



Dear Parents,

Thank you for choosing the Early Childhood School at B'nai Shalom of Olney as a home where all children are equal among their peers. In a world where there are so many choices for education, and so many questions about what is best for your child, we know that our program will provide your young ones with the launching pad they need for success down the road. The teachers, support staff, and I are dedicated to providing and maintaining a safe and secure environment, filled with love of learning for each child.

As I write this letter, our school is still following the health and safety guidelines of the Montgomery County Health Department and Maryland State Department of Education COVID-19 protocols. Our Parent Handbook continues to refer to the guidelines we followed for the 2020-2021 school year. All sections of the handbook that may change will have an asterisk and a note stating, "subject to change." The safety of the staff and children is our number one priority, and our school will do what is best for our community.

At the Early Childhood School, we nurture our children through developmentally appropriate activities and experiences. In our program, we work on the social, emotional, physical, spiritual/religious developmental, and cognitive skills of each child. We believe that learning occurs when discovering the *why*, and not the *what*. We understand that children flourish in a stimulating environment that provides opportunities for daily self-discovery and hands-on learning and exploration. Our teachers believe that all children learn at their own pace, therefore, we differentiate the learning to meet the needs of all children.

We kindly ask that all parents must complete the waiver form at the end of the Parent Handbook as an acknowledgment that you have read all the updates that pertain to the daily ECS school day, as well the COVID-19 health and safety policies.

I look forward to a wonderful year together. Please feel free to call, email or stop by with any questions, feedback or thoughts. We are partners in the success of your child!

Warmly,

**Eve Margol**

Eve Margol  
Director of Early Childhood Education  
Early Childhood School at B'nai Shalom of Olney

## PHILOSOPHY AND GOALS

The Early Childhood School at B'nai Shalom of Olney is an early childhood educational program for pre-school aged children (18-months-old to 5-year-old). The philosophy of the ECS is that children are creative and receptive individuals. We believe that true learning occurs when discovering the *why* and not the *what*. Our program focuses on real world experiences, play-based learning, mindfulness, and structured fun. Through executive functioning strategies, the children will discover their skills in self-awareness, community role, emotional regulation, self-motivation, planning, and problem solving, with emphasis on meeting the individual needs and interests of each child. We strive to create an atmosphere where learning experiences will occur and where children take an active part in the learning process. Our classrooms are arranged to maximize children's play, thinking, reasoning and problem-solving skills. It is our desire to provide a warm, loving, Jewish environment where each child feels secure and happy and where learning is meaningful and fun. The goals of the curriculum are:

- To help each child make a successful transition from home to school.
- To provide for all areas of the child's development: physical, cognitive, social, linguistic, emotional and spiritual, through an integrated approach to learning that is concrete and relevant to each child.
- To provide for developmentally appropriate activities based upon teacher observation of each child.
- To provide an atmosphere that is warm, loving, and accepting.
- To prepare the environment for each child to learn through play, active exploration, and interactions with adults, other children, and materials. Activities are built upon what the child already knows and encourage emerging skills.
- To stimulate natural curiosity and encourage creative thinking.
- To help each child to explore, observe, question, and listen.
- To help each child become increasingly responsible and independent.
- To facilitate the development of a positive self-image in each child.
- To enhance the development of each child's understanding, knowledge and love of the culture, traditions, history, symbols and values of Judaism, while acknowledging and appreciating other cultures and practices.
- To teach Learning without Tears® - a program combining purposeful play, music, and movement with multisensory experiences that will engage our students on the approach to handwriting.

## ADMISSIONS

Our program is offered to 18-months-olds to 5-year-olds. Following the Montgomery County birth date policies, students are placed in classes according to their birthdate on September 1 of the school year.

The ECS does not discriminate based on race, religion, color, sexual orientation, gender identity, or national origin in the admission of students, or in the employment of faculty and administrative staff.

## ARRIVAL AND DISMISSAL PROCEDURES

It is expected and greatly appreciated that you follow our arrival and dismissal procedures.

