2019-2020 New Family Orientation

What needs to come to school?
Check out our school supply list for specifics on what to bring for each age group.

Tips:
- Make sure to rotate extra clothes throughout the year depending on the season. Your child should have 2 full changes of clothing in their cubby at all times.
- For nap time a fitted crib sheet is what fits on our cots. Families will take home sheets/blankets each week to launder and bring back to school every Monday. It’s a good idea to have an extra set of sheets to rotate through at home (especially if there are accidents mid week).
- Pillows and blankets should be small so we can store them in the classroom.
- Please label everything that comes into the CDC. A permanent marker might be your best investment!

Outdoor Play
Children are scheduled for outdoor play twice a day. It is important that the children are prepared for outside time.

Tips:
- During the summer/early fall months children should arrive at school with sunscreen applied each day. Teachers will reapply after nap so they are prepared for afternoon play.
- As the weather gets cooler, the children need to wear the appropriate clothing. Don’t forget the gloves and hats! Make sure to send your children in shoes that are appropriate for running and climbing.
- All shoes must have backs and stay on the foot. They should not have heels that could get caught on equipment. Tennis shoes are the best! Children will not be permitted to use the playground equipment if they are not wearing the appropriate shoes.

Food
- About 9:30am children will be served a morning snack that includes a grain, fruit, and milk.
- At 3:30pm the children are given an afternoon snack that includes a grain and milk.
- All of the food that comes from our kitchen is prepared under Vaad supervision and meets CACFP requirements.
- Lunch can either be brought from home or purchased from the CDC. The J’s Heritage Center provides a hot, kosher lunch for students signed up for the program. If you would like more information about adding in hot lunch please contact Machaela.
- If bringing a lunch from home the following items are not allowed in the CDC: pork products, shellfish, and nut products. The CDC does not allow nuts or nut products in the classrooms under any circumstances. This includes nut-based milks.

Allergies
It is important that you tell the teachers if your child has a food allergy or other allergies. Allergy information will be posted prominently in the classroom. If your child requires an Epi-Pen, please make sure to provide this to the classroom on their first day. Epi-Pens will be kept in the classroom, and travel with the children so they can be administered quickly in an emergency situation. If your child has a severe allergy or asthma related issue, please speak with Machaela.

Illness Policy
All of the CDC policies are based on licensing regulations provided by the Kansas Department of Health and Environment and the American Academy of Pediatrics. The KDHE list of exclusions is a printed handout for you to check out. Our policy is also listed, in full, in our parent handbook.
Shabbat & Havdalah

Havdalah marks the end of the Jewish Sabbath, Shabbat, and is traditionally celebrated at sundown on Saturday. Since we are not in the CDC on Saturday evening, we enjoy the beauty of Havdalah at 9:30am on Monday. Kabbalat Shabbat will be celebrated at 9:30am on Fridays. Parents are welcome to join their children for either Havdalah or Kabbalat Shabbat. More information about Havdalah and Shabbat will be sent home at the beginning of the school year.

Security

- The CDC has one, secure entrance from the lobby. All families should use this entrance for drop off & pick up each day.
- Families are given 2 security wands for entrance into the CDC.
- Wands function from 7:00am-6:00pm. Monday-Friday and will not allow you entrance from the playground.
- Teachers will ask for a photo ID from anyone who is not a parent during pick up.
- Only those listed on your child’s emergency pick up list (on CampDoc) will be allowed to pick up your child from the CDC. This person will need to be prepared to show a photo ID.
- For the safety of all CDC families please do not hold the door open for people who do not have an access wand. You can always have them check in at the J or CDC front desk and we will direct them to the appropriate location.

