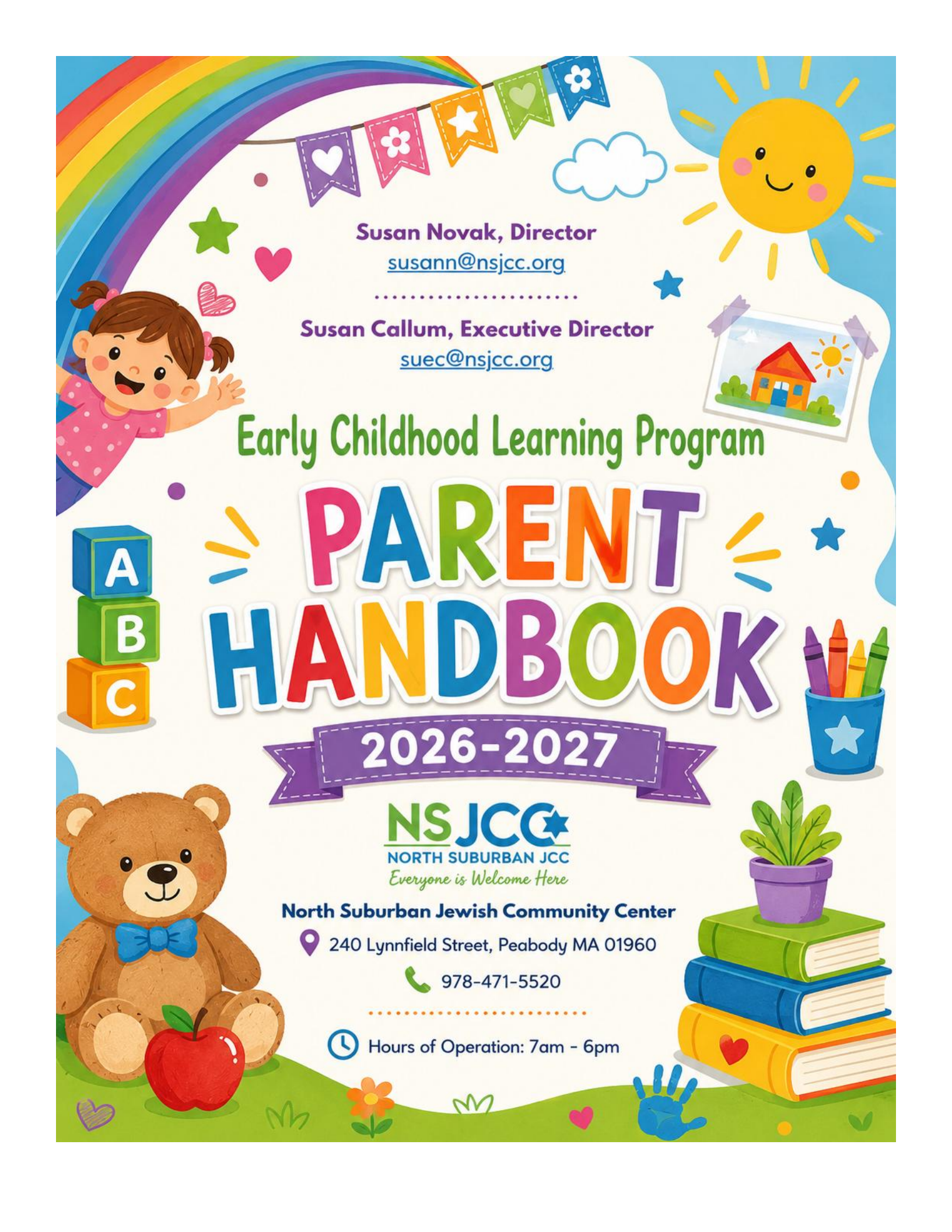




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## Early Childhood Learning Program

# PARENT HANDBOOK

2026-2027

**NSJCC**

NORTH SUBURBAN JCC

*Everyone is Welcome Here*

**North Suburban Jewish Community Center**

📍 240 Lynnfield Street, Peabody MA 01960

☎ 978-471-5520

🕒 Hours of Operation: 7am - 6pm

## 2026-2027 Board of Directors

The North Suburban Jewish Community Center is governed by a Board of Directors. Their purpose is the enrichment of life for the Jewish and General Community by developing and implementing programs for the recreational, educational, cultural, physical and social needs of the community. Any NSJCC member of good standing is eligible to apply for office and become a member of the Board of Directors. Our current board members are:

