



**SDJA
Children's
House**

Family Handbook

Beit Yeladim
(Children's House)
Serving those ages 6 weeks to 30 months

at

San Diego Jewish Academy
11860 Carmel Creek Road
San Diego, CA 92130
858-704-3710
www.sdja.com

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Mission Statement

Our purpose at SDJA Beit Yeladim is to provide quality, on-site infant and toddler care to the employees of SDJA and the greater community.

Our Goal is to:

- To keep your child safe.
- To meet your child's needs.
- To create a positive and warm environment for your child.
- To engage your children in meaningful: social, emotional, intellectual, and physical activities.
- To prepare your child for the transition from Beit Yeladim to SDJA Preschool program if desired.

Methods

Our methods are based on two beliefs. First, children, like other human beings, must be treated with respect and as individuals. Adults' model respectful interactions with other staff members as well as with children and their families and help children understand how to interact in mutually respectful ways. Second, children develop through having meaningful opportunities to initiate activities and experience the results of their choices. Adults provide a protected, stimulating environment and encourage children to make choices and to explore variations on their activities.

In support of our goals and methods, we strive to make the Beit Yeladim a safe place for individuals and their families of diverse types and from diverse backgrounds. Honoring the diverse culture here at SDJA, we encourage the use of English, Hebrew and Spanish with the staff and children.

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Staff

Beit Yeladim is supervised by the Director and Assistant Director. The Director and Assistant Director may also serve as lead teachers in the classroom. Each classroom within Beit Yeladim is staffed by one lead teacher as well as either assistant teachers and/or a teacher's aide. The number of teachers is determined by the classroom size and state mandated ratios.



All staff before being hired by SDJA must complete an employment package that includes state mandated background checks. Such forms to be submitted by all staff include: fingerprints, a physician's report, and First- Aid and CPR certification to ensure they are suitable and prepared for a teaching position.

The Director and Assistant Director must possess at least an Associate's Degree or higher in Child Development. Lead and Assistant teachers must also have twelve (12) semester units in early childhood education (ECE) or child development; of the twelve units three of those units must be related to infants/toddlers. We also require teachers to have at least six (6) months of work experience in a licensed infant care center. A teacher's aide is to have zero to six units in ECE as well as at least six (6) months experience in a licensed infant center.



Entrance Requirements

Overview

Beit Yeladim is licensed to provide care for 54 children, entering the program from ages 6 weeks to 30 months.

- The Part-Time Program is available for families from 7:30-3:30
- The Full-Time Program is available for families from 7:30-5:30

Days and Hours of Operation

Children may receive care at Beit Yeladim from 7:30 am to 5:30 pm weekdays, except for Federal holidays and certain Jewish holidays. Families will be given a school calendar each year that will outline when Beit Yeladim is open and closed.

The Initial Visit

On the initial visit to SDJA, families will be given a guided tour of the facility. Families will have the opportunity to tour inside the classrooms, meet the staff as well as learn about the philosophy here at Beit Yeladim. Beit Yeladim encourages questions throughout the tour; this is your opportunity to decide if Beit Yeladim is the right match for your family.

Application and Enrollment

At the conclusion of the tour, families are asked to fill out an application. This application will automatically place the child on our wait list. If it is decided that Beit Yeladim is where your family would like the child to be placed, and there is space for the child, a \$700 deposit is required in order to hold the designated spot. This deposit is non-refundable but will be credited towards the child's last month tuition.

Priority of Applications

- First Priority: Faculty and Staff of SDJA
- Second Priority: Current families
- Third Priority: Those families that have returned application with \$700 deposit
- Fourth Priority: Those who have completed the Beit Yeladim application but have not paid the \$700 deposit*

Wait List

*Please note above that it does not cost \$700 to be on Beit Yeladim's wait list. Beit Yeladim's only requirement beyond the initial visit is that the application has been completed. However, in order to be given higher priority it is strongly encouraged that a deposit is placed to ensure that when space is available, the child has a greater chance of being admitted. This deposit is non-refundable but will be credited towards the child's last month tuition.

