



Shenker Academy  
For Early Childhood Education

# Parent Handbook

2023-2024 School Year

Welcome to the Shenker Academy where parents are always welcome and encouraged to volunteer and get involved in our educational journey. We have ample opportunities to take part in the school as a homeroom parent, PTO volunteer, coordinate events, participate as a parent guest, or ask the lead teacher for any help they need. If you have any questions or concerns, please do not hesitate to contact our front office to be re-directed to the right personnel to help your admissions, financial, educational, health, or any other questions you have. We believe that honest and respectful communication between parents and staff is at the core of our educational philosophy.

### **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 and academic skills.

### **Curriculum:**

Our 21<sup>st</sup> century approach to education is the foundation through which our curriculum is developed. All learning processes are designed to be academic driven, child-centered, and age-appropriate. Our program includes linguistics, sciences, mathematics, 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), sciences, mathematics, fine arts, human development, cultural diversity and more, are carefully woven into our program. The children learn to implement all their studies to their everyday life experiences.

The curriculum includes (age appropriately):

**Math:** Counting and recognizing numbers, compare and contrast, basic geometry, graphing, patterns, sequencing, addition, subtraction, measuring, coins, clock, verbal questioning, and more....

**Language:** Identification of letters, decoding sounds, writing skills, sight words, vocabulary, reading, reading comprehension. Linguistics taught through rotational structured centers and through songs, dance, show and tell, stories, finger puppets, drama and more, and apply to English, Spanish, Hebrew, 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, chemistry, 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, arts, 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 prepare students for a smooth transition to elementary schools, and to have students excel in the next chapter of their educational journey.
- To garner well-rounded learners who are able to navigate in a multi-disciplinary environment with the knowledge of sciences, languages, arts, technology, current events, and sports.
- 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 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:**

- August 7th 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 Head of School, and upon availability and testing (as determined by the Head of School), 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, regardless to race, religious, sex, etc..
- Prospective children of military families will receive a priority on the wait list per Preschool Licensing new regulations adopted on 9/21/2017 (see NRS. 432A).
- Prospective children of current attending families will receive priority on the wait list contingent with the family good standing with the school.
- Shenker Academy reserves the right to accept, deny or postpone enrollment, as well as consider a tuition deposit for the sum of a full month tuition within 10 days of the date of this Contract set forth above, **in cases of** families who had a history of late payment/s, repeated dispute of payments, referral to a collection agency, abrupt withdrawal in the middle of the school year or prior to the beginning of the school year, disregard of a prior contractual commitment, premature termination of their contract, using Shenker Academy as a safety enrollment option, and similar patterns to the above which pose a financial risk to Shenker Academy.
- Shenker Academy reserves the right to accept, deny, or postpone enrollment for applicants who are (or were) not compliant with our policies and/or with our financial agreement.
- We remind parents not to use Shenker Academy as a safety school by reserving a spot for safety reasons. We are a highly coveted school, and this practice is improper, unfair to families in need of quality education, and unfair to our school. Please avoid reserving a spot at Shenker Academy if this is not your desired school.
- Admissions and Placement of students will be completed by Shenker Administration and are based on educational and general admissions guidelines. Parental requests for a specific classroom or teacher will be considered but may not be granted. You are admitted to the Shenker Academy school (in terms of its philosophy and structure) and not to a specific individual or a specific classroom.
- The registration forms must be fully completed prior to admission to the Academy.
- The provided contract must be read and signed by both parents/guardians.
- Updated immunization record and completed physical form must be provided prior to admission.
- Setting up a payment method on our system should be prior to the first payment.
- Birth Certificate for Kindergarten
- Paid Registration Fee and Security Fee
- All of the above are required upon enrolling your child into our school.  
Classes are filled on a first-come basis. The Head of School will determine with administration if an admissions test is required, during or after parental tour/visit.
- As stated in the financial agreement, **FOR PRESCHOOL STUDENTS- 30 days written notice** is required to withdraw a child from the program. Payment is required for the 30 days 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.