### School Hours

EARLY ARRIVAL	8:00 AM	to	8:30 AM
DROP OFF	8:40 AM	to	9:00 AM
CORE DAY	9:00 AM	to	1:00 PM
NAP/AFTERNOON ENRICHMENT	1:00 PM	to	4:00 PM
LATE STAY	4:00 PM	to	5:30 PM

### Arrival and Dismissal

***\*(Please note that we will continue to follow COVID protocols until Maryland State, MSDE and Montgomery County tell us otherwise. Tentative and subject to change)***

Currently, the ECS will strictly follow Maryland State and MSDE regulations for arrival and dismissal of students if any. Curbside pick-up and dismissal will occur for all students. If required by MSDE and/or the Maryland Health Department, all students will also receive a quick health check in their car prior to the student entering the building. The child's temperature will be taken by one of the ECS staff. Failure to pass the health assessment will prompt the child to not be admitted to school and can only return after a doctor's note or 48 hours. In the suspected case of COVID-19, the student can return after two weeks unless the parent can provide a negative result of a COVID-19 test for the child. If the child exhibits any sufficient signs of COVID-19 during the day but still passes the health check in the morning, the ECS reserves the right to send home the student for the day. If the child exhibits any signs of illness that is not listed in the daily health check, the ECS reserves the right to not admit the student for the day unless explained with a doctor's note. The student will not be allowed to return for at least 48 hours unless provided another doctor's note.

**No parents, guardians, or general visitors are allowed into the building *\*(Subject to change with MSDE regulations due to COVID-19)*.** Visitation to the building will be strictly limited and for emergencies only. Please call the ECS office at 301-570-0699 for any assistance, to make an appointment, or ask any questions. If your child is being dropped off or picked up by a family friend or someone not listed on the authorized person(s) list, please inform the ECS office in writing prior to the exchange. Failure to inform the ECS office may result in not admitting or holding your child until further notice. For the safety of your child, a photo I.D. may be requested.

Out of respect for the ECS staff, children picked up after their scheduled dismissal time will be charged according to our late pick-up policy. Our office allows a grace period of 10 minutes after the student's dismissal time. Families that consistently pick up late may be asked to leave the school.

## BEHAVIOR MANAGEMENT

The ECS at B'nai Shalom of Olney views behavior management as a system of guidelines or a framework where children can operate in safety—one that corrects, teaches, and does not punish. Our positive

discipline approach fosters pro-social behavior, self-esteem, and the development of self-control. To accomplish these goals, we use controlled choices, prevention, positive redirection, modeling, limit-setting, and problem solving. Cooperation between parents and our staff is vital in guiding the social and emotional development of the children.

If, in those rare cases, a behavior problem becomes severe, or potentially dangerous, the staff and the Director will follow a behavior plan that is created for the child by the team. We will do our best to meet your child's needs, but we recognize our own limitations. Cooperation between the staff and parents is essential during this time. Consistent communication between the staff and the family will be made and behavior incidents may be recorded. If very little or no success has been observed, a reevaluation with the family may be requested.

If all plans have been fully attempted with no success, the family may be required to remove the child from school until a plan of action can be decided upon. We work closely with county early childhood resources and consult them on classroom management and behavior.

## **BIRTHDAYS & PARTIES**

**\*Home Parties** – We will gladly distribute birthday party invitations, provided the entire class is invited. Please be sensitive to the observance of Shabbat (Friday night and Saturday) and holidays when choosing the party date. It is highly suggested that your family schedules birthday parties that are not on the Sabbath and not at the same date and time as a BSO/ECS event. In addition, please observe dietary laws/kashrut for food that you are serving, or serve dairy only, so all families feel comfortable. We have families of different observance levels and want all children and their families to feel welcome.

