



**INNOVATIVE SCHOOL**  
TEMPLE BETH SHOLOM

**PARENT HANDBOOK  
FOUNDATION & INFANT  
LEVELS  
2024 - 2025**

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**INNOVATIVE SCHOOL**  
TEMPLE BETH SHOLOM



Early Childhood Higher Education Programs



Childcare License Number  
C11MD0820

Welcome to The Innovative School of Temple Beth Sholom Community! The early childhood years are critical in developing deep value systems, positive dispositions toward learning, and healthy social and emotional behavioral attitudes. Our teachers strive to provide a meaningful foundation for learning and developing in a loving, nurturing, and enjoyable environment within the framework of a Jewish setting. We are dedicated to the intellectual, spiritual, social, physical, and emotional development of your child. Our school provides an organized, open environment where children investigate their world at their own pace through play and discovery and in relationships with others. Children are encouraged to communicate ideas and feelings and to work cooperatively, enabling them to learn from each other.

### **OUR SHARED VISION**

At The Innovative School of Temple Beth Sholom, our goal is for children to love learning. Our practice is guided by our belief that children are competent.

We are committed to the Jewish value of *Tikkun Olam*, making the world a better place. Our Jewish roots ground us and influence how we live, how we approach problems, and how we make decisions. We believe every child in our school deserves a high quality Jewish early childhood experience that nurtures his or her spiritual, social, emotional, cognitive, linguistic, and physical development while supporting the competencies that will shape his or her mind and disposition for further learning and growing.

We know that children learn best when nurtured by close, trusting relationships – we realize that relationships are the threads that weave the fabric of our community and value creating strong partnerships among staff, families, and children.

### **NATIONAL ACCREDITATION**

We are so proud to currently hold national accreditation as a program of excellence from the National Association for the Education of Young Children (NAEYC) and the Gold Seal of Excellence from the State of Florida. For over 90 years, NAEYC has measured quality early childhood programs through its voluntary accreditation system. The early childhood staff joins together with the Temple Beth Sholom clergy, staff, and lay boards in promoting the highest quality early childhood experience.

### **EDUCATIONAL PHILOSOPHY**

"Each child brings his own blessing into the world." - *Yiddish folk saying*

Our children are supported by a curriculum that is both stimulating and enriching, and our teachers continually strive to help children recognize and actualize limitless possibilities. The environment is inviting for children, families, staff, and visitors alike, fostering a true sense of belonging. This framework encourages the development of both interdependent and independent attitudes that lay the foundation for reciprocal relationships to form within the community. In our welcoming and collaborative environment, listening is key, thinking is visible, communication is authentic, and our practice is reflective.

Our staff appreciates that each child and family come to school with a unique set of experiences, feelings, and characteristics, and we offer a caring environment that respects the rhythms and time frames of each child.

Our school setting encourages the development of strong bonds and lasting friendships. We are a family center -- a place where community and the nature of relationships within the community are valued. The staff is committed to supporting family involvement. Parents, grandparents, and siblings are welcome to share in the daily life of the classroom: projects, cooking, story time, holidays, Friday Kabbalat Shabbat and more.

### **REGGIO EMILIA APPROACH**

The philosophy and practice of The Innovative School of Temple Beth Sholom is informed by the social constructivist theory and the approach developed by Loris Malaguzzi in Reggio Emilia, Italy. As a Reggio-inspired school, we view the child as an active participant, collaborator, and communicator. Children learn to ask questions, catalogue what they already know,

and look for answers to their important questions. As children are valued and honored in this dynamic process, they discover more of who they are; they discover their skills and their needs and learn to work with others to create, imagine, design, and process.

### **JUDAIC PROGRAM**

Through Jewish early childhood experiences, we support, nurture, and enhance the children's sense of Jewish identity and the formation of Jewish values. We celebrate the holiday cycle, share the Torah through story, and engage with Israel through music, language, art, and experiences. Additionally, Foundation Level children and families enjoy weekly Kabbalat Shabbat every Friday morning.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) is funded and run by The Innovative School of Temple Beth Sholom parents. It is perhaps the single best way to become involved in your child's school. The PTO is an open forum for any parent who would like to be involved. The level of commitment is up to you! We welcome creativity and outside thinking to create an environment unlike that of any other pre-school. There are many events run by the PTO throughout the year. Some are fundraising events which help us implement many ideas including Snow Day and Grandparent's Day. Other funds support our Innovative School of Temple Beth Sholom vision through professional development programs. All funds raised go directly back to the school to enhance your child's experience. The Innovative School of Temple Beth Sholom is a family, and participation is ALWAYS welcome! You can volunteer to help with our events, or even chair an event based on your interest. Meetings are held monthly. You can also support the PTO with just your membership. The PTO is about working together toward a common goal while creating meaningful experiences and environments for our children.

### **TEMPLE MEMBERSHIP**

If one or both parents are Jewish, your family may choose to join Temple Beth Sholom at no additional cost for membership when your child is enrolled in The Innovative School of Temple Beth Sholom. Contact our director of membership to complete the application process: [craig@tbsmb.org](mailto:craig@tbsmb.org) or 305.538.7231.

### **ABOUT THE EARLY CHILDHOOD EDUCATION PROGRAM**

#### **INFANT/TODDLER LEVEL (AS EARLY AS 8 WEEKS)**

We support both the child and family throughout the infancy stage of learning and development. Our qualified caregivers understand child development and responsive care practices. We exercise Jewish values in a childcare environment and are versed in the understandings of the Reggio Emilia Approach.

Our goal is for you to feel confident about leaving your young child in our care, knowing that your child is safe. Our program operates as a family, and our rooms are open for parents to share time with your child. Our environment is set as a home with a living space, sleeping space, and kitchen where we come together to eat lunch and snacks. Each educator has the opportunity to interact personally with each child, forming close relationships and developing a deeper sense of a communal environment.

#### **FOUNDATION LEVEL (AS EARLY AS 14 MONTHS)**

We know that our children are ready to dream, persist, collaborate, and grow. As early childhood professionals, we mindfully assess when a child is ready to embrace individually and collaboratively within a community of learners. Our observations guide us to support our children's intellectual, social, emotional, spiritual, and physical needs and interests.

Based on this input, we develop a balanced approach that links emergent, child-centered, and teacher-facilitated curriculum to deepen the learning experience. Our approach is educationally multi-dimensional and poly sensorial. It is layered with meaningful opportunities for creative thinking, inquiry, autonomy, expression, theorizing, discovery, reasoning, predicting, reflection, and collaboration.

We are grounded in methods designed to develop intellectual dispositions within the context of authentic, real-life learning experiences that provoke, stimulate, and challenge our children. As active participants in their learning process, our children are engaged in educational experiences that help them reach their potential and become eager life-long learners. All children, including toddlers and two-year-old's, are enrolled in their classroom setting for the entire ten-month school year.

#### **ELEMENTARY LEVEL**

Our Foundation Level learners progress seamlessly to Elementary Level. We work to support and develop our learners as individuals as well as members of a whole group. We create rich and multifaceted Judaic and secular education within

innovative 21<sup>st</sup> Century environments. These learning opportunities, along with intentional teacher practices, encompass the core knowledge requirements and standards in a social constructivist, student-centric, and visible setting.

We believe our children have rights. Those rights are met through social constructivist practices. This approach suggests that humans construct knowledge from their experiences. These practices address purposeful, social, representational, autonomous, and emotional needs that all children have. We practice intellectual goal setting, whole-child and personalized approaches to learning. We see these practices as paramount to developing children's attention, engagement, and perseverance.