**Termination fee of \$500.00 will be applied to your account in case of premature termination of contract.**

- As stated in the financial agreement, **FOR KINDERGARTEN STUDENTS- a full school year contract applies. Payment is required for the entire school year whether the child continues to attend the school during that period or not.**
- Absence from 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 (**30-day-notice payment will apply, termination of contract fee will apply as well**).
- 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, as well as new policies instituted at the school.

\*\*\*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)

### PARENT COMMUNICATION

We value our communication with our families throughout the day, and we balance reporting the happenings of the day with making sure our attention is on the children. We update parents through the ProCare app (infant room), Smartcare app (12M-Pre-K) and through the pictures app.

In the infant room, we update and post pictures in real time all day. In the 12M-18M, we make a transition to reporting twice a day, primarily nap time and end of the day. We report on feeding and napping, as well as special occurrences. We want the focus to be on learning, health, and the safety of the children.

In the 2's we will report once a day for the major occurrences- snack, napping, lunch, and diapering (phase out when potty trained). We take pictures throughout the day, but post pictures usually once a day. We ask the teachers to be attentive to the growing needs of children at this age, as well as address the academic aspects of the program.

Communication is not limited to the apps. Drop off and pick up times allow direct conversation with the teachers. We also use our classroom newsletters, school weekly newsletter, emails, meetings, conferences, and report cards to keep each family updated about the education and wellbeing of each child.

## SUPERVISION

Our low *Students:Teachers* ratios allow us to provide an individualized program which addresses safety, health, learning, and growth on the highest level. Our teachers always see and hear all their attended students, specifically infants, 12M, 18M, and 2YO students. If staff members are diapering, feeding, or focusing on one task, other members of the team can always observe and hear all children in the classroom and out of the classroom (recess, outdoor activity, field trips, and more). Teams are available and alert to all changes during the day, and our goal is to always provide excellent educational experience to all students. At a later age of pre-kindergarten (4-5 YO students) students are allowed to be out of their sight as long as supervision by sound and frequent check on the children is taking place. Kindergarteners are permitted to leave the teacher's supervision (out of sight and sound) for no more than 10 minutes in a safe environment (I.E., go to the bathroom, school office) with checking on the children if they are arrived at their destination, and in intervals of no longer than 10 minutes.

## FACULTY & STAFF

Our lead teachers and assistant teachers adhere to State standards and qualifications (FBI background clearance, 24 hours mandatory training hours per year, current TB test). Our lead teachers hold MA degrees, BA degrees, AA, College credits, and CDA. Orientation, meetings, professional development sessions and training for teachers are included in our professional development plan and are held from the hiring process, through mentorship, weekly meetings, monthly meetings, and annual staff evaluations. Teachers are trained to teach our curriculum, understand our grade level benchmarks, understand our report cards, and trained to administer our Brigance testing, SAT testing, and our internal academic evaluations. We put much effort into mentoring new teachers to excel in their role at Shenker Academy. We continue to foster a lifelong learning faculty and support our teachers in their professional growth through various federal and state grants and organizations.

## 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 the days missed due to illness, vacations, travels, or school holidays**. You must pay each month (due on the 5<sup>th</sup> and on the 20<sup>th</sup> of each month) even during winter break when the school is closed. The school reserves the right to charge tuition ahead and not at the rear. 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** (determined by administration).

**A change of schedule** (from full days to half days, half days to full days, additional weekdays, reducing days) **requires a completion of Change of Schedule Form** (at our front desk). We will not accept short emails or calls for a schedule change. The approval of the change is contingent on availability and requires at least a one-week notice time (**by the 5<sup>th</sup> or by the 20<sup>th</sup> of each month, prior to the requested change.**)

**In case of a withdrawal, a termination form should be completed**, and a 30-day notice applies to all withdrawals regardless of the reason of withdrawal. **Termination fee of \$500.00** will be applied to your account in case of premature termination of contract.