| NSJCC Executive Board of Directors |                |
|------------------------------------|----------------|
| Jamie Arnold                       | President      |
| Julianna Gilenberg                 | Vice-President |
| Tom Rankin                         | Treasurer      |
| Stephanie Kaplan                   | Clerk          |
| Heather LeDoyt                     | Past President |
| Erica Mazza                        | Past President |

| NSJCC Board of Directors |                  |
|--------------------------|------------------|
| Amanda Esar              | Laura D'Artista  |
| Andrew Zamansky          | Olga Quave       |
| Alyssa Baigelman         | Rebecca Golub    |
| Katelyn Rosenkrantz      | Joyce Wainwright |
| Felicia Reider           |                  |

### **MISSION STATEMENT**

The North Suburban Jewish Community Center (NSJCC) is dedicated to developing and implementing programs for the recreational, educational, cultural, physical and social needs of infants to seniors for the Jewish and general community. The NSJCC is a member agency of *Combined Jewish Philanthropies*.

### **STATEMENT OF NON-DISCRIMINATION**

Selection for employment of staff and enrollment of children is made regardless of race, color, religious creed, national origin, sex, age of an adult, ancestry, sexual preference, political belief, marital status, or the handicap of a qualified handicapped person.

# Attendance:

## ABSENCES

If children will not be attending the program on a scheduled day, please notify the NSJCC as soon as possible via Class Dojo or by phone (978-471-5520). If a child does not attend on a day they are scheduled, parents are still required to pay tuition fees for those days.

## ARRIVAL AND DEPARTURE

The NSJCC encourages children to build good habits of punctual and regular attendance at school. We feel that poor attendance has a detrimental effect on the standard of achievement reached by our students and is potentially damaging to continuity of routine. From the very first day of school, all students, however young, should attend school promptly and regularly. Children are expected to be dropped off and picked up on time based on their scheduled hours.

NSJCC is not responsible for supervising children in the parking lot upon arrival and departure. Parent/guardians are responsible for the safety and supervision of their children from the time they arrive in the parking lot of NSJCC until they leave their child in the classroom with the classroom teachers. Parents/guardians are also responsible for the safety and supervision for their children upon arrival and at pick-up time.

***Please do not leave any child unattended in the car when dropping off or picking up a child at the center.***

## DROP-IN CARE

Drop-in care is considered time in addition to your child's regular schedule, which is pre-arranged with the director *ahead of time*. Drop-in care is on a "space available basis" and is priced as follows: Infants: \$14.75 per hour; Toddlers: \$14.50 per hour, Preschool: \$14.25 per hour; in half-hour increments (on the hour and half-hour only).

## LATE FEE POLICY

*If you are more than five minutes late picking up your child after their scheduled pick up time, you will be charged a late fee. According to the drop care rates. If you are more than 5 minutes late after 6PM you will be charged at the rate of \$1.00 per minute.*

## RELEASE OF CHILDREN

It is the policy of the center to release children in its care only to the appropriate parent or authorized person, and only when that person exhibits no indication of alcohol or drug impairment. The center recognizes that suspected incidences of alcohol or drug impairment will be rare; however, the potential risk to the child when such incidents arise is grave and requires action on the part of the center to protect the child.

Only persons with written authorization from the parent or guardian will be allowed to pick up a child from the center. All newly authorized persons will be asked to present a picture ID before the child is released to them. Children are not allowed out of the center unless accompanied by an adult.

## SNOW DAYS & EMERGENCY SCHOOL CLOSINGS

School cancellations will be broadcast on TV. Tune into WCVB – Channel 5, FOX 25, and Ch 7. All parents will receive notification by ***Class Dojo***. Please do not call staff at home. In the event that the Governor has declared a state of emergency, ALL programs will be CLOSED. **Credit will not be given if the NSJCC is closed for emergencies, snow closures, loss of power, etc.**

## TRANSPORTATION

NSJCC does not provide transportation.

## FINANCIAL INFORMATION

Parents make a financial commitment for the entire tuition of the School Year: September-June. Parents may choose to pay the tuition in full at the beginning of the session, or make monthly payments, which are due on the 15th of each month. If an account becomes overdue, and is referred to an attorney or collection agency, the parent agrees to pay all reasonable attorney's fees and collection costs. **There is no credit given for snow days, illness, vacation, withdrawal, or other days missed.**

Monthly invoices are sent on the 1<sup>st</sup> of every month and statements will follow on the 16<sup>th</sup> of the month if there is any outstanding balance. All financial questions should be addressed to our bookkeeper and if necessary, the Executive Director.