Enrollment

After being admitted to Beit Yeladim, parents must complete the enrollment package which contains all state-required forms. Each page in this packet must be turned into the Director or Assistant Director one (1) week prior to the child starting at Beit Yeladim, unless other arrangements have been made with the Director or Assistant Director. Some forms within this package may or may not be applicable to the child at the time of enrollment.

Please state on the designated form “NON-APPLICABLE” and sign and date at the bottom of the page. Once said form becomes applicable to the child, Beit Yeladim ask that said form is completed and re-signed by the parent and/or legal guardian.

It is also asked that if any information changes while the child is enrolled at Beit Yeladim parents and/or legal guardian notify Director and/or Assistant Director in writing of such changes as soon as possible. These may include, but are not limited to: phone numbers, address, medical history, emergency contact information, immunization records, allergies, medications etc.

Withdrawal Notification

Withdrawal Notification of one (1) month’s notice is required to disenroll your child. The \$700 deposit will be credited towards the last month’s tuition.

Sign in – Sign out

A parent/legal guardian/authorized representative must bring the child to Beit Yeladim, turn the child over to staff (who will check that the child is healthy), and formally sign the child in. At the end of the day, the child must be similarly signed out, and a daily report will be available to be read by the parent/legal guardian/authorized representative. (See appendix.).

Late Policy

Pursuant to the Beit Yeladim Admission Agreement, pick-up times are 3:30pm for part time children and 5:30 for full time children. It is important that the child is picked up on time. A late fee of \$10.00 per child and per ten minutes will be assessed for children that are left after their respective pickup time.

****All clocked times are based on clocks shown in the child’s classroom.****

Open door policy

Beit Yeladim encourages and welcomes parents/ legal guardians to come into the classrooms at anytime during the day. Please understand however, that each child may react differently, both positive and negatively, to parents/ legal guardians coming and going. If parents/ legal guardians are able to visit during the child’s day at Beit Yeladim please speak with the child’s teacher about the best approach in order to not disturb the child’s routine while at school. In the Blue and Green rooms parents/ legal guardians are provided with the opportunity to observe your child through a one-way mirror.

Please note that we may not be in the child’s designated class at all times during the day. If we are not in the child’s designated classroom, there will be a note on the door saying where on campus the class is, and what time they will return (for example, wagon rides/nature walks).

In the beginning

We understand that each family’s situation is unique. One of Beit Yeladim’s main goals is for the child as well as the parents/ legal guardians to feel safe and comfortable with the facility and staff here at Beit Yeladim. We strongly encourage families to ease into the transition by visiting Beit Yeladim for 30 minutes to an hour a week prior to the child’s start date. This allows the child to get to know his or her teachers as well as giving teachers a chance to get to know the family better.

This also will give teachers a chance to help establish a drop-off routine specialized to the family's situation. Staff may encourage the parents/ legal guardians to allot extra time in the mornings, for the first few weeks, to help get the child involved in an activity with their teacher before the parents/ legal guardians depart for the day. We may also suggest that it may be best to have your child help put his or her things away and allow a teacher to get them involved in an activity as the parents/ legal guardians depart for the day.



Yellow Room: The Infant (6 weeks- 12 month) Program

What are we learning while you are away?

Teachers in the infant room encourage: the infants understanding of communication with others including both actions of other people and emotional expressions, such as the development of the close relationship between the teacher who provides nurturing, and the child. Our goal is to help our infants to communicate through gestures, movement and facial expressions, such as turning to the teacher for comfort and assurance.

In terms of infant intellectual development, staff work to enable children to learn the natural cause and effect of simple actions that make things happen, such as pushing a button on a push/button toy and seeing the figure pop-up or noticing a loud sound can be made and doing it again.

Infants are encouraged work on their physical development, they are encouraged to reach for and grasp objects, and use eyes and hands to explore. By providing an environment that promotes exploration, which is both safe and offers physical challenges, there will also be space to develop both large and small muscle motor skills.



