



Family Handbook

The Solel Preschool
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Hours of Operation:
7:30 am - 5:30 pm M-TH
7:30 am - 4:00 pm F

Preschool Administration
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Dear Parents,

Welcome to The Solel Preschool family. We are pleased to provide you with a warm, nurturing environment. This handbook will provide you with information about our school.

The Solel Preschool provides a structured learning experience based on the goals of Reform Judaism, child development and early childhood education. We encourage children to explore the world while developing small and large muscle coordination, eye-hand coordination, language skills, a strong sense of self-esteem, and foster a positive Jewish identity. We want to help children learn that they are capable of working independently, that there are appropriate times and ways to ask for help, and that they can successfully work in group situations while still getting their individual needs met.

We provide a wide variety of activities for young children to experience, including art, music, movement, water play, manipulative play, outdoor fun, stories and quiet time. These activities will foster development of pre-math skills, pre-reading skills, and social skills, all of which will help to prepare children for their elementary school years. The curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their interests in the context of life in the Jewish community and the world. We combine teacher directed activities with ones in which teachers facilitate interactive play and child directed activities.

Our Jewish heritage is an essential part of our program since it provides a source of identity, a framework for interpreting the world, the basis for a feeling of belonging and our sense of values. We foster developmentally appropriate independence in children and use positive reinforcement techniques of guidance including redirection, anticipation and elimination of potential problems, and encouragement. The Solel Preschool staff strives to achieve the following goals:

- Foster a positive self-concept
- Foster a positive Jewish identity
- Develop social skills
- Encourage appropriate responses to discipline
- Encourage children to think, reason, question, and experiment
- Encourage language development
- Enhance physical development and motor skills
- Encourage creative expression
- Encourage good health practices

These goals allow our teachers to plan age-appropriate activities and set guidelines for meeting the learning and emotional needs of all the children.

L' Shalom

The Solel Preschool Team

Enrollment Procedures

Our admission is open to all children regardless of religion, race or national creed. Enrollment for members of Temple Solel begins in January and open enrollment begins 2 weeks later. Admission requirements for all classes are based on the child's age by August 31st. In order to enroll your child, the parents or guardian must complete all of our Preschool Registration forms, provide us with a current immunization record, read and sign the acknowledgement page of the Parent Handbook, and make necessary payments of registration fees and tuition.

The preschool openings are processed on a first come first served basis with siblings of our current students having priority. If age groups become full, then students will be placed on a waiting list and contacted when openings are available.

Dis-enrollment

If our program does not meet your needs, you are free to dis-enroll at any time. We require 30 days written notice if you would like to withdraw. The notice must be submitted in writing to the Preschool Administration. The Solel Preschool also reserves the right to dis-enroll if a family cannot adhere to the policies established in this handbook and signed/agreed upon in the receipt and acknowledgment page. Regarding tuition payments and refunds, please see page 6 under Payment.

Scholarships

Limited scholarships are available to help offset the cost of tuition for families in financial need. Please submit the scholarship application with a letter of request in order to apply. The letter should include a requested scholarship amount. Scholarships will be awarded by the end of July.

School Hours

Monday – Thursday	7:30 am - 5:30 pm
Fridays	7:30 am - 4:00 pm

Daily Schedule

Early Morning Care:	7:30 am - 9:00 am
Core Program:	9:00 am - 1:00 pm
Aftercare for 3 and 4 Year Olds:	1:00 pm - 3:00 pm
Nap for Toddlers, Twos and Threes:	1:00 pm - 3:00 pm
Late Afternoon Care:	3:00 pm -5:30 pm M-TH
	3:00 pm - 4:00 pm Friday

Classes

- Infants (6 weeks to 12 months old)
 - 5 day enrollment
- Toddler Transition (12 months old)
 - 5 day (Monday-Friday)
- Toddler (12 months old on or before August 31st)
 - 5 day (Monday-Friday)
- Twos (2 years old on or before August 31st)
 - 3 day (Monday/Wednesday/Friday)
 - 5 day (Monday-Friday)
- Threes (3 years old on or before August 31st)
 - 3 day (Monday/Wednesday/Friday)
 - 5 day (Monday-Friday)
 -
- Fours (4 years old on or before August 31st)
 - 5 days (Monday-Friday)