### **AFTER-SCHOOL ENRICHMENT & SUPPLEMENTARY PROGRAMS**

The Foundation Level Day is 9:00 a.m. - 3:00 p.m. You may choose to sign up for additional care before or after school. Choosing a stimulating and meaningful after-school program is a very important decision. Our outstanding extracurricular, skill-based classes keep children ages two through eleven active and engaged. We offer a variety of academic enrichment activities, indoor and outdoor games, and creative art experiences to challenge children and make learning fun. Through these activities, children can hone in on existing talents or find new interests. Providing our programs in a safe and engaging environment is our priority. The children in each program are supervised by a staff member certified by the Florida Department of Children and Families Services.

We provide a healthy snack for After-School Enrichment.

Early Care (7:30 a.m.- 8:30 a.m.)

After-School Enrichment/After Care (3:00 p.m.- 5:00 p.m.)

Extended Care (5:00 p.m.- 6:00 p.m.)

To enroll in After-School Enrichment, use the separate enrollment contract that is available online:

[www.innovativeschool.org/programs/after-school/](http://www.innovativeschool.org/programs/after-school/)

### **CAMP BETH SHOLOM (VACATION MINI-CAMPS AND SUMMER CAMP)**

Camp Beth Sholom offers a variety of exciting camps for children 2-6 in a safe environment, outdoors in shaded play areas and inside in air-conditioned spaces. Each summer, we plan terrific age-appropriate activities and bring in specials every week creating experiences that are both fun and memorable for our campers. Built on a tradition of caring and fun, our program has its roots in the Reggio Emilia philosophy of learning seamlessly woven together with Judaic values. Our senior camp counselors are experienced and certified through the Florida Department of Children and Family Services.

For more information, visit [www.innovativeschool.org/programs/camp/](http://www.innovativeschool.org/programs/camp/).

### **TEMPLE BETH SHOLOM FAMILY PROGRAMS**

#### **TOT SHABBAT**

Join us every Saturday at 10:00 a.m. for a wonderful young family Shabbat experience. This interactive program is geared for families with children up to the age of five years old. Prayer, music, stories, movement, activities, snacks, and much more will be featured. Following Tot Shabbat, families stay and enjoy time together in our beautiful playground. This is a great way to celebrate Shabbat not only with your family, but with other young families too. Life-long bonds of friendship often begin here. For more information visit [www.innovativeschool.org/programs/family/](http://www.innovativeschool.org/programs/family/).

#### **SHALOM BABY**

Our Shalom Baby childbirth preparation class is for pregnant women (20+ weeks) and their partners. Each program provides:

- A thorough training on childbirth education taught by a registered doula with course materials
- A hard copy of *The Blessing of a Skinned Knee*
- A bagel breakfast & afternoon snack
- Infant/child CPR & first aid certification classes
- Featured speakers (lactation consultant, pediatrician, post-partum depression specialist, and more)

For more information visit [www.innovativeschool.org/programs/Shalom-baby/](http://www.innovativeschool.org/programs/Shalom-baby/).

### **RABBI LEON J. KRONISH SCHOOL FOR LIVING JUDAISM (SLJ, JLAB)**

As the next step on your children's Jewish journey, the Rabbi Leon J. Kronish School for Living Judaism (SLJ) takes a modern approach to engaging our students by creating personal, meaningful connections to Jewish faith, traditions, and spirituality. We firmly believe a Jewish education is not a stand-alone experience and encourage interactive family participation. We strive to raise the bar, creating deeper bonds between all our students and their families through innovative

and enriching Jewish experiences both in and out of the Temple. Our dedicated clergy and staff seek to integrate Jewish culture and knowledge through language and Jewish practice to provide the foundation for a seamless progression from childhood to adolescence, initiating a welcome desire for lifelong Jewish learning. For more information visit our webpage at [www.tbsmb.org/education/slj](http://www.tbsmb.org/education/slj).

## **POLICIES AND PROCEDURES**

### **COMMUNICATION**

Ongoing communication between home and school is vital in supporting children's learning and development. The staff view our children's families as allies and realize the importance of partnering with families to build the child's sense of well-being in the classroom. Relationships are a central focus in our philosophy. When adults treat each other respectfully, children learn positive socialization skills. All communication within our Innovative School of Temple Beth Sholom and Temple Beth Sholom community shall be carried out in a positive and respectful manner. Families are encouraged to visit, email, call, write and participate in their child's classroom and Temple Beth Sholom community-wide events.

Parent and Administration: The door to the school's administrative office is always open for any questions you may have about curriculum, policies, and the philosophy, or to just have a conversation about something of interest! We encourage you to raise concerns and we will work collaboratively with you to find mutually satisfying solutions.

If you have specific classroom questions regarding your child, please speak with your child's teachers first. If you feel further discussion is needed, we will set up a meeting with you, the teacher, and the Head of School.

Parent and Teacher: We encourage ongoing communication between home and school. Information is posted on the parent board outside each classroom to keep you up to date on important information. Classroom experiential documentation boards give you the opportunity to see children's representations and reflections, teacher reflections, and the unfolding of classroom experiences and processes.

We have scheduled Parent Teacher conferences during the school year. During these meetings, we will share anecdotal stories, work samples, photographs, and documentation as supporting evidence of your child's developmental profile and level. Please know that these meetings will take place in an atmosphere of trust, where confidentiality is ensured and parental input is encouraged, important, and valued! Additionally, you can arrange other meetings directly with your child's teacher.

Parent/Family/Teacher outside of school employment arrangements:

The Innovative School of Temple Beth Sholom families may employ school teaching staff, **outside of school calendar days and hours** to work for them outside of school. This employment agreement is between the family and teacher. If a teacher is employed by a family to transport a learner to or from school, the parent must include the teacher's name on the learner's approved "Authorization" forms and all arrangements are made between parent and staff member.

Parent and School:

Please notify us if

- Your child has a communicable disease
- You will be out of town
- Your home routine is to change in any way (so we can be responsive to your child's needs)
- Your address or phone numbers at home or work change
- You wish to change or add to the emergency numbers we are to use
- There is any change in your child's transportation (see release authorization section)

### **GRIEVANCE PROCEDURES**

We encourage you to communicate with the Head of School on any matter that concerns you, whether you need information or advice or wish to express a suggestion, a criticism, or a grievance. Our policy is to respond to you within a reasonable and feasible time frame (24 to 48 hours), and in the case of grievance, to communicate to you when and what steps will be taken to resolve the issue. The intent of this policy is to encourage direct and open communications that resolve difficulties and incorporate ideas when feasible.

If an issue is not satisfactorily resolved, it will be presented to the school committee for investigation and resolution. The head of school and all parties will be consulted.

## Respectful Events Policy

Temple Beth Sholom of Miami Beach holds *services, events and programs* for its members or the public, occasionally sponsors events with or for other organizations, and occasionally provides its facilities to others for their events. The following policies cover all those situations, which are collectively referred to below as “Events” or “an Event.” These policies apply to speakers, staff, volunteers, congregants, attendees, observers, vendors, and media representatives. (For staff, our employment policies control in case there is a conflict between those policies and the following policies.)

### a. Policy

Temple Beth Sholom is committed to promoting a safe and hospitable environment for Events, in which attendees and participants are treated respectfully. Therefore, Temple Beth Sholom prohibits communication or conduct that is offensive, degrading, coercive, or disruptive, or that has the purpose or effect of interfering with an individual’s reasonable participation in or enjoyment of an Event. Communication and conduct prohibited by this policy includes but is not limited to harassment based on age, ancestry, caregiver status, citizenship, color, creed, criminal history, atypical cognitive or physical abilities, family status, gender expression, gender identity, marital status, mental or physical impairment, military discharge status, national origin, parental status, partnership status, political beliefs, race, religion, sex, sexual orientation, sexual preference, status with regard to public assistance, uniformed service, veteran status, other group identity, or other characteristic protected by law.

### b. Application and Examples

Critical examination of beliefs, including critical commentary on another person’s views, does not by itself constitute hostile conduct or harassment. One of the underlying rationales of this policy is to promote the free exchange of ideas, not to inhibit it.