	Language/Cognitive Reading Self-Awareness Dramatic Play	Movement/ Music Science	Gross Motor Exploration Sensory	Math Fine Motor Blocks
Infant 6 weeks to 1 year	Singing, exploring books, flannel board stories to encourage language development. Teachers also use baby signs and spoken language to communicate with infants. Kitchen area which promotes not only creativity, but also help those mobile infants who are beginning to pull up onto objects and move around.	Stimulating music is provided throughout the day to supplement the activity at the time (soft music for nap time, upbeat music during play time, etc.) Those infants who are old enough to sit up on their own also go on nature strolls up to the school's 5,000 square foot Levana's garden.	Various toys made for small hands which also encourage infants to work on their large motor skills of moving their hands, arms, legs, feet and head accordingly. Various textures to promote sensory development. Outside time in our play yard to explore their environment daily.	Soft blocks are provided for infants to squeeze and explore with. Other soft, manipulative toys are provided to help increase hand-eye coordination, fine motor skills and sensory exploration.

Blue Room: The Wobbler (12-18 month) Program

What are we learning while you are away?

Through play, toddlers are beginning to explore and discover their surroundings, make connections, and learn how things work. In the Blue room you will find the children exploring and discovering their environment. Wobblers require a lot of sensory activities to fulfill their "discovering" need of the world and people around them. Some sensory activities include water and sand tables, soft and hard toys, art projects such as paint, markers, dot art, and chalk. Such activities will promote fine motor skills as well as writing skills as the children get older.

Wagon rides up to the garden will expose the children to different surroundings as the children will be able to feel and explore nature in a controlled setting. Language will be promoted by daily circle times where children will be able to follow along to finger plays, songs and flannel stories. This will also help the children's attention span grow and will prepare the children transition to the Green Room where circle time will be more structured. Wobblers will be encouraged to transition to Sippy cups and use utensils during feeding. Walking will be encouraged as children will walk to the changing table, to the sink to wash hands before and after meals and walking to our play yard. Assistance will always be available to the children who are not walking.



	Language/Cognitive Reading Self-Awareness Dramatic Play	Movement/ Music Science	Gross Motor Exploration Sensory	Math Fine Motor Blocks
Wobbler: 12 to 18 months	Dedicated corner of room for children to relax in bean bags, chairs and pillows while reading. Dedicated circle time each morning along with flannel board stories, songs, dance and stories.	Music is played throughout the day, with dedicated time each day to moving our bodies. Yoga is also introduced to increase body movements and exploration.	Outside time is provided daily to work on gross motor development through climbing, running, walking, and various activities.	Manipulative toys are accessible at all times during the day to promote fine motor skills. There are also various sets of blocks (both soft and hard) for children to explore and create with.

	<p>Dramatic area is supplied with baby dolls, home life area and supplies and dress up clothes.</p> <p>Art: painting and drawing with different mediums are encouraged as much as possible.</p>	<p>Nature walks/wagon rides up to the school's 5,000 square foot Levana's garden. Other activities will be implemented to promote science exploration and discovery.</p>	<p>Sensory tables filled with different wet and dry sensory objects and activities. Exploration takes place with various objects found in environment or provided by teachers.</p>	<p>Puzzles, peg boards, and shape sorters are also used in the classroom to promote fine motor, math, and language development.</p>
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Green Room: The Toddler (18-30 month) Program

What are we learning while you are away?

Our Green room is designed based off of our knowledge of your child’s current developmental stage. We understand that your toddler is absorbing sights, sounds and meanings of words. They are also fine-tuning their already learned gross and fine motor skills and establishing their social-emotional foundation that will stay with them throughout their lifetime. Teachers in this room also understand that your toddler is nothing but busy and plan the curriculum around that. The room will adhere even more to the daily schedule and monthly lesson plan. From circle time filled with flannel stories, books and songs, children will also have the opportunity to initiate their own activities throughout their day. This room will also have an outdoor classroom separate from the established play yard where children will have the opportunity to explore their senses with sensory activities or with things seen in nature. Please see below the provided examples of various activities you may see to accommodate your child’s development.