**School Parties** - Birthday parties are celebrated in school. For any primary parents (up to a maximum of 2 adults) who would like to join the birthday celebration in school, the office will require a notice in advance and proof of a full vaccination card. Each class sets its own class birthday traditions, so please check with your child's teacher on suggestions for your child's classroom birthday celebration. *If food will be a part of your child's celebration, we encourage you to consider a healthy snack, and please be sure to coordinate with the classroom teachers so that you can accommodate any allergies of children in the class. Please also remember that shared food must be certified kosher or prepared on-site at BSO.*

## **CLASS PLACEMENT**

The ECS follows Montgomery County's age cut off, which requires children to be five years old by September 1 to start in Kindergarten. Following this, children are placed in classes according to their age on September 1 (i.e., a child who is two-years-old on September 1 and turns three on October 15 will be in a 2s classroom for the year, along with other children who will turn three during the school year) and current MSDE staff-to-child ratio. In making class placements when there is more than one class per age group, we prioritize a balance of different factors. We take into consideration gender balance, temperaments, individual needs, previous friends, and classmates. At this time, we are not able to take any parent/guardian requests for your child's placement in any specific class. Class assignments are not announced until teachers send out welcome letters to students in mid-August for the following school year. **In addition, once a child is placed in a classroom, the option to move the child into another**

**classroom is not available, unless necessitated by a licensing requirement or enrollment need.** If there are any students related to any teacher(s) in the building, the students will not be placed in the same classroom as that teacher during core day hours. Exceptions to student placement based on relationships with staff may occur during before and after school programs only.

## **CUSTODY CONCERNS**

The ECS must have a notarized copy of any court-ordered custody agreement on file in the case where there are court-restrictions on parental custody. This copy must be kept current should any changes occur. The ECS will comply with all court mandates. However, we are unable to limit access to children of legal custodial guardians. The Early Childhood School will abide by the Maryland State and Maryland State Department of Education (MSDE) restrictions regarding childcare. The ECS reserves the right to request any documents from families that are required by Maryland State and MSDE. If any documents requested are not provided at the time of enrollment, the ECS reserves the right to not accept the student.

## **DRESS CODE: WHAT TO BRING/WEAR TO SCHOOL**

Please bring a complete change of clothing for your child's use in the event your child gets wet or dirty during school. It should be in a gallon-sized zip-locked bag that is clearly labeled with your child's name. Each article of clothing should be marked with the child's name, including socks, underwear, and outerwear. It is the guardian's responsibility to update clothing according to the change of seasons and child's growth.

Please send your child to school dressed appropriately for the weather, as we play outside year-round. Sunscreen and a hat, when it is hot and sunny, are important. Hats, mittens/gloves and boots are a necessity for the winter months. We encourage you to send snow pants and coats for wintry weather, as classes enjoy playing in the snow as well.

Please help your child to be independent by sending in clothes that they can manage. Clothes that are particularly challenging for children are overalls, belts, buttons in the back, and snaps. Elastic waistbands in pants and skirts, pullover tops and front buttons help children learn to dress themselves. Also, please dress your child in clothing that can get dirty as they explore their environment – inside and out. We do wear smocks, but sometimes we still get dirty!

In the interest of safety, please send your child to school in sneakers or closed-toe shoes. Preschoolers need sturdy slip-on shoes or ones with simple Velcro closures. This will allow your child to get his/her shoes on and off independently. Crocs, sandals, flip-flops, etc. are not acceptable for playground and classroom activities.

**Halloween and Valentine's Day are not celebrated in our school.** We respectfully request that you do not distribute candy or cards at those times. Children are invited to come in costume for the Jewish holiday of Purim in the spring.

## DROP-IN POLICY

Currently, we are only allowing drop-in requests for students in the same class only, if space is available. Students are not allowed to join other classes at any time and must pass the daily health assessment before entering. If a student would like to drop-in during the early and aftercare, the student must join the core day on the same day. Please email and/or call the ECS office to confirm space availability before bringing/leaving your child. We require a bank account or credit card on file to accept a child for drop-in. All scheduled drop-ins must be confirmed by the ECS office prior to the drop-in.