Curriculum/Lesson Plans

Your child's teachers plan lessons each week, which will engage your child in a variety of developmentally appropriate learning activities. Lesson plans will be posted in each classroom at the beginning of the week

Teacher: Child Ratios

The following is The Solel Preschool ratios of personnel directly engaged in the care and supervision of children in the center's care:

Program	State Ratio	The Solel Preschool
Infants	1:5 or 2:11	1:4, 2:9 or 3:11
Toddlers	1:6 or 2:13	1:5 or 2:11
Two year olds	1:8 or 2:16	1:6 or 2:13
Three year olds	1:13	2:16
Four year olds	1:15	2:18

Please be aware that the ratios followed are for the youngest child in the classroom and certain situations occur to deviate from The Solel Preschool ratios. (i.e. nap 2 year olds 1:8, Toddlers 1:6 etc.)

Napping

All children who stay for the afternoon hours and are in our toddler transition, toddler and twos program will nap (3's and Pre K, only by request). All children must have their own napper, which is available in the preschool office. Parents must pay for their child's napper and it is theirs to keep. At naptime, cribs and mats will be at least 18 inches apart and children will be positioned in a "head-to-toe" manner. Nappers will be brought in on Monday by the family and sent home on Fridays to be laundered.

Enrichment Classes

Enrichment classes are offered for children 3 and 4 years old. These classes are held between 1:00 pm and 3:00 pm and are provided through outside vendors and teachers. Not all classes are for all age levels and the length of class and charges vary among the classes. Registration for the enrichment classes are done on a first come first served basis as class size is limited. Parents may choose to sign their child up for one or more of these classes each month. A completed enrollment form must be filled out at the front office at the time you enroll your child for these classes. A \$15.00 change fee will be assessed for changes to your child's enrichment class schedule. Changes will only be made at the beginning of the month. Children must be picked up from the special class at the end of the class time unless scheduled to be at school until 3:00 pm otherwise late fees will be applied.

Special Programming

Our program offers several special activities throughout the week. All age groups will attend an in person music session, Havdalah, and Shabbat Celebration each week in the social hall. They will celebrate Shabbat in class eating challah, drinking grape juice, and blessing the candles in their classrooms. Throughout the year, the children participate in special holiday celebrations.

Communication

Each classroom has a Procure account which will be used to post a weekly email update, pictures, and videos. Parents are responsible for checking their Procure app regularly for updates. A weekly "Solel Preschool Scoop" will be sent via email with calendar events, updates, and reminders. Infant and toddler teachers will post a daily report with an overview of the day.

We understand that some families will want to discuss certain matters about their child when entering the classroom. However, drop off and pick up is not a time when parents can have conversations with teachers. That time is dedicated for **quick hellos and goodbyes only**. This is for safety reasons so that the teacher can properly monitor their classroom.

Parent-Teacher Conferences are held in the fall for Pre K students, and an optional meeting in the spring. If you have any questions/concerns, please feel free to contact your child's teacher or the director at any time. If there is an issue the family wants to discuss at any age group, please send an email, send a message on Procure, or leave a message on the classroom phone. If the family wishes to request a meeting please schedule an appointment (via email). If the teacher feels the need to meet regarding an issue they will reach out directly to the family.

Arrival and Dismissal

We ask that parents do their best to arrive at school on time. There are many wonderful activities happening in the classroom beginning at 9:00 am, and we want to ensure an easy transition when your child arrives. It is also important to make every effort to be on time to pick up your child. If you know that you will be late, you must call the school office as soon as possible so that we inform the teacher and reassure your child. Upon arrival, parents must sign in using their fingerprint or use their bypass code at the computers in the preschool office for early morning care, and escort their child to their classrooms. At pick up time, you will be issued a "release card". Your child will be released to you when the card is presented to the teacher.

Be sure to let us know if there will be any changes in your regular pick up routine. A form, with the change in pick up, must be filled out in the office and the teacher must be told. To ensure the safety of all children, they cannot and will not be released to anyone without prior written notification and a picture ID (if not parents).

