (JCC) of Binghamton, NY has grown to become an essential part of the Broome County community. As a full-service, non-profit organization, the JCC provides educational, cultural, recreational, and physical fitness programs to enhance the quality of life for all ages, from infants to senior citizens. As a non-sectarian United Way partner, the Center welcomes participants regardless of age, race, religion, sexual orientation, nationality, or ability to pay.

The JCC's facility houses a natatorium with a 2250 sq. ft. pool, gymnasium, small fitness center, men's and women's health clubs, steam, sauna, a fitness loft with spin bikes and Pilates reformers, stage and auditorium, and more. Over 200 children are served daily at our award-winning Early Childhood Center. Our year-round educational childcare includes UPK, after-school program, summer camp, and youth sports offerings. The 8-acre land also features outdoor tennis/Pickleball and basketball courts, pavilion, nature preserve, soccer field, and three age-appropriate playground facilities.

ECE Leadership Team



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Our Teachers

The JCC is very proud of our dedicated staff. All staff meet, and in many cases even exceed, the Office of Children and Family Services (OCFS) requirements for formal education and experience for their positions. Please see the classroom doors for the teacher's specific educational qualifications. No matter their background, all our teachers are dedicated to creating a positive, nurturing environment that instills a passion for learning.

Our teachers are widely diverse and given opportunities for growth and advancement. We support every person in their individual path and development. Every teacher participates in a robust training, onboarding, and review process. Their training includes but is not limited to: CPR/AED First Aid, child development, safety and emergency procedures, Caring Spaces, mandated reporter, Flip It, Conscious Discipline, and more!

Teachers are trained in the cognitive, physical and social development that generally occurs in each age group and introduce developmentally appropriate activities to promote growth in each area.

Each classroom is staffed with a lead teacher and at least one assistant. Lead teachers have prior ECE experience, and have earned degrees, ECE certification, or are enrolled in a state approved educational plan.

Before working in a classroom, all potential staff must go through the following security-checks:

- NYS criminal history record check with the Division of Criminal Justice Services
- National criminal record check with the Federal Bureau of Investigation (FBI)
- The NYS Sex Offender Registry completed by NYS OCFS
- NYS Statewide Central Register of Child Abuse and Maltreatment (SCR)
- Justice Center for the Protection of People with Special Needs Staff Exclusion List (SEL)
- National Sex Offender Registry (NSOR) using the National Crime and Information Center (NCIC)

All staff maintain certification in infant/child and adult CPR as well as choking. To ensure staff are continuing their growth and educational development, we provide regular trainings in the following areas:

- Principles of Childhood Development
- Nutrition and Health Needs of Infants and Children
- Child Day Care Program Development
- Safety and Security Procedures
- Record Maintenance and Management
- Child Abuse and Maltreatment
- Statutes and Regulations Pertaining to Child Day Care
- Shaken Baby Syndrome
- Curriculum Development

As childcare providers, each staff member at the JCC is a mandated reporter and must report suspected abuse or neglect to the NYS Abuse Hotline.

Parent Involvement

Parent Committee

The purpose of the ECC Parent Committee is to bring parents and staff together to accomplish goals that will enhance our school for the benefit of the children's needs and to build relationships.

An effective way to get to know what's going on at the JCC's Early Childhood Center is to get involved. Contributing time to the ECC as a volunteer, helping on swim days, participating in class trips, becoming a representative for your child's class or taking an active role on the Parent Committee is a great way to get to know the J and become more active in our community.

How the children benefit – studies show that when parents are involved in their child's school, their children tend to perform better (social skills and behavior included).

How the school benefits – parents and administrators build strong relationships by working together. The school is also able to provide better quality programs for their students.

How the parent benefits – parents are more informed when they are involved with the school. In addition to which, they can help communication by being informative to other parents who are not a part of the Parent Committee.

The main goals of the committee are to:

- Increase parent involvement
- Increase communication
- Plan family friendly activities and fundraising events*
- Share ideas and suggestions
- Establish a parent representative for each class.

***Fundraising** - The ECC plans special events and programs for the children. Some of the programs we have done in the past include: A Family Thanksgiving Feast, Family Picnic and Graduation all at no extra cost to our students. Tuition does not cover these expenses. These programs are paid for by our fundraising efforts. Fundraising events provide vital income to the school budget, dollars that were not added to your weekly tuition, as well as an outlet for important social family gatherings. Fundraising is by no means mandatory, but your participation helps keep tuition costs down and helps us ensure we can offer these important family events.

Social Events - The committee has also helped plan fun social events for a fee like a Winter Dance Ball, and themed family pancake breakfasts. By serving on committees to help plan the program, decorate, prepare food and do outreach, you can help us create some exceptional family oriented social events which the children look forward to with great excitement.

Programs

At the Jewish Community Center, we have 3 infant rooms, 4 toddler rooms, 6 preschool rooms and 3 UPK rooms.

<u>Group</u>	<u>Ages</u>	<u>Ratio/Max Children</u>
• Infants	6 weeks to 18 months	1 staff for every 4 children/8 children max
• Toddlers	18 months to 36 months	1 staff for every 5 children/12 children max
• 3-year old's	3 years to 4 years	1 staff for every 7 children/21 children max
• 4-year old's	4 years to 5 years	1 staff for every 8 children/24 children max

Curriculum- Our Approach to Learning

Our curriculum follows the Creative Curriculum framework, encompassing domains such as social- emotional development, physical skills, language acquisition, cognitive abilities, literacy, mathematics, science, technology, social studies, and arts, the English language acquisition. Through a blend of child-initiated and teacher-directed experiences, we provide a holistic approach to learning that celebrates each child's unique strengths and interests, preparing them for the future.