## GENERAL HEALTH/SAFETY POLICIES

At the Early Childhood School, your child's health and safety are of utmost importance to us. Our staff members are trained in CPR and First Aid certified. In addition, staff members are also trained to recognize signs of illness and signs of COVID-19 as suggested by the CDC guidelines. In the event of illness or accident, the teacher will comfort, provide first aid, and bring the child to the sick room if necessary. Parents will receive an accident report for recorded injuries. If necessary, the parents will be notified immediately. **If any child does not pass the daily health check provided by the MSDE in the morning, the child is not allowed to enter the building and cannot return to school for two weeks unless they are able to provide a confirmed negative result for a COVID-19 test. The health assessment must be completed by 8:30am prior to entering the school. The ECS reserves the right to send home any child that is suspected to hold any signs of illness during the day. If a staff member contracts a confirmed case of COVID-19, then the school will be closed for at least two weeks and reopen at the MSDE's discretion.**

*\*Please note the protocol we are following may change with the direction of the Maryland Health Department (MDH) and the Office of Childcare (OCC)*

All children are required to be vaccinated in order to attend ECS, unless they are medically unable to be. Up-to-date immunization records are required for all children enrolled in ECS, including children who participate in the Toddler and Me program. Any child claiming a medical exemption must provide documentation from a pediatrician. All children must have current medical and immunization forms, completed by a physician, on file in the Early Childhood School office before they may attend school.

Current MSDE regulations require ages 2 and up to wear a face mask when inside a building. Parents are required to bring in a clean face mask for their child during school hours. If a face mask is not provided by the parent at drop-off, then the office can offer a disposable face mask for the child at the cost of \$1.50. If a student does not have a face mask, then the family account will be automatically billed the same day and receive a note in the child's bag as a reminder.

*\*Please note the protocol we are following may change with the direction of the Maryland Health Department (MDH) and the Office of Childcare (OCC)*

## Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. Our goal is

to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

**When Biting Does Occur:**

Our staff will strongly discourage any form of biting or aggressive contact. The staff's job is to keep the children safe and help a child understand that biting is inappropriate behavior in the classroom. We do not use techniques to alarm, hurt, or frighten children. Our goal is to connect and redirect the child for a more appropriate behavior.

**For the child that was bitten:**

Appropriate first aid will be conducted on the child who was bitten. The parent(s)/guardian(s) will be immediately notified and will receive an incident report, documenting the bite.

**For the child that bit:**

The child will be removed from the situation until deemed safe by the classroom teacher. The parent(s)/guardian(s) will be notified and potentially discuss an action plan to avoid future occurrences.

**When Biting Continues:**

The classroom teachers will continue to discourage the biting throughout the school day. The ECS Director will begin classroom observations and documenting any occurrences. Additional support may be requested from the office to the parent(s), which may include occupational therapists, one-to-one support, support from ChildLink Early Childhood Services, or support requested by the ECS Director. Any one-to-one support will be provided and paid by the child's family.

**When biting becomes excessive:**

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken, bruised, or the bite leaves a significant mark:
  - A conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
  - The child will be suspended for 2 school days.
2. If a child bites twice within a 4-hour period, the child will be required to be picked up immediately. This will not count towards the 2-day suspension.

If the child does not show any gradual improvement after the action plan has been in effect for at least 2 weeks (10 school days), then the family will be asked to seek further support resources or asked to be removed from the school for the remainder of the school year. Gradual improvement may include lessen occurrences of biting, lessen display of aggressive behavior, or observable signs of the action plan are shown to be effective.

## SICK POLICY

The ECS is required to report to the Maryland Department of Health (MDH) for any symptoms of illness with a child or staff member and follow their guidelines. It can include an exclusion period for up to 48 hours since recovery is defined as resolution of fever without the use of fever-reducing medications, a note from a doctor and/or testing for COVID-19 before returning to school. The ECS sick policy will reflect and be updated based on any updates made by the MSDE and MDH.

*\*Please note the protocol we are following may change with the direction of the Maryland Health Department (MDH) and the Office of Childcare (OCC)*

If your child exhibits any of the following symptoms, you will be asked to take your child home from school, so as not to infect other children. If the child exhibits any symptoms of COVID-19, your child will be asked to be quarantined for two weeks unless provided a confirmed negative result from a COVID-19 test and fever-free for 48 hours without the use of fever reducing medicine. Children will be asked to leave only after the ECS office has verified the symptoms. Any child who is sent home from the office will need to be picked up immediately by a parent/guardian.