Regarding the arrival of your child, except in the case of a Doctor's appointment, we will not except any of our napping children **after 10am**. Consistency is very important and necessary for everyone, we ask that children of all age groups try to stay consistent with their arrival times to benefit from a rich and fun preschool experience.

Payment

Tuition for the preschool program is a 10 month commitment and is paid in 10 equal monthly installments, August-May, due on the 25th of each month for the following month or you may have the option to pay for the entire school year at the beginning of the year with cash or check for a 5% discount. The responsibility of the payment remains with the responsible party in the event of changes in marital status. There will be a late fee of \$25 for payments made after the 25th of the month. The Sole Preschool is a non-profit organization. Tuition is applied to the day to day operations of our program, as well as support and improvement of the school, and therefore prompt payment of tuition and fees is necessary. A yearly non-refundable registration and security fee is due upon registration in our school. We are not able to accommodate switching days but are happy to accommodate an additional day at the daily rate if space is available. We do not refund tuition for absences.

Parents are required to keep a method for automatic payment on file with the preschool. This can be an auto debit from your checking or savings account or you can use your VISA, Master Card, AMEX or Discover Card. Automatic payments will be processed on the 25th day of the month. Parents always have the option to pay their account balances prior to the 25th via check or cash. Any remaining balance on your account will automatically be charged on the 25th of the month. If your account is declined a \$25 processing fee will be assessed.

If you find that your child's schedule needs to change, please complete a schedule change form with our billing department. Multiple changes to your child's schedule will result in a \$25.00 fee applied to your account.

Billing is automated through our Procure computer program used for signing in and out each day. We allow for a 10-minute leeway for drop off and a 5 minute leeway for pick up. If you drop off more than 10 minutes prior to the start of class or pick up more than 5 minutes after your scheduled time, you will be charged an hourly rate for extra time. There is **NO** 5 minute leeway for enrichment classes. This is automatically generated through our computer billing system.

If you pick up after closing, 5:30 pm Monday –Thursday and 4:00 pm on Fridays, you will be charged \$10.00 per minute that you are late.

Once bills are sent out we offer up to 10-day period for parents to review their bills and inform the billing staff of discrepancies prior to credit cards being charged. It is the responsibility of the parent to check their bill for any inconsistencies.

If our program does not meet your needs, you are free to dis-enroll at any time. We **require 30 days written notice** if you would like to withdraw. No refunds will be given if you do not submit your notice in the 30 day time frame. If there is any refund that will be issued at the discretion of the Preschool, it will be issued within those 30 days on the original credit card used for that payment. If for any reason that card or account is closed we will issue a refund via check within the next billing cycle.

Immunization Policy

All enrolled children must be fully immunized according to their age or have an ADHS Medical Exemption Form signed by a licensed physician. We do not except the ADHS Religious Beliefs Exemption Form.

Illness and Absences

We ask that everyone adheres to the Illness policies for everyone's safety. Families who do not adhere to our illness policies may be removed from the program and a refund will not be issued. Children will be sent home immediately if they show any signs of illness. The child must be retrieved within **one hour** from contact. Children displaying symptoms of any illness including fever, cough, shortness of breath, lethargy, or pallor, must stay home for 24 to 48 hours after symptoms and fever subside. Children who have been tested for COVID-19 must follow guidance from local public health officials and comply with our sick policies before returning to school.