Following are some examples of conduct that would violate this policy:

- Yelling at or threatening speakers, attendees, or staff
- Any significantly disruptive conduct
- Repeated interruption of a speaker or performance
- Creation of an atmosphere of harassment or intimidation, including but not limited to stalking (whether physical or virtual)
- Conduct or communication that would offend a reasonable person, including but not limited to unwelcome attention; remarks or conduct having sexual innuendo; humor involving race, sex, or other classifications; comments intended or construed as being derogatory to an entire class of persons.
- Actual, threatened, or implied retaliation against a person for complaining about a violation of these policies or for cooperating with an investigation into a complaint.

### c. Procedure

Persons who are the targets of, or witnesses to, hostile or harassing conduct should contact Event staff. If safe to do so, targets and witnesses may also demand of offenders that they stop the offensive conduct or communication. No person shall be retaliated against for complaining in good faith about a violation of these policies or for cooperating with an investigation into a complaint.

Reports of hostile or harassing conduct will be promptly addressed. If Event staff is unavailable to receive a report, then suspected violations of this policy may be reported to one of the following individuals:

- Executive Director
- Senior Rabbi

The identities of persons participating in an investigation and the information they provide will not be shared with individuals who do not have a legal or legitimate need to know.

Persons found in violation of this policy may be asked to leave the event and may not be welcomed back to future events.

## **CELL PHONE AND TEXT MESSAGE COMMUNICATION**

Please do not contact teachers by cell phone or text message during the school day from 8:15 a.m. to 3:15 p.m. Teachers are working with children and are required to have their cell phones put away.

If you have an emergency, please contact the school office directly at 305.532.4756.

## **CELL-FREE ZONE**

We require our school professional team to turn off their cell phones so that they are attentive to and in the present with our children. We request that our children's families and home caregivers turn off cell phones during drop off, pick up, in our school hallways, classrooms, and playgrounds too. Our children's physical and emotional health are paramount within our community. It is important to be in the present with our children. Thank you for your support in this request.

## **PARENT / FAMILY / TEACHER – OUTSIDE OF SCHOOL EMPLOYMENT ARRANGEMENT:**

The Innovative School of Temple Beth Sholom families may employ school teaching staff, outside of school calendar days and hours, to work for them outside of school. This employment agreement is between the family and teacher. If a teacher is employed by a family to transport a learner to or from school, the parent must include the teacher on the learner's approved "Authorization" forms and all arrangements made between parent and staff member.

## **MEDIA POLICY**

**Parents and family members of The Innovative School of Temple Beth Sholom are not permitted to post photographs and/or videos of anyone other than their own family members online**, especially where it concerns its employees, its students, or their parents as well as event locations. Parents and family members are not permitted to create websites or social networking profiles to discuss aspects of the school or otherwise disclose information online that the Innovative School of Temple Beth Sholom, at its sole discretion, would find offensive or inappropriate. Finally, parents are not permitted to publicly disclose online or otherwise any confidential information pertaining to the school, its employees, its students, their parents, or activities.

## **CHILD-FILE COLLECTION AND STORAGE POLICY**

All child file forms will be available to the parents/caregivers online in the welcome-to-school packets. This packet will be available six weeks prior to the start of school to ensure that all the health records and immunizations can be completed in a timely fashion. All families are notified of the timetable to return all child file forms to the school. All child files are kept in the school office and in the individual classroom child file boxes. These files must always be locked to ensure confidentiality. These files will be readily available to administrators, parents or legal guardian and regulatory authorities upon request.

## **TRANSITIONS ARE IMPORTANT**

Transitions are a normal part of life. Our children will go through these normal, healthy transitions all their lives. The school professionals are very sensitive to our children and families who are experiencing separation tension and anxiety of transitioning to entering school. We are here to help! We know that separation is a process and does not happen overnight. Separating from loved ones and creating new attachments requires the building of trust. We invite you to stay for as long as your child needs during transitions. Teachers will help parents decide when it is appropriate to leave the room. Be prepared to be on call over the first few weeks of school if your child has difficulty separating from you. Initially, some children may seem to adjust but may have a delayed reaction to separation. Each of these situations is part of normal development.

## **CLASSROOM VISITATION**

We have an open-door policy for school visits. Please schedule visits with your child's teacher and check in at the office prior to going into the classroom.

## **PETS AT SCHOOL**

Pets enhance the school environment and are therapeutic and educational if we adhere to these policies:

- Children under 5 are supervised while interacting with the animals.
- Children are not permitted to kiss pets or put hands into their mouth after handling animals.
- Children must wash their hands thoroughly with running water and soap after contact with animals.
- Visiting animals (farm visits, special animals for nature activities, etc.) will need the Head of School's permission for the visit.
- All class pets must have veterinary approval of good health.



## **FIELD TRIPS**

Field trips must be age appropriate and directly connected to and substantially enhance a core curriculum component. The school shall give at least two weeks' notice to parents of a field trip whenever possible. Field trips will be rescheduled or cancelled if a significant number of children from the applicable student group express an intention to opt out of the field trip.

All Field Trips shall satisfy the following:

All field trips and Field Trip Waiver forms will be reviewed and approved by the temple's Executive Director to assure compliance with the temple's liability policy. Prior to a child participating in a field trip, parents or guardians must complete and sign a Field Trip Waiver form for that trip that shall include a reasonable description of the event, the time, place and manner of transportation, emergency contacts, and medical response information. No child will be permitted to participate in a field trip unless all required information and approvals are provided.

At the Foundation Level, a parent or authorized legal guardian must accompany and transport their child. No child shall be permitted to travel with someone other than that child's parent or authorized legal guardian.

The head of school shall ensure that children who opt out of field trips but attend school will receive appropriate supervision and activities.

## **LEGAL AND CUSTODY NOTIFICATION**

In compliance with Florida state statutes, The Innovative School of Temple Beth Sholom requires legal documentation as to who has legal custody in case of divorce. If there is no legal documentation, both parents have the right to school records and pick-up of their children. It is the responsibility of the custodial parent to provide, in writing, any notification of special circumstances. This includes written permission for the non-custodial parent to pick up the child on a regular basis or for a special occasion.

## **CHILD ABUSE AND NEGLECT**

All teachers are mandated reporters of child abuse and neglect. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. If you suspect a child is being abused, please notify the head of school. The toll-free number to report is 1-800-96-ABUSE and is open 24 hours a day.

## **ARRIVAL AND DISMISSAL**

Temple Beth Sholom is an urban synagogue. As a result, it is convenient and close for most of our parents; however, there is limited parking. Parents who wish to walk their children into their classroom (which we suggest for new and younger students for the first month) need to allow an extra 10-15 minutes to park (legally to avoid accidents, tickets, and towing charges).

Please note that The Innovative School of Temple Beth Sholom does not provide transportation.

**Classroom Arrival:** Our school program begins at 9:00 a.m. Teachers take special care each morning preparing the classroom for children prior to 9:00 a.m. The classrooms will be open for our children at 8:45 a.m. We have supervised care for early drop-off from 8:30 to 8:45 a.m. in the front playground. If you arrive at 9:30 a.m. or later, please stop in the school office to sign your child in to ensure your child is included in our daily attendance.

**Dismissal:** In order to have a safe and orderly dismissal, teachers will bring their classes to the drop-off area at 12:15 p.m. (for 12:30 p.m. dismissal) and 2:45 p.m. (for 3:00 p.m. dismissal). Parents may choose whether to park their car legally and walk to school to collect their children, or drive through the front of the school and wait for their child to be brought to the car by the teacher in charge of dismissal. When your child is brought to your car, we require that you get out of your car to buckle your child into their appropriate car seat.

**Early Dismissal:** If you need your child to leave early during the school day, please notify the school office in advance. Check in at the office and your child will be brought to you.