Arts and Crafts	Various mediums for children to create their own masterpieces with (Paint, chalk, crayons, markers, dot paint) As well as supplies that are needed to create with (paint brushes, rollers, sponges, etc.) An art center with tables, chairs and easels will be open every day for children to explore their creativity with.
Math, Science and Sensory	Math concepts of sizes, shapes and counting beads. Items found in nature (rocks, leaves, flowers, seashells), magnifying glasses, plants. Nature walks up to SDJA’s 5,000 square foot Levana’s garden. Water and sensory tables filled with different materials for children to explore with (cornstarch and water, moon sand, pom-poms, play dough etc)
Physical /Gross Motor Manipulative/ Fine Motor	Allotted outdoor time two times a day as well as an outdoor area outside of classroom for children to explore in. Climbers, cars and push-toys for physical and gross-motor activities. Manipulative toys for children to work on hand-eye coordination (color sorting pipe cleaners, flower and star builders, Legos)
Dramatic Play and Block Play	Dramatic area is set up and stocked with a kitchen and

	appropriate supplies, dress-up with scarves, hats, and purses. There are also baby dolls, blankets and other supplies accessible to children.
Circle time Music and Movement	Flannel board stories, sing-along time, stories and talking about what to expect for our day at school. Music is provided throughout the day to serve as a supplement to the given activity (upbeat, soothing, etc.) Children also will be given the opportunity to take part in Yoga at least once a week.



Getting ready for your child's first day at Beit Yeladim

Below is a list of supplies that parents should bring prior to your child's start date. While many of the supplies are the same for all three classrooms, his or her teacher may have additional supplies that are unique to their classroom. Please talk to your child's teacher to see if there is anything else needed for your child while at school:

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME

- Completed family books for children over 6 months
- Diapers
- Wipes/ Container to hold wipes
- Diaper Cream
- 3 pairs of pants, shirts, onsies, socks
- Jacket
- Dry snacks (if applicable)
- Bottles and/or Sippy cups (for water and milk, if applicable)
- Blanket for nap time
- Any stuffed animals or objects your child is comforted by during nap time.
- Sun block (if applicable) and/or hats

Infants:

- Formula
- Tote bag for parents to drop off and take home with you each day with your child's bottles etc.
- Breast Milk (if applicable)
- Bottles
- Bottle inserts (if necessary)
- Burp cloths/ bibs (We do have a supply of donated bibs as well if your child runs out)

Wobblers and Toddlers:

- Please send comfortable/non-restrictive clothes that you and your child don't mind getting dirty, along with change of clothes (2-3 pairs) that can be left in their cubbies.
- Socks and Shoes that are easy and comfortable to put on, but also give support (for outdoor activities).
- Swim Diapers (for summer months when we have water days)

Dietary Needs

Food (Input) Infant and Wobbler Rooms

Parents are to provide all foods and liquids, with the exception of water, for their child every day. This includes: breakfast, lunch, and afternoon snack. Parents are to label all containers, bottles and cups for their child. There is a refrigerator in both classrooms as well as a cubby for your child's non-perishable items located in the kitchen areas.

Nursing infants: Parents must supply food, formula or milk. There is a refrigerator in the Beit Yeladim and a water bath to heat bottles. The freezer is also available for storing breast milk that is properly contained. There is also a private space where mothers can nurse if they wish.

Food (Input) Toddler Room

Because one of the main goals of the program is to prepare your child for Preschool, Beit Yeladim will not be offering the opportunity to store your child's food and milk in the refrigerator, and will instead ask that you pack breakfast and lunches in lunchboxes with an ice pack to keep food cool. Please also be sure to label any and all containers that are inside the lunchbox so teachers are able to distinguish which container belongs to whom. Lunchboxes will be stored in a basket which your child will be able to retrieve each day at lunch time.

We will be offering afternoon snacks for your child each day.

These foods may include: a fruit and/or vegetable, and/or crackers.

SDJA provided lunches

SDJA is now offering a hot lunch program online. To order a hot lunch for your child, please go to www.sdja.com. Once there, click on the "Lower School" tab on the left hand side of the page. There will then be a tab on the left hand side of the screen that says "Lunch." It will then prompt you to the other steps needed to complete the process.

For those that do decide to take part in the hot lunch program, please be aware Beit Yeladim staff is not in control of the program and needs to be notified by the parent what days your child is receiving a hot lunch. Please e-mail your child's teacher so that they are able to communicate with the lunch staff on the appropriate days in order for your children to have their lunch picked up on time.