Tuition payments may be made by credit card, check or cash. If using a credit card, there will be a 3% administrative charge added.

A \$40.00 returned check fee will be charged if a check is returned from your bank. We reserve the right to request payment by cash or bank check in the case of multiple returned checks.

## Parent Information:

### BIRTHDAYS

The center will celebrate each child's birthday. It is not required that you provide anything, however, if you wish to do so, please let your child's teacher know. They will let you know of any allergies in the classroom. Remember, we are a nut free facility. Please do not distribute invitations for home parties at the center unless all of the children in your child's class are to be invited.

### PARENT INVOLVEMENT

Parent conferences will be scheduled twice a year. At any time, parents or teachers may request additional conferences.

We support and encourage family involvement. If a parent would like to volunteer in the classroom to help out with projects, field trips or to read to the children, please let the teacher know.

### CLOTHING

Parents are requested to send a complete change of clothes to be left at the center, (labeled please). When dressing your child for school please think of comfort, messy art materials and weather! Please provide sweaters and jackets, even on those sunny fall and spring days. Provide long pants, boots, hats, mittens, and snow pants for those cold winter days and provide swim wear and towels during the summer.

### WHAT TO BRING

Each classroom has different requirements for things that are needed from home; however here is an outline of some if not all.

### **The NSJCC provides Pampers Diapers and Fragrance-Free Baby Wipes.**

#### PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS

##### Infants

- Diaper Cream
- Bottles
- Formula
- 2 Crib Sheets
- Blanket
- Breakfast, Lunch, and Dinner if applicable
- Extra Clothing (2 Complete Changes)
- Pacifiers

##### Toddlers

- Diaper Cream
- Extra Clothing (2 Complete Changes)
- Blanket
- Crib Sheet
- Lunch

##### Preschool

- Extra Clothing (2 Complete Changes)
- Small Blanket
- Crib Sheet
- Lunch

**Reminder: Never put medication including diaper cream in your child's Lunch Box.**

See Medication section below for more info

### QUIET TIME

Children attending Extended Day after 1:30PM will be encouraged to rest during quiet time. This rest time is required

by Early Education and Care regulations. The children do not need to sleep, but are required to lie quietly on mats. Mats are provided by NSJCC. Please send in a labeled blanket to leave at school. These blankets will be sent home weekly to be laundered. All mats and crib surfaces will be sanitized after each use.

### TRANSITION PERIODS

Children transition to the appropriate age groups two times a year: the end of June as we begin our summer program and the beginning of September as we begin our school year. There may be times that we transition a child during the school year but we will consult with the parent before making any changes.

### SCHEDULE CHANGES

If you would like to add or extend the days that your child is scheduled, please speak to the director to see if additional time slots are available. Schedule change requests will only be considered "official" when made in writing on a form entitled "Request for Schedule Change," which is available at the front desk. No changes can be made on a week-to-week basis. There will be a \$25.00 charge for any changes in a child's schedule.

### TOYS FROM HOME

Toys from home will not be allowed out of your child's backpack. We find it difficult for your children to separate from toys brought from home other than the "nap time cuddly". Children become upset if toys are lost and the center cannot be responsible for lost items.

### SNACKS

A wide variety of nutritional snacks will be offered to children during the course of the year. A nutritional snack is any food that contributes to nutritional needs and good dental health, for example; fruits, vegetables, crackers, cheese, and bread.

### DIETARY POLICY

***Do not send in any peanut butter or any nut product of any type or anything with sesame seeds on it. Any food allergies should be reported to the staff and clearly written on your child's forms. Foods for children with allergies will be stored separately.***

While we are a community with varying dietary observances, we feel that it is important for our entire population to feel comfortable with our dietary policy. The NSJCC is a Kosher facility and we ask that parents comply. We require that you refrain from sending in any meat or shellfish products. Please send in dairy or vegetarian lunches. Some suggestions for lunch to send with your child are: Tuna Fish, yogurt, cottage cheese bagel/cream cheese, vegetable sticks, soups, cheese sandwich, egg salad, salads, pizza, boiled eggs, crackers, fruit, pasta, and macaroni and cheese. No chicken.

## Due to severe allergies:

The North Suburban Jewish Community Center is **NUT FREE**

### TOILETING AND DIAPERING POLICY

All parents are required to maintain a complete, clean change of clothing at the center for each child. Clothing should be labeled with the child's name. Staff asks children periodically, according to the individual toileting needs of children, if they need to use the toilet facilities. Staff assists children in the use of these facilities, in managing clothing and encouraging good hygiene; staff will maintain eye contact at all times.