Birthdays and Classroom Celebrations

Birthday celebrations are a fun time at the CDC! We recognize all children at Havdalah and/or Shabbat with a special birthday song during the week of their birthday.
- Please coordinate all classroom celebrations/treats with the teachers.
- All treats must be kosher, including baked goods, ice cream, candy, etc. No treats can come from your home kitchen.
- The Hen House on 117th and Roe has a kosher bakery and anything ordered from that bakery is acceptable.
- Healthier options such as fruit or treats made with whole grains are excellent choices for birthday treats, but sweets & baked goods are also ok.
- Teachers will help to make the celebration special and can offer suggestions for alternatives.
- In order to be considerate of our Jewish families observing Shabbat, please try to coordinate birthday parties so that all children are able to attend. Shabbat begins at sundown on Friday and continues until sundown on Saturday. Many of our families who observe Shabbat use the Sabbath to rest, pray, and spend time with family. Birthday parties on Sunday ensure that all families can participate.

Drop-Off and Pick-Up

The CDC opens at 7:00am. Due to the very low number of children during the first hour, we only open one classroom per age group between 7:00am and 7:30am. Those rooms will be posted at the beginning of each year. At 7:30am a teacher from each full time room will pick up the “early birds” and take them to their own room. A full time child can arrive as early as 7:00am and can be picked up as late as 6:00pm. If, for some reason, you are unable to retrieve your child by 6:00pm, you will be charged $1.00 for each minute that you arrive after 6pm. We appreciate a phone call to let us know that you will be late.

Arrival time for part time children is 9:00am unless arrangements are made for an early drop-off. ALL PART TIME CHILDREN SHOULD BE PICKED UP BY 1:00pm unless arrangements have been made for your child to stay for the afternoon.

Swimming, Gym, Music

Children participate in special classes once a week beginning in September.
- All ages have the opportunity to enjoy music classes that are held in the CDC theater space.
- Children in the 3 year old and Pre-K classes are scheduled for a weekly swim lesson in the indoor pool and a physical education class in the gym.
- All children must put on a swimsuit and go to the pool with their class even if they are not going into the water.
- If a child is too ill to swim, he/she is most likely too ill to be in school. Exceptions are made on an individual basis.
- Instructors are professionals from the Fitness and Sports Department. Private swim lessons can be arranged through the J’S Aquatics Department.

Enrichment & Fitness & Sports Classes

The J’S Program Guide (online) will list all of the classes and programs available and the required ages for participation. All enrichment classes, sports’ teams, private swim lessons, dance, etc., are scheduled in the afternoon or at the end of the day so they will not interfere with the CDC’s core hours for learning. For most classes you can sign up on line.
Family Programs
There are a number of programs during the year that are designed specifically for families. The Thanksgiving and Passover programs take place in the classroom and give the children an opportunity to show you what they have learned and prepared. The first family event is the Sukkot Dinner, which will be held in the CDC. The Grandparents’ Breakfast is in December and is really for any adult(s) special to your child. This is a very special gathering and one of the year’s highlights. The Pre-K classes have a Graduation to mark the end of their preschool experience. Some classes might have a Hanukkah party and other family activities throughout the year.

CDC Room Parents
Each classroom will need a designated Room Parent. Becoming your classroom Room Parent is a wonderful way to meet other parents. There are a number of fundraisers and events that require parent volunteers throughout the year, which is another way to get involved at the CDC. Room Parents are on a volunteer basis, and agree to help communicate with all of the parents in the room and help to arrange classroom parties.

Updating Contact Information
Should you have a change in job, address, or phone number throughout the year, please make sure to update the CDC with correct information. We will then be able to update classroom information, as well as on our online paperwork system, CampDoc. As your child receives immunizations throughout the year, please bring us updated records.

Administration of Medicine
Children who require regular, daily administration of medicine must have a long-term medicine form filled out and on file. These are available in the administrative offices or in your child’s classroom. Prescription medicine must be accompanied by a signed doctor’s form, and in the original container. Over the counter medication must also be in the original container, and a medical form must also be signed by the parent. Teachers and administrators are not allowed to give medicine if these forms are not on file. In an emergency situation, a parent or guardian can authorize a CDC administrator to give medicine to a child.