The environment is a fundamental aspect of our curriculum at the JCC. Our goal is to create a nurturing setting that not only ensures safety but also provides stimulating challenges for children to explore and grow. Classrooms are thoughtfully arranged into centers, each designed to support various aspects of development. Some of these centers include:

- **Dramatic Play:** Here, children can immerse themselves in imaginative scenarios, exploring different roles and social interactions while developing crucial socialization skills.
- **Cozy Corner (Reading Corner):** A tranquil space filled with books, this corner encourages a love for reading and language exploration, fostering early literacy skills and sparking the imagination.
- **Blocks:** Through block play, children are introduced to concepts of spatial relationships and mathematics, as they experiment with building and problem-solving.
- **Gross Motor and Fine Motor:** These areas provide opportunities for physical development, from large muscle movements to fine motor skills refinement, promoting overall physical well-being.
- **Art Supplies:** Art supplies are readily available, inviting children to express themselves creatively and fostering a sense of pride and importance in their work and self-expression.

In addition to these centers, books are strategically placed throughout the classroom, creating a print- rich environment that nurtures language and literacy development from an early age.

SAMPLE SCHEDULE	
7:30am- 8:30am	Arrival and Free Play
8:30am- 9:00am	Breakfast
9:00am- 9:30am	Morning Large Group (Welcome, Calendar, Weather, Book, Songs)
9:30am- 10:00am	Art/Math/Science Activity
10:00am- 10:30am	Swim/Large Motor
10:30am- 11:30am	Small Group Activities
11:30am- 12:30pm	Lunch
12:30pm- 2:30pm	Nap/Rest Time
2:30pm- 3:00pm	Bathroom/Quiet Time/Table Activities
3:00pm- 3:30pm	Snack Time
3:30pm- 4:00pm	Large Motor Activities
4:00pm-5:00pm	Free play
5:00pm- 5:30pm	Table time activities and departures

Communication

Infant classrooms provide parents with a laminated daily sheet with the details of each child's evening and morning. These forms help our teachers best plan the day for each individual child.

Using the Lillio (HiMama) App, all classrooms will log diapering, meals, naps, and items needed will be documented on these sheets. While less information is typically logged in our preschool rooms, we would be happy to accommodate these logs on a case-by-case basis. Notifications and end of the day reports will be sent to families via the app.

Please do not communicate with teachers through their personal cell phones or social media regarding your child's needs or activities.

Nap/Rest Time

OCFS requires that **ALL** full-time children be provided with a regularly scheduled nap or resting time. Children will not be forced to sleep but will be encouraged to lie quietly for at least 15 to 20 minutes. If children are not sleeping after this time, they will be provided with quiet activities to do while the rest of the class is sleeping. Teachers may not wake a sleeping child.

Infants that are not rolling over on their own yet will be placed on their back to sleep. OCFS regulations will not allow children under one year of age to have **ANYTHING** other than a pacifier in their cribs when going to sleep. Pacifiers may not have anything attached to them.

Infants may wear a sleep sack for sleep periods. However, infants may not use sleep sacks that are weighted or that do not provide the infant's arms to remain free. Infants may not be swaddled.

Nutrition, Snacks, and Lunch

A nutritious breakfast, lunch, and snack are included in tuition and provided for your child daily (note, there are some exceptions due to Jewish holidays). Meals are freshly prepared daily by our onsite cook. Menus are posted monthly and can be found on your Lillio (HiMama) App. The Binghamton JCC is a kosher facility which means we follow all Jewish dietary laws. For information see section below.

Our classrooms sit and enjoy meals together family style. We offer fruits and vegetables three or more times each day for full-time students. All fruit served is fresh, frozen, or canned. Food will never be used as a reward or punishment at our school. Children will be encouraged to try all foods offered but will never be forced. Teachers ask children if they feel full before offering seconds to help children listen to their bodies and stop eating when full.

We serve whole milk to children aged from birth to two. 1% milk is served to children three and up. Children always have access to water, including on the playground. We do not serve fried foods. All items are baked, boiled, or broiled. We offer high fiber foods such as whole wheat bread, cheerios, and oatmeal at least once a day.

- 8:30am-9:00am- **Breakfast** (you are welcome to send your child with a pre-packaged kosher snack to eat if arriving prior- see regulations below)
- 11:30am-12:30pm- **Lunch**
- 3:00pm-4:00pm- **Snack**

Hydration- Students should bring a labeled water bottle every day, including meat days. To uphold hygiene standards, we ask that water bottles be taken home for cleaning each Friday or more frequently as needed. We recommend purchasing 2 of the same water bottles to rotate for cleanings.

Children can bring any water bottle from home, except glass bottles, which pose a safety hazard. Children will have access to their water bottles all day and will be encouraged to drink at specific times throughout the day.

Sample Menu:

