



# PARENT ORIENTATION GUIDEBOOK

2022 - 2023



# Parent Orientation Guidebook 2022-2023:

## Introduction

On behalf of the staff at the Rosen JCC Early Childhood Learning Center, we would like to welcome you to the 2022-2023 school year. We are excited about the challenges and rewards of being a critical part of your child's future. Our commitment is to provide a safe and healthy environment, especially during these unprecedented times.

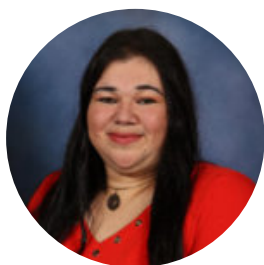
We have a great team of dedicated educators and professionals at the Rosen JCC. Our team will be working together to provide the best and most developmentally appropriate program for your child. We provide our students with a variety of dynamic courses, including weekly music, physical education, and STEAM lab (introduction to STEAM for toddler and twos).

We are proud to be an APPLE accredited facility. APPLE (Accredited Professional Preschool Learning Environment) is a national program that recognizes Early Learning Centers for operating high-quality programs. Research shows a direct link between a high-quality learning experience and a child's future success.

## About the Early Childhood Learning Center

The Rosen JCC's Early Childhood Learning Center provides children with a balanced program with the best, most creative hands-on learning experiences. Children embark on an exploration of concepts, gain awareness and understanding of literacy and numeracy, and become more articulate, confident individuals. Your child will make life-long friendships and develop life skills such as focus, self-control and critical thinking.

Educating young children is both an art and a science, and the JCC has been an expert in both for over 20 years creating a safe, caring, nurturing educational environment for children to grow and develop. Our program is rich in Jewish culture and values, while embracing diversity and being inclusive of families of all backgrounds.



**Xiomara Sanchez**  
Director ECLC



**Selah Levin**  
Director of Compliance



**Jill Schwartz**  
Office Manager



**Lilly Boscana-Rivera**  
VPK Coordinator

## Required Documents

Parent Packet  
Current Immunizations  
Know Your Childcare Facility  
Influenza Virus  
Brochure Distracted  
Adult Brochure  
Photo Permission

## Parent Packet

**Help us get familiar with your child.**

Please take the time to fill out the required Parent Packet. The parent packet can be found at [www.rosenjcc.org/parentpacket](http://www.rosenjcc.org/parentpacket).





**For a child to start school, all forms in the parent packet must be submitted at least three days in advance of the child's intended start date.**

If we have not received the Parent Packet, your child will not be permitted to begin school until the forms are submitted per Florida Department of Children and Families (DCF) regulations. For your convenience the forms are all available online.

Note: All Children registered in our Voluntary PreK (VPK) Program must have their Certificate of Eligibility Form turned into Jill Schwartz by August 3<sup>rd</sup>.

## **Current Immunizations**

All students must have current Immunizations and Physical Forms on file prior to the intended start date in order to attend school. If desired, digital copies of Immunization and Physical Forms may be sent electronically to Selah Levin at [selahl@rosenjcc.org](mailto:selahl@rosenjcc.org). Your child's school records must be complete to ensure our school licensing complies with the Department of Children and Families' regulations. Please note that our Early Childhood Learning Center does not accept religious exemptions for immunizations.

## **Know Your Childcare Facility Brochure**

This brochure was created by the Florida Department of Children and Families and shares important information about what goes into making the Rosen JCC Early Childhood Learning Center a licensed childcare facility.

## **Influenza Virus Brochure**

This brochure is required by the Florida Department of Children and Families. It provides information detailing the causes, symptoms, and transmission of the influenza virus.

## **Distracted Adult Brochure**

This brochure is required by the Florida Department of Children and Families. It informs families about the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



## Photo Permission

This form will offer you the option of how your child's photos can be used. Please read and mark your preference for Photo Permissions for the upcoming school year.

## Infants and Toddlers

### Story Stretchers

This curriculum provides:

- Books and Literature to develop, encourage and influence budding speech.
- Manipulation of objects, tactile interaction, and discovery
- Social Skills
- Exploration and Introduction of Art and materials

Students will begin to explore the world around them through the encouragement of the opportunities the teaching team provides and introduces. We will be introducing **STEAM** into the curriculum this year. Students will begin to explore the worlds of Science, Technology, Engineering, Art, and Math through activities in the classroom to further encourage their curiosity about the world around them. They will develop new and exciting skills through each lesson.