Change of Schedule for summer session requires seeing the front desk to correct your original summer registration. Changes are limited to 3 times per family (on the dates- 5.20, 6.5, 6.20, or by 7.3.2023). We will not process changes to your summer schedule after July 3<sup>rd</sup> as we are focused on opening the new school year. Please notice that summer fees are different than the school year fees, unless exactly the same schedule applies for summer and school year.

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.

## SECURITY, DROP-OFF, AND DISMISSAL

School gates will remain closed (with an active alarm if anyone opens a gate) and will be used only for emergency evacuation. The school lobby will be the main and the only entrance/exit to and from the school. An armed security guard will be on the school premises 7.00am-6.00pm, and while present, the school doors will remain closed but not locked. School doors will be supervised by the front desk team and/or the security personnel, and locked per the security guard, campus safety director, or the head of school instructions.

We remind parents and guardians that as you drive into the school area and park, if you do not find a 10-minute parking in front of the school, please park your car on the east side or west side of the parking lot to avoid blocking the traffic flow.

Please remember to sign the child IN and OUT. All children must be clocked in and out every day at the school lobby tablets by their parent/s, guardian/s, or authorized pick-up personnel. This is extremely important as it allows us to check attendance during the day and during emergency drills.

The school drop off/ pick up policy allows parents to enter the cubby area of the classroom with the child, help the child put his/her backpack & lunch box in their cubby, give a goodbye hug, and slowly leave. Prolonged separation may cause more crying, pain, and distress to the child and to the parent. Please let the classroom team take care of the child as it will help the child acclimate better to the routines in the morning and in the evening. **The sooner your child realizes that crying is not going to make parents stay, the sooner he/she will be able to enjoy and experience the benefits of our school.**

We encourage parents to be consistent with a quick drop off and pick up as we want to allow the next parents in line to get their time as well. We have many opportunities for parents to participate in programs, birthday celebrations, holidays, special events, reading to the class, field trips and more, so we want to remind all that standing in the classroom, sitting in the classroom, or just hovering in and around unannounced are not allowed, as these having licensing, health, and educational ramifications we want to avoid.

Children must **never** be left in a classroom or in the play yard without a teacher being present. We will only release your child to a designated adult (registered on our SmartCare system with a pick up and drop off permission) 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 infants and 12month olds who may transition in the middle of the school year to the next grade). This helps provide continuity of care and consistency for children.

Parent Orientation Night will be conducted prior to the beginning of the school year and will include valuable information about school philosophy, programs, classroom routines, curriculum, assessment, health codes, and more.

### PERSONAL BELONGINGS

It is our policy that no personal toys are allowed in the classrooms unless specifically requested for special days or activities (i.e. if it is for your student's scheduled Show and Tell day). We ask that items unrelated to the school learning environment and candy of any kind, will be left at home.



## HEALTH

Sicknesses are an integral part of the early age (more than any other age). We are part of the larger community, and illnesses are not unique to Shenker Academy, or to any specific child or teacher. As we follow strict health codes, teachers and assistant teachers must always see and hear all their attended students, specifically infants, 12M, 18M, and 2YO students and be alert to detect development of sicknesses or identify injuries during the day. As a proactive school, we are transparent with our communication with parents, and we are proactive in mitigating spreads. We **disinfect** surfaces (i.e., diaper changing tables, counters, tables, and chairs) with **Purell** alcohol based disinfect. We use a bleach mix solution to **sanitize** delicate toys which children may put in their mouths. In addition to that, we remove toys which were in a child's mouth and sanitize these toys at midday while children are napping. We have a professional cleaning company which cleans daily after hours, and deep clean rotationally over the weekends (including vacuum rugs and shampoo rugs periodically).