JULY 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7/1 Whole Grain Scooters Oranges Sun Butter & Jelly on Wheat Bread Mixed Veggies Mixed Fruit (Canned) Animal Crackers Sliced Peaches (Canned)	7/2 Strawberry Yogurt ^D Mandarin Oranges (Canned) Egg Salad ^E Ritz Crackers Diced Carrots Pineapple (Canned) Pretzels Applesauce (Canned)	7/3 Crispy Rice Cereal Bananas Fish Sticks Brown Rice Corn Sliced Peaches (Canned) Graham Crackers Oranges	7/4 INDEPENDENCE DAY! (CLOSED)	7/5 Corn Flakes Pineapple (Canned) White Garlic Pizza ^D Green Beans Dic. Peaches (Canned) Cheese Crackers ^D Bananas
7/8 Whole Grain Scooters Oranges Whole Wheat Pasta w/ Sauce & Cheese Mixed Veggies Mixed Fruit (Canned) Animal Crackers Sliced Peaches (Canned)	7/9 Vanilla Yogurt ^D Mandarin Oranges (Canned) Italian Pasta Salad w/ Veggies Shredded Cheddar Pineapple (Canned) Pretzels Applesauce (Canned)	7/10 Crispy Rice Cereal Bananas Spanish Rice w/ Ground Turkey Corn Fruit Juice Graham Crackers Oranges	7/11 Raisin Bran Mixed Fruit (Canned) Veggie Fried Rice Cottage Cheese ^D Diced Pears (Canned) Saltines Applesauce (Canned)	7/12 Corn Flakes Pineapple (Canned) Red Sauce Pizza ^D Green Beans Dic. Peaches (Canned) Cheese Crackers ^D Bananas
7/15 Whole Grain Scooters Oranges Mac & Cheese w/ Whole Wheat Pasta Mixed Veggies Mixed Fruit (Canned) Animal Crackers Sliced Peaches (Canned)	7/16 Strawberry Yogurt ^D Mandarin Oranges (Canned) Egg Salad ^E Club Crackers Diced Carrots Pineapple (Canned) Pretzels Applesauce (Canned)	7/17 Crispy Rice Cereal Bananas Chicken Nuggerts Brown Rice Corn Fruit Juice Graham Crackers Oranges	7/18 Raisin Bran Mixed Fruit (Canned) Brown Rice & Beans Mixed Veggies Applesauce (Canned) Saltines Diced Pears (Canned)	7/19 Corn Flakes Pineapple (Canned) White Garlic Pizza ^D Green Beans Dic. Peaches (Canned) Cheese Crackers ^D Bananas
7/22 Whole Grain Scooters Oranges Whole Wheat Pasta w/ Sauce & Cheese Mixed Veggies Mixed Fruit (Canned) Animal Crackers Sliced Peaches (Canned)	7/23 Vanilla Yogurt ^D Mandarin Oranges (Canned) Fish Sticks Brown Rice Diced Carrots Pineapple (Canned) Pretzels Applesauce (Canned)	7/24 Crispy Rice Cereal Bananas Whole Wheat Pasta w/ Meat Sauce Corn Fruit Juice Graham Crackers Oranges	7/25 Raisin Bran Mixed Fruit (Canned) Scrambled Eggs & Waffles Mixed Veggies Applesauce (Canned) Saltines Diced Pears (Canned)	7/26 Corn Flakes Pineapple (Canned) Red Sauce Pizza ^D Green Beans Dic. Peaches (Canned) Cheese Crackers ^D Bananas
7/29 Whole Grain Scooters Oranges Sun Butter & Jelly on Wheat Bread Mixed Veggies Mixed Fruit (Canned) Animal Crackers Sliced Peaches (Canned)	7/30 Strawberry Yogurt ^D Mandarin Oranges (Canned) Tuna Salad Ritz Crackers Diced Carrots Pineapple (Canned) Pretzels Applesauce (Canned)	7/31 Crispy Rice Cereal Bananas Chicken Nuggets Brown Rice Corn Fruit Juice Graham Crackers Oranges	8/1 Raisin Bran Mixed Fruit (Canned) Italian Pasta Salad w/ Veggies Shredded Cheddar Diced Pears (Canned) Saltines Applesauce (Canned)	8/2 Corn Flakes Pineapple (Canned) White Garlic Pizza ^D Green Beans Dic. Peaches (Canned) Cheese Crackers ^D Bananas

 - Breakfast  - Lunch  - PM Snack

WEDNESDAYS ARE MEAT DAYS

Milk served with Breakfast and Lunch (Whole Milk - 1-2 year old's; 1% Milk - 3-5 year old's)

Water and Fruit Juice served with Lunch on Wednesdays

Fresh Fruit/Vegetables based on availability (Includes: Bananas, Apples, Grapes, Oranges, Blueberries, etc.)

****MENU SUBJECT TO CHANGE****

^D = Includes Dairy

^E = Includes Eggs

^{DF} = Dairy-Free

Nutrition & Obesity Prevention

Our school participates in the Child and Adult Care Food Program (CACFP) and is committed to promoting healthy lifestyles for children, families, and staff. Here's how we support obesity prevention:

- **Nutrition Education**
- **Healthy Meals and Snacks**
 - **Menus:** Focus on fruits, vegetables, whole grains, and lean proteins.
 - **Family-Style Dining:** Encourages trying new foods in a relaxed setting.
- **Physical Activity**
- **Daily Activities:** At least 60 minutes of structure and 60 minutes of free play daily.
- **Activity Breaks:** Short physical activity breaks throughout the day.
- **Health and Wellness Policies**
 - **Hydration:** Water available throughout the day.
 - **Sleep:** Fostering a calming environment and encouraging nap time for all ECC
- **Staff Wellness**

By fostering a supportive and healthy environment, we aim to enhance the well-being of our community.

Kosher Guidelines

As a Jewish Community Center, it is our mission to be able to serve everyone in the community. As such, all food that is served at the JCC **must be Kosher**. What this means is that we only purchase food that has an appropriate Kosher symbol on it and all food is prepared under strict supervision and guidelines. More than 30,000 products currently appearing on American supermarket shelves are certified Kosher. Many of the nation's largest and most prominent food manufacturers produce products that are certified Kosher.

Any food that is served by the JCC, out of the JCC classrooms or kitchen facilities will be under the supervision of Rabbi Chaim Harkavy who oversees our kitchen facility.

Any food brought into the center must be **pre-approved by our Mashgiach (kitchen supervisor)**. Please check with our ECE office for approval steps.

Food Allergies

Children with food allergies and medical restrictions will be accommodated. Parents must fill out the *Food Restriction Form* at the time of enrollment and update annually. This information will be brought to the attention of your child's teacher so special arrangements can be made and carefully adhered to. Children approved to bring their food from home due to medical reasons will be provided with a mat to eat their food on to keep the tables Kosher. If your child has a life-threatening allergy, an action plan will be put in place in case of a reaction.

Because of severe food allergies our Early Child Care Center is a peanut free facility.

The ECE closes its kitchen during the eight days of Passover. During this time, we will continue to serve snacks and provide milk, but families will be asked to send in a non-refrigerated ready to eat lunch for the duration of the Passover holiday. During Passover, food from home does not have to be Kosher.