1. Children are not allowed to attend school when they are sick or have symptoms of illness. Early signs of illness include: beginning of ear infections, conjunctivitis (Pink Eye), fever (100.4° or higher), flushed or unusually pale face, persistent coughing or sneezing, runny nose, soreness or dryness of the throat, unusual body rash, vomiting, watery or inflamed eyes. Children showing signs of illness may not attend preschool.
2. At the discretion of The Solel Preschool staff, if it becomes evident that a child becomes ill during the school day, parents will be notified and the child must be picked up within one hour after notification. We will give you a written statement with the reason your child is being sent home and when he/she may return to school. Children must be fever free, without the use of fever reducing medication, for 24 to 48 hours after the last dose of fever reducing medication.
3. No child may attend preschool with diarrhea, vomiting, or fever. Children must be free of these symptoms for 24-48 hours **without** the use of medication. If your child has diarrhea, vomiting or fever while at school, we will alert the parent and the child must be picked up immediately.
4. If your child is sick, please notify the school so that when necessary, we can send out notices to the other parents in the class so that they can be alert for symptoms in their own children.
5. We realize that sometimes children have colds with runny noses. We can only accept these children if the child and/or staff can keep the nose wiped with a minimum of effort. Your child should remain at home if his/her nose is so runny that it needs to be wiped continuously, additionally, **your child is coughing or sneezing and is visibly uncomfortable.**
6. If you know that your child will be absent from school for a planned absence such as vacations, please inform the child's teacher and the school office as soon as possible.
7. If you suspect that your child has been exposed to any contagious disease (i.e. COVID, chicken pox, or measles), please inform the school at once so we may watch for symptoms and we may warn other parents, especially expectant mothers, as these diseases pose a special risk to them. Medical alerts for contagious diseases will be posted as quickly as possible at the school site and families will be notified of potential exposure. We will not disclose the name of the child.
8. Students must remain out of school for a **FULL DAY** between being sent home and returning to school regardless of the time the child was originally sent home. A doctor's note does not

override this policy. In addition, a doctor's note must accompany a child when returning to school after having a communicable disease. The healthcare provider/doctor may not be the child's parent or guardian.

Diseases which must be reported

5th's Disease, Campylobacter, Chicken Pox, Conjunctivitis (Pink Eye), COVID-19, Coxsackie (hand, foot, & mouth), Croup, Giardia, Hepatitis, Influenza, Impetigo, Lice, Measles, Meningitis, Mumps, Pinworms, Ringworms, Roseola, RSV, Rubella (German Measles), Salmonella, Scabies, Scarlet Fever, Shigella, and Strep Throat.

Potty Training Policy

Per Arizona Department of Health Services every child **must** be potty-trained before entering the threes class in the fall. Our threes classes are not equipped with diaper changing tables therefore they are not licensed for diaper changing. Parents should work with their child's teachers in order to help him/her be successful during this process. The classroom teachers and admin staff members will be happy to give guidance and support in the mastering of potty training skills. However, potty training needs to be initiated in the home and at no time will any child be allowed to wear underwear to preschool until they have complete control of both their bladder and bowels. *Regarding special cases, please speak with the preschool administration in regards to the potty training process. When your child is showing signs of potty training readiness, please ask for a copy of our Potty Training Guidelines.

Class Placement

Students are placed in classes at the discretion of the Preschool Administration with input and recommendations from the teachers, friend requests will be taken into consideration. Every effort is made to place each child in a developmentally appropriate age grouping so that we can offer a program to meet each of their individual needs. **We do not take teacher requests.** We pride ourselves on knowing our students and we will do our best to find the best fit possible.

Parent Participation

We believe that parent participation and involvement in our school is critical to a child's education. Parents are encouraged to become involved in their child's class through volunteering your time and sharing special talents or interests. Please arrange visits with your child's teacher at a time that is convenient for both of you. Parents are asked to sign up to be the "Shabbat Family" a few times a year. This gives you a chance to spend time in your child's classroom, enjoy our Shabbat service, and share a healthy snack, book and activity with your child's class. You are also invited to Shabbat in the social hall on a limited basis depending on number and arrangements must be made with the teacher beforehand.

Solel Preschool Parents Association

Parents are invited to become involved with our Solel Preschool Parents Association. Participating in SPPA is a wonderful way to meet other preschool families. The Solel Preschool Parents Association is a group of parents dedicated to enriching the Solel Preschool. SPPA's mission is to support the vision of The Solel Preschool.

Field Trips

Throughout the year, some of our classes will take 'field trips' to enhance the learning in the classroom. Parents will be asked to chaperone their child on the field trip, drive their child and meet at the designated location. Please feel free to make arrangements to carpool with another family, and/or provide supervision for other children. Arrangements will need to be made for any child not attending a field trip to join another class for that time period.

Transportation

The Solel Preschool does not provide transportation to and from our facility.