We at Shenker Academy cannot know where these illnesses start. These can start anywhere in or outside of the school. From dripping eyes to stuffy noses, fever, stomach viruses, upper respiratory infections, injuries, and more, our aim is not to find the source but to address these immediately when we see it. When identified, we transfer a sick or injured child to the main office, treat the child with first aid, contact parents promptly, determine next actions, and take further actions to prevent spread of these sicknesses. The return to school is done per our notification to parents (we will write it in the notification email to the class and/or the written incident/sickness report and notify the parent when the child can return to school). **The return to school varies** from 24 hours after treated by a pediatrician to 7-10 days isolation or quarantine (i.e. Covid cases), depends on the illness, and contingent with your health provider's clearance to return to school. We cannot promise that our school will have zero sicknesses, but we can assure parents and staff that our illness mitigation efforts will continue to be stellar and with excellent results.

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

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

Our staff is trained to always maintain safety and health guidelines on the playgrounds and in the classrooms. In the event that your child becomes ill while at school you will be notified promptly after the child is transferred to the front office for a wellness check. We will then guide you with what arrangements we recommend making (early pick up, direct to a pediatrician, direct to an emergency room, etc.) While waiting for parents to arrive for an

early pick up, your child will be removed from the classroom and be 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 100.4 degrees or higher, repeating diarrhea, repeating vomiting, persistent deep 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 at home. Children's return to the school policy is outlined above. 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 Health Department. 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 Head of School 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.

#### *Illnesses*

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 and times to be administered.
- Instructions for administration

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 designated medical appointees (Head of School or Executive Assistant, Admission Administration). In case of Asthma (use of nebulizer or inhalers), Severe allergic reaction (EpiPen administration), the Head of School or a designated school administrator will administer the above as needed or supervise the administration of these. In case of diabetes, the school does not administer insulin and parents will have to drive by the school and administer insulin. EpiPens will be kept in the office in a designated cabinet (and in each classroom for emergency use only if available). We will use the EpiPen, inhalers, and nebulizers only with prior consent from the parent to use for a child with known condition and with doctor documented specific allergies that would necessitate use of the above.

**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 parent/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.

### *Sunscreen and Insect Repellent*

We will apply sunscreen or insect repellent to children here at Shenker Academy. There is no need for a consent form for sunscreen per new directions. 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.*

### *Vaccinations*

All students are required to be on schedule with their vaccinations. Our requirements are per the SNHD regulations, and we update records weekly. We accept medical exempt while communicating it with our SNHD contact for approval. At this time, we do not accept religious exempt as this is our board of trustees decision to mitigate spread of diseases. The Public Access Portal of the Nevada (WebIZ) program allows parents, preschools, and legal guardians to print official immunization records for their child(ren) (aged 0 through 17 years). To download your children immunization records, visit the Nevada WebIZ Public Access Portal or call 1-775-684-5954.

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

Covid-19	May return to school 14 days after diagnosed positive (isolation). Medical clearance is required prior to returning to school.
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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	<b>(Infectious)</b> 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	<b>(Rubella)</b> May return to school four days after appearance of rash.
Measles	<b>(Rubeola)</b> Return to school 4/5 days after rash appears, if other symptoms are gone. Family contacts, no restrictions. Optional notification.
Meningitis	<b>(Meningococcal, epidemic-type)</b> Exclude until statement from physician that person is non-infectious. No restrictions on contacts. Notify parents of classroom contacts, using approved form letter.
Mononucleosis	<b>(Infectious)</b> 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	<b>(Scarlet fever, Scarletina, or "Strep" sore throat)</b> 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.

## CHILD RECORD

Student records are kept in a personal folder at the Shenker main office. This folder includes enrollment documentation, medical records, media consent, financial consent, and administrative records. Academic records are kept in the classrooms until the student graduates, and then brought to the office to be archived. Student parents, legal guardians, school administration, and the child's lead teacher will have access to the above. Regulatory authorities (such as Southern Nevada Health District, Preschool Licensing, Department of Education) will be granted access to the student files per Nevada Revised Statutes 432A. Academic records will be shared with other educational institutions after Shenker Academy receives an official request for academic records.