The following are approved Kosher symbols:

February 2010

Jewish Community Center
ACCEPTABLE KOSHER SYMBOLS



UNACCEPTABLE SYMBOLS



The following products do not need a symbol:

- Canned fruit in its own juices—may also contain sugar & ascorbic acid **BUT NO CHERRIES** and **NO PRODUCTS OF ISRAEL OR CHINA**
- Frozen strawberries are permissible/fresh are **NOT**
- Extra virgin olive oil
- Frozen vegetables except for **BRUSSEL SPROUTS, BROCCOLI, CAULIFLOWER**

Our Early Childhood Education Center loves to celebrate birthdays! Please notify your child's teacher a few days in advance if you plan to celebrate their birthday at the ECC. We ask for your cooperation in providing only treats that display the proper kosher symbol on the package. All major supermarkets sell products with kosher symbols. Brands like Entenmann's, Freihofer's, and Carvel have kosher products. All uncut, raw fruits and vegetables are kosher.

If families choose to bring snacks, they MUST be brought directly to the center kitchen to be checked.

We cannot accept cakes or cookies baked at home. ANYTHING to be served at the Early Childhood Center must be checked in the day before it is needed and preapproved by the center's mashgiach. Ice cream cakes directly from Friendly's factory are kosher. The cake must arrive in a sealed box and cannot be opened at the restaurant for writing. All food must be in its original packaging and unopened.

Additionally, parents may order birthday treats from our kosher kitchen with a minimum of 72 hours' notice for a small fee. Order forms can be found on the parent bulletin board or at the front office. Order forms must be submitted directly to the JCC main office.

Large Motor

Our curriculum includes time for large motor development daily. Our teachers incorporate creative activities and allow children to run, climb, and play on our age appropriate, state-of-the-art playgrounds and spacious grassy areas. The gym, meeting room, auditorium and ECC common area are also used for large motor activities such as creative movement, dance, sports, and games.

Children in our preschool and UPK classrooms have one formal gym class per week taught by our school's gym teacher. Children should come with sneakers daily for all large motor activities.

Swim

Our Early Childhood Center has a recreational swim program for toddler, preschool, and UPK classes. Please send a labeled bathing suit, swim shoes, and swim diapers if your child is not fully potty trained (To facilitate independence on swim days, please dress your child in easy-to-dress clothing and avoid difficult fasteners and tights for girls). Our program will provide towels for each program however we are always accepting donations to replenish our stock. If your child cannot swim on a particular day, please send a written note. Children who are not

swimming will often sit on the side of the pool, as we cannot always move children to a different classroom during swimming times. Parents are always welcome to join the class to swim or just come and watch.

Transitioning into the Program

The first two weeks may be a difficult time for children as they get adjusted to a new environment. Many factors influence the rate of adjustment. A child's age, past group experience and prior social experiences all play a part in determining that comfortable time at which parents can leave their children. This transition affects parents as well. The teachers will have suggestions for new children to integrate into the routine more easily and they will do their best to make every child and parent feel welcome and comfortable. Our staff is sensitive to the adjustment needs of each individual family during this phase-in period.

Center-based programming is not appropriate for all children. The ECC will work hard to give your child a smooth transition into our program.

What to Bring

Each child should have the following items in their cubbies. Please ensure all items are labeled with your child's first and last name. We will notify you via our communication app when more items are needed.

- Water bottle
- Change of shirt, sweatshirt, underwear, socks, and sneakers
- Diapers and wipes (if applicable)
- Cot/crib sheet and blanket (for children above 12 months of age)
- Comfort items such as stuffed animals, pacifiers, tag blankets, weighted lap pads, etc.
- Sunscreen (non-medicated)
- Diaper cream (if applicable, non-medicated)
- Bathing suit and swim shoes (for applicable classrooms)
- Formula, bottles, baby food, and/or breast milk (for infant classrooms)

Weather

Our facility uses the chart below to watch all heat and chill advisories. In the winter, children should come daily with snow pants, boots, hats and mittens so they will always be prepared for outdoor play. In the summer, please ensure that your child has a sweater in their cubby if needed for classroom play and dressed daily for the expected outside temperatures.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- 32° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

		Wind-Speed Factor Chart (in Fahrenheit)								
		Wind Speed in mph								
Air Temperature		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
	-30	-30	-46	-53	-58	-61	-64	-67	-69	-71

Comfortable for out door play
 Caution
 Danger

		Heat Index Chart (in Fahrenheit %)												
		Relative Humidity (Percent)												
Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
110	136													

Weather Related Closings

The JCC Closes if a Broome County State of Emergency with a TRAVEL BAN has been declared. However, the JCC, including the ECC & KC, has the discretion to close in other instances due to predictions of severe weather events or other situations that warrant closures.

The JCC follows the Vestal School District regarding school closings. When Vestal schools are closed for the entire day, there will be no AM/PM UPK, ECC Half-Day or Youth classes. A Kids Connection Long Day will be in session. Check the JCC Facebook Page and-or WBNG for closings.

Arrivals and Pick Up Policy

Parents need to accompany their children into the classroom daily. Children may not be left in the classroom if a teacher is not present to meet required ratios. Educators will call for additional support if needed. It is important to ensure the teacher knows the child has arrived. Drop-off is a good time to inform teachers about how the child is doing that day.

- Children will be checked in and out by our educators via the Lillio (HiMama) App.

During enrollment, parents will fill out a Child Release form. Only those listed on this form will be allowed to pick up a child. Under no circumstances will a child be released to anyone not listed on the Release Form. A driver's license will be needed at pick-up.

If the Child Release form needs to be updated, a parent/guardian must go to the Early Childhood Office to make the changes. Classrooms cannot update these forms as the office needs to enter the updates into the system.

If your family is experiencing a legal situation that requires removing a parent or family member from the release form, please provide the Early Childhood Office with court documentation to initiate the removal. Individuals specified in the court order will be denied access to the building. Access will be reinstated only when the office receives an updated court order permitting the parent or family member to spend time with the child.

Hours and Days of Operation

The ECC is open Monday through Friday, 7:30am to 5:30pm.

