



Shenker Academy  
For Early Childhood Education

# Parent Handbook

2018-19 school year

Welcome to the Shenker Academy where parents are always welcome and encouraged to visit and volunteer anytime. This is your school and we would love you to become an integral part of it.

If you have any questions or concerns please don't hesitate to contact us; we believe that open communication between parents and staff is of the utmost concern to all concerned.

### **Our Mission:**

The Shenker Academy is committed to providing a safe, nurturing, and stimulating environment for your child/ren. Children learn through language, nature, science, math, art, music, movement and play as well as celebrating holidays as they are celebrated by different cultures.

We care about your children and their need to grow in confidence, to be independent, to make friends; satisfy their curiosity and to develop their cognitive skills.

### **Curriculum:**

Our natural "environment" and the "world around us" is the foundation through which our curriculum is developed. All learning processes are designed to be child-centered and age-appropriate. Our program includes linguistic; social, emotional and cognitive development through an integrated approach.

Age appropriate skills such as the development of fine and gross motor skills; language development (English, Hebrew, Spanish and Sign Language), science; math; human development; cultural diversity etc. are carefully woven into our program. The children understand that all they see and do is an integral part of their everyday lives.

The curriculum includes (age appropriately);

**Math:** Counting, recognizing numbers and shapes, concepts of more and less, graphing, sorting patterning and more....

**Language:** Circle time, classroom books, reading comprehension program, show and tell, stories, finger puppets, drama etc. Letter recognition and linguistics taught through song and dance are Hebrew, Spanish and Sign Language.

**Science and Nature:** Rozzy STEAM program is being used as the basis for our science program. Experiments in the subjects of marine biology, architecture, animals, plants, engineering, city-planning, paleontology, arts, and more, with focus on hot/cold, heavy/light. Evaporation/condensation; environmental reactions; weather; how plants grow, the bird and animal world as well as the environment, charting growth, and more, are all integral part of the science studies.

**Specials:** Sign language, Spanish, Hebrew, and Music class, all are provided as specials, and are integrated into the daily schedule without any additional costs.

**Social Studies:** Learning of cultures, countries, art, music, languages, and movement are an integral part of each curriculum unit and are connected to the curriculum as a whole.

The curriculum is based on Howard Gardner's theory of "Multiple Intelligences" and Wiggan and McTighe's "Understanding by Design."

### **Goals:**

- To provide a nurturing environment, in which active exploration of the child's world and his/her social interaction with others is promoted.
- To foster self-esteem through relationships which express acceptance and respect for all children and adults.
- To recognize that all children are different and to allow those differences to surface in daily activities.
- To allow for the expression of each child's individual, creative potential.
- To foster active participation, communication and cooperative learning among children, staff and parents.
- To create a setting which allows children to utilize problem solving techniques with peers and adults (with guidance and supervision as needed)
- To provide an environment where children are safe both physically and emotionally.

### **ADMISSION:**

- September 30<sup>th</sup> is the cutoff date for each age group
- Children aged 3+ must be toilet trained before they start school
- Families should tour the school, meet the teachers, meet with the Director, and upon availability and testing (as determined by the Director), will be informed if accepted, and if spots are available.
- In case of unavailable spots, student/s will be added onto the wait list for the appropriate grade/class, as Shenker Academy operates on a first come first served basis.
- Prospective children of military families will receive a priority on the wait list per Preschool Licensing new regulations adopted on 9/21/2017.
- The registration forms must be completed
- Updated immunization record and completed physical form need to be provided
- Signed Tuition Contract and Conditions

- Credit card or check form
- Birth Certificate for Kindergarten
- Paid Registration Fee
- All of the above are required upon enrolling your child into our school. Classes are filled on a first come basis. The Director will determine administration of an admission test, during or after parental tour/visit.
- As stated in the financial agreement, a two-week written notice is required to withdraw a child from the program. Payment is required for the two weeks following the withdrawal notice, whether the child continues to attend the school during that period, or whether the child does not continue to attend the school during that period.
- Absence from the school should be communicated promptly with the school's administration. Absence for more than 3 consecutive days without any notification will cause an immediate dismissal.
- If families wish to return after withdrawing or after 3 days of uncommunicated absence, space is not guaranteed, and a new registration fee will be due at the time of re-enrollment.

\*\*\*Our school "is operated as an exempt school under the provisions of NRS 34.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act."