## INCLEMENT WEATHER

During times of excessive heat, cold, rain, winds or other extreme weather conditions, activity limitation guidelines will be observed for all outdoor physical activity including, but not limited to, recess, physical education classes, extracurricular sports games/practices, field trips and other outdoor activities and competitions.

♦ **Heat alerts** are expressed via a Heat Index value or by the actual temperature. Heat Index is a value that combines air temperature and relative humidity to determine how hot it feels. Shenker Academy will follow the heat advisory as posted by the Southern Nevada Health District. Shenker Academy administration will communicate the decision to parents and teachers on the same morning or day.

**80-89 Caution:** 75% vigorous activity/25% light activity or rest. Encourage hydration.

**90-104 Extreme Caution:** 50% vigorous activity/50% light activity or rest. Enforce hydration. Monitor and limit outdoors time to short time periods, no longer than 15 minutes.

**105 and Up:** Indoor recess and activities in lieu of outdoors.

Overexposure to the sun's ultraviolet (UV) rays seriously threatens human health; children are highly susceptible to harmful UV radiation. Students shall be permitted to carry and apply sunscreen, provided by the parent/guardian. Staff can apply sunscreen with a written permission from the parents. Children can wear hats, long sleeve shirts, long pants, or any other clothing items which help protect students from the exposure to the sun.

♦ **Cold weather alerts:** If cold and snowy conditions are in the area for the winter months, we will assess the conditions and determine if it is safe for our students to participate in outdoors activities.

**40-50 Caution:** 50% vigorous activity/50% light activity or rest. Preferred indoors.

**Below 40 Extreme Caution:** Indoor recess and activities in lieu of outdoors.

The decision to close the school will be made after determining if teachers, parents and students can drive to school safely, and if students and teachers can safely walk between

buildings during the school day. The decision will be emailed to parents by 5.00am in the morning of that day.

## 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 **Las Vegas Uniforms (702) 734-7070** to order your uniforms. You can also purchase uniforms **online** through our website at <http://shenkeracademy.com/links/> Follow the link which will redirect you to the <https://firestonegraphics.com/collections/shenker-academy>. Your purchase can be delivered to the school or to your home address.

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 lunch daily. Availability to purchase lunch exist through our website (provided by the Temple kitchen) and brought to the classrooms daily. Please follow the link on our website for ordering lunches (by Thursday midnight for the week/month ahead).

If you send lunch with your child, 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. Shenker Academy will provide plates and utensils for the serving of the lunch/snacks.

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

Please label your child's lunchbox with their 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 coordinate ahead with your child's teacher if you wish to provide snack or lunch for the birthday celebration. We do not allow any balloons or piñatas. The Academy allows small scale birthday celebrations during lunch time or snack

time, 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 State licensing. Children may bring in SMALL BLANKETS. Infants will nap at various times throughout the day. 12M-2Y students will have a two-hour nap from 12.30-2.30pm. 3Y-4Y will have the option of a full nap (12.30-2.30pm) or an up room (1.00-2.30pm) which allows non-nappers to have sports, play, learn, create, and craft in common core subjects and special subjects. This should be communicated with the lead teachers who will update administration (spots are limited due to staff ratios).

During nap time all rooms should be quiet, blinds down, and full supervision of teachers will take place per stated classroom ratios. Teachers will hear, see, and walk around to ensure safe napping for all infants, 12M, 18M, 2Y, 3Y, and 4Y students. Kindergarten students do not nap during the school day.

*Please remember* to take their blankets home **daily** (during the Covid pandemic) and **weekly (on Fridays)** (after Covid restrictions) so they can be laundered.

### DISCIPLINE AND OTHER CHALLENGES

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. Students, parents, teachers, administration, and professionals are all required to read our discipline policy online and prior the admissions to school.

We strive to have excellent character and good citizenship which includes integrity, respect, kindness and compassion, responsibility, and citizenship. We guide our children to play by the rules, show courtesy, trust, caring, respect, and fairness to their peers. Our parents model courtesy, trust, caring, and respect. Our teachers and administration maintain professionalism as we model courtesy, trust, caring, respect, and fairness. Shenker Academy does not use time out and only uses redirection through the Love and Logic inspired strategies.