## Twos

### Building Language for Literacy Phase 1

This curriculum prepares children for their future reading success based on research on early literacy development. It features original, loving characters who inspire and motivate learning built on children's home and community experiences to create meaningful connections. In addition, we will be introducing **STEAM** into the curriculum this year.

Students will begin to explore the worlds of Science, Technology, Engineering, Art, and Math through activities in the classroom to further encourage their curiosity about the world around them. They will develop new and exciting skills through each lesson.

## Threes

### **Building Language for Literacy Phase 2**

This curriculum prepares children for their future reading success based on research on early literacy development. It introduces math, science, and social skills in a natural sequence to nourish learning one step at a time, with individual attention suited to your child's unique needs. In addition, we will be introducing **STEAM** into the curriculum this year.

Students will begin to explore the worlds of Science, Technology, Engineering, Art, and Math through activities in the classroom to further encourage their curiosity about the world around them. They will develop new and exciting skills through each lesson.

### **Introducing STEAM Lab!**

In our STEAM Lab, students will be introduced to STEAM through projects that encourage them to take risks, trying new things, problem resolution and following directions.

## Voluntary Pre-Kindergarten (VPK)

A standard-based, comprehensive preschool/kindergarten curriculum Land of the Letter People successfully immerses children in reading and writing across several content areas and prepares students for their future success.

This comprehensive program includes thematically organized instruction integrated across content areas:

- Oral Language and Listening Skills
- Phonological and Phonemic Awareness
- Word Building and Vocabulary Development
- Social-Emotional Learning

### **Introducing Numbers Plus!**

With Numbers plus, students will develop math skills in each activity which will be divided into categories such as: numbers, sense and operations, measurement, and data analysis.

## STEAM Kindergarten

Combining developmentally appropriate literacy, math, science, technology and social studies experiences in a thematic approach, children learn essential academic and social skills.

Our STEAM Kindergarten program provides a rich, comprehensive curriculum as a foundation for future learning, using hands-on and multi-sensory approaches to support learning for all students.

### **Introducing STEAM Lab!**

In our STEAM Lab, students will be introduced to STEAM through projects that encourage them to take risks, trying new things, problem resolution and following directions.

## Lunches and Snacks

### Lunch

Lunch is a pleasant, social learning time for the students. They are encouraged to taste all their food, and finish what they can. We encourage conversation with their friends and teachers. Students are not forced to eat at any time. Leftover food which will spoil will be discarded. Unopened packages will be sent home. Families will be notified by the teaching team if there is a change in the student's appetite or preferences.

### Lunch for Purchase

We offer hot, catered lunches daily. All orders should be placed online one week prior to the start of a new month. You can view the lunch menu and purchase lunch by visiting:

<https://www.rosenjcc.org/early-childhood/lunch-snacks/>. The cost is \$6.00 per day.

Please note that we will do our best to accommodate any last-minute orders. Last-minute orders should be placed no later than 8:00am of the day the lunch is needed.

### Snack

Families should provide two nutritious snacks daily for the morning and mid-afternoon. The school will not be providing snack. Please be aware not to send in foods which contain allergens such as peanuts and shellfish. Please ensure that foods which are at risk to cause choking are cut appropriately in advance for your child to eat. These foods include but are not limited to:

- Grapes
- Cherry Tomatoes
- Hot Dogs
- Breads

## Classroom Supplies

### Infants

The following are items to prepare and send in with your child for the first day of school, and to keep stocked throughout the year as needed:

- 2 crib sheets ("port a crib size")
- 3 full changes of clothes including socks
- Lunch and snacks as applicable
- Diapers and Wipes
- Diaper cream as applicable (be sure to fill out the topical cream form to accompany diaper cream)
- Bottles and extra bottles as necessary
- Premeasured Formula or milk and extra as necessary
- Pacifier if used



- Sleep sack if applicable. No blankets or stuffed animals are permitted.
- Family Picture (printed via computer or actual photo)