- a. A temperature of 100.1° F or more
- b. Vomiting or diarrhea (loose stools that occur three or more times in a school day)
- c. Evidence of lice infection
- d. Conjunctivitis (pink eye)
- e. Colored discharge from nose (not related to allergies) and eyes
- f. Severe coughing
- g. A concerning rash
- h. Any suspected symptoms of COVID-19

**If your child is absent from school, please inform the school office as to the reason for the absence. It is very important and strongly suggested that families inform the ECS office if your child has been in close contact with anyone with COVID-19 or symptoms of COVID-19.** Children who become ill while at school will be removed from their class and brought to the ECS sick room, where they will remain until they are picked up. Your child will never be left alone. For your child's welfare as well as that of the other children, we request that you please keep your child home for at least 48 hours if they exhibit any signs of illness and/or quarantined for two weeks if the child exhibits symptoms of COVID-19.

Your child will be readmitted to school after an illness if a doctor's note has been submitted to the office and the following conditions are met:

- a. The child is fever/vomit/diarrhea-free for a 48-hour period – without the aid of medication. If you believe your child has a basic illness other than COVID-19, you must get a doctor's note in order to return within 48 hours fever free for basic illness such as strep throat, ear infection.
- b. The child no longer has signs of the illness without medication
- c. Discharge from the nose is not green or yellow

d. In the case of lice infestation, the Montgomery County Health Department requires that a child be lice free to return to school. The Early Childhood School office will examine the child before the child will be permitted to return to school.

If your child was sent home because your child has failed the daily health check and/or showed symptoms of COVID-19, your child can be readmitted to school after 48 hours unless provided a confirmed negative result of a COVID-19 test.

## MEDICATIONS

The ECS may administer prescribed or over-the-counter medication to a child only upon the written order of a licensed physician. A signed Physician's Medication Order Form must be on file to administer any medication. A record will be kept of all medications dispensed to a child during the day. Please provide a medication spoon or dropper so that the correct amount of medication is given if needed. All medication must be in its original bottle and properly labeled. For safety reasons, children should not carry medicine into the school. All medications will be stored in the ECS office. However, should your child be prescribed an Epi-pen or other life-saving medications, they will always be stored in the emergency bag kept with your child's class. A duplicate of such medication may also be kept in the ECS office.

## FIELD TRIPS

Field trips are fun and exciting learning experiences for children. You will be required to sign a permission slip for each trip for your child to participate. You will be notified about each trip and are encouraged to participate as a driver/chaperone. Each driver is responsible for the children in their car and all children must have an appropriate car seat. We bring in many "in-house" fields trips for all our children.

## FOOD AT SCHOOL

The Jewish dietary laws are observed at the ECS and BSO. Foods that will be shared (i.e., for parties) must have a kosher certification or be prepared on site at BSO. Fruits and vegetables should come to school whole and be cut for serving on-site with school provided knives. The following stores and bakeries sell kosher baked goods: The Costco in Wheaton (full kosher bakery), Kosher Mart, Shalom's, and the Kosher Pastry Oven. It is also possible to find pre-packaged kosher cakes and cupcakes here in Olney in many of the stores. If you need help or have any questions about the kosher policies, please see the front office.

Please note that home-baked goods are not permitted for classroom parties or events in the Early Childhood School. The most common kosher symbols found in this area are the following:



**Lunches** – Lunches should not contain any kind of meat, poultry, or shellfish. Lunches should not require heating or refrigeration. Juice boxes or a thermos for juice or milk are appropriate. You may include a cold pack for dairy products. Please do not send soda or candy. Some lunch suggestions include veggie nuggets, eggs, yogurt, cheese, cut-up fruits and vegetables, cream cheese, hummus and jelly sandwiches, etc. There are a variety of nut-free butters including Wow Butter and sunflower seed butter that many children like. The ECS has a page of healthy lunch suggestions available by request.

Current guidance suggests that all foods should be removed from lunchboxes and placed in a freezer baggie labeled with the child's name. Soft lunchboxes are considered to be susceptible to bacteria growth. We strongly suggest hard compartmentalized boxes such as a Bento box. **We also strongly suggest families to disinfect the lunch boxes and water bottles at the end of the day.**

***\*Please note the protocol we are following may change with the direction of the Maryland Health Department (MDH) and the Office of Childcare (OCC)***

**Water Bottles** - Water bottles are an important school supply each year. They help keep children hydrated so they can think better and learn faster. But if a water bottle isn't properly cleaned after each use, it can harbor nasty germs that could make your child sick. In order to keep our kids healthy this year and going forward, we are changing the water bottle practice in the ECS. All water bottles will be sent home each day for proper washing and refilled and sent in the next school day.

