

# Tikvat Israel Early Childhood Center

## FAMILY HANDBOOK 2025-2026

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## INTRODUCTION

Welcome, new and returning families, to another great year during which your child will EXPLORE, LEARN & CONNECT at the TIKVAT ISRAEL ECC! We are pleased to be partnering with you during your child's early years to provide a high quality preschool & child care program for your child. Our ECC team is composed of experienced and nurturing educators who will support our children as they engage in a wide variety of enriching experiences. Our ECC Family includes a multicultural community of children, educators and families within the larger Tikvat Israel community. Our ECC Educators understand best practices in early childhood care and education. They realize that each young child is unique and matures at his/her own pace in all developmental areas. Through our multifaceted curriculum, hands-on activities, and positive guidance, children are supported as they become more independent, confident, and prepared for the next step in their educational journey. Your child's time at TIKVAT ISRAEL ECC is important and precious. We plan engaging activities responsive to the needs and interests of the child so that their time with us is enjoyable, intriguing, and exciting. We feel that it is important to foster friendships with other children at the ECC, trusting relationships with our ECC educators, and respect for people of all cultures and linguistic backgrounds. The ECC is an inclusive school and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity/expression in admission of children. We also provide daily opportunities for child-initiated exploration balanced with teacher-facilitated activities, with the ultimate goal of social/emotional as well as academic Kindergarten Readiness.

## MISSION STATEMENT

It is our mission at TIKVAT ISRAEL ECC to provide a high quality, inclusive, developmentally appropriate, Jewish early childhood program facilitated by nurturing educators who support the ECC children as they: \* EXPLORE their surroundings and engage in discovery play \* LEARN through active participation in multi-sensory activities \* CONNECT with peers and adults in our warm & loving multicultural community with a strong foundation in Jewish values and traditions

## OUR ECC CURRICULUM

Our BALANCED approach to early childhood education is guided by the [Maryland Early Learning Standards](#) and brings together elements of The Creative Curriculum® play-based philosophy, High Scope, constructivist and other curricula. We feature multi-sensory lessons in the areas of Literacy, Math and Letter Formation from the Paw Prints and Learning Without Tears®. By incorporating creative exploration of the indoor and outdoor environments and exposure to a variety of materials, we ensure that the children have opportunities to engage in discovery play and targeted learning activities based on individual interests and abilities. At TIKVAT ISRAEL ECC, we build strong foundations, scaffolding from year to year, as we help move your child towards social, emotional and academic kindergarten readiness. Honoring all cultural backgrounds and languages, we support children as they become lifelong learners through multi-sensory activities and engaging materials. Our responsive teachers strive to meet the needs of diverse learners and children with disabilities and special needs.

**Questions? Please feel free to contact the school at [tikvatisraelecc@gmail.com](mailto:tikvatisraelecc@gmail.com)**

## GENERAL INFORMATION

The ECC's hours are from 7:30am to 5:30 pm and include the following:

- Early Drop (7:30 AM – 9:00 AM)
- CORE Hours (9:00 AM – 1:00PM)
- Extended Day (1:00 PM- 4:00 PM) [This time includes either a nap/snack or exploration/short quiet time/snack.]
- Late Stay (4:00 PM – 5:30 PM)

All ECC families must enter and exit the Tikvat Israel building ONLY through the main doors using the assigned numerical code at all times. Children in the toddler, two and three year old classes may attend 3, 4 or 5 days a week. You may choose which fixed days your child attends. Children in the kindergarten readiness program (Pre-K) are required to attend a minimum of 5 days a week (Monday-Friday, 9 am – 1 pm).

Our class sizes and teacher/child ratios meet or exceed Maryland's requirements. Our under two classes are at least 1:3; our two's and three's are at least 1:6; and our PreKindergarten class is at least 1:8. Families who make the choice to send their child to the ECC for 3 or 4 days (rather than 5) must be aware of the following:

- We are flexible, so it is your choice which 3 or 4 days your child will attend. Upon enrollment, please notify the ECC office of the days your child will be attending as a set schedule.
- For families who choose to enroll their child fewer than 5 days: your child may not always have the opportunity to complete the projects done on the days they are not here; however, when possible, teachers will provide time for the child to work on the same project.
- If you find you need to increase or decrease the number of days or hours you send your child, please let the ECC office know of any change to your set schedule by filling out a Schedule Change Request Form.
- Families of a child who attends 3 or 4 days are welcome to bring the child to any special program at the ECC, even if it occurs on one of the days the child does not usually attend. The parent or caregiver is expected to remain with the child and take the child home after the special program ends. An ECC Calendar of Events & Closings will be distributed in hard copy for your reference at the beginning of the school year. In addition, reminders or updates relating to our ECC Calendar will be sent via email and will be accessible on Remini. Our school calendar may be added to your [Google calendar](#).