**Please label all items with the child's first and last name including utensils and bottle tops and lids. All food items should also be labeled with first and last name.**

## Toddlers

The following are items to prepare and send in with your child for the first day of school, and to keep stocked throughout the year as needed:

- 3 full changes of clothes including socks
- Bedroll for cot or a sheet and blanket
- Lunch and Snacks
- Diapers and Wipes
- Diaper cream as applicable (be sure to fill out the topical cream form to accompany diaper cream)
- Sippy Cups (one for milk and two for water are preferable)
- Pacifier if applicable
- Backpack or clothing bag to store items for sleeping or changes of clothes
- Family Picture (printed via computer or actual photo)

**Please label all items with the child's first and last name including utensils and sippy cups and lids. All food items should also be labeled with first and last name.**

## Twos

The following are items to prepare and send in with your child for the first day of school, and to keep stocked throughout the year as needed:

- 3 full changes of clothes including socks
- Bedroll for cot or a sheet and blanket
- Lunch and Snacks
- Diapers and Wipes/ Pull-ups
- Diaper cream as applicable (be sure to fill out the topical cream form to accompany diaper cream)
- Sippy Cups/Water Bottles (one for milk and two for water are preferable)
- Pacifier if applicable
- Backpack or clothing bag to store items for sleeping or changes of clothes
- Family Picture (printed via computer or actual photo)

**Please label all items with the child's first and last name including utensils and sippy cups/water bottles and lids.**

**All food items should also be labeled with first and last name.**



## Threes

The following are items to prepare and send in with your child for the first day of school, and to keep stocked throughout the year as needed:

- 3 full changes of clothes including socks and additional underwear
- Bedroll for cot or a sheet and blanket
- Pull ups and wipes if applicable
- Lunch and Snacks
- Backpack or clothing bag to store items for sleeping or changes of clothes
- Family Picture (printed via computer or actual photo)

**Please label all items with the child's first and last name including utensils and water bottles and lids.**

**All food items should also be labeled with first and last name.**

## Pre-K and Kindergarten

The following are items to prepare and send in with your child for the first day of school, and to keep stocked throughout the year as needed:

- A full change of clothes including socks and underwear
- Bedroll for cot or a sheet and blanket if applicable
- Lunch and Snacks
- Backpack or clothing bag to store items for sleeping or changes of clothes
- Family Picture (printed via computer or actual photo)

**Please label all items with the child's first and last name including utensils and water bottles and lids.**

**All food items should also be labeled with first and last name.**

## Pre-K and Kindergarten Wishlist

You can help the JCC by purchasing and donating items for your child's classroom using Amazon Smile. When you purchase using this program, the JCC receives a portion of the proceeds as a donation to be used in our ECLC program. We greatly appreciate any donation you can make using the reward program. The items most often requested are:

- Box of Crayola crayons
- 12-inch ruler
- Pair of blunt 5" scissors
- Clip board
- Box of watercolor paint
- Bottle of Elmer's glue
- Glue sticks
- Plastic folder with pockets
- Solid color pocket folders
- Clear plastic shoebox for supplies
- #2 Jumbo pencils
- Package of colored pencils
- Box of broad tipped washable markers
- Package of construction paper
- Box of tissues
- Gallon sized Ziplock bags
- Quart sized Ziplock bags

## Policies and Procedures

### Food Allergens

1. Please do not send any foods containing peanuts and/or peanut butter to school. Please note that sun butter is an appropriate substitute for peanut butter. If you choose to send a food for your child that resembles peanut butter, please label the food so the teaching team is aware of what the food contains.
2. Please do not send any foods containing shellfish as this is a common food allergen.
3. If your child ate peanut butter for breakfast, please make sure that his/her hands are washed with soap and water, and face and mouth cleaned before arriving to school.
4. Please be mindful of any treats sent in for birthdays. Some treats are processed in facilities that contain peanuts. Please read the labels carefully. We will not conduct any classroom activities that involve the use of peanuts. We will be cautious and mindful about the ingredients in all the food items the school provides.



## Absences, Attendance and Tardiness

We request that you inform your child's teaching team of any absence via Brightwheel. Please be sure to report as soon as you are aware your child will not be attending school on a particular day.