Appropriate Dress

Please remember to dress your child appropriately according to weather and playing conditions. Please remember to label all clothing with the child's first and last name. **For your child's safety, we encourage closed toed shoes. No sandals or flip-flops, please.** Similarly, necklaces and dangling earrings are hazardous and can get caught on playground equipment or pose a choking hazard. Please refrain from sending your child with accessories. Children are asked to show their school spirit and wear their school t-shirt on Fridays.

Breakfast

Parents are able to bring a light breakfast for their child to eat when they arrive at school at 7:30 am. Breakfast ends at 8:00 am and cannot be served after this time.

Snacks

Families will provide a kosher-style and nut free, healthy snack during the morning and in the afternoon if the child is staying after 3pm. Snacks should be healthy, store bought, individually packaged, and NUT free.

Snack Ideas:

- Frozen go-gurt
- Fruit
- Crackers (Goldfish, Ritz, saltines)
- Pouches (Applesauce, fruit, veggie)
- String cheese
- Veggie straws

Lunches

Each class has a scheduled lunchtime each day. Please pack a lunch for your child daily. Please be aware that **The Solel Preschool is a NUT-FREE SCHOOL.** Due to nut allergies in young children and potential for allergic reactions, we cannot allow nuts or items containing or made from nuts in our school. Please do not pack peanut butter as a lunch item for your child. Some classes may ask that lunches do not contain eggs or other allergens if we have a child with a severe allergy in the classroom. In addition, we ask that you do not send in any pork or shellfish products as they are not Kosher. Parents are asked to pack a cold pack or frozen item like yogurt or juice in their child's lunch to keep the contents cold. *Please pack items that are easy for the kids to eat independently. Part of the preschool experience is learning to eat while sitting at a table with other children.

Birthday Celebrations

As we all know, children enjoy celebrating their birthdays at school. Please make arrangements with your child's teacher to send in a special healthy snack or non food treat for your child's birthday. **All treats must be store bought and individually packaged. Please remember...we are a nut-free school.**

Discipline

Giving positive verbal rewards encourages acceptable and positive behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. When a child is not cooperating in the group activity, or disturbs another child in the group, that child is redirected to another group or activity. Verbal reminders are also given to remind the child of appropriate/acceptable behavior. The teacher models these appropriate behaviors and provides positive feedback to encourage the child in a manner that will help to build independence, provide support, and build self-esteem. Teachers will provide: an environment and schedule to meet age appropriate needs, encourage the use of words rather than physical force in conflict situations, model desired behavior, allow appropriate amount of time to practice social skills, redirect activities when children are unable to maintain desired behavior. Parents will be provided with feedback pertaining to their child's behavior in the classroom. Positive behavior will be noted as well as behaviors that can be disruptive in the classroom.

Teachers will discuss any behavior issues directly with the parent or guardian. Individual behavior plans will be implemented in the classroom should the need arise.

Behavior Policy

Positive behavior is what we strive for at The Solel Preschool. Sometimes we have children who are displaying unsafe and challenging behavior that will have to be addressed. If the child is having consistent behavioral issues, the teacher, parents and the Preschool Administration will meet to come up with a plan of action. This may include but is not limited to: evaluation by a pediatrician or developmental pediatrician, evaluation by the family's local school district and/or Arizona Early Intervention Programs, speech and language evaluations, occupational therapy evaluation, physical therapy evaluation, or pediatric psychologist. The Solel Preschool has direct support through Arcadia Behavior Consulting to help meet the needs of our families. Parents will work directly with the teacher and the director to ensure that the child is getting the help they need and that the children in the classroom are in a safe and secure environment. If all attempts at improving the behavior are not working, the child will be dis-enrolled from the preschool.

The Solel Preschool **WILL NOT** tolerate aggressive behavior that poses a threat to safety and or injury of another (i.e. hitting, kicking, biting, etc.) All extreme behaviors will be considered on the age development of each child and based on the discretion of the Director and Assistant Director.