In the case of a toileting accident a member of the child's teaching team will assist the child in the changing of their clothing. Soiled clothing is placed in double plastic bags and returned home with the child to be immediately replaced with a clean change by parents on the following day. Staff and children will wash their hands after using the bathroom.

The children will be changed and/or toileting as a class at least twice a day (for half day children). They will be taken before going outside and before lunch. Staff will wear disposable non-latex gloves during and wash their hands after assisting children with toileting, diapering, and accidents.

## Health & Safety Information:

### EMERGENCY AND ILLNESS PROCEDURES

Should a child need emergency medical attention, an ambulance will be called, followed by a call to the child's parent(s). Should the parent(s) not be available the person who is listed as the emergency contact will be called.

If possible, a staff member will accompany the child to the nearest medical facility. (Staff/child ratio will be met at all times.)

The child's file will be taken to the hospital, including permission to treat form. The same procedure for emergency will be followed on walking and field trips.

### EVACUATION OF CENTER IN EMERGENCY, (PLAN FOR FIRE DRILLS)

Should there be an emergency that requires the center to be evacuated a teacher or administrator will call 911. The lead teachers should take the daily attendance.

All exit doors are clearly marked. Teachers will assist children to exit through front doors. Teachers in the toddler room may use a wagon to transport children out of the building. Teachers in the infant room may use a designated crib to transport children out of the building. Administrators and coordinators will check for stragglers.

Children and teachers will wait along the grassy edge of the parking lot until attendance is taken and instructions are given to return to the building.

For potential emergencies, including the evacuation of children from the program in the event of fire, natural disaster, loss of power, heat or water, or any other emergency, we will:

- In the event of an emergency, occurring during our operation hours, we will evacuate our facility and go to the Kaplan Building, 240 Lynnfield Street. All children's information will be held with staff, so the parents or emergency contacts can be called.
- In the event that the entire Chelsea Jewish Lifecare Facility is closed, due to an emergency, we will go to the Marriott Courtyard on Centennial Drive unless instructed to another location per order of the Peabody Fire Department. Parents will be contacted ASAP with the location of where to pick up your child. Children's emergency contact information will be held with staff members in the event emergency contacts need to be called. If the weather is severe, the Peabody Police and Fire Departments will assist us with transportation.

Staff will remain with the children at all times. Parents/emergency contacts will be notified of the situation, and arrangements made for pickup.

The director is responsible for assuring that evacuation drills are practiced with all groups of children and staff at least once every other month and will maintain documentation of the date, time, and effectiveness of each drill.

### FIRST AID EQUIPMENT, (PROCEDURES FOR USING AND MAINTAINING)

First aid kits are located in the classrooms and at the front desk, marked with a red cross. All supplies will be kept up to date, checked frequently and updated as necessary by the staff, program coordinators and program administrator. Staff members who are certified by Red Cross first aid training may use supplies to administer first aid to children. When on field and walking trips, teachers will carry a first aid kit containing basic essentials: *gloves, bandages, band aids, and cell phone.*

### INJURY PREVENTION PLAN

Staff, coordinators and directors will conduct daily safety checks in all classrooms and in the outdoor play spaces. Any faulty equipment will be removed until repaired. All toxic substances (i.e., cleaning aids, medications, first aid supplies, and other hazardous objects,) are kept on the top shelf or in a locked cabinet. The administrator shall maintain a central log or file of all injuries, which occur during school hours and shall monitor the safety record of the center by reviewing the log monthly. The staff member attending to the child will complete an injury report. Parents will be notified verbally and will receive a copy of the injury report within 24 hours of the injury.

#### MEDICATION, (PLAN FOR ADMINISTERING)

Medicine, whether prescription or non-prescription, (with the exception of topical non-prescription medication, such as sunscreen or diaper cream) may be administered to a child only with written parental authorization and written order of a physician (for prescription medicine, this may include the label of the medication). All staff is trained in the 5 Rights Medication Administration.

All medication **must be in the original container, unless** otherwise ordered in writing by the child's physician.

The administrator or lead teacher shall keep all medication labeled and in its original container with the child's name, the name of the drug, and the directions for its administration and storage. The administrator shall maintain a written record of the administration of any medication, prescription or non-prescription, (including topical non-prescription medications), in the medication log. The medication log will include time and date of each administration, dosage, name of the staff person administering the medication, and the name of child. A separate copy shall be placed in the child's

#### INFECTION CONTROL PLAN

In order to minimize the spread of infectious disease all staff and children will wash hands with anti-bacterial soap, before eating, after toileting and/or diapering, after handling body secretion or using a tissue, after handling center animals or their equipment and after cleaning.