## **LATE PICK-UP**

If you pick up after 3:15 p.m., your child will be placed in After-School Enrichment, and you will be charged the daily rate. Most importantly, your child's feeling of security becomes our concern, so please call to let us know if your arrival will be delayed so we may tell your child that you are coming soon.

## **CARPOOL GUIDELINES**

Our goal is to have you move through the line smoothly. Teachers will be ready to receive your child in the drop off area in the front of the school between 8:45 a.m. to 9:15 a.m. The carpool staff will escort your child to the classroom.

To ensure the safety of our children:

- Cell phone use is prohibited during carpool.
- Pull your car in as near to the curb as possible, and as close to the car in front of you as possible. If you are the first car, please make sure you pull up to the end of the driveway.
- Stay in your car until a staff member brings your child to the car for you.
- Do not engage any staff member in conversation during carpool.
- Move promptly when the car in front moves. Move up as guided, even if your children are on the way to your car—we will bring them to you.
- Please be certain to provide a car seat for your child(ren), as required by local and state ordinances.
- For safety reasons, doors should be opened from the curbside only. Children will not be permitted to enter from the opposite side of the vehicle.

PLEASE BE PATIENT FOR THE SAFETY OF EVERYONE. If everyone does their part in this process, our carpool will run as **smoothly, efficiently, and safely** as possible.

## **PARKING**

There is limited street parking along Chase Avenue. Additionally, there are parking lots on 40th Street and Chase Avenue (behind the Wells Fargo Bank) and on 42nd Street between Prairie and Royal Palm Avenues (behind ACE Hardware and on the other side of North Beach Elementary). Do not leave your car unattended in an unmarked parking spot. Do not park in the carpool driveway or double-park on Chase Avenue.

## **RELEASE AUTHORIZATION**

It is The Innovative School's policy not to release a child to anyone other than the parents, legal guardian, or those persons authorized by the parents/legal guardian. For the safety of your children, we will only release your child to those listed on your child's Release Authorization form indicating those persons and (stepparents, grandparents, nannies, family friends, etc.) authorized to pick up your child from school. We must have a signed, dated note, or email in advance, in order to release your child to anyone else. We will ask anyone we do not know for proper identification before allowing that person to take your child.

## **CHILD-PROTECTION POLICY**

A child must be accompanied by an Innovative School professional at all times. An Innovative School Professional must accompany a child who is visited by someone other than a parent or legal guardian unless we have written consent from the parent or legal guardian. A child may not be dismissed to anyone who is not authorized on the release authorization form unless the Innovative School has written consent from the parent or legal guardian. All children who are picked up before their dismissal time must be signed out at the school office.

## **ATTENDANCE**

Regular attendance is important for the child's development. Please notify the school if your child will be absent due to illness, travel or for any other reason.

## **ILLNESS GUIDELINES**

Exposure to many contagious diseases is a normal part of childhood. The most common illnesses are associated with the gastrointestinal and upper respiratory systems, including ear infections. Infants and toddlers are particularly vulnerable to some diseases because certain components of their general immune system are not fully developed. In an effort to manage and prevent the spread of illnesses and disease, parents are expected to stay current with their child's immunizations and strictly observe our 24-hour Wellness Policy.

## **SICKNESS**

Please keep your child at home if he or she exhibits any of the following symptoms the evening or morning before school:

- Temperature of 100.4 degrees or higher and behavioral changes
- Undiagnosed rash
- Sore throat
- Discharge from and/or pink or red eyes (which may signify pink eye or conjunctivitis)
- Discharge from ears
- Open sores or lesions that cannot be covered, including mouth blisters -- except for aphthous ulcers (canker sores) as diagnosed by a healthcare provider
- Vomiting or diarrhea
- Any other known contagious diseases

## **24-HOUR WELLNESS**

To ensure the well-being of all our children, for 24 hours prior to returning to the school your child must:

- Have normal body temperature (fever free) without medication for 24 hours.
- Experience 24 hours free from any episodes of diarrhea or vomiting.
- Have completed the first 24 hours of a course of antibiotics or a treating physician's recommended period, whichever is longer.

It is impossible to prescribe how to deal with every symptom a child might present. Therefore, *in the best interest of a child that is not feeling well, and that of the other children in his/her class, common sense should prevail, and parents/caregivers should be encouraged to keep a child at home until the child feels better.*

In all cases, exclusion and re-entry of a child shall be at the discretion of the Head of School, which may include presentation of a note from a treating physician stating that the child may return to school and resume normal activities. Children being sent home for illness, will be cared for until a parent/caregiver has been notified and is able to take the child home.

The administration and staff shall observe children for symptoms of illness. If your child becomes ill at school, you will be called immediately. Additionally, any observations of your child's symptoms of illness, any actions taken regarding exclusion for or re-entry following symptoms of illness, and any communications with you regarding a child's health status shall be documented in your child's file.

## **ALLERGIES AND SPECIAL MEDICAL CONDITIONS**

**Due to the increasing number of young children with severe, possibly anaphylactic, allergies to peanuts, peanut products, and nuts, the Innovative School of Temple Beth Shalom has a Nut-Free Policy.** This policy reflects our continued care and concern for the health and safety of all the children who are in our center.

We require a written notification for allergies, physical- or health-related conditions, and any specific treatment plans that the Innovative School of Temple Beth Shalom staff must be aware of.

## **FIRST AID**

We will call Miami Beach Fire Rescue (911) for all major injuries.

The staff will perform basic first aid for minor injuries. This includes:

- Cleaning wound with antibacterial soap and water
- Applying antibacterial ointment / Arnica gel as needed
- Providing ice when necessary
- Providing dressing, i.e., Band-Aid
- With your approval, we will apply topical hydrocortisone and/or administer Benadryl elixir if necessary for bug bites and stings.

If you choose to have your child use his or her own ointments and/or bandages, please send a supply in with your child in a labeled sandwich sized baggie. We cannot administer any type of oral medication, i.e., aspirin, antibiotics, etc. without a signed prescription and non-prescription authorization form (available on our website and in the school office).

## **EMERGENCY TREATMENT AND PROCEDURES**

Your child's well-being is very important to us. The school has appropriate child-size equipment, both indoors and outdoors, and children are carefully supervised by teachers always. However, accidents may happen. In case of an emergency, we

call 911 first and then contact you. If your child needs to be transported to the hospital, a staff member will remain with your child at all times until you arrive. We will also notify your child's pediatrician to expedite his or her arrival to care for, or consultation on behalf of your child. Any expenses incurred for emergency medical treatment will be paid for by the child's family. (Emergency Treatment Procedural Policy form is enclosed in the Welcome to School packet.)

All school staff members are trained and current in pediatric and adult CPR and first aid. After calling 911, we will retrieve the child's familial-consent forms, which include insurance information and medical and dental treatment and transportation information. If the child has an individual emergency care plan in their file with known medical or developmental problems or other conditions that might require special care in an emergency, we will retrieve this information and act accordingly.

## **MEDICATION**

If a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on-site whenever the child is present. Only the trained administration staff will be authorized to dispense daily prescription medication. Prescriptions from the child's physician must be on file. This medication will be stored in a locked cabinet in the school office and be dispensed only after notation is made in the DCF required Authorization for Medication Form.

## **HEALTH AND IMMUNIZATION**

The Innovative School of Temple Beth Sholom is required by Florida state law (Chapter 65C-22.006(2), Florida Administrative Code, and by our licensing agency, the Florida Department of Children and Families, to have the following current records on file for each student within 30 days of enrollment:

- DH Form 3040 (physical exam – yellow form)
- DH Form 680 (Immunization – blue form)

Both forms are issued by your pediatrician's office.

## **IMMUNIZATION POLICY**

Among our most cherished Jewish values is the imperative for preserving life and maintaining health. We embrace this value specifically by taking preventive measures to protect the public health of our Temple community as a whole.