### CLASSROOM RATIOS According to updated Nevada State Licensing and NAEYC

0-12 month old classroom	1:4	Maximum group Size is 8	(Up to 3 groups in the classroom)
12 month old classroom	1:4	Maximum group Size is 12	(Up to 2 groups in the classroom)
18 month old classroom	1:4	Maximum group Size is 12	(Up to 2 groups in the classroom)

### Preschool

2 year old classroom	1:6	Maximum group Size is 18	(Up to 1.5 groups in the classroom)
3 year old classroom	1:8	Maximum group Size is 16	(Up to 1.5 groups in the classroom)
4 year old classroom	1:10	Maximum group Size is 20	(Up to 1.5 groups in the classroom)
Kindergarten	1:10	Maximum group size is 20	(Up to 1 group in the classroom)

### DAYS AND HOURS OF OPERATION

The school is open Monday through Friday from 7:00am to 6:00pm. Full-day school hours are from 9:00am to 4:00pm, half-day school hours are from 9:00am to 12:30pm and Kindergarten hours are from 8:30am to 3:00pm.

We have a before and after care service;  
Before care – 7:00am – 9:00am

After care - 4:00pm - 6:00pm

### FINANCIAL RESPONSIBILITY

Parents should be in good standing with their account payments. Tuition is a yearly contract and is the same regardless of days missed due to illness, vacations, travels, or school holidays. You must pay each month of tuition even during winter break when the school is closed. No credit/refund will be owed if the school must close because of emergency or inclement weather. There are no makeup days allowed but parents may schedule a drop-in day on a non-scheduled day at a drop in daily rate **if space is available**.

A change of schedule (from full days to half days, half days to full days, additional week days, reducing days, etc.) requires a completion of Change of Schedule Form (at our front desk). The approval of the change is contingent with availability, and requires at least one week notice time.

Due to our school policy concerning class size and teacher ratio, absences or missed days may not be made up on nonscheduled days at the preschool. A school calendar is issued every year stating days the school will be closed.

Students who graduate Shenker Academy, leave town, leave to a different school, or simply decide to leave Shenker Academy, will receive the final tuition bill **prior** to their last day of attendance at the school. The account should be paid in full **prior** to that last day.

### DROP-OFF AND DISMISSAL

All children must be clocked in and out every day. This is extremely important as it allows us to check attendance during the day and during emergency drills.

Children must **never** be left in a classroom or in the play yard without a teacher being present. We will release your child to a designated adult with an ID. **NO EXCEPTIONS.**

### PREPARING YOUR CHILD FOR TRANSITIONS

Transitions into a new school or classroom can be difficult for some children. To assist your child in transitioning and acclimating to our program we structure our program to allow our students to stay with their teacher and peers for the duration of the school year (excluding 12month olds). This helps provide continuity of care and consistency for children. Parent Orientation Night will be conducted prior to the beginning of the school year.

### HEALTH

For the protection of all children, your child should be kept home if he/she shows any of the following symptoms:

- a temperature
- a rash
- discharge of the eyes or ears
- diarrhea or vomiting
- coughing
- yellow or green mucus

NO child who comes to school ill will be admitted that day. Please notify the school if your child has a contagious disease or has been exposed to one.

Your child will not be admitted back into school until 24 hours after a fever has subsided. In the event that your child becomes ill while at school you will be notified immediately and expected to make arrangements for your child to be picked up within 1 hour of being notified. To prevent the spread of illness, while waiting for a parent/guardian, your child will be removed from the classroom and supervised by familiar staff in the front office area.

### **Accidents/Illness/Medications/Lice**

#### *General--Illness, Injuries and Medications:*

Childhood illnesses are a normal part of growing up. We work diligently to take every precaution against the spread of communicable illnesses in our facility and we ask that you join us in this effort. If your child has a temperature of 100 degrees or higher, repeating diarrhea, repeating vomiting, persistent cough or wheezing, recurring abdominal pain, sore throat, undiagnosed rash and he/she is not feeling well enough to participate in activities, we ask that you keep your child home. Children's return to the school requires pediatrician permission. If your child becomes ill while in our care, we will contact you or your designee immediately. Please make arrangements to have your child picked up promptly.

If your child contracts a contagious disease, please keep the school informed as we are required by law to report many of these diseases to the Department of Health. Even when not required by law, we try to share information about illnesses, such as strep throat, while still maintaining confidentiality of those involved.

#### ***Accidents***

In the event of student accidents during the school day, whenever a 9-1-1 emergency call is not called for, the school administration/staff will apply first aid treatments and remedies and the home will be notified; a mutual decision can then be made on whether the student is fit to continue the school day or if she/he must be picked up from school.