## Pre- Kindergarten

- Our Pre Kindergarten (Pre-K) class is a 5 day a week program which provides the best consistency and routine for children as we prepare them to transition into a Kindergarten classroom the following school year. The PreK core hours are 9-1 but you may also choose before and after care hours.
- *Children must turn 4 by September 1 to be eligible for the PreK program*

## INCLUSION STATEMENT

At Tikvat Israel ECC, we welcome all children ages 14 months - 5 years, including children with special needs and disabilities, into our nurturing early childhood program. Our educators engage in intentional planning to meet the needs of all children. We conduct baseline developmental assessments of each child and continue to scaffold learning and participation for all children, including those with special needs and disabilities, so that they are able to access the curriculum and activities and reach their full potential. Supporting social-emotional development is paramount along with supporting language, fine motor & gross motor, self-help and cognitive development for children who are and are not diagnosed with special needs and disabilities.

We partner with families, community agencies and professionals including special educators, speech pathologists, occupational therapists, social workers, psychologists, etc. We invite families, educators and therapists to team meetings at Tikvat Israel ECC to foster shared communication and to promote consistency in implementing strategies and providing support for children with special needs and disabilities. We encourage therapists to visit during the course of the child's day at the ECC in order to provide services in a natural setting that is comfortable for the child. This also provides an opportunity for therapists to model appropriate strategies that work for the children which can then be integrated by our educators in the ECC classrooms.

## ASSESSMENTS OF THE CHILDREN

Assessing each individual child's development throughout the year is essential to the progress of the child and the class. It provides invaluable information for the teacher which allows for thoughtful planning and intentional teaching. Assessments are based on a combination of the ASQ (Ages & Stages Questionnaire which includes parent/guardian input), Maryland Early Learning Standards, and *Healthy Beginnings*. Gathering information for assessment supports children's learning and provides vital developmental information for teachers and parents. The results of teacher assessment inform the planning of both activities and materials so we can best meet our children's individual needs.

## ATTENDANCE

We urge regular attendance in preschool, but children with any illness should remain home for the day to avoid exposure to the other children. If your child is going to be absent from the center, please notify the ECC office. Please let your child's teacher know in advance if your child will be absent for any length of time due to illness or other reasons.

## BIRTHDAYS

We celebrate birthdays during the morning snack time or after lunch. Parents are to make arrangements with the teachers a week or two in advance using our Upcoming Birthday Celebration Form. Please keep the celebration low-key and simple. You are welcome to join the class to celebrate your child's birthday; however, we ask that you arrive promptly at the time agreed upon with your child's teacher. Please be aware that:

- **All food items brought in for parties and celebrations must be store bought, nut-free, and kosher.**
- **No items baked at home are permitted to be shared** . You may wish to provide a cooking experience for the class and bake a birthday treat at school as part of the celebration. Reminder: Please make sure that there are no [peanuts](#) or other nuts in any of the baking ingredients and that all ingredients are kosher before bringing these products into the ECC.
- **Please refrain from sending in favors, goody bags, or piñatas** . These are for your private celebration. We suggest instead, making a donation to your child's class in the

form of a book or toy in honor of your child's birthday. Feel free to join us as a special storyteller, reading a book of your child's choice to the class.

- **CANDY & BALLOONS ARE STRICTLY FORBIDDEN** at the ECC.

- If a birthday is going to be celebrated outside of the ECC and if the entire class is invited, the teachers will be happy to distribute invitations, or families may place them in the children's cubbies. If the entire class is not invited, we ask that the invitations to private celebrations be mailed. The ECC and EFN recommend that no birthday parties be held on Shabbat (Saturday) or on Jewish holidays, in keeping with Jewish traditions, so that no child is precluded from attending due to his/her family's religious beliefs or observances.

## COMMUNICATION WITH THE SCHOOL

School address: 2200 Baltimore Road; Rockville, MD 20851 ECC Office: 301-251-0455  
Email: [tikvatisraelecc@gmail.com](mailto:tikvatisraelecc@gmail.com) Tikvat Israel Congregation Main Office: 301.762.7338  
Tikvat Israel Fax Number: 301.424.4399

As teachers cannot check email and phone messages easily during the day, all urgent messages should be sent through the office. The school provides each child with a folder. We will send information home in it and request that you send anything to the school you want us to see in it as well.

Please let either the teacher or office know if your child will be very late or absent. The other children in the class will be asking and we like to have that information.

Parents should know that only the director may speak for the ECC about school matters, including personnel matters. These communications are reserved for the ECC Director and the Executive Director of Tikvat Israel.