Vaccinating against childhood diseases is a shared responsibility, and our expectation. Parents bring their children to The Innovative School of Temple Beth Sholom and assume that their children will enjoy themselves, have positive social interactions, learn from the rich Jewish environment and be safe and healthy. All the learning experiences, friendship building, Jewish identity affirmation and character development, can only happen if we are absolutely confident that individual safety and public health remain at the center of every decision made throughout The Innovative School. Reducing the risk of vaccine-preventable illnesses from entering any of our Temple programs, is simply the single most effective strategy to protect public health. This goal can be accomplished only through the appropriate vaccination of all members of our education and youth programs. Individual families may choose to defer the vaccination of their children; at Temple Beth Sholom we cannot and will not defer the safety of our education and youth programs.

ALL THOSE ATTENDING PROGRAMS AT TEMPLE BETH SHOLOM OR ARE TRAVELING ON A TEMPLE BETH SHOLOM PROGRAM are required to have completed the age-appropriate vaccine schedule recommended by the American Academy of Pediatrics (AAP). Please visit <https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/immunizations/Pages/Immunization-Schedule.aspx> for the most up-to-date immunization schedules.

Although there are exceptions to The Innovative School's vaccination policy, they are very, very rare.

We recognize that individuals who have had a documented allergy or severe adverse reaction to a particular vaccine may not be able to complete the immunization schedule as outlined. Additionally, individuals with medical conditions such as congenital immunodeficiency or HIV, cancer, and who are receiving chemotherapy, transplant patients, and persons receiving immunosuppressive drugs and chronic steroids, also may not be able to receive certain vaccines. In these extremely rare circumstances, current documentation from a Physician (MD or DO) or a Pediatric/Family Practice Advanced Practice Nurse (ARNP or PNP) describing the reason for exemption from immunization, must be furnished to The Innovative School. We are happy to discuss case by case management of the extremely rare circumstance of medical contraindication to partial or complete vaccination.

The vaccination of all children and teens in our community is essential to maintain a safe educational and travel environment for your child. We thank you for your timely attention to these requirements.

## **NO-HEAD-LICE / NO-NIT POLICY**

The Innovative School of Temple Beth Sholom has a no-head-lice/no-nit policy. If your child comes to school with head lice or nits, you will be notified to pick your child up from school. If you need supportive information on how to remove head lice

and nits, the school will provide you with suggested protocols. Your child will be checked upon re-entry into school before entering his/her classroom.

### **DEVELOPMENTAL SCREENINGS**

Speech, hearing, vision, and developmental screenings are offered to children attending our school, with parent permission.

### **HAND WASHING**

The simplest and best way to stop the spread of disease is to wash your hands! Caregivers, children, and families are required to wash hands at these times:

- When you arrive at school in the morning upon entering the classroom (parents who bring their children into the classroom are required to wash their hands either in the hallway bathroom or in their child's classroom)
- Before and after diapering or toileting
- Before preparing, serving, or eating food
- After nose wiping
- After coming in from outside
- Upon re-entry into the classroom
- After contact with body fluids (mucus, blood, vomit, feces, urine, saliva)
- After cleaning in the classroom

### **INCLEMENT WEATHER AND INSECT-BORNE DISEASE POLICY**

Protection from heat, sun, cold, and insects - our staff will take the following actions:

- Children may play in the shade, on the outside playground. Children will have outdoor play when climate conditions are favorable and appropriate for their age group.
- Families are informed of climate protection and provide permission/directions for use of sunblock/sunscreen and repellents containing DEET.
- When in the sun, children will have skin protection applied with either sunscreen or sunblock with UVB and UVA protection of SPF15 or higher to exposed skin (only with parental permission to do so).
- When Miami-Dade County Public Health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used. Staff apply insect repellent no more than once a day and only with written parental permission.
- Children wear clothing that is dry and layered for warmth in cold weather.

### **EMERGENCY CLOSINGS AND INCLEMENT WEATHER**

In the event of an impending storm or other emergency, we will follow the decision of the Miami-Dade County Public School System. Follow your local media for updates regarding MDCPS closures or go to the MDCPS website.

In the aftermath of a storm, school closings will be decided on a per-event basis. Please check school closing updates on [www.innovativeschool.org](http://www.innovativeschool.org) or call the temple after 4:00 pm for an updated recorded message: 305.538.7231.

### **SMOKING**

Smoking on temple premises and property is prohibited at all times.

### **SECURITY**

The entrance to our school is continuously monitored by a security guard. For the safety of your children, we will not release your child to anyone not listed on your Release Authorization Form. We must have a signed, dated note to release your child to anyone else. We will ask anyone we do not know for proper identification before allowing that person to take your child.

### **EMERGENCY PLAN / RISK MANAGEMENT**

The Innovative School of Temple Beth Sholom has a Risk Management and Emergency/Disaster Plan. Fire drills and lock-down drills are held monthly throughout the school year. It is the teachers' responsibility to guide their children through the proper procedure for executing the drills.

If the temple experiences a lock-down situation, all outside doors will be locked, as will the gate to the temple entrance. All children and teachers will be kept in their classrooms. Once we are notified by the Miami Beach Police or Fire Departments that the need for a lock-down has passed, we will resume normal operations.

Fire:

If Chase Avenue is closed to traffic, due to an emergency, and we determine that leaving the building is the proper choice for the safety of everyone, the learners will be walked by our staff to either Muss Park or North Beach Elementary School. The school staff will remain with all the children until they are released to the parents or an authorized release individual.

### **DISCIPLINE - TEACHER LOVING CARE**

TLC (Teacher Loving Care) and consistency are the basic tenets of discipline at The Innovative School. In a positive way, our teachers will model, redirect, encourage problem-solving, and reinforce rules. Our aim is to make the children feel secure in their home away from home.

It is accepted knowledge in the early childhood education community that challenging behaviors can be a form of expression for children with limited verbal skills. For example, some young children may hit, push, and bite when angry. Rather than be subject to a rigid prescribed set of responses, each situation will be dealt with on an individual, case-by-case basis, at the discretion of the head of school using good judgment and guided by current best practices. However, it is not possible in advance to determine what may be required in each case. In addition to standard methodologies that may be chosen, the head of school may determine that it is necessary to have a child accompanied by a professional facilitator or referred to an outside professional, at the family's expense, or, if circumstances warrant, to exclude the child from school. Any professionals engaged to work in the school must have credentials and/or training acceptable to the school and must successfully pass the school's standard background security screening.

Parents will be made aware of ongoing behavioral issues and will be expected to work with the Head of School to develop a collaborative plan to resolve such issues. The Head of School shall follow guidelines set forth by the Florida Department of Children and Families and the school's current accrediting agency and will be guided by current early childhood education practices in documenting and reporting behavioral issues.

Staff never uses physical punishment, such as shaking or hitting, and does not engage in psychological abuse or coercion. Staff never uses threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline. For children with persistent serious challenging behavior, staff, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

If a child is unable to self-regulate and needs a supportive adult to help him/her calm down, the adult will sit with the child until calm. If a child is unable to sit with the supportive adult and needs the supportive adult to physically restrain the child keeping the child safe as well as other children in the environment safe, this is permissible under our discipline policy. The entire time that the child is being supported, the adult will use positive and supportive language.

### **CLOTHING**

Please dress your child in clothing that is appropriate for painting, cooking, and active outdoor play. Our children's day is spent in investigative play and discovery. This often includes "messy play". For safety purposes, sneakers or sturdy shoes are best for active play. **NO CROCS NOR FLIP FLOPS.** Dress younger children in clothing that is easy to remove to facilitate independence in toilet training. A complete labeled change of clothes, including underwear (two pairs), pants or skirt, socks, and shirt, must be sent to school on the first day. Disposable diapers and wipes (for non-toilet trained children) must be provided by parents.