#### ***Injuries***

Parents will be notified in the event of any injury or accident at school. Basic first aid will be administered until the arrival of parents or other designated person. An accident report form will be submitted by the staff person present and filed in the child's file. All Shenker Academy teachers are certified in CPR and First Aid. In the event of an emergency that requires immediate medical attention, the school director and the administration will take over the care, and communicate with the parents, following the emergency medical forms

on file, and emergency treatment will be sought and administered. Please be sure that all information on this form is up to date and notify the school of any changes that take place during the year.

### *Illness*

If your child is ill prior to the beginning of the school day, you are requested to keep her/him at home. In the interest of the other students and the teachers, sick children may not remain at school. Parents will be asked to pick up children who may pose a threat of infection of others. Children should be free of fever for at least 24 hours before returning to school. If your child has a contagious illness or rash of any type, please inform the school.

### *Medication*

With regard to the dispensing of medication, specific guidelines must be followed according to state law. All medications, both prescription and non-prescription, must be in their original containers. Label all medication with your child's name.

The bottle must show:

- name of child
- name of the doctor
- dosage information
- days administered

Each time a child needs medication you need to fill out a new form at the front office.

The school cannot administer any medication after its expiration date. All medications must be kept in the front office and administered by the school office personnel.

**According to State law, Shenker Academy is not authorized to dispense any medication to a child without written consent from the parents, signed by the child's pediatrician.** All medications, both prescription and over-the-counter, must be in their original containers. Label all medication with your child's name and bring it to the school office. The school cannot administer any medication after its expiration date. All medication must be kept in the office and administered there, not in the classroom. Parents must complete a Medication Form that is kept on file in the office.

An EPI PEN will be kept in a locked cabinet in each classroom for emergency use only and only with prior written consent from the parent for use on a child with known and doctor documented specific allergies that would necessitate use of an EPI PEN.

### *Sunscreen and Insect Repellent*

We will apply sunscreen or insect repellent to children here at Shenker Academy with the same consent form for any other medications. We recommend applying sunscreen or sun block with UVB or UVA protection of SPF 15 before your child comes to school. If you

should feel that an insect repellent is needed, NAEYC recommends the use of one containing DEET.

### *Shenker Academy Lice Policy*

- Shenker Academy has a no nit policy; meaning, if nits are detected on a child's head, that student will be sent home, the parents will be notified with instructions ["lice squad"] on properly washing and combing out the hair; the child must be nit-free before returning to school.
- When a child with nits is discovered, all children in that grade will be checked for lice—the checking will be conducted by experienced lice checkers on staff; we will also check the siblings of that student, and if a sibling has nits, then that sibling's entire grade will be checked as well.
- When anyone in a grade is detected to have lice, a message will go home to that entire grade alerting families that lice was detected, without naming any names in the class.
- Students diagnosed with nits or live head lice will be sent home from school, and the family is required to treat the lice before returning to school; our message to the family of the child with lice will include a request that the child sees his or her pediatrician.
- Head lice are spread most commonly by direct contact with the hair of the person infected; therefore, we ask that students never share their hair items with others, and this includes kippot or any hair implements or adornments such as ribbons, barrettes, and clips.

*Minimum Licensing Standards dictates that all children must be able to go outside daily, weather permitting. If you feel that your child is **NOT** able to go outside, we ask that you keep the child at home.*

### *State of Nevada Communicable Disease Control Measures*

Chicken Pox	May return to school six days after appearance of eruptions if temperature is normal and no complications, no moist lesions.
Diphtheria	Exclude case and/or close contact until released by City/ County Health Department. Notify parents of classroom contacts if illness occurs in an elementary school. If disease occurs in a secondary school, ask parents of sick child to notify parents of close contacts of the sick child.
Fifth Disease	May return to school after fever subsides.