The ECC conducts Parent-Teacher Conferences in the Fall and again in the Spring. Sign-up for conferences is done a few weeks prior to the conference date. Parents may set up additional times for speaking with ECC teachers as the need arises. At Back to School Night, each teacher will inform parents about classroom communication. It is helpful for our children to know about special family situations that may arise during the school year.

If you have any suggestions, concerns or complaints about the program, please feel free to discuss them with the educator involved or, if it seems more appropriate, with the director as soon as possible. If you have a serious complaint that you feel is not being addressed, you may contact the Executive Director of the synagogue (x111) or our Maryland licensing specialist at 240-314-1405.

## Alert System (Remini)

Remini is used for all urgent alerts. We use this system for time-sensitive information that must be shared with ECC families. Urgent alerts through Remini will contain information relating to:

- **Weather-related Changes to Regular ECC Hours** (e.g. closings, delayed openings, early releases)
- **Emergency Situations** (e.g. lockdown - no entry or exit of building, shelter in place, emergency relation to safe place)
- **Other last minute, urgent changes that need to get to all ECC families fast.** (e.g. icy patch in parking lot, animal near a classroom door that should be avoided, traffic alert for Baltimore Road)

## Children's Files

Student files are located in the office. No documents may be removed from the files. If you wish to receive a copy of any paperwork that is part of your child's ECC file, please speak with the Director. We will be happy to make a copy of anything in your child's file for you.

## Family Information

It is a Licensing requirement that each family complete the medical and emergency forms. These are automatically generated from your online personal Information.

- **Emergency Card** - (required by MSDE Licensing) should be renewed/updated annually or as necessary. Please notify the ECC if there is any change in the information on the Emergency Card (such as telephone number, employer, etc.).
- **ECC Contact Sheet** - (lists the phone numbers in the order you would like to be contacted) so that we can reach the correct adult in an emergency. **It is the family's responsibility to keep all information on medical, health, emergency and contact forms updated.**

## CURRICULUM

At the ECC we integrate discovery play with learning activities. We incorporate child-initiated exploration in keeping with the play-based *Creative Curriculum*® philosophy as well as teacher-facilitated lessons from the *Get Set for School* literacy, math and letter formation curricula. Our ECC Benchmarks are aligned with *Teaching Strategies GOLD*™ developmental objectives and are used by our educators as part of our intentional planning process to meet the individual needs of the children. Maryland Early Learning Standards and *Healthy Beginnings* are additional resources used. We

borrow from many pedagogical schools, including High Scope, Montessori, Waldorf, Reggio Emilia, and others.

The Jewish holidays are explored annually and interests of the children are used by teachers to plan daily activities. We teach for process rather than for content. We strive to incorporate language and literacy, mathematical thinking and numeracy, scientific thinking (e.g. “what would happen if...”), social studies, problem-solving (e.g. “how could we...”), the arts, social-emotional skills, fine and gross motor skills into each day’s activities,

Educators make every effort to inform parents about the “why” of what is done in the class as well as the “what.” We invite parent inquiry about all classroom activities.

### DISCIPLINE /POSITIVE GUIDANCE

Children function best when teachers set firm and understandable limits in the classroom and when teachers consistently apply them. Control, tempered with caring and respect, helps children feel secure. Adults who deal firmly, yet kindly, with classroom eruptions, who convey respect for the individual child and support children as they gain control of themselves, serve as good behavior role models for the children’s own behavior. We need to guide , teach , and stimulate the children. There are very few times when small children plan to challenge and frustrate adults for pleasure. It is our job as teachers to understand the nature of twos, threes, fours, and fives and within that framework to try to understand the behavior of each child. There is no place in good discipline for physical punishment, sarcasm or belittling. “Tattle-taling” and using other children against a difficult child is destructive and is not permitted at our Center. **Alert teachers recognize good behavior and reward it with praise.**

- Our educators never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.
- Our educators never use threats or derogatory remarks, and do not withhold nor threaten to withhold food as a form of discipline.
- Harsh tones and raised voices are unacceptable. Rather than focus solely on reducing the challenging behavior, teachers focus on:
  - the underlying cause for the behavior, i.e. a new baby, a change in caregivers, a death in the family, a parent traveling or deployed for an extended period, etc.
  - teaching the child social, communication, and emotional regulation skills, and
  - using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child’s appropriate

behavior. Our educators respond to a child's challenging behavior, including physical aggression, in a manner that:

- provides for the safety of the child
- provides for the safety of others in the classroom
- is calm
- is respectful to the child
- provides the child with information on acceptable behavior Our educators actively teach children social, communication, and emotional regulation skills.