### **DIAPERING**

For children who are unable to use the toilet consistently, the program makes sure that commercially available disposable diapers or pull-ups are available (unless the child has a medical reason that does not permit their use; the health provider documents the medical reason). For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home, that day, for laundering.

### **TOILET LEARNING POLICY**

We believe that every child begins to learn to use the toilet at their own time and pace. While the typical toilet training time is between two and four years of age, there is no one right age or time to expect a child to be toilet trained. Toilet use is a process and both the child and the parent/caregiver have roles in this process. You can find supportive parent resources on the Zero to Three website: [www.zerotothree.org](http://www.zerotothree.org).

We do not require potty training at The Innovative School. We will work with children who display readiness to use the toilet and encourage them to use the toilet, taking them to the bathroom often, and never forcing children or causing them to feel shame. Children are often ready at home sooner because there are many factors that come into play in a community setting. Children get busy at play and forget to let a teacher know that they must go to the bathroom in a timely manner. Additionally, at home, the adult to child ratio is much higher and therefore it is much easier to constantly ask a child if they must go and then get them to the toilet quickly.

We understand that part of the process for the child is to feel grown up and to wear special underwear. If we see that your child is not ready to be out of a pull up at school, even though they may be ready at home, our policy is that you can put special underwear over the pull ups during this transition period. We cannot have children exposed to another child's bodily fluids. This is a health and safety concern.

#### **ARTICLES FROM HOME**

Personal articles and toys brought from home to school may be lost or broken. The Innovative School of Temple Beth Sholom will not be held responsible for the loss or damage of any items brought from home. Please monitor what your child brings from home. You may ask your child's teacher which items from home are appropriate to bring to the classroom.

#### **LOST AND FOUND**

Please label ALL personal items brought to school with your child's name: clothing, books, toys, etc. A lost-and-found cart is in the temple lobby. Unclaimed belongings will be donated to charity.

#### **FOOD AND NUTRITION POLICY**

The Innovative School of Temple Beth Sholom Staff strives to partner with families to accommodate the nutritional and cultural needs of each child. We serve meals and snacks at regularly established times. Please indicate any special dietary needs, i.e., allergies or cultural/religious food preferences. Additionally, please bring these needs to the attention of the caregivers at the time of enrollment and transition into a new classroom. Parents must provide alternative meals and snacks if the school lunches/snacks cannot meet their child's dietary needs. The program takes steps to ensure food safety in its provision of meals and snacks. The program supports breastfeeding by accepting, storing, and serving expressed human milk for your child's feedings and providing a comfortable place for mothers to breastfeed.

#### **KASHRUTH**

We are a kosher-style facility. Please do not send:

- Pork or pork products
- Shellfish items
- Milk or dairy products prepared or served with meat (example: turkey and cheese sandwiches; or Lunchables® that are not strictly meat or strictly dairy)

#### **NUT-FREE ENVIRONMENT**

We are a nut-free environment. No nut products are permitted.

#### **INFANT BREASTFEEDING / BOTTLE FEEDING**

The Innovative School supports breastfeeding by accepting, storing, and serving expressed human milk for feedings. Expressed human milk is given in ready-to-feed sanitary containers labeled with the infant's name, and date and is stored in a refrigerator for no longer than 48 hours (or no longer than 24 hours if the breast milk was previously frozen) or in a freezer at zero degrees Fahrenheit or below for no longer than three months.

The staff gently mix, not shake, the breast milk before feeding to preserve special infection-fighting and nutritional components in human milk. A comfortable space is provided for a mom to breast feed and the staff will coordinate feedings with the infant's mother. Except for human milk the staff serve only formula and infant food that comes to the facility in factory sealed containers. The parents may bring solid food prepared at home for use by their child.

Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Caregivers discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated.

If caregivers warm formula or breast milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including human milk and no other infant foods are warmed in a microwave oven. Caregivers do not offer solid foods and fruit juices to infants younger than six months, unless that practice is recommended by the child's health care provider and approved by families. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per child daily.

Caregivers who are familiar with the infant, feed him or her whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort. The caregivers do not serve cow's milk to infants younger than 12 months, and it serves only dairy substitute milk to children of ages 12 months to 24 months.

### **INFANT SLEEP POLICY**

Staff place infants under the age of 12 months on their backs to sleep without the use of infant sleep positioners unless ordered by a physician. If an infant arrives to the program asleep or falls asleep in equipment not specifically designed for infant sleep, the infant is removed and placed in an appropriate infant sleep equipment. No soft items are allowed in cribs or infant sleep equipment for infants younger than 12 months.

## **INFANT & TODDLER PROGRAM GUIDELINES**



Early Childhood Higher Education Programs

All NAEYC Standards will be observed.

### Communication

- The staff work with families on shared child caregiving issues, including routine separations, special needs, the food being served and consumed, and daily care issues. Families may visit any area of the facility at any time during the program's regular hours of operation as specified by the procedures of the facility.
- Staff use a variety of mechanisms to promote dialogue with families. Staff communicate daily with families about activities and developmental milestones, shared caregiving issues, and other information that affects the well-being and development of their children. Staff encourage families to regularly contribute to decisions about their child's goals and plans for activities and services.

### Curriculum Practices

- The curriculum promotes action and interaction.
- The materials used to implement curriculum for infants and toddlers encourage exploration, experimentation, and discovery; sensory and motor learning and support their practice of developing physical skills through self-initiated movement such as stacking blocks, ring stacking, crawling through tunnels, copying visual cues, completing puzzles and books.
- Children have varied opportunities to learn the skills needed to regulate their emotions, behavior and attention by teachers recognizing the infant's feelings and modeling responses. The development of competence in this area is supported by adult's narration of things and events.
- Children have opportunities to develop a sense of competence and positive attitudes toward learning, such as persistence, engagement, and curiosity.
- Children have varied opportunities to learn, understand, empathize with and take into account other people's perspectives – Conscious discipline approach utilizing visual cues and picture cards will enhance children's understandings in this area.
- Infants and toddlers have multiple opportunities to develop fine motor skills by acting on their environments using their hands and fingers in a variety of age-appropriate ways.
- Infants have varied opportunities to experience songs, rhymes, routine games, and books through individualized play that includes simple rhymes, songs, and sequences of gestures (FINGER PLAYS, PEEK-A-BOO, PATTY CAKE, The Three Little Pigs, etc.) Infants and toddlers need daily opportunities to hear and respond to various types of books, including picture books, wordless books, and books with rhymes. Additionally, little ones need access to durable books that enable independent exploration as well as experiences that help them understand that pictures can represent real things in their environment.
- Infants and toddlers are provided varied opportunities and materials to convey mathematical concepts such as more and less and big and small. They have opportunities to see and touch different shapes, colors, and patterns, build number awareness using objects in the environment, and read books that include counting and shapes.
- Infants and toddlers are provided varied opportunities and materials to use their senses to learn about objects in the environment and to discover that they can make things happen and solve simple problems. This is the learning of cause and effect relationships.



- Infants and toddlers/twos are provided varied opportunities to explore and manipulate age-appropriate art materials. (Concepts to be explored include texture, smooth, bumpy, media, paint, sculpture, collage, brushes, watercolors, clay, Picasso, DaVinci, etc.)
- Infants and toddlers/twos have varied opportunities to express themselves creatively through freely moving to music and engage in pretend or imaginative play. Music concepts should include tempo, musical, rhythm, jazz, classical, reggae, instruments, drum, flute, and Bach, Rafi, Bob Marley etc.
- Teachers create and maintain a setting in which children with differing abilities can progress with support and guidance to advancing skill levels. Examples of this would be rolling over, reaching for things on their own which are signs of autonomy and taking responsibility.
- Teaching staff plan for children to revisit experiences and materials over periods of time.
- Staff organize time and space on a daily basis to offer infants opportunities to play individually, in pairs and in small groups.
- Infants who show interest or pleasure in an activity are encouraged and supported in prolonging that activity.
- Teachers observe infants and exchange information about their abilities with their families and with other professionals (after getting consent) who are involved with the infant's care. Teachers use information to plan opportunities and provide materials that challenge infants to develop socially, physically, linguistically, and cognitively.
- Staff talk and interact with infants to assess and encourage the use of language (ex. smiles, sounds, eye contact, and cooing.) Staff observe infants to assess development and use these observations to modify the curriculum, interactions, and care.