The center is closed on the following holidays and included on a yearly calendar:

- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Break
- Winter Break
- Professional Development Days as indicated on ECE Calendar
- Jewish holiday closings as indicated on the ECE Calendar.
- UPK programs follow most Vestal/ Binghamton School District calendar closings and are reflected on ECE Calendar.

****Subject to change yearly****

If the center closes while in operation, parents will be contacted and expected to pick up as soon as possible to ensure parents, children and staff can all get home safely. There will be no reduction in tuition for weather-related closings.

Membership, Tuition, and Tuition Assistance

Fee Structures and Membership Benefits

At the JCC, there are two fee structures: member and non-member tuition. Families who choose to become members receive a discount on tuition as written out in the Early Childhood Education Contract. Membership to the Jewish Community Center also provides families with discounts on summer camp, youth sports programs, and class offerings. Additionally, members have access to the pool, gymnasium, health clubs with sauna and steam rooms, fitness center, and use of the playground after hours.

Tuition Payment Details

Tuition is based on a yearly rate divided into equal monthly installments. There are no reductions in tuition for vacations, absences, holidays, illness, or closings due to weather or other situations beyond the JCC's control.

Payment Method Options

Option 1: Parents/guardians may place a card on file with the JCC front office. The card will be automatically charged on the first Monday of every month to cover the cost of tuition for the entire month.

Option 2: Monthly payments may be submitted in check/cash/card form, due by the first Tuesday of each month by 12:00pm. Payments can be submitted either to the JCC front office or in the drop boxes located near the Early Childhood Education office upstairs or the UPK office downstairs.

****Additional payment arrangements can be discussed and contracted at the JCC Front Office****

Medically Certified Absences

Medically certified absences beyond five consecutive school days will entitle families to a prorated reduction of 50% of the monthly tuition starting with day 6, until the child is medically certified to return to the program.

Late Policy

If tuition is not paid on the due date, a late fee will be added to the balance until it is paid in full. Regular delinquency in tuition payments will require a credit card to be kept on file for the child to remain enrolled at the center.

Days Late	Late Fee
1-9	\$10
10-13	\$20
14+	Contract Terminated

Tuition Subsidies

Families are encouraged to explore the Childcare Subsidy provided through New York State (NYS) by reviewing the guidelines below. For those receiving childcare assistance from the Department of Social Services (DSS), it is important to provide proof of authorization or have your caseworker call with verbal authorization detailing the assistance amount before registration. If your child starts before authorization approval or if there is a gap between approvals, parents are responsible for 100% of the tuition until authorization is confirmed. Additionally, parents are accountable for any tuition not covered by DSS payments, which must be made by the first Tuesday of every month by 12:00 pm.

Family Size	*Annual Income Limit
1	\$56,488.48
2	\$73,869.56
3	\$91,250.63
4	\$108,631.70
5	\$126,012.77
6	\$143,393.84

Multiple Child Discount

Families with more than one child enrolled full-time at the JCC will be eligible for a 10% discount off the oldest child. (The UPK program is not included in this discount.)

Enrollment and Records

To comply with the NYS OCFS regulations, each child enrolled at the JCC is required to have a complete physical examination by a physician. This physical **must** be done **prior to your child's first day of enrollment** the first time your child enters the program and should include all immunizations that are required by New York State. The health form is included with your registration materials.

Every spring the JCC requires parents to fill out a *Needs Assessment Form* along and a new contract for the fall (sent out in the summer). With the new contracts, tuition prices will go up a small percentage. There may be a small fee to update the deposit on file. If contracts are not turned in on time your child will lose their spot for the following fall.

After new contracts have been handed in, new enrollment packets will be sent out. This packet includes Emergency Contact Card, Release Forms, Food Allergy and other important informational forms.

Immunization and physical records must be updated throughout the year. The center must report immunization updates for every child to the Department of Health every March.

Observation and Assessment Tools

The Ages & Stages tool is used to document the developmental status of the children at the JCC. Lead teachers are required to complete an Ages & Stages Development Questionnaire within 45 days of entering the program. The results will help the classroom teacher define individual learning goals and identify any potential special needs. If a child falls below a designated cutoff, an additional screening will be done in an additional 30 days. These scores will be shared with parents upon request.

If the child falls below the cutoff point at the follow up screening, a referral will be discussed with families and the appropriate agencies for the referral. Parents will be asked to complete the questionnaire with their children and a referral will be made to the appropriate agency.

Children birth to 35 months will be referred to the Broome County Health Department's Early Intervention Program for further screening.

Students 36 months and up will be referred to their designated school district for further screening,

All paperwork, including the Ages & Stages completed questionnaires will be stored and kept confidential in the child's individual file in the ECC office.

Ages & Stages Questionnaires are done at the following ages,

Continuing Assessment: Our dedicated teachers undergo annual training to ensure they are equipped to effectively monitor developmental progress and track individual learning goals. They maintain detailed anecdotal records and observation notes for each child.

Confidentiality: These documents are securely stored in each child's individual file, accessible only to the current teachers and administration. They may be shared with parents during scheduled parent meetings to foster open communication about their child's progress.

Support for ESL Students: We are committed to providing comprehensive support for English as a Second Language (ESL) students to optimize their assessment experiences. To facilitate this, we offer resources such as electronic translators and access to professionals at the Civic Center. All assessment plans for ESL learners are developed in collaboration with parents to ensure their approval and active involvement in their child's educational journey.

Universal Pre-Kindergarten Assessments

As agents for the public-school system, we are required to follow the policy and procedures set forth by each district contracting for our services. We currently contract with the Vestal and Binghamton School Districts.

Vestal asks teachers to complete three progress reports at 10 weeks, 20 weeks and 35 weeks.

A Circle Language assessment is conducted by the classroom teacher in October and May. Circle data is broken down and activity recommendations are made to help assist the students in a variety of areas.