The diaper-changing surface will be washed and disinfected after each diaper is changed. (Standard bleach solution or other will be used.) Dirty diapers will be kept in a covered container with a plastic liner.

Toilets, sinks, faucets, water table and water play equipment, play tables, smooth surfaces, nonporous floors, and diaper pail will be washed and disinfected daily.

Any mop used to clean bodily fluids shall be immediately cleaned with soap and water and disinfected.

At least monthly all washable toys and equipment will be washed to maintain cleanliness.

Each teacher is trained upon orientation as to the practice of "universal precautions". Disposable gloves must be worn when:

- cleaning any kind of bodily fluid
- handling center animals
- sanitizing surfaces and materials that may come in contact with body fluids

#### INFECTIOUS DISEASE MANAGEMENT PLAN

For special precautions the center will take to minimize the

spread of infectious diseases see "Plan for Infection Control".

Children who exhibit symptoms of gastro-intestinal infections, respiratory or skin infections will not be allowed to attend school.

Children who have been admitted to the school and then begin to display the symptoms of an infectious illness will be cared for in the following manner:

The child will be separated from classmates and rest in the office until parents come to pick them up. A staff member will supervise the ill child. Department of Early Education and Care child/staff ratio will be maintained at all times. If separating the child from classmates creates a problem with staff ratios, the child will remain in the classroom.

Children who have been excluded from school for treatment of an infectious illness may return to school upon recommendation of their physician.

Parents will be notified in writing when an infectious disease has been introduced to the center by a sign on the bulletin board, by email and/ or notes in individual mail pockets.

Parent(s) will be contacted before any medication is administered other than short term medications.

The director or lead teacher shall store medications under proper conditions for sanitation, preservation, security and safety. All unused medication shall be returned to parent.

#### MILDLY ILL CHILDREN (PLAN FOR MEETING THE INDIVIDUAL NEEDS OF)

Children who appear to be mildly ill will be given the choice to rest in a quiet area or choose a quiet activity. After the child has had a rest period the staff will re-assess the child's state of well-being. If the child is obviously ill and/or not well enough to participate, the parent(s) will be called to take the child home. If the staff believes the child does not pose a health threat and is able to care for the mildly ill child, the child may remain at the center.

#### SPECIFIC HEALTH CARE NEEDS (ACTION PLAN)

All medical files will be examined at the time of enrollment and children with allergies will be posted in each classroom. A list of foods, chemicals or other materials to which they are allergic will be posted.

#### ILLNESS

We at the NSJCC do our utmost to try to maintain a healthy environment for the children in our programs. We follow strict hand washing guidelines, regularly washing toys and disinfecting surfaces. We also have a sick policy which mandates that children must stay home with certain medical conditions.

The decision on how to meet the needs of ill children must be made on a case-by-case basis. Appropriate reasons to exclude a child from preschool activities, in addition to preventing the spread of the illness, are:

1. The child does not feel well enough to participate.
2. The staff is not able to care for a sick child in the school setting. When a child becomes ill, the NSJCC will contact the parent or the emergency contact.
3. The child had a sick appointment with their physician that day.

**Policies for keeping a child home or for sending a child home from school are as follows:**

**Temperature** – A child will be sent home if he/she has a fever (temperature taken with an ear thermometer) of 100.4 degrees Fahrenheit or above. The child should remain home until he/she is fever free for 24 hours without medication. The child's activity level, irritability and appetite should also be considered before bringing the child back to school.

**Infectious Diseases include but are not limited to:**

**Diarrhea** – A child who has had watery stools more than once in a short period of time will be sent home from school. Children may return to school when diarrhea and fever free for 24 hours. If your child has an allergy or condition, which regularly causes diarrhea, please alert our staff.

**Vomiting** – A child who has vomited will be sent home and should remain home until the vomiting has stopped for at least 24 hours and they are fever free for 24 hours.

**Conjunctivitis** – This is an infection of the eye characterized by a yellow discharge and tearing of the eye. This is contagious and may need to be treated with an antibiotic. If the child is prescribed an antibiotic, they must have received 2 doses before the child returns to school.