Hepatitis	(Infectious) Exclude until no fever and no jaundice, or statement of physician that person is noninfectious. Notify parents of classroom contacts, using approved form letter to advise consultation with M.D. Contacts, no restrictions.
Impetigo	Exclude until healed, or until non-infectious, evidenced by a written statement from a physician.
Lice	Exclude until the hair is free of live organisms and nits.
German Measles	(Rubella) May return to school four days after appearance of rash.
Measles	(Rubeola) Return to school 4/5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification.
Meningitis	(Meningococcal, epidemic-type) Exclude until statement from physician that person is non-infectious. No restrictions on contacts. Notify parents of classroom contacts, using approved form letter.
Mononucleosis	(Infectious) Exclude until recovered or released by physician. Contacts, no restrictions.
Mumps	Exclude until all swelling is gone and temperature normal. Contacts, no restrictions.
Pink Eye	Exclude until recovered, or physician's statement that person is non-infectious.
Poliomyelitis	Exclude until released by physician. Contacts, no restrictions.
Ringworm- Scalp	May attend school provided person stays under treatment by a physician. Contacts, no restrictions.
Ringworm- Skin	May attend school provided person stays under treatment by a physician and areas are covered. Contacts, no restrictions.
Scabies	Exclude until released by physician. All in household should be treated at same time. School contacts, no restrictions.
Smallpox	Exclude until release by the City/County Health Department. Contacts must be successfully vaccinated or be excluded for 16 days.
Streptococcal	(Scarlet fever, Scarlatina, or "Strep" sore throat) Exclude until released by physician. No restrictions or contacts. No notification. Reassure parents.
Tuberculosis	Exclude until released by a physician. Household contacts must have a released from physician.
Typhoid Fever	Exclude case, carrier and/or household contacts until released by City/County Health Department. School contacts, no restrictions.
Whooping Cough	Exclude until free of cough, usually 3 to 5 weeks, or until released by a physician. Contacts, no restrictions.

## DRESS CODE

An official uniform with the new Shenker logo is required for all children 3 years old and up and must be worn daily, NO EXCEPTIONS. You can contact Campus Club, at 360-0555, to order your uniforms. Skorts/pants need to be khaki or navy and must be uniform style.  
No sandals or open toed shoes!

A complete change of clothing, clearly labeled, is required in case of spills or accidents.

Make sure all belongings are clearly LABELED. The school cannot be responsible for any lost or stolen items.

## LUNCH AND SNACK

Nutritious morning and afternoon snacks will be served daily in the preschool. All children need to bring a lunch daily.

Make sure the lunches are ready to eat, for example eggs or fruits are already peeled. Fruit, vegetables, or meat should be cut no larger than 1/22 inch square for children to be able to chew and swallow safely. Whole grapes must be cut in half, hot dogs and carrots must be cut into bite-sized pieces. Hot foods may be brought in thermoses, and can use cold packs to keep cold food cold. Every classroom has a microwave and a fridge, to be utilized for the children's lunch needs. Please follow the USDA food guidelines when preparing your child's lunch. USDA food guidelines are available to families in the front office. Candy or soda is not permitted at the school. If your child has any type of food/drug allergies, then notification in writing should be given to the school office.

**Please do not pack anything that contains any type of nut or nut product as we would like be respectful of the children with severe allergies by avoiding cross contamination.**

Please label your child's lunchbox with first and last name.

## BIRTHDAYS AND SPECIAL OCCASIONS

Celebrations are encouraged at the school. Parents are welcome to send healthy treats to share with their child's friends on birthdays or other occasions. Please be considerate of children with allergies. Please let your child's teacher know in advance what you are bringing. We do not allow any balloons or piñatas. The Academy allow small scale birthday celebrations, however, no parties should be facilitated in the classrooms during school hours. Healthy treats are welcomed at any time of the year with prior knowledge and permission from the teacher.

## REST TIME/QUIET TIME

All children will be provided with a cot if they attend a full day preschool program. A rest/quiet time of 30 minutes is required by licensing. Children may bring in a SMALL BLANKET. *Please remember* to take their blankets home on a weekly basis so they can be laundered.

## DISCIPLINE

### **Behavioral procedures:**

Shenker Academy follows the **Love and Logic** Discipline Methods, and children involved in a disagreement or conflict are supported through the incidents, asked to find words to express their feelings and needs, and given choices with clearly stated implications.

For children with serious, challenging behavior, we will ask parents to meet with the administration so that we can work as a team to correct the behavior through a guided plan of action which will include the partnership of the teachers, parents, and school administration.

Shenker Academy do not use TIME OUT and only use redirection through Love and Logic inspired strategies.

The school has the option to dismiss a student, deny re-enrollment, or terminate a child's enrollment due to the actions or inappropriate behavior of the child and/or a family member. This will be used in extreme situations, and will be determined by the Director and the school's legal advisor.

## SPECIAL INTERVENTION SERVICES

Shenker Academy works in partnership with several special intervention services organizations throughout the community. In the event that parents have concerns about their child's development, Shenker Academy can provide a list of relevant resources. Child assessments are conducted throughout the year, based on these findings teachers may provide families with a list of resources if any developmental concerns arise.