Binghamton has the UPK teachers complete a Brigance screening tool in August before the school year begins. At the same time the district assigns a Speech Pathologist to conduct a speech screening. Once the school year is under way Binghamton asks teachers to complete two progress reports, one in fall, a second in spring. A Circle Language assessment is conducted in October, January and May. Circle data is broken down and activity recommendations are made to help assist the students in a variety of areas.

All Universal Pre-kindergarten classrooms complete the abbreviated Ages & Stages Questionnaire in June and December.

Illness Policy and Symptom Chart

Children who become ill while at school will be sent home to limit exposure to other children. If 1 child is sent home for illness, teachers will fill out a *Symptom Record*. This record will inform parents of when the child can return to school. Parents need to sign this record when they pick their child up. When your child is ill, please make every effort to pick them up as soon as possible.

All Parents will be notified of any communicable illness present in the center via a sign posted on the classroom doors. In addition, if a serious illness is present, a letter will go out to all the families.

Key criteria for exclusion of children who are ill:

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing or having a quickly spreading rash.
- Fever: Temperature above 100°F or higher taken by a member of our Leadership team. The fever will be compared with additional symptoms that the child is exhibiting

In all cases the Early Childhood Facility reserves the right to send a child home when they cannot fully participate in the regular daily activities.

Illness Policy

Illness

Bronchitis

Chicken Pox

Concussion

Conjunctivitis (Pink Eye)

May Return

24 hours after start of treatment

24 hours after all lesions have crusted.
(Generally, 6 days after initial blisters)

Return with a doctor's note stating there are no restrictions.

24 hours after first treatment

Coxsackievirus (Hand, Foot and Mouth)	When blisters have scabbed over and there are no sores present in the mouth.
Croup	After illness has subsided, a note from physician.
Diarrhea	24 hours after last loose
<ul style="list-style-type: none"> o Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two or more stools above normal for the child. > o Toilet-trained children if the diarrhea is causing soiled pants or clothing. > o Blood or mucous in the stools not explained by dietary change, medication, or hard stools.> o Confirmed medical diagnosis of salmonella, E. coli or Shigella infection, until cleared by the child's health care provider to return to the program 	
Ear infection	24 hours after first dose of treatment
Fever	24 hours fever free without fever reducer
Thrush	
Fifths Disease	With lacy red rash, non-contagious note from physician
German Measles (Rubella)	7 days after onset rash
Hepatitis A	Need to be cleared by a health care provider to return.
Impetigo	24 hours after first dose of treatment
Influenza	24 hours after symptoms have subsided.
Lice	Head must be completely <u>lice and nit free</u>
Measles	6 days after onset of rash
Meningitis	Physicians note and can participate.

Mumps	9 days after the onset of swelling
Pin works	After treatment is completed.
Pneumonia or Epiglottitis	Note from physician.
Poison Ivy	After lesions cease to ooze.
Roseola	After illness has subsided.
RSV	Fever free and physicians note.
Scabies	24 hours after start of treatment
Sinus Infections	24 hours after the first dose of treatment
Strep Throat	24 hours after the first dose of treatment
Vomiting	24 hours after last episode and child can resume normal diet.
Whooping Cough	At least 7 days after therapy has started.

If your child is too ill to play outside or participate in regular classroom activities, then your child is too ill to attend the center.

If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately. If your child has been seen for an illness, a doctor's note should be provided to the Early Childhood Education Director stating what the child was diagnosed with, if treatment was proscribed and when they are able to return to a daycare setting. Please note, sometimes health care providers will clear children to return to school before the time frame our policies state. In these circumstances the JCC will still hold true to the policies set in place.

In our best efforts to prevent further spreading of illnesses, exceptions to the policy will not be made.

Failure to follow our policies may result in termination of ECE contracts.

Documentation of Allergies

Children with severe allergies must have an Allergy Action Plan kept in a known spot in the classroom. When children have food allergies, the allergy will be posted in the kitchen and . Parents will be asked to provide the appropriate medication and EPI pen to keep on site.

Medication Policy

Topical Cream and Ointment: Topical cream such as diaper cream and sunblock may be applied with a form signed only by the parent. These forms are specific for either diaper cream or sunblock and need to be updated every 6 months.

The Early Childhood Education Team is MAT certified.

The program can administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent with the OCFS Non-Medication form and labeled item being dropped off to the Early Childhood Education Office. Any members of the leadership team can sign off on these forms and ensure the correct storage measures are taken. Additionally, these forms will need to be resubmitted half way through the contract year.

The program can administer epinephrine patient-specific auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers for emergency medications ONLY.

The program can administer medications that require the program to have this health care plan approved by a health care consultant.

Patient-Specific Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers and Nebulizers.

Staff **NOT** authorized to administer medications may administer emergency care through the use of patient-specific epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers, when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child's health care provider have indicated such treatment is appropriate.

In addition, the program will obtain the following:

- A written Individual Health Care Plan for a Child with Special Health Care Needs, OCFLDSS-7006 must be submitted to meet this requirement. (See Section 2: Children with Special Health Care Needs.)
- Form OCFS-6029, Individual Allergy and Anaphylaxis Emergency Plan for children with

- a known allergy, and the information on the child's Day Care Enrollment forms
- An order from the child's health care provider to administer the emergency medication including a prescription for the medication. The OCFS Medication Consent Form (Child Day Care Program), OCFS-LDSS-7002 may be used to meet this requirement.
 - Written permission from the parent to administer the emergency medication as prescribed by the child's health care provider. The OCFS Medication Consent Form (Child Day Care Program), OCFS-LDSS-7002 may be used to meet the requirement.
 - Instruction on the use and administration of the emergency medication that has been provided by the child's parent, child's health care professional or a health care consultant.

Medication Administration

The program will NOT currently be able to administer medication in accordance with the OCFS child day care regulations. This is under review and may change during the upcoming school year.