Suspension, exclusion, or permanent expulsion are extreme actions Shenker Academy may take in response to student and or parental misconduct or behaviors and only after a course of actions has been taken by teachers, administration, parents, and professionals, and after recommended actions were exhausted. When extreme behavioral, social-emotional, or cognitive challenges are identified by the classroom team, the next steps will be taken in the below chronological order to address these challenges:

- The classroom lead teacher will meet with the school administration prior to meeting with the parents to outline the classroom occurrences and concerns.
- The parents, administration and classroom lead teacher will then meet, discuss the initial observations, and agree to a log of behaviors for 7-10 school days.



- The school administration will then meet with the classroom team and the parents to reveal the findings and to identify the patterns based on the detailed log. An action plan will be discussed and agreed upon at the end of this meeting. This plan may include a professional evaluation (cognitive, behavioral, social-emotional, occupational, speech, etc.), classroom accommodations, academic accommodations, attendance accommodations, staffing accommodations, and more. The school will determine a timeline to revise and reassess each step of the action plan taken by parents, teachers, and administration.
- Following a professional evaluation, the school will make the needed accommodations for the student and will re-evaluate the progress periodically. Shenker Academy expects that the student, parents, teachers, professionals, and administration, will be committed to this process through in school/out of school intervention and in school accommodations.
- In case of failure of the process, lack of collaboration between parents-professionals-school team, The Shenker Academy administration team will meet and determine if Shenker Academy recommends continuing with the implementation of the action plan or not.
- In case of discontinuation of the action plan, Shenker Academy's Head of School will consult with professionals, specialists, administration team, classroom team, and decide the next step which may include:
  1. Exclusionary measures: switch classrooms, reduce or increase the length of attendance (full days, half days, limited hours), etc.
  2. Suspension measures: A temporarily prohibited attendance until the school, professionals, and parents discuss a new action plan to benefit the child.
  3. Separation measures: A permanent separation between the student and the school due to greater needs that can not be met by the Shenker Academy.
  4. Expulsion measures: A permanent expulsion of the student due to failing process and due to the need to seek for a different educational route which are in the best interest of the child.
- Dangerous behavior which puts the child or other children in danger will be addressed immediately for short term remedies and long-term remedies as described above. Running out of the classroom, physically hurting (or trying to hurt others), throwing objects at others, and hurting oneself may lead to an early dismissal, suspension, or expulsion, based on the steps above and as the school determines.
- During each step of the process outlined above, Shenker Academy will offer internal and external resources and services for the teachers, parents, and administrators to allow a successful action plan. Shenker Academy will collaborate with the next agencies to ensure each participant can get the right help:
  1. The State of Nevada, Early Childhood Mental Health Services – Childcare Consultation Services (702) 486-7764
  2. The State of Nevada, Early Intervention Services (702) 486-9826
  3. The EBP- Evidence Based Practice of Nevada (702) 508-9181
  4. Capability Health- (702) 677-3593

5. Speech therapists, Occupational therapists, Behavioral specialists
6. Medical Professionals

Shenker Academy will continue to comply with the State of Nevada regulations (432.A) as well as with Federal and local laws to ensure high quality services to our families and children with adherence to OSHA, State licensing, and health directives.

Shenker Academy reserves the option to dismiss a student, deny re-enrollment, or terminate a child's enrollment due to the actions or inappropriate behaviors or communications of the child and/or a family member. This may be used in extreme situations and will be determined by the Head of School and/or the school's legal counsel.

### **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 (see above). 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. Outside providers can work with students on school property after coordinating for space with administration. Outside intervention professionals in the classrooms are limited to one hour per week supervised by school administration.