Critically-Needed Care
“Critical Care Only” refers to the afternoons or days when the CDC is open for families who absolutely must have care for their children. On these days we ask that parents either pick up their children early or keep their children home for the day. We are open for families who do not have alternative care. There are a few days during the year when many of our teachers leave at 1:00 P.M. to prepare for a holiday. Teachers observing Rosh Hashanah, Yom Kippur, and Passover have the option of leaving early on the eve of the holiday. Teachers observing Christmas Eve and Good Friday have the option of leaving at 1:00 P.M. on those days. This can leave the CDC with a staffing challenge. If it is possible to arrange your work schedule, we really appreciate the early pick up of your children on these days. Critical Care Only days are noted on the CDC Calendar.

Inclement Weather
Should inclement weather arise, the J administrators will make a decision based on weather conditions. Should the Blue Valley and Shawnee Mission school districts close, the CDC will more than likely open at 9am. These are Critical Care Only days. Many of our teachers live a distance from the CDC and the safety and well being of our staff is very important. Please consider making alternate arrangements for care on these days where the weather makes it unsafe for travel. Inclement Weather decisions will be announced on facebook, the J website & an email/text will go out to all families.

Conferences
Conferences are scheduled twice during the school year. During fall and spring conferences the CDC will close for one full day (see calendar) to accommodate all 230 families. Parents have the opportunity to ask questions, voice concerns, and share their observations. Teachers will use a research based assessment tool to evaluate your child’s progress and development. Meetings with teachers and/or the director will be scheduled as requested.
Confidentiality
Children’s records, evaluation results, and special communications are kept in secured files. Health forms and contact information are filed with the Office Manager. Copies of evaluations, conference forms, etc., are filed in the administrators’ office along with copies of necessary or pertinent documents or notes, (i.e. Parenting Plans, medical information, etc.). CDC administrators have access to the files. Information is shared with other agencies or the child’s physician ONLY if parents have signed a “Release of Information” form. Parents should have received copies of the filed information. They are invited to review the files at any time. The information is collected as a means of following a child’s progress as he/she passes through the CDC. Teachers and other CDC personnel are not given access to these files.

Communication
Communication is the key to success here at the CDC, so we have developed several ways to keep you in the loop. Each classroom will be using Tadpoles, an app for parent communication. Teachers will be able to update pictures, post blogs, and set up reminders on this completely secure app. Parents will receive download information after classroom placement has been assigned. If you need to contact your child’s teachers during the day you are welcome to call the classroom, however it is not always easy for the teachers to answer. Please feel free to call any of the administrative staff and we can get a message to the classroom. You will be contacted if your child is not feeling well or has been injured. Someone on the administrative team is available 7:00am to 6:00pm to answer questions and respond to emergencies. Unless we are in a meeting with teachers or another parent, we are always happy to have you stop in with questions or concerns, or just for a visit! The CDC also uses a text line to inform families of emergencies or closings.

Text JOIN CDC to (866)209-2051 for CDC updates & reminders

Sasone
The CDC has a very special program that allows us to provide para-professional support to children with special needs called Sasone. The Jewish Federation and The Jewish Community Center fund Sasone, a program that provides a consultant and paraprofessionals to the CDC. Andrea Funk is our Sasone Inclusion Specialist. Andrea will become involved after parents have given permission to have her observe their child. Andrea will communicate with the parents, observe the child, and discuss strategies to be used in the classroom and at home with both parents and teachers.

Important Phone Numbers
Machaela Whelan, Director (913)327-8051 or machaelaw@thejkc.org
Laura Shingleton, Assistant Director (913)327-8052 or lauras@thejkc.org
Rachel Roozrok, Curriculum Specialist (913)981-8875 or rachelr@thejkc.org
Lisa Holland-Hoffman, Office Manager (913)327-8050 or lisah@thejkc.org
Andrea Funk, Inclusion Specialist (913)981-8876 or andreaf@thejkc.org
The J Main Office (913)327-8000

CDC Text Line: Text JOIN CDC to (866)209-2051

CDC website: www.thejkc.org/cdc