**Snacks** – The ECS offers snack during the afternoon program. **For all students attending Core Day, please send in a separate snack that is clearly labelled in a paper bag. All food items from their snack or lunch will not be returned to their lunch box. Our staff and teachers will communicate with families on any concerning eating habits or lack of eating.** Examples of snack food include cereal, crackers, pretzels, fresh fruits or vegetables, hummus, and yogurt. For any snack given by the ECS, our staff will wash their hands thoroughly and wear gloves to serve the food.

**Peanut Butter/Nuts** – Please be advised that we strive to be a **peanut and tree nut-free school.** Please do not send your children with any form of nuts (i.e., peanut butter, almonds, walnuts, cashews, etc.) for lunch. Nutella is made from hazelnuts and is a nut hazard as well. Sunflower Seed butter is a healthy alternative and can be purchased at Giant, Whole Foods, Safeway or other food stores. Please visit these links for more information regarding peanut and tree nut allergies:

<http://www.foodallergy.org/page/tree-nut-allergy> or <http://www.foodallergy.org/page/peanut-allergy>.

**Please note:** Foods containing a warning that they share equipment with, or are processed in, a facility that also processes peanuts or tree nuts cannot be served for communal purposes in school, including at birthday and holiday celebrations.

## **INCLEMENT WEATHER POLICY**

Our goal is to follow MCPS weather alerts and weather announcements. The Early Childhood Director and BSO Executive Director reserve the right to make decisions about weather closings for the safety of our students and staff, even though it may be different from MCPS announcements. There will be times when

we are closed due to inclement weather for the safety of our teachers, children, and families. If weather forecasts predict unsafe driving conditions developing during the school day, we reserve the right to close the school early, as needed.

For all delays, closings, and unscheduled early closings, notifications will be emailed to all ECS families. Local radio and television stations are prompt at reporting information about MCPS snow closings and delayed openings. We will send an email out with closing/delay information by 6:00 am as needed. There will be no flexibility on swapping days to have a student attend school on a day that he or she is not scheduled to come in. Parents and guardians are welcome to participate in the drop-in policy within capacity.

## **MAKE-UP POLICY**

The ECS will not offer make-up days for any Jewish holiday closings, unscheduled closings (e.g., snow days), absences for personal reasons (e.g., illness or vacation), or other holidays. Days missed due to winter break or Passover break may also not be made up. It is suggested that parents bring their child in as a drop-in only if availability allows and sufficient notice to the office. Part-time students cannot switch their days within a week.

## **PARENT PARTICIPATION**

Parents are strongly suggested to attend the Early Childhood School events such as: Parent/Teacher Orientation at Back-to-School Play Date, Back-to-school Night, all holiday events, Parent/Teacher conferences, and any other events that are announced. Currently, all family events are on hold or will be offered virtually until the restrictions from MSDE have changed.

***\*Please note the protocol we are following may change with the direction of the Maryland Health Department (MDH) and the Office of Childcare (OCC)***

**Parent/Teacher Conferences** – Two online parent/teacher conferences will be scheduled during the school year. Teachers will speak to parents briefly about any information or observations concerning the child and discussion will include the child’s cognitive, social, and emotional development. There is always an open line of communication between teachers, parents, and the Director, so that they may share concerns and milestones as they occur. Conferences may be requested at any time by parent or teacher to address the child’s progress. The classroom teachers will announce more details regarding the conferences prior to the date.

**Early Childhood School Committee** - Our Early Childhood School Committee (ECSC) is open to all parents who want to participate. The ECSC holds meetings, safe social gatherings, and fundraising events for the ECS. The ECSC will also work with room parents to coordinate special programming for the children. All ECSC events and meetings must be confirmed with the office prior to the date.