### **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, limited to specific times, while supervised by school administration. If there is any need for shadows in the classroom, shadows will be the employees of the school paid by the parents, must follow all licensing requirements of the Shenker Academy employees, and be supervised by school administration as outlined above. All information regarding the therapist and child are kept confidential. Shenker Academy will have an in-house intervention service (speech therapist and occupational 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 interventionist 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 an action plan will be instituted by the school.

## STUDENT EVALUATIONS AND PARENT CONFERENCES

All students aged 6 weeks to Kindergarten students will be evaluated with report cards and parent-teacher conferences scheduled twice a year (November and May), 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 assessments, and national standardized testing for kindergarten (SAT-10 by Pearson) to assess child's development.

## PARENT PARTICIPATION AND INVOLVEMENT

We have many opportunities for parents to participate in school programs (classroom program, grade level programs, school wide programs), birthday celebrations, holidays, special events, reading to the class, field trips and more. Throughout the year, parents will become familiar with our fall festival, Thanksgiving feasts, parent conferences, winter holidays classroom celebrations (Christmas, Hanukkah, Kwanza, New Year), the Chinese New Year parade, Diwali, Black History Month, Dental Month, Book Fair, St. Patrick's Celebration, Art Fair Exhibition Night, Spring Holidays (Easter, Passover, Ramadan), Week of the Young Child, teacher appreciation week, annual music show, graduations, July 4<sup>th</sup> parade, field trips, theatrical shows, PTO (Parent-Teacher-Organization), fundraisers, and more. We have ample opportunities to take part in the above as a homeroom parent, PTO volunteer, coordinate the events, participate as a parent guest, or even ask the lead teachers for any help they need. Please email [info@shenkeracademy.com](mailto:info@shenkeracademy.com) or discuss with your lead teacher your participation preferences and we will try to accommodate to your preference. Showing up in the classrooms unannounced is not allowed, as it encompasses licensing, health, and educational ramifications which we want to avoid.

Immediate concerns can be brought to the attention of the lead teacher, school administration, or the Head of School (in this order). Parents may request a meeting or a conference at any time during the year with teachers and/or with the school administration.

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 every accreditation cycle (3-5 years) to complete a program questionnaire to help evaluate the school's program.

### TRANSPORTATION

Shenker Academy does not transport children to and from the school as morning drop off and afternoon pick up will be done by the parents/guardians/permitted personnel.

Children may take part in field trips and educational excursions, mainly by private cars (parents), or on foot. This should be permitted by the parents, with a proper transportation form completed prior to any field trip.

### 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 your 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.

### CHILD ABUSE AND NEGLECT

All staff working in a licensed childcare facility in the state of Nevada must report suspected child abuse and/or neglect. When receiving suspected abuse or neglect information, the report will be handled by the Head of School or to the administration (including HR manager and School legal counsel).

The Head of School will then work with the reporter and administration to complete a State of Nevada Child Protective Services Referral Form and submit it to the Nevada Child Protective Services (Per [NRS 432B.121](#)). The report will be shared with the State of Nevada, Preschool Licensing Unit.

Employees are immune from discharge, retaliation, or other disciplinary action for that reason alone, until CPS and the Nevada Preschool Licensing Unit will complete their reviews which will indicate or rule out any intention to do harm.

### ADDITIONAL INFORMATION

NRS 202.265 "Possessions of dangerous weapons on property or in vehicle of school or child care facility is prohibited." Permitted conceal carriers (including law enforcement parents, personnel, etc.) should clear it with the Head of School who will consult the safety & Security Committee.

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.

Parental handbook will be updated annually (August) and posted on our website. Your consent will be renewed annually.

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  
info@shenkeracademy.com

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Parent Handbook Acknowledgement Form/Chemical Service Advisory

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

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

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

Date: [Click here to enter text.](#)

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Parent/Guardian Notification of NRS.178:

I, [Click here to enter text.](#) (Parent/Guardian) am aware that I have the right to request and review any complaints the facility has received within the last 12 months of my child's(ren's) enrollment.

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

Date: [Click here to enter text.](#)

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

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