**Strep throat** – Strep throat is usually (but not necessarily) accompanied by a fever, as well as swollen neck glands and a sore throat. Scarlet fever is advanced strep throat with a rash. These conditions require antibiotics. Children need to be taking prescribed antibiotics for 24 hours, as well as be fever free and feel well enough to participate in school activities before returning to school.

**Ear Infection** – Ear infections are extremely common in some children. Ear infections need to be closely monitored, particularly in children developing language. Children need to be taking prescribed antibiotics for 24 hours, as well as be fever free and feel well enough to participate in school activities before returning to school.

**Chicken pox** – Children can attend school after being exposed to chicken pox and during the incubation period. Please notify the NSJCC if you suspect that your child has been exposed to chicken pox so that we can notify the other parents. Children cannot attend school from the time the first spots or tiny blisters appear until after the sores have healed or scabbed over; this typically takes seven days. Your child's physician should be consulted if there is any doubt concerning your child's being contagious during this illness. If a child has been exposed to chicken pox, parents should inspect all skin surfaces for signs of chicken pox each day prior to bringing them to school.

**Impetigo** – This is a highly contagious skin infection which needs to be treated with antibiotics for 24 hours before your child can return to school. and children cannot attend school from the time the first spots or tiny blisters appear until after the sores have healed or scabbed over.

**Hand, Foot and Mouth/Coxsackie** – This is a viral infection characterized by sores in the child's mouth or throat and tiny blisters on the palms of the child's hand and soles of their feet. Your child may return when they are fever free for 24 hours and all sores have healed or scabbed over. They should be able to comfortably participate in classroom activities. If your child is not drinking fluids or their temperature elevates, please contact your physician.

**Rashes** – Rashes are caused by a wide variety of things, whether they appear on the child's face or on diaper area, the child's face or on other parts of the body. If your child develops a rash we will call you to tell you about it, and possibly recommend that you contact your child's physician.

**Head Lice** – Incidences of head lice are quite common in all school systems. If we find nits (lice eggs) or lice on your child, we will call you to take your child home. Children can return to school when they are nit and lice free. When your child returns to school, a staff member will check for nits and lice upon arrival.

**Colds** – A child with a cold with a clear, runny nose can attend school. However, mucus that is yellowish or green can be a sign of infection and a physician should be consulted before the child is brought to school. If a child has a fever, they must be fever free for 24 hours without medication.

**COVID 19 or Flu** – If your child has been exposed to COVID 19 or the Flu and/or showing symptoms of either, contact your physician and keep them home until all symptoms subside. Children must be fever free for 24 hours without medication. The JCC will follow recommendations from the Department of Public Health.

*In the event of any communicable condition, such as chicken pox, strep throat, head lice, etc., we will notify all parents in the classroom in which the condition exists.*

**In addition to illnesses described above, if your child seems unusually irritable, lethargic or generally “not him/herself,” but shows no other symptoms, we will notify you and a joint decision will be made about whether or not your child should remain at school for the remainder of the day.**

## **Meeting Children’s Needs:**

### ADMINISTRATIVE PLAN FOR SERVING CHILDREN WITH DISABILITIES

Teachers will bring concerns about a child to the director. The teacher and director will observe and document observations. All documentation will be kept in the child’s file. (All records are confidential). The teacher and director will then meet with the parents to discuss concerns, observations and efforts the center has made to accommodate the child’s needs. A written summary will be given to the parent(s). The director will offer assistance to the parent(s) in making a referral. If the child is under 2.9 years of age the referral will be made to Early Intervention. If the child is 2.9 years or older the referral will be made to the director of special services of Peabody Public School or school system in which the child resides.

If it is determined that the child does not need services, the center will review the child’s progress every three months to determine if another referral is necessary. If it is determined that the child will be receiving services, with the parents’ permission, the director will attend the team meeting. The director will ask appropriate questions, which will help the center plan for the appropriate care

A follow-up meeting with the parent(s), classroom teacher, director and treatment provider(s) will be arranged to discuss classroom strategies to be used by the center staff and carried over at home. The director will be the liaison for each child enrolled with special needs. The liaison will communicate with parents, teachers, and treatment provider(s) in order to create and maintain the best care at the center. All referrals will be maintained in writing, including parent conferences and results. Teachers and administrators will work with parents and specialists to adapt the environment and curriculum within reason, for example, classroom arrangement, routines, and materials can be altered if it does not significantly change the classroom operation or cause financial hardship to the center. The director will assess staff training needs of children enrolled at the center. The director will look toward parents and other community resources as trainers.