#### Emotionally Responsive Practices

- Teaching staff engage infants in frequent face-to-face social interactions each day. Verbal behaviors such as talking, cooing, repeating infant sounds, singing and non-verbal behaviors such as smiling, touching, and holding.
- Teaching staff give one-to-one attention to infants when engaging in caregiving routines such as feeding babies both bottle and solids, diaper changing, changing clothes, and cleaning the infant.
- Teaching staff adjust their interactions to infants' and toddlers'/twos' various states and levels of arousal. Teachers are aware of how their own behavior and voice level affects children, and they modify or modulate their interactions with children based on each child's reactions, for example if a child is reacting negatively to being held too much or too closely.
- Teaching staff quickly respond to infants and toddlers/twos' cries or signs of distress by providing physical comfort and providing needed care. Teaching staff are sensitive to infants' and toddlers'/twos' various signals and learn to read their individual cries.
- Teaching staff facilitate an infant's social interactions when he or she is interested in looking at, touching, or vocalizing to others.
- Through narration of events and feelings, teachers help individual children learn socially appropriate behavior by providing guidance that is consistent with the child's level of development. Teachers will remain consistent and predictable in their responses to children.

#### Environment

- Equipment and furnishings for diaper changing and changing soiled underwear or other clothing are located away from food preparation areas.
- Appropriately sized chairs and tables are available for children. Each child has his or her own crib or cot. There is a distance of three feet between each crib and cot.
- A variety of age and developmentally appropriate materials and equipment are available indoors and outdoors for children throughout the day. The equipment includes gross-motor equipment for activities such as pulling up; walking; climbing in, on, and over; moving through, around, and under; pushing; pulling; and riding.
- Adults have a comfortable place to sit and hold infants. Staff place rocking chairs and glider chairs in locations that will avoid injury to children who may be on the floor.
- Nursing mothers have a place to breastfeed their children that meets their needs for comfort and privacy.
- Baby walker will not be used.
- The infant toddler level operates as a family unit to ensure that infants remain within the same learning community for nine months or longer. Maintaining a family atmosphere safeguards the infant's emotional wellbeing.

## Health and Safety

- Teaching staff supervise infants, toddlers, and young twos by sight and sound at all times.
- Staff must position themselves so that they can always hear and see any sleeping infants, toddlers, or two-year-olds even when engaging with children who are awake.
- Staff follow all health and safety NAEYC Standards as defined in the Teacher Handbook.
- The program must document both written permission from the parent/guardian and the licensed health provider for prescription and OTC medication, with the exception of non-prescription sunscreen, insect repellent, or diaper cream which requires parental consent.
- Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. If physician's orders require medication to be readily available, then staff must carry it with them at all times in their backpack.
- Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the United States Consumer Product Safety Commission.
- Pillows, quilts, comforters, sleepskins, stuffed toys and other soft items are not allowed in cribs or rest equipment for infants younger than twelve months.
- If infants arrive at the program asleep, in equipment not specifically designated for infant sleep, the infant is removed and placed in appropriate infant sleep equipment.
- After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.
- After each feeding, infant's teeth and gums are wiped with a disposable tissue (or clean, soft cloth used only for one child and laundered daily) to remove liquid that coats the teeth and gums.
- Infants unable to sit are held for bottle feeding. All others sit or are held to be fed.
- Infants and toddlers/twos do not have bottles while in crib or bed and do not eat from propped bottles at any time.
- Toddlers/twos do not carry bottles, sippy cups, or regular cups with them while crawling or walking.
- Teaching staff offer fluids from a cup as soon as families and staff together decide that a child is ready to use a cup.
- At least once daily in a program where children older than one year receive two or more meals, teaching staff provide an opportunity for tooth brushing and gum cleaning to remove food and plaque.
- For all infants, and for all children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provide families with that information.
- Clean sanitary drinking water is made available to children throughout the day. (Infants who are fed breast milk only do not need to be offered water.)
- The teachers work with families who are informed by their child's health care provider to ensure that the food served to their children is based on the infant's individual nutritional needs and developmental stage.
- The infant program supports breastfeeding by accepting, storing, and serving expressed human milk for feedings. Expressed human milk is given in ready-to-feed sanitary containers labeled with the infant's name, and date and is stored in a refrigerator for no longer than 48 hours (or no longer than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.
- The staff gently mix, not shake, the breast milk before feeding to preserve special infection-fighting and nutritional components in human milk.
- A comfortable space is provided for a mom to breastfeed, and the staff will coordinate feedings with the infant's mother.
- Except for human milk, the staff serve only formula and infant food that comes to the facility in factory sealed containers. The parents may bring solid food prepared at home for use by their child.
- Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice.
- Staff discard, after one hour, any formula or human milk that is served but not completely consumed or is not refrigerated.

- If staff warm formula or breast milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes.
- No milk, including human milk and no other infant foods are warmed in a microwave oven.
- Staff do not offer solid foods and fruit juices to infants younger than six months, unless that practice is recommended by the child's health care provider and approved by families. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per child daily.
- Teaching staff who are familiar with the infant feed him or her whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort. The staff do not serve cow's milk to infants younger than 12 months, and it serves only whole milk to children of ages 12 months to 24 months.
- Staff do not offer children younger than four years these foods: hot dogs, whole or sliced rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.
- Staff cut food into pieces no larger than ¼ inch square for toddler/twos according to each child's chewing and swallowing capability.
- Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.
- A toy that a child has placed in his or her mouth, or that is otherwise contaminated by body secretion or excretion, is either to be washed by hand using water and detergent, then rinsed, sanitized, and air dried or washed and dried in a mechanical dishwasher before it can be used by another child.
- Staff maintain areas used by staff or children who have allergies or any other special environmental health needs, according to the recommendations of health professionals.
- Before walking on surfaces that infants use specifically for play, adults and children remove, replace, or cover with clean foot coverings any shoes they have worn outside that play area. If children or staff are barefoot in such areas, their feet are visibly clean.

## **LUNCH AND SNACKS**

Tuition includes healthy snacks. The school staff cares about the food children eat and adheres to USDA guidelines for our food program that consists of snacks that are low in sugar, contain whole grains, and have limited preservatives, like whole-grain crackers, cheese, yogurt, fresh fruit, vegetables, and hummus.

We offer a nutritious lunch prepared and served daily in our state-of-the-art kitchen by our school chef. (Note: Children younger than four years are not served the following: hot dogs whole or sliced, whole grapes, popcorn, raw peas, hard pretzels, raw carrot chunks.)

Water is available for your child all day.

## **REST TIME FOR FOUNDATION LEVEL**

In addition to requiring that the school maintain current health records, the Department of Children and Families requires us to provide a 30-minute rest period for children attending pre-school past 1:00 pm each day. Children may rest, read books quietly on mats, or listen to music. Every child must have a king size pillowcase (crib sheet or fitted sheet for Infant/Toddler Level) and child-size blanket to use on the floor mat. These items will be sent home every Friday for washing. (Please remember to return these on Monday mornings.)

## **KABBALAT SHABBAT**

Families are welcome to share in our Kabbalat Shabbat service every Friday morning. A time schedule will be sent home from your child's teacher during the first week of school.