Biting Policy

Biting is a normal part of child development, most often occurring when children are having difficulty expressing themselves verbally. You will be notified if your child has been bitten, or has bitten another child. If your child continues to bite, or in situations deemed necessary by your child's teacher, the following steps will be taken:

- The child will be removed from the classroom. Parents will be called.
- We will work with your child on an individual basis to prevent a reoccurrence by "shadowing" the biter (staying close at all times to prevent biting).
- We will create a behavior plan with rewards for good behavior, communicating with you etc.
- If a child bites multiple times in one day or draws blood by biting the child will be sent home. The parent must pick up the child within one hour of being notified.
Pre-K students will be sent home upon the first bite
- In excessive circumstances; if all attempts at improving the behavior are not working, the child will be dis-enrolled from the preschool. *Written warning will be given prior to this action being taken*

Medication

If your child is receiving any medication at home, please notify the staff of any possible side effects (i.e. listlessness, hyperactivity etc.) so that we may help make your child more comfortable.

If your child requires medication while he/she is attending school, you must fill out a Request to Give Medication Form (available at the front desk). You must give the form, along with the medication to the front desk. All medication must be in the original container, labeled by the pharmacy with the child's name, dosage, and Doctor's name and phone number. **Only prescription medicine may be administered. We will not administer oral over the counter medicine (OTC) unless a licensed healthcare provider gives written instructions. The healthcare provider may not be the child's parent or guardian.**

Non-prescription medication (i.e. Tylenol, Motrin) may be administered if a healthcare provider gives written instructions and it must be provided by a parent in a container prepackaged and labeled for use by the manufacturer and labeled with the child's first and last name. We cannot administer any medication that has been transferred from one container to another.

Epi-Pens must be in the original container, labeled by the pharmacy with the child's name, dosage, and Doctor's name and phone number. Please plan to keep an epi-pen at school at all times – it will be kept in your child's classroom. *Make sure to keep all epi-pens and allergy medications kept at school current. Expired medications cannot be administered. If your child has a life-threatening allergy that requires an Epi-pen, please provide the school with the action plan provided by the child's physician.

Do not put any medication, including vitamins, in your child's backpack, lunch box, cubby or pocket. Please do not give any medication to your child to give to their teacher. It must be given to the front office with appropriate forms filled out.

Emergency Procedures

A staff member who holds the Child Care Provider's First Aid Certificate will administer First Aid. A report of the injury will be completed by the teacher with information including: name of child, date/time/location of injury, pertinent information surrounding the circumstances, action taken by the teacher, notation of whether or not the parent was called, and will be signed by the reporting teacher as well as the supervisor in charge at the time of the injury. A copy will be sent home and a second copy will be placed in your child's file. In the event of an emergency, the acting supervisor will call 911. In the case of a fire, the alarm will sound throughout the building and outside. For other emergencies requiring evacuation, the acting supervisor will manually pull the fire alarm. Classes will evacuate the building according to the evacuation maps located in each classroom. Teachers will take red folders containing class lists, copies of emergency cards, and copies of allergy forms. The Office personnel will carry out emergency blue cards (in binders) for each child. In the event of an emergency closure of the school, parents will be notified via phone call and email as to the time and reason for the closure. In case of lockdown or other school emergency, we will notify you by phone, text, and email using our emergency contact system.

Holidays

The Solel Preschool is a Jewish preschool and therefore we do not celebrate Halloween, Christmas or Valentine's Day at school. Please do not send any holiday treats or dress up in costume on these days as we cannot allow it in the preschool.

Parking Lot Safety and Speed Limit

Due to our drop off and pick up procedures parking is not encouraged. If you do need to park, please park in designated parking spots on the west side of the parking lot. No parking is permitted along the curbside of the school. Please follow the **5 mph** speed limit when driving in the preschool/Temple parking lot. We ask that parents do not park in handicapped parking spaces unless you have the appropriate license plate or placard displayed on your vehicle. We also ask that you do not park in the spots designated for the winners of the **Annual Auction** as these are saved for their use exclusively.

Staff

Our staff members are background-checked, CPR and 1st Aid certified, and complete regular trainings in ECE. They are here to provide the best experience possible for your child.

- Staff members may not clock a child out for a parent who is running late to pick up their child.
- A staff member may not take on the responsibility of watching a child while they are on duty at The Solel Preschool. This is a liability issue for the school when children are here in the facility and not under our care.
- Staff members may not work as a babysitter/nanny for any child registered in their own classroom.

Pesticide Application

Written notification, at least 48 hours before a pesticide is applied on a facility's premises, will be posted for viewing in the preschool office.