If allowed: Only a staff person who has completed the appropriate training or has appropriate licensure and is listed as a medication administrant in this health care plan will be permitted to administer medication in the program, with the exception of over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent, and/or emergency medications— patient specific epinephrine auto-injectors, diphenhydramine when prescribed in combination with the epinephrine auto-injector, asthma inhalers and nebulizers

The program **WILL NOT** accept verbal permission or instructions. All permission and instructions must be received in writing.

When/if the program begins administering medications, we will only accept the following forms and instructions to administer medication: the OCFS form **Medication Consent Form (Child Day Care Program)** and **OCFS-LDSS-7002**.

Injuries on Site

While our staff is highly qualified and we make every effort to safeguard against accidents, the reality is that they do happen throughout childhood. It is incumbent upon all parents to have personal insurance coverage in case of accidents or injuries.

If children bump their head while in our care, parents will be called. If a child shows any signs of a concussion such as vomiting, dizziness or balance problems- 911 will be called and an ambulance requested. If a child does not show sign of a concussion, parents will be contacted and kept up to date on the child's behaviors throughout the remainder of the program day.

In any instance that a child is hurt on site and taken to be seen by a Health Care Professional, a self-report will be made by the ECC Director to notify OCFS of the incident.

Documentation of Accidents/Incidents

Teachers will document accidents/incidents on an *Accident/Incident Form*. In the case of an incident involving another child, teachers are not allowed to share with parents' which child was involved. Parent's will be given a copy of the report after they sign it. If an injury is serious, parents will be contacted before pick-up time. A copy of the report will be kept in the child's file.

Safety and Security

To keep our facility safe and secure, two adult members of each family will be entered into the JCC's fingerprint security system. All other adults not placed into the system **MUST** enter the building through the JCC main lobby or ring the doorbell at the ECC entrance. **PLEASE DO NOT LET OTHERS PIGGYBACK BEHIND YOU INTO THE BUILDING.** All families entering the building must enter by using their own security code.

Behavior Management

The JCC takes a positive approach to behavior management. Teachers facilitate the development of social skills, self-control, problem solving skills and self-regulation in children by using positive guidance techniques, such as modeling and encouraging appropriate behavior, redirecting children to more acceptable activities, setting clear limits to intervening to enforce consequences for unacceptable, harmful behavior. Teachers' expectations respect children's developing capabilities and are developmentally appropriate. Teachers are patient, realizing that not every minor infraction warrants a response. At the Early Childhood Education facility, discipline means "to teach" not "to punish".

When a child's behavior is consistently inappropriate or is stopping other children from doing their work or enjoying their time in the classroom, additional steps will be taken. Parents will be given daily updates and may be asked to meet with teachers, managers, and/or the Early Childhood Education Director to formulate a behavior management plan for the child. If over

the time specified in the behavior management plan the inappropriate behavior does not cease or diminish the child may be asked to leave our facility.

Certain inappropriate physical behavior such as

- **Physically harming another child repeatedly**
 - **Inappropriate touching**
 - **Over excessive biting not appropriate to the child’s developmental age**
 - **Uncontrollable tantrums that are endangering the child or others**
- may lead to immediate removal from the program. As a childcare facility, the well-being and safety of ALL of the children are our main concern.

Removal of children is our absolute last resort and often partner with many external OCFS approved resources to observe, coach, and guide our facility to best support each child.

If you have questions about our behavior management policy or wish to coordinate behavior management at school and home, for the sake of consistency, please speak to the classroom teacher.

Biting Policy

Biting is a common behavior that we experience in the Early Childhood setting. While biting is an undesirable and frustrating behavior, it is age appropriate. Biting tends to appear between one and three years of age. Some of the reason’s children bite are teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, lack of language, confusion of kissing and biting, frustration and stress. While this behavior is very frustrating, biting is not something to blame on the children, parents or teachers.

The JCC tries to put many different strategies in place in efforts to stop children from biting. Because in most cases biting is a developmental phase, **it is very rare that families are asked to leave the JCC because their child has started biting.** We try to help the child through the biting phase by taking the following steps:

- Try to figure out what triggered the biting?
 - Was the environment around the child too busy or crowded?
 - Were there enough toys?
 - Was there too much waiting time for the children?
 - Was the child who bit getting the attention and care they deserved at other times?
 - Was the child ready to finish the activity they were working on?
- The teacher will document the attempts and actual incidents to see if there is a specific time of day the biting occurs (are they tired/hungry).

- Teachers will change the environment, routines or activities if necessary.
- Teachers will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.

Teachers will identify if there are children more likely to be bitten and make special efforts to reduce their chance of being bitten.

If biting continues, the Director will take the follow steps:

- Meet with parents to discuss the concern, develop a behavior management plan.
- Have an infant/toddler specialist from Family Enrichment Network come and observe the classroom.
- Ask the parent to have the child screened by Early Intervention
- Have an extra staff member shadow the child daily\ (sometimes staffing will be tight and the staff member may be needed elsewhere).

In very severe cases, if these steps do not help diminish the biting occurrences, it may be necessary to ask the parent to withdraw the child from the center. It is always our intention to give the parents a two-week window in order to make other arrangements. However, there are circumstances under which the child may have to be removed immediately. In this instant, we will welcome re-enrollment of the child after the biting phase has passed.

All information regarding incidents is confidential and names will not be shared with parents. Biting will be documented on an Incident/Accident Report for the biter and the child bitten, parents will need to sign and then be given a copy.

When children are bitten:

- Child will be comforted
- Bitten area will be washed thoroughly with soap and water
- When biting occurs, both parents will be contacted immediately.

Parent Teacher Conferences

We encourage parents to discuss with their child's teachers any aspect of their child's day and/or family matters that they feel are relevant. We ask that the parents schedule a time for a special conference as needed. The staff will also schedule extra conferences if they feel they are necessary. Much important information concerning your child can be gained through informal conversations between parent and staff when the children are dropped off and picked up. Please remember, however, that the teacher cannot talk at length with parents when the program is in session. It is unfair to the children to take their teacher's time for conferences during the day. Brief messages pertaining to your child's daily care can be written in a note to his or her teacher. UPK students will have two to three progress reports during the school year depending on the school district they will attend. UPK holds parent teacher conferences in

December after the first 10 week marking period is completed. Additional parent-teacher conferences can be scheduled if needed and upon request from the parents or teachers.