### VPK

All VPK instructional day starts at 9:30am (students can report as early as 9am) and all students are expected to be in place and ready to start the day. Please note that arrivals after 9:30am are disruptive to the group in progress and difficult for the arriving child. We understand that running late occasionally is unavoidable, however more than two instances monthly may jeopardize a student's continued enrollment in the VPK program.

Daily attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is the Early Childhood Center linked to attendance, but also the child's success upon entrance into kindergarten. As per VPK regulation, absences cannot exceed more than 20% of the instructional days each month. This means a student can only miss three days out of each month. Therefore, the Early Childhood Learning Center has the right to dismiss a child after 25 VPK absences, excused or unexcused. The 20% does not apply the scheduled holidays or other school closures. Please refer to our school calendar for holiday closures and plan your vacations accordingly. A child with excessive absences (more than 20% each month) may jeopardize his/her continued enrollment in the VPK program.

The Early Childhood Learning Center will allow one documented five-day absence during the 180-day instructional period due to "extraordinary circumstances". Documentation must be given in advance to explain the reason for the 5-day absence, and be dated and signed by the child's legal guardian for any of the following reasons:

- Illness or injury of the child or child's family member which requires hospitalization or bed rest.
- Physician or dentist appointment
- Infectious disease or parasitic infection
- Funeral service, memorial service, bereavement upon death of a child's family member
- Compliance with a court order (i.e., visitation, subpoena)
- Special education or related services for a child
- Observance of a religious holiday
- Family vacation, not to exceed five excused absences per program year

It is mandatory that you notify the teacher through Brightwheel if your child will be absent or late to school as soon as possible. If the message has not been received by the start of the day at 9:30am, the teaching team will contact the child's guardian. If unable to reach the guardian, emergency contacts will be called.

## Health Policy

It is our top priority to ensure the health and safety of our students and staff. As such, we have implemented the following guidelines to ensure the healthiest possible environment.

The following include, but are not limited to, reasons in which you will be contacted to pick up your child from school:

- A Fever of 100.4 or higher
- 2 or more instances of vomiting within the school day
- 2 or more instances of diarrhea within the school day
- Mucus eye discharge or symptoms of conjunctivitis
- Unexplained body rash actively spreading, or body rash accompanied by a fever
- Head lice
- Severe cold accompanied by excessive nasal discharge
- Severe coughing accompanied by color change, high pitched or whooping sounds
- Unexplained pain
- Other symptoms of communicable diseases

**If you are contacted to pick up your child from school for any of the above reasons, you must arrive within the hour to pick up your child.**

**Please do not send medication of any kind into the classroom in your child's belongings or in their water bottle/sippy cup. All medications must be checked in with Jill Schwartz along with the proper paperwork.**

## COVID 19 Policy

Unvaccinated students who test positive for COVID 19 are required to remain home for 10 days from positive test. A doctor's note or negative test are not required to return to school after the 10-day period.

If a family member of a student tests positive for COVID, the student must remain home for 5 days. The student may return to school after the 5-day period if the student is not experiencing symptoms and has not tested positive for COVID.

Please note that guidance for COVID 19 isolation may be subject to change throughout the school year as the situation in the community changes.

## Proper School Attire

Students are encouraged to wear closed-toed athletic shoes while in school. Crocs and sandals are not permitted. This is due to the physical activity during the day, as well as the mulch surface area on the playground. Any specific wardrobe requirements for activities will be communicated in advance via Brightwheel by the teaching team of each student.

## Drop off

Students can be dropped off directly to the door of each classroom in the morning from 7:00am-9:15am. Please note that for the health and safety of the classrooms, parents/guardians/caregivers are not permitted to walk into the classrooms. Students should be dropped off at the classroom door to the teaching team.

After 9:15am, parents/guardians/caregivers should bring the student to the Welcome Center and an ECLC staff member will escort the student to class. Please note that curriculum activities begin each morning at 9:15am.

## Pickup

Car line will be used each afternoon between 3:00-3:30pm for 3:00pm dismissal. During the 3:00pm dismissal carline, please pull in the line and place the car tag in your dashboard or window for a staff member to see. Students will be brought out to the car between these times. Please also announce your arrival on the PikMyKid App.