## SPECIAL NEEDS AND CLASSROOM INCLUSION

If the Shenker Academy can reasonably accommodate a child with special needs, upon admittance into the child's appropriate age program, the school's administration, teachers, parents, and any outside resources and/or therapists will be required to meet periodically to create and/or review any IEPs, IFSPs or other developmental plans.

The Shenker Academy allows therapy program therapists, who the parents have hired, to observe and serve children in the school setting. If there is any need for shadows in the classroom, shadows will be the employees of the parent, yet the shadow must follow all licensing requirements of the Shenker Academy employees. All information regarding the therapist and child are kept confidential. Shenker Academy will have an inhouse speech therapist, who will reside at Shenker Academy, however, these services are not included in the school tuition, and services are upon direct agreement between the speech therapist and the parents.

If at any time the teachers and the administration feel that they can no longer meet the child's developmental needs, it will be discussed with the professionals involved and the family, and action plan will be instituted by the school.

## STUDENT EVALUATIONS AND PARENT CONFERENCES

All students ages 6 weeks to Kindergarten students will be evaluated with report cards and parent-teacher conferences scheduled twice a year, as needed and/or upon request. All other students enrolled in our program will be evaluated twice a year with evaluations presented during parent-teacher conferences. The Shenker Academy uses the new BRIGANCE developmental/academic assessment, as well as grade level academic benchmark assessment, and national standardized testing for kindergarten to assess child's development.

## PARENT PARTICIPATION AND INVOLVEMENT

The Shenker Academy has an open-door policy which allows parents to visit their child's classroom any time during hours of operation. Parents are welcomed to participate during class time, at the discretion of the teacher, or help with various projects to benefit the child's classroom or school.

Immediate concerns can be brought to the attention of the School Administrator. Parents may request a meeting or a conference at any time during the year with teachers and/or with the School Administrator.

All information concerning children, staff, and families shared through documentation or verbally in the school is very sensitive, and is prohibited from being used without the school's permission.

### **Parent Teacher Organization (PTO) Mission Statement:**

Inspired by the idea that Shenker Academy is Your School for Your Children, it is the Mission Statement of the "Shenker Academy PTO to: Create a compassionate community of faculty and parents mutually invested in establishing an environment that optimizes the learning and socialization of its students through program, events, and school wide experiences"

## PROGRAM EVALUATIONS

Parents/guardians will be asked at the end of the school year to complete a program questionnaire to help evaluate the school's program.

## SCHOOL EMERGENCIES AND EVACUATIONS

Either or both parents will be notified in the case of any emergency whether it is medical attention for their child and/or an incident that may involve evacuation of all staff and students, from school grounds, as directed by emergency services.

Fire drills and shelter in place drills are practiced monthly. If you enter the building and the fire alarm is engaged please leave the building promptly. The children are evacuating the building at this time and need to stay with their class to be accounted for. Never take your child during an emergency drill without informing the teacher of their classroom. You will be allowed back into the building after the fire drill and may proceed to your child's classroom for arrival/dismissal.

Shelter in Place drills will not allow you entrance into the building or the classroom at the time they are taking place. The drill will last approximately 5 to 10 minutes. When the drill is completed, the school and classroom doors will be open for entry. Doors **will not** be opened for you during a Shelter in Place.

If there is a true emergency where Shelter in Place is necessary, then children will be released to you as the situation allows.

Bomb threats will be reported immediately and the school will follow the directions of the emergency services involved.

### ADDITIONAL INFORMATION

NRS 202.265 "Possessions of dangerous weapons on property or in vehicle of school or child care facility is prohibited." There shall be no weapons allowed in Temple Sinai, Shenker Academy or on its campus.

NRS 202.2491 "Smoking Tobacco: Unlawful in certain public places." Smoking is prohibited on Temple Sinai or Shenker Academy campuses.

*Shenker Academy is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.*

Parental advisory from SNHD: The facility uses chemical air fresheners during operational hours. The facility uses professional pesticide services on a monthly basis.

All staff has been trained in CPR and First Aid.

As a parent, I accept the fact that there are areas such as school policies and school procedures that will be and have been established by the school itself.

Parents or guardians whose child/ren have abused school property are responsible for the following:

- Replacement of materials or property purposely destroyed by a student or a family member.

Emergency Numbers to keep on hand:  
Shenker Academy (702) 255-5437  
Temple Office (702) 254-5110

I have read, understand, and agree to abide by all terms and conditions of the parent handbook.

Parental advisory from SNHD: The facility uses chemical air fresheners during operational hours. The facility uses professional pesticide services on a monthly basis.

Date\_\_\_\_\_ Signature\_\_\_\_\_