**VOLUNTEERING AND VISITING** – We welcome any contribution a parent can make to enrich our program. Currently, any in-person volunteering and visiting will not be allowed in the ECS building.

***\*Please note the protocol we are following may change with the direction of the Maryland Health Department (MDH) and the Office of Childcare (OCC)***

## **PHOTO POLICY**

The ECS documents the learning experiences, project work, and joyful moments that children have at our school via photo and video. We share images of students learning and examples of their work to inform our community about school life and to promote the school to prospective families and community partners. The school's ability to portray our program accurately and vibrantly depends on parents' and guardians' support of the school's use of images. These photos and recordings may be used for purposes of promoting the school in a variety of venues including, but not limited to, the school website, school publications, advertisements and school social media sites. Please note that it is school policy not to associate photos of students with names.

Enrollment of a student at the ECS authorizes the ECS to use students' photographs, writings, and statements in school publications, including the school website and other public communications. Such authorization survives the term of this Contract and serves as authority to use such material both during and after the student is enrolled at the school. If you wish to withdraw such permission, please provide us with a written document explicitly letting us know which authorization you wish to withdraw from.

No action is needed by parents unless you wish to withdraw such permission, which may be done via email or mail.

## **POLICIES RELATING TO TEACHERS AND PARENTS/ SOCIAL MEDIA POLICY**

In order to keep the relationship between teacher, child, and family professional, the following guidelines are in place:

- We value the teacher's personal time. In order to be fair to all students, teachers will not attend birthday parties outside of school.
- Communication between teachers and parents should strictly be via email or BSO phone. ***Text, while convenient, is not an appropriate means of communication between parents and teachers.***
- Early Childhood School employees are **not allowed** to be "friends" with parents or in any other way engage with parents through any form of social media.
- Teachers may babysit for ECS students, but not for children in their own class. Should you choose to hire a teacher to babysit for your family, outside of school time, we ask that you keep the same professional relationship with them at your home that you have at school. Babysitting offers should not be arranged at school. Babysitting is a private transaction between parents and teachers, and the school is in no way liable for any accidents or injuries that may occur during these times.

## REFERRAL BONUS

- **Early Bird Discount:** Families save \$100 off the registration fee if the student is registered within the first week of open registration. No exceptions.
- **Returning Family Referral Discount:** If a new incoming family joins the ECS and references your family on their student application, then your family will receive \$250 off of your child's tuition for the 2021-2022 school year.
- **Graduating Family Referral Discount:** If a current graduating PreK family refers a brand new family and the new family references the PreK family on their student application, the PreK family will receive \$250 off of the last month this year's tuition.

Each additional referral would result in a further \$250 reduction of their tuition. Referral bonuses are per family and not per child.

## SCREEN TIME POLICY

At the ECS we know children learn best through moving their bodies and engaging their senses. It is our policy that we do not use screens in the regular course of our work with young children. Content on "screens," including phones, tablets, and computers, should be used with children under the age of three in our program only on extremely rare occurrences and never for more than five minutes at a time. Older children may occasionally use computers, tablets, or phones in the course of research or to supplement learning in an investigation. They should never be watching a screen for more than 10 minutes at a time (with rare exceptions that must be approved by the Director) and not for more than 30 minutes, total, in a week.

## SPECIAL NEEDS AND INCLUSION POLICY

We accept children with a full range of abilities and needs. We work in partnership with families to find innovative solutions to best meet the individual needs of each child.

- Our classes offer age-appropriate student to teacher ratios, as suggested by MSDE regulations.
- Allowance is made for modifications in schedule, program, materials, and expectations to meet individual needs.
- Where necessary, the school may provide additional support in the classroom at the parent's expense. Families must also be responsible for outside consultations, evaluations, and professional services.
- Other support providers, such as speech and language therapists, occupational therapists, and physical therapists, are welcome to provide on-site support and services to children in our program. Such services must be coordinated with the Director of the ECS. ***\*(All services are subject to be on hold until approval of MSDE allows for visitors to come into the building)***
- Special needs consultants are available through Montgomery County Public School (MCPS) Infants/Toddler Program. They provide support and help to parents, conduct classroom

observations, and give recommendations for professional referrals and training for staff to support children with special needs.