For pick up before or after 3:30pm, please announce your arrival via the PikMyKid app and pull into the circle in line to wait for their child to be brought to the car.

Please note families should not walk into the ECLC in the afternoon for pick up.

## Approved Pickup

Families must provide a list of persons who have permission to pick up their child. If there is a change in approved pick up, you must provide written consent via Brightwheel or via email to: [selahl@rosenjcc.org](mailto:selahl@rosenjcc.org). **Phone calls will not be sufficient to allow permission for an approved pickup change.**

Those who are approved pickups should be prepared to show ID if asked by a member of the ECLC team. ID's will be requested if the ECLC team member has never met the individual picking up, even if on the list.





## Key Fobs and Security

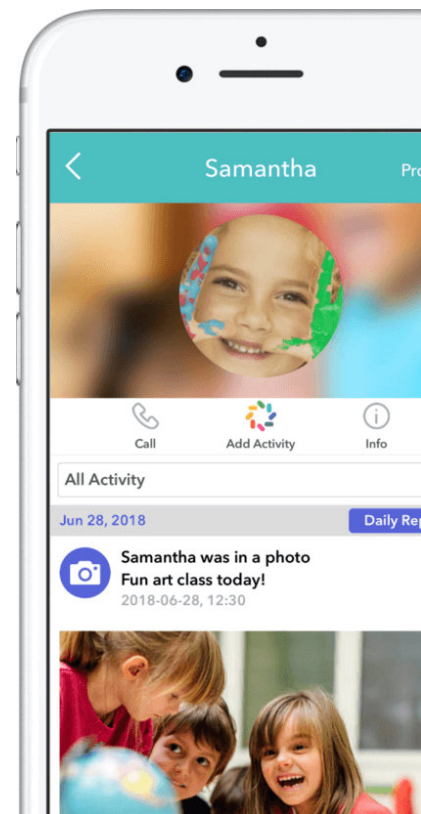
We request that ECLC families and members of the JCC do not share their key fob with another individual, even amongst family. For security purposes, key fobs should be scanned upon entry at the Welcome Center window to gain access to the building and ECLC. Non-members and caregivers should sign in and show ID before being permitted access to the building.

## Things to Know

### Brightwheel

Using the innovative Brightwheel app, families can have real-time communication with the teaching team. From time-to-time administrators will send essential messages on Brightwheel. We recommend enabling your phone to receive notifications so that you can make the most of instant messaging features, and not miss any important information. Your child will be placed in the Brightwheel system prior to their start date. When downloading the app, please look for an invitation from the Early Childhood Learning Center in the email used for creating your account. You will have the ability to create your and your child's profiles. Please select a current photo for your child's profile for security purposes.

Your child will be signed in and out on Brightwheel each day by your child's teaching team. You will receive updates on your child's day. Please note that for the safety of the classroom and children in care, Toddler- Kindergarten classrooms teaching teams will send most updates during nap time (1:00-3:00pm) to ensure they are able to be present for the student's instruction and activities as well as snack and lunch times. If you have any questions regarding Brightwheel please contact us at [ecclc@rosenjcc.org](mailto:ecclc@rosenjcc.org).



## PikMyKid App

To help organize the safe daily dismissal of our students, we will be using the PikMyKid App. This program can be downloaded to your phone (found in Google Play and Apple App stores) and will allow you to access your child's information. The Welcome Center team will be activating your account on the first day of school for use. Families should download the app as soon as possible to prepare for the first day of school. Please complete the registration on the app including your mobile number, your child's name, classroom, and your updated email address.

If your child's name does not appear in the app's homepage once you have been registered by the Welcome Center team, please contact us by phone at 407-387-5330 or in person at the Welcome Center window at the entrance of the JCC. For any issues using the PikMyKid app, please see the Welcome Center team at the front entrance of the JCC.

## Car Tags

Please ensure you have received car tags for your child to be used while waiting in the car line after announcing your arrival on PikMyKid. This is an additional step to ensure the safe dismissal of students.

## Academic Calendar

The academic calendar provides an overview of the Early Childhood Learning Center's official calendar with information regarding holidays, school closures and first and last days of school. The most up to date calendar can be found at: <https://www.rosenjcc.org/2022-2023schoolcalendar/>