Food (Output)

If a child uses diapers, diapers and wipes must be supplied by parents. Children who are in transition from diapers to toilet use will have a written plan on file for the transition. Diapers will be checked and changed on a regular schedule, and other times as needed.

Birthday celebrations

Beit Yeladim wants nothing more than to help make your child's birthday feel special and to share it with his or her friends at school. Because of children's unknown allergies between 0-3 years old we ask that parents notify teachers of what they plan to bring. ***Please speak with your child's teacher a week prior to celebration in order to make arrangements.*** This allows teachers time to notify other children's parents of the celebration plans. We ask that no homemade goods be brought in and to practice healthy eating habits by only bringing in fruits, vegetables and/or crackers.



Health and Safety

Health Records

The Beit Yeladim must have on file the following records before a child may be present:

- Child's Preadmission Health History-Parent's Report (LIC702)
- Child's Preadmission Health Evaluation-Physician's Report (LIC701)
- Consent for Emergency Medical Treatment (LIC627)
- California School Immunization Record ("blue card")
- Medication Authorization Form



Illness

The Beit Yeladim follows the *Guidelines for Excluding Ill or Infected Children from Group Child Care*, promulgated by the American Academy of Pediatrics (See appendix).

Medication Policy

Non-prescription drugs need parent/guardian/authorized representative's permission to be administered, which must be given according to the Medication Authorization Form. (See appendix.) Administration of prescription drugs will be considered on a case-by-case basis. The following information about administration of any drug will be recorded in the medication log: name of child, name of drug, dose administered, time administered, person administering drug. In the case of prescription drugs, the person authorizing administration must sign the medication log for each dose to be administered.

Sun block Policy

Sun block is to be applied by the parent/guardian/authorized representative each morning before dropping off your child. Teachers will reapply as necessary throughout the day. Please keep your child's sun block in their cubbies, with their names clearly labeled.

Medical Emergencies

If there is a medical emergency, the SDJA school nurse will be called if possible, and parents/guardian/authorized representative will be called as soon as possible. If there is an extreme emergency and 911 transports a child to emergency care, an adult will accompany the child

General Emergencies/Evacuation Plan

SDJA has extensive emergency response procedures in place, with plans for every situation. They are described in the Emergency Preparedness Procedures binder mounted on the parent information wall next to the building evacuation plan. SDJA also has an automated telephone notification service for emergencies at SDJA of newsworthy caliber, which will give you instructions tailored to any such happening.

Babysitting Policy

Beit Yeladim neither encourages nor discourages its employees to babysit during their non-working hours. Babysitting work falls outside the course and scope of employee's work for SDJA and is a private agreement between parents and babysitters. Parents who choose to hire Beit Yeladim employees to babysit are advised that SDJA and Beit Yeladim accepts no responsibility, incurs no obligation, and is subject to no liability of any kind whatsoever as a result of these private agreements. SDJA employees are not covered by the insurance which covers employees during their work at school. Beit Yeladim does not have the right or the responsibility, to control the actions of its employees while they are not at work at Beit Yeladim. As such, Beit Yeladim will not involve itself in any way in any agreement for child care between parents and its employees while those employees are not working at SDJA.



Appendix

In the next packet in your enrollment folder you will find all forms that must be filled out and returned a week before your child starts at Beit Yeladim (as described on page 2 of this packet under the “*Enrollment*” section). The forms are listed below:

1. Application for Enrollment
2. Admission Agreement
3. Notification of Parents’ Rights (LIC995)
4. Personal Rights (LIC613A)
5. Identification and Emergency Information (LIC700)
6. Consent for Emergency Medical Treatment (LIC627)
7. Medication Authorization Form
8. Child’s Preadmission Health History- Parents Report (LIC702)
9. Child’s Preadmission Health Evaluation-Physician’s Report (LIC701)
10. Immunization Requirements
11. California School Immunization Record (“BLUE CARD”)
12. Needs and Services Plan
13. Calendar
14. Daily Report to Parent
15. Guidelines for Excluding Ill or Infected Children from Group Child Care