Diapers and Toilet Training

At the JCC, parents supply all diapering materials, diapers, wipes, and diaper creams. Teachers will let parents know when they are running low in supplies.

Our policy at the JCC is to provide as much praise and encouragement to use the potty as we can. Parents need to communicate with teachers when they are going to start trying to potty train their children. The ECC **will not** start toilet training until a child enters a toddler classroom (18 months). Children must be physically and emotionally ready and show signs of readiness. Most children are ready to start potty training when they are between 22 and 30 months of age but every child is different. We are not staffed to take children to the potty every half-hour to sit; more important, this procedure would not be consistent with our philosophy of providing experiences that are developmentally appropriate for our children. Teachers will make every effort to get children in underwear to the bathroom every hour or when they indicate that they need to go.

Children are encouraged to use the potty, and much enthusiasm is shown for the wearing of underwear. Children who are wearing underpants are never scolded when they have an accident. Their clothes are changed, and they are reminded about how good it feels to wear dry clothes.

Parents should bring several changes of clothes for their child once potty training has begun (don't forget extra socks and shoes, as they often get wet too). We expect children to have accidents now and then. However, if your child has many accidents daily (for a week or so) we may suggest that we stop the potty training temporarily and begin again later. If your child has two or more accidents within a day after their first week of transition, a meeting may be requested to set up a meeting to discuss the child's readiness and the best way to help the child adjust.

At the JCC, most classrooms have a bathroom with small, plumbed toilets to help teach personal hygiene. Children will also learn the importance of wiping, flushing toilets and washing hands.

Potty-training is not an enrollment requirement for any of our Early Childhood Education programs.

Judaic Component

UPK students do not participate in the Judaic activities at the JCC. Parents who would like to have their children participate in these activities are welcome to accompany their child to the events.

A unique and integrated component of the curriculum highlights the festivals and values of Judaism. At the Jewish Community Center's Early Childhood Center, we teach our children to embrace diversity and celebrate their differences by learning about them. We warmly welcome children of all faiths, ethnicities, and backgrounds to be part of our school, where everything we do is driven by the Jewish and universal values of kindness, respect, compassion, doing charitable deeds (**or Mitzvot**) and responsibility.

In the Early Childhood Center, we celebrate Jewish and national holidays, as well as holidays celebrated by different cultures around the world. Although we do not celebrate Christmas, Easter, Halloween and Valentine's Day, we acknowledge that most of our families do. It is for this reason that we are grateful to have the opportunity to share our Jewish traditions and culture with the children in our center in the hopes that they will share what they learn and grow up to become well rounded, compassionate adults. For our Jewish children, the Early Childhood Center is a safe place where they can learn about Jewish traditions and share them with their non-Jewish friends as well.

Shabbat

As part of the Judaic component of our program, we celebrate with a group Shabbat (the Jewish Sabbath) twice a month (September-June). **Shabbat** begins every Friday at sundown and ends every Saturday at sundown. Shabbat is an opportunity to be together with friends and family, to reflect on the past month, and to give thanks. This is also take this time to acknowledge the importance of freedom, equality, doing good deeds and helping others. Many celebrate at home by lighting candles and enjoying a special family meal. It is traditional to put coins in a Tzedekah (charity) box (to be donated to charity), drink wine or grape juice, and eat special braided bread called challah.

At the Early Childhood Center, we celebrate Shabbat by reading books, singing songs, doing crafts, and eating Challah bread.

Inclusion Policy

Because it is our mission to serve everyone without prejudice at the JCC of Binghamton, we believe fully in the notion of including EVERYBODY regardless of age, race, religion, gender identity, gender expression, socio-economic background, sexual orientation, family structure or ethnicity. We are committed to work to eliminate bigotry and discrimination wherever it exists by embracing our differences and inviting everyone into the welcoming tent that is the JCC.

Termination of Services

The JCC may terminate your child's enrollment under the following circumstances.

- Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the JCC staff, other parents or children.
- Inability of parent to deal in a professional manner with JCC personnel or other parents and children at the center.
- The continued enrollment of the child poses a risk to the health and/or safety of themselves, other children, parents or center staff members.
- Non-payment for your childcare services and/or lack of adherence to tuition payment policies.
- Parents falsify information on enrollment forms or otherwise knowingly falsify information.
- Parents do not agree or do not follow and comply with ALL policies set forth in this handbook and Early Childhood Education Contract.
- Lack of parental cooperation with the JCC's efforts to resolve difference and/or to meet the child's needs through parent/staff meetings or conference.

Parent Conduct Policy

As per NYS law which strictly prohibits discrimination based on gender identity or expression in all areas covered by the Human Rights Law, including employment, the JCC respects the right of all center employees regardless of their gender identity or gender expression.

As such, inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians, or other parties toward any members of the JCC staff will not be tolerated.

Please speak appropriately and refrain from using threatening words, tone of voice, gestures, foul language, sexually inappropriate comments, and physical contact with our staff. Please be aware that aggression or threatening behavior of any kind could affect your child's eligibility to

attend our program. Such behavior will not be tolerated, and if necessary, authorities will be contacted.

We are Here to Help!

Here at the JCC we consider you family. As much as we play a vital role in the lives of your children, they have a huge impact on all our lives as well. We understand that families go through hard times, we are here to help you as much as we can. Please don't hesitate to come to us in the Early Childhood Education office with questions, problems, or concerns and know you can talk to us in confidence. We may be able to help you with contacts and resources. You may also find information about family insurance and other resources to help set your family up for a bright future on the bulletin board across from our ECC main office. Thank you again for letting us continue to be a part of your children's lives, every day, and remember, whatever it is, we are here for you!