Childcare License

Arizona Department of Health Services (ADHS) is the licensing authority for all Arizona preschools and childcare centers. This includes our infant care, toddler care, preschool, and summer camp. Unannounced on-site visits by the ADHS licensing specialists insure compliance with ADHS regulations. Our facility inspection reports are available for review in our preschool office or at the Office of Child Care Licensure, 150 N. 18th Avenue, suite 400, Phoenix, Arizona 85007. You may contact them at 602-364-2539. We carry liability insurance that meets ADHS regulations. These are available for viewing in the preschool office.

Receipt and Acknowledgement of the Digital Parent Handbook for The Solel Preschool 2023-2024 School Year

I have read, understand and agree with the policies, procedures and practices outlined in this handbook. I understand that if I have any questions regarding policies and procedures I will ask the Director of Early Childhood Education for clarification.

Please initial that you understand and agree to these key policies as well as the others outlined in this handbook.

- I understand that children should not be sent to school if they are showing signs of illness as outlined in this handbook. No refund is given for missed days and switching schedules cannot be accommodated when sick.
- I understand that my child will be sent home from school if he/she has become ill at school (has diarrhea, vomiting, fever of 100.4 degrees or higher) or shows signs of illness and must be picked up within **ONE HOUR** after being notified.
- I understand that staff will not administer oral over the counter medicine (OTC) unless a licensed healthcare provider gives written instructions.
- I understand that I am responsible for providing snacks and meals for my child and I cannot send items containing nuts or any pork products or shellfish to school.
- I understand The Solel Preschool **WILL NOT** take teacher requests and children are placed in classes at the discretion of the Preschool Administration with input and recommendations from the teachers with the consideration of friend requests.
- I understand that The Solel Preschool **WILL NOT** tolerate aggressive behavior that poses a threat to safety and or injury of another (i.e. hitting, kicking, biting, etc.)
- I understand that I am free to dis-enroll at any time but I am required to provide **30 DAYS** written notice to withdraw.
- I understand that The Solel Preschool also reserves the right to dis-enroll my child if I cannot adhere to the policies established in the Family Handbook.
- I understand that if I pick up my child after closing time, I will be charged at a rate of **\$10.00** per minute for each minute that I am late.
- I understand that I must have a method for automatic payment on file with the preschool for billing purposes.

Child's Name _____

Parent's Name _____

Signature _____ Date _____

Receipt and Acknowledgement
of the Digital Parent Handbook for
The Solel Preschool
2023-2024 School Year

I have read, understand and agree with the policies, procedures and practices outlined in this handbook. I understand that if I have any questions regarding policies and procedures I will ask the Director of Early Childhood Education for clarification.

Please initial that you understand and agree to these key policies as well as the others outlined in this handbook.

- I understand that children should not be sent to school if they are showing signs of illness as outlined in this handbook. No refund is given for missed days and switching schedules cannot be accommodated when sick.
- I understand that my child will be sent home from school if he/she has become ill at school (has diarrhea, vomiting, fever of 100.4 degrees or higher) or shows signs of illness and must be picked up within **ONE HOUR** after being notified.
- I understand that staff will not administer oral over the counter medicine (OTC) unless a licensed healthcare provider gives written instructions.
- I understand that I am responsible for providing snacks and meals for my child and I cannot send items containing nuts or any pork products or shellfish to school.
- I understand The Solel Preschool **WILL NOT** take teacher requests and children are placed in classes at the discretion of the Preschool Administration with input and recommendations from the teachers with the consideration of friend requests.
- I understand that The Solel Preschool **WILL NOT** tolerate aggressive behavior that poses a threat to safety and or injury of another (i.e. hitting, kicking, biting, etc.)
- I understand that I am free to dis-enroll at any time but I am required to provide **30 DAYS** written notice to withdraw.
- I understand that The Solel Preschool also reserves the right to dis-enroll my child if I cannot adhere to the policies established in the Family Handbook.
- I understand that if I pick up my child after closing time, I will be charged at a rate of **\$10.00** per minute for each minute that I am late.
- I understand that I must have a method for automatic payment on file with the preschool for billing purposes.

Child's Name _____

Parent's Name _____

Signature _____ Date _____