## **HOLIDAYS**

The Innovative School of Temple Beth Sholom will be closed for the Jewish holidays. A list of these closings is in the school calendar. Temple Beth Sholom has scheduled children's holiday services, and childcare is available during adult holiday services. Please note that Halloween and Valentine's Day are not celebrated at school.

## **BIRTHDAY CELEBRATIONS**

Children enjoy celebrating their birthdays in school. Please arrange for your child's birthday celebration with your child's teachers. It is customary to light candles, sing "Happy Birthday," and offer birthday wishes. Refreshments may be brought (please limit sweets and do not send candy). No goodie bags, favors, gifts, or outside entertainers (clowns, magicians, etc.) are permitted. Additionally, we do not permit field-trip birthday parties during school hours. **Always remember our nut-**

**free policy.** If your child has a summer birth date and you would like to recognize it during the school year, please discuss a special day to celebrate your child's birthday with your child's teacher.

## **PUBLICITY RELEASE**

The Temple Beth Sholom publicity release states that adults and parents or guardians of minors understand that Temple Beth Sholom and all its representatives and employees have the right to take photographs and video coverage of adults and/or minors at all classes, events, meetings, programs, services, and workshops provided by Temple Beth Sholom and its affiliates.

Temple Beth Sholom and all its representatives and employees have the right to copyright, use and publish photographs and video coverage of adults and/or minors within print and/or digitally.

Temple Beth Sholom may use such photographs and/or video footage of adults and/or minors with or without the identification of a name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, web, and social media content. Adults, parents and guardians of minors, and minors will not have the opportunity to approve or review usage or final promotional materials. For further information go to [www.innovativeschool.org](http://www.innovativeschool.org).

## **COMMUNITY SERVICES**

### Government Agencies

- Emergencies: 911
- Florida Abuse Hotline: 800-962-2873 (24 hours, 7 days a week) or [myflfamilies.com/service-programs/abuse-hotline/report-online](http://myflfamilies.com/service-programs/abuse-hotline/report-online)
- Poison Control: 800-222-1222 or [poison.org](http://poison.org)
- Miami Dade County Community Services: 311 non-emergency government services and information in three languages
- Florida Department of Children and Families: 866-762-2237 or [myflfamilies.com](http://myflfamilies.com)
- The Florida Department of Health: 305-324-2400 (Miami-Dade) or [miamidade.floridahealth.gov](http://miamidade.floridahealth.gov)
- Miami Dade County Community Resource Center, 833 Sixth Street, Miami Beach: 305-672-1705 or [www.miamidade.gov/socialservices/service-centers.asp](http://www.miamidade.gov/socialservices/service-centers.asp)

### Family and Cultural Services

- Jewish Community Services (Information & Referral Service): 305-576-6550 or [jcsfl.org](http://jcsfl.org)
- Greater Miami Jewish Federation: 305-576-4000 or visit [jewishmiami.org](http://jewishmiami.org)
- Miami Beach Jewish Community Center, 4221 Pine Tree Drive, Miami Beach: 305-534-3206 or [mbjcc.org](http://mbjcc.org)
- Miami Beach Senior Center, 610 Española Way, Miami Beach: 305-673-6060
- Legal Services of Greater Miami, Inc., 4343 W Flagler St., #100, Miami: 305-576-0080
- Florida Immigrant Coalition, 2800 Biscayne Blvd #200, Miami: 305-571-7254

### Local Pediatricians / Health Care Providers

- Pediatric Associates Miami Beach, 4308 Alton Rd, #910, Miami Beach: 305-532-3378
- Miami Beach Pediatrics, 975 Arthur Godfrey Rd, #408, Miami Beach: 305-672-7337
- Pedroso Pediatrics, 3925 Alton Rd., Miami Beach 305-674-0654
- Main Street Children's Dentistry and Orthodontics of Miami Beach, 4308 Alton Rd., #930: 305-704-7469
- Michael Brody, DDS 975 Arthur Godfrey Rd., Miami Beach: 305-535-8001
- Gould Vision, 523 W 41st St., Miami Beach: 786-462-9500
- Jaime A. Grossman, OD 523 W 41st St., #1a, Miami Beach: 786-462-9500

### Therapists

- ABC Children's Therapy, Carly Einhorn MS, OTR/L, Pediatric Occupational Therapist: 305-519-0850
- MB Speech Therapy, Amy Ostroff MS, CCC-SLP, Speech-Language Pathologist: 305-785-2655
- Integrated Children's Therapy, LLC, 2828 Coral Way Suite 205, Miami: 305-443-2022

### Disabilities Resources

- University of Miami Center for Autism and Related Disabilities (CARD), Miami: 305-284-6563
- The Victory Center for Autism & Related Disabilities, Miami 305-466-1142

### Mental Health

- Children's Bereavement Center, 7600 Red Rd., #307, South Miami: 305-668-4902

- Jewish Community Services: DIAL 211 (Information & Referral Service) or 305-576-6550 or visit [jcsfl.org](http://jcsfl.org)

#### Cultural Institutions

- Miami Children's Museum, 980 MacArthur Causeway, Miami: 305-373-5437 [miamichildrensmuseum.org](http://miamichildrensmuseum.org)
- Bass Museum of Art, 2100 Collins Ave., Miami Beach: 305-673-7530 [thebass.org](http://thebass.org)
- Patricia and Phillip Frost Museum of Science, 1101 Biscayne Blvd., Miami: 305-434-9600 [frostsscience.org](http://frostsscience.org)
- Pérez Art Museum Miami, 1103 Biscayne Blvd., Miami: [pamm.org](http://pamm.org)
- Jewish Museum of Florida, 301 Washington Ave., Miami Beach: 305-672-5044 [jmof.fiu.edu](http://jmof.fiu.edu)
- Miami Beach Botanical Garden, 2000 Convention Center Dr., Miami Beach: 305-673-7256 [mbgarden.org](http://mbgarden.org)

#### Recreation

- Muss Park 4300 Chase Ave., Miami Beach 305- 673-7765
- Pine Tree Park 4411 Pine Tree Dr., Miami Beach 305- 673-7730
- Fisher Park 50<sup>th</sup> St and Alton Rd., Miami Beach 305-673-7767
- Flamingo Park 1200 Meridian Ave., Miami Beach 305-673-7779
- South Pointe Park 1 Washington Ave., Miami Beach 305-673-7730
- North Shore Open Space Park 8328 Collins Ave., Miami Beach 305-861-3616
- Miami Beach JCC 4221 Pine Tree Dr., Miami Beach 305-534-3206 [mbjcc.org](http://mbjcc.org)
- Scott Rakow Youth Center, 2700 Sheridan Ave., Miami Beach 305-673-7767



## **Standards of Ethical Conduct The Innovative School of Temple Beth Shalom**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.

**Training Requirement** All instructional personnel, educational support employees, and administrators are required, as a condition of employment, to complete training on these standards of ethical conduct.

**Reporting Misconduct by Instructional Personnel and Administrators** All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. **Reports of misconduct of employees should be made to Jeff Graff, Executive Director of Temple Beth Sholom. 305-538-7231 ext. 231 or [jeff@tbsmb.org](mailto:jeff@tbsmb.org)**

Reports of misconduct committed by administrators should be made **to Jeff Graff, Executive Director of Temple Beth Sholom. 305-538-7231 ext. 231 or [jeff@tbsmb.org](mailto:jeff@tbsmb.org).**

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in Staff Handbook, Parent Handbook and on our Web site at [innovativeschool.org](http://innovativeschool.org).

**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Signs of Physical Abuse** The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse** The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

**Signs of Neglect** The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:** Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parents/Guardians Names: \_\_\_\_\_

Signature: \_\_\_\_\_

THIS FORM MUST BE RETURNED TO YOUR CHILD'S TEACHER BY AUGUST 26, 2024.