### REFERRAL LIST

Some local referrals may include the following resources:

Aspire Developmental Services: 781-593-2727

- Serves Danvers, Lynn, Lynnfield, Marblehead, Middleton, Nahant, Peabody, Salem, Saugus and Swampscott

Northeast Arc Early Intervention: 978-774-7570

- Serves Danvers, Lynn, Lynnfield, Marblehead, Middleton, Nahant, Peabody, Salem, Saugus and Swampscott

Reference Family Ties Massachusetts - 617-847-6553, if a child lives outside of the towns listed above or consult with the early childhood director.

Mass General/North Shore Children’s Hospital: 978-745–2100

### BEHAVIOR MANAGEMENT PLAN

The goal of the behavior management plan is to enable each child to function well in the least restrictive environment, such as the classroom. It is expected that most children will not need to be removed from the classroom except in rare instances when their behavior is unsafe to themselves or others. Children will participate in the establishing of classroom rules concerning safety, respect and kindness. Behavior is managed in the classrooms by the following methods:

- Modeling of appropriate behavior
- Redirection to more desirable activity
- Assigning children specific tasks
- Advance notice of transitions
- Reinforcement of positive behavior
- Ignoring inappropriate behavior whenever possible
- Take a break:
  - a) When a child’s behavior adversely affects other children, he/she is given an opportunity to change the behavior.
  - b) If the behavior continues, the child is directed to a quiet area of the classroom. He/she will remain there for a brief time, no more than two minutes or until the child feels ready to resume classroom activities.
  - c) Taking a breaking from the group is designed to be a logical consequence of the child’s action and is not presented as punitive.

At no time will staff members use corporal punishment, cruel or severe punishment, humiliation or verbal abuse. No child shall be punished for soiling, wetting or not using the toilet. At no time shall a child be denied food or force-fed.

The classroom teacher will have the responsibility for implementing the behavior management plan.

If necessary, staff will meet with parents to discuss options to develop a written plan other than suspension or termination. The written plan shall include, but not be limited to:

- Addressing issues that may be contributing to disruptive behavior.
- Goals and activities designed to help the child gain self-control.

**After due diligence and procedural following of the prior steps, children may be sent home at the discretion of the director when behavior negatively impacts and/or injures other children repeatedly.**

#### SUSPENSION POLICY

The NSJCC reserves the right to suspend a child from the program if a child is consistently unable to gain control and persists in aggressive behaviors that pose a constant threat to their peers and/or the staff. If these behaviors persist, the child will be suspended and the parent will be asked to meet with the teachers and Director before the child returns to school. If the parent refuses to meet with the staff at the NSJCC, the Early Childhood Director will determine when and if the child can return to school. Parents will be notified of this in writing, (and in person, if possible). All reasonable efforts will be made to prevent a child's suspension. In the rare case where the center determines that a child's continued aggressive behavior towards themselves, their peers, and/or the staff, and that their enrollment may not be in the best interest of the child, the other children, or the staff, the center may terminate the child's enrollment. Please refer to our Termination Policy below. Situations that may also result in suspension or termination from our program but not limited to are as follows:

- Non-payment of tuition or lack of adherence to tuition payment policies
- Lack of adherence to the policies and procedures in the parent handbook
- Lack of cooperation by parents with the center's efforts to resolve differences, or meet the child's needs through parent/staff meetings or conferences
- Abusive behaviors and/or verbal threats by parents or the child toward staff or other parents.

#### TERMINATION POLICY

Procedures to for avoiding termination are, but not limited to: Staff will document incidents of aggression towards themselves, another child, staff or others on an incident report form as needed. Incident report forms will be signed by NSJCC staff and given to the parent for parent's signature. A copy will be placed in the child's folder and a copy will be given to the child's parent. If the parent refuses to sign the report it will be documented on the incident log.

All reasonable efforts will be made to prevent the termination of a child's enrollment. In the rare case where the center determines that a child's continued enrollment may not be in the best interest of the child, the other children, or the staff, the center may terminate the child's enrollment. Parents will

be notified of this in writing, (and in person, if possible,) with as much advance notice as possible. Refer to the suspension policy.

We work to provide for the needs of our families within the parameters of the center's philosophy and goals.

#### SUSPECTED CHILD ABUSE OR NEGLECT (PROCEDURE FOR IDENTIFYING AND REPORTING)

As child care professionals, all of the NSJCC staff are mandated reporters and are required to report any incidents of suspected child abuse or neglect, including physical or emotional injury on a child enrolled at the center.