- For children who are currently in other settings, observations may be conducted to see how we can best meet the child’s needs.
- The ECS will attempt but is not restricted to serve as a resource in finding available services for the children.
- We will try to be flexible in finding the best environment within the school, with the option of changing the environment, if needed.
- We work closely with Montgomery County Childcare Resource and Referral Center, consulting them on classroom management and behavior.

Any relevant information that can be provided to us, including, but not limited to, consultations, reports written by other professionals, IEP’s, and school reports, is helpful in providing an appropriate program for your child. This information will be held in strictest confidence.

We will do our best to meet your child’s needs, but we recognize our limitations. If we cannot meet these needs, we will make every attempt to work with you to find a more suitable placement where your child can thrive.

### TUITION PAYMENT OPTIONS

The Early Childhood School at B’nai Shalom of Olney relies on the timely collection of tuition payments for the school to run smoothly. **Our annual tuition is an annual sum divided into 10 equal payments for children attending the 10-month school year and is a commitment to the ECS.** B’nai Shalom of Olney requires all ECS families to be on automatic payments either through ACH or credit card by the first of the month. Unfortunately, we cannot offer the flexibility to offer a refund to any scheduled changes due to staffing and MSDE regulations.

ACH (Automated Clearing House) – ECS tuition payments will be automatically withdrawn from your designated bank account.

Credit Card – Arrangements can be made to automatically charge your credit card monthly. A 2.5% service charge will be charged, as well.

Withdrawals: After your child’s first day of school at the ECS, a sixty (60) day notice must be submitted in writing if withdrawing during the school year. The tuition prepayment will then be credited to the final month of enrollment. If the family fails to inform the office with a sixty-day notice, the Early Childhood School has the right to hold the prepayment and not refund the family.

**\*In the event that COVID-19 affects our 2021-2022 school year with state or county closings, please see chart below.**

### TUITION REIMBURSEMENT FOR SCHOOL CLOSING

Scenario	Refund	Plan of Action
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If ECS closes a classroom for 2-14 days	No	Zoom learning for the class that is closed will begin the following day after class closure. Zoom learning will continue for the class until deemed safe to come back to school.
If ECS closes a classroom for more than 2 weeks but less than 4 weeks	No	Zoom learning for the class that is closed will continue with more options of afternoon Zoom learning.
If ECS closes a classroom for more than 4 weeks	Yes (Prorated refund)	Zoom learning will discontinue. PreK families will be surveyed to continue online learning with payment options. If the PreK families choose to discontinue the online learning, the tuition will be prorated after 4 weeks for tuition reimbursement.
If ECS closes the entire school for 2-14 days	No	Age-appropriate Zoom learning for individual classrooms will begin the following day after closure and will continue until safe to reopen.
If ECS closes the entire school more than 2 weeks but less than 4 weeks	No	All classroom teachers are expected to continue delivering online content during core day hours. Afternoon Zooms will be added.
If ECS closes the entire school for more than 4 weeks	Yes	Zoom learning will discontinue for all classes. PreK families will be surveyed to continue online learning with payment options. If the PreK families choose to discontinue the online learning, the tuition will be prorated after 4 weeks for tuition reimbursement.
If ECS closes a class or the entire school for 2 weeks and needs to close a class or school again	Yes or No	A “reset clock” for any classes that close will be for 5 days. If a class or school closes for 2 weeks, returns without having to close for 5 days consecutively, and then needs to close again for 2 additional weeks, then the clock will be reset, and no refunds will be made. If a class or school closes for 2 weeks returns to school and must close again within 5 days, the clock will not be reset, and the days will be counted. If the class has been closed for 4 weeks, refunds will be made, and parents will receive the survey to continue the online content.

**The Early Childhood School at B’nai Shalom of Olney**

18401 Burtfield Drive, Olney, Maryland 20832

Early Childhood School Office: 301-570-0699

Synagogue Office: 301-774-0879

Eve Margol, Director of Early Childhood Education

[eve.margol@bnaishalomofolney.org](mailto:eve.margol@bnaishalomofolney.org)

[www.ECSOlney.org](http://www.ECSOlney.org)