The administration is responsible for training staff to recognize signs of abuse and neglect

- The staff will assess the situation; notify the director, and document concerns and observations.
- The director may notify parents and request a meeting focused on these concerns.
- The decision to file a 51A report will be made by the director and staff.
- Once the decision is made to file, the director will immediately contact *DCF (Department of Children and Families)* to report the 51A.
- The Office for Children will be notified immediately following.
- *Department of Children & Families: 978-825-3800/Emergency Hotline 800-792-5200*
- Staff members are required to file a 51A even if the administrator does not feel it necessary, as NSJCC staff is mandated reporters.

#### GRIEVANCE PROCEDURES

If problems arise at the NSJCC, they should be discussed quickly in an attempt to resolve them satisfactorily.

Complaints about classroom issues and staff members should be first directed to the Executive Director and/or Early Childhood Director for resolution. The Executive Director and/or Early Childhood Director and staff member will discuss the problem in an informal manner. At this time the basis of the concern will be stated clearly, and a possible means to overcome and eliminate the problem will be discussed.

If the problem persists, the Executive Director and/or Early Childhood Director will outline the nature of the problem in writing and place a copy in the employee's file. The Board President will be informed if the problem persists.

**The NSJCC Early Childhood Program is licensed under the authority of the Early Education and Care Division of the Department of Education.**

## ***NSJCC Early Childhood Program 2026/2027 School Calendar***

### August 2026

Monday, August 31<sup>st</sup> First day of School

### September 2026

Monday, September 7<sup>th</sup> Labor Day **NSJCC CLOSED**

Friday, September 11<sup>th</sup> Erev Rosh Hashanah **NSJCC Closing at 3:00**

Monday September 21<sup>st</sup> Yom Kippur **NSJCC CLOSED**

### October 2026

Thursday, October 15<sup>th</sup> Back to School Night

Wednesday, October 21<sup>st</sup> Picture Day

### November 2026

Wednesday, November 18<sup>th</sup> Parent-Teacher Conferences (Evening)

November 19<sup>th</sup> Professional Development – **NSJCC Closing at 1:00**

Thursday, November 26<sup>th</sup> Thanksgiving Day **NSJCC CLOSED**

Friday, November 27<sup>th</sup> Thanksgiving break **NSJCC CLOSED**

### December 2026

Friday, December 25<sup>th</sup> to Thursday, December 31<sup>st</sup> **NSJCC CLOSED**

### January 2027

Friday, January 1<sup>st</sup> **NSJCC CLOSED**

Monday January 4<sup>th</sup> Classes Resume

### February 2027

Vacation program offered, February 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>

### March 2027

Wednesday, March 24<sup>th</sup> – Professional Development – **NSJCC CLOSED**

### April 2027

Vacation program offered, April 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> (closing at 3:00pm), 23<sup>rd</sup>

Wednesday, April 21<sup>st</sup> Erev Passover **NSJCC closing at 3:00pm**

Thursday, April 22<sup>nd</sup> Passover **NSJCC CLOSED**

### May 2027

Wednesday, May 5<sup>th</sup> Parent-Teacher Conferences (Evening)

Tuesday May 18<sup>th</sup> Professional Development – **NSJCC Closing at 1:00**

Monday, May 31<sup>st</sup> Memorial Day **NSJCC CLOSED**

### June 2027

Wednesday, June 23<sup>rd</sup> PreK Moving on Ceremony

Friday, June 25<sup>th</sup> Last Day of School

Monday, June 28<sup>th</sup> First Day of Summer Program (8 Weeks)

### August 2027

Staff Orientation Week, August 23<sup>rd</sup> **NSJCC CLOSED all week**

Monday, August 30<sup>th</sup> First day of School

## CHANGES

Changes to the policies and procedures outlined in this handbook may be made at any time without prior notice. Notice of major changes will be emailed to you through Class Dojo and Constant Contact.

### **THANK YOU FOR CHOOSING NSJCC!**

We have designed this handbook to help ease the anxiety of leaving your child in the care of others. We feel that communication is the key to developing a warm relationship between your family and our staff. This book describes many of the center's policies that may be helpful to you. We realize that there may be some duplication as subjects overlap.

Please keep your handbook so that you can refer to it during the year, and do not hesitate to ask us if you have any questions.

I have read and understand the North Suburban Jewish Community Center Early Childhood Handbook.

Please sign this page and return it to Susan Novak, Early Childhood Director.

*Parents and/or Caregiver signature:*

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*Parents and/or Caregiver name printed:*

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