Sometimes families have specific concerns regarding their child's behavior or are working in the home to modify certain behaviors. Our educators welcome the opportunity to support these efforts. Please do not hesitate to speak with your child's teacher or the ECC Director if you have concerns that need to be addressed at school or if you would like for us to support any work that you are doing at home with your child.

### **Biting Policy**

In instances where a child is bitten, the parents of both the biter and the child who has been bitten are informed by the teacher that day. Biting is treated very seriously and the children are helped to understand that biting is never acceptable. They are told to use their words, walk away or get a teacher to help them use their words. Children who do not have oral language skills get assistance. Through an individualized approach, we have been successful in working with families to assess the possible causes and solutions and to work through difficult, yet developmental situations such as biting. We respect each family's privacy, and do not provide parents with the names of any other children involved in a biting or other incident.

### **EFN PARENT COMMITTEE (ECC Family Network)**

Involved parents are critical to the success of any school. The parents of our ECC students invite you to become an active member of the preschool's parent-volunteer organization, the EFN Parent Committee. The function of the Parent Committee is to provide parents with opportunities to be involved in activities, events and programs for the ECC. In addition to volunteering, planning and sponsoring activities throughout the school year, the Committee raises funds to provide additional materials, programs and enrichments for the ECC community that are not otherwise covered by tuition.

#### **A sampling of Parent Committee Co-Sponsored Programs & Fundraisers:**

- **ECC Back to School Play Date**
- **Staff Appreciation Surprises & End of the Year Luncheon**
- **Family Shabbat Dinners**
- **Truck Touch**

Parent involvement is not only critical to the ECC, but it sends a strong message to children, as nothing else can, that their success and happiness in school is important enough for parents to take the time to be there and get involved. This group is a great way to meet and network with other parents and families. The Parent Committee encourages a sense of community among ECC families, and it has a renewed focus on creating more opportunities to interact socially with one another.

#### **EFN Membership**

**Dues** - Annual dues are \$35.00 per child and are collected at the beginning of each school year. This assessment provides working capital for the Parent Committee, and offsets the costs for some activities during the year.

**Room Parents** - Room parents for each class are vital to the success of the Parent Committee and the ECC. Room parents assist with collecting funds for teacher gifts, recruiting volunteers as needed for programming, and other small tasks that arise during the year. If you are interested in being a room parent, please sign up to volunteer with your child's teacher.

#### **FINANCIAL INFORMATION:**

- Please see Appendix 8 for annual tuition and fees.
- The ECC requires a \$500 deposit. This will be returned when your child leaves the ECC provided you have given us at least 30 days' **notice of your leaving**.

- **For summer program refunds or changes *will not* be allowed after May 1.**  
This policy ensures we can accurately and appropriately staff our summer program.
- Tikvat Israel ECC Enrollment Agreement: Your child's school year tuition is calculated based on the schedule you selected for your child upon enrollment and that school year ***tuition is divided into ten (10) equal payments from August through May*** for your convenience.
- **Tuition rates have already been calculated to include school closures. There will be no refunds or adjustments of tuition due to planned or unplanned closures or absences for any reason including illness or travel, etc. Tuition is due whether or not the child attends school. School closures for more than 30 days will result in tuition adjustments.**
- There is an annual **non-refundable** registration fee of \$300.
- **Late Pick-Up at the end of the day (after 5:30 pm):** The ECC closes at 5:30 p.m. Late pick-up is detrimental to both the child, who sees all of the other children leave, and to the teacher, who must stay longer than their scheduled work hours to be with the child until the parent arrives. We understand that traffic, weather & other factors can affect the time it takes to get to the ECC to pick up your child. Please make sure to **plan accordingly** so that you will be able to arrive by 5:30 pm . If you find that you will be unavoidably detained, please be courteous and **call the ECC office as soon as possible** and no later than 5:15 pm, to let the teacher know that you will be late.
- ❖ **Since ECC teachers are scheduled to leave for the day at 5:30 pm, late fees of \$2.00 per minute past 5:30 pm will be assessed and will appear on your next month's bill.**
- ❖ **Late Pick-up in the Afternoons:** We offer the flexibility for our families to add drop-in hours (at a rate of \$13/hour – full or partial) for additional child care beyond your regular schedule. We are happy to accommodate your needs whether you have an appointment or are just tied up in traffic. PLEASE LET US KNOW IN ADVANCE if you know you will be needing drop-in care. If you are running late for 1 pm dismissal or your usual afternoon pick-up time, please **call the ECC office as soon as possible** to let us know that you are running late. Please remember that charges for “drop-in” hours when a parent needs their child to stay late will be assessed on the next invoice.

❖ **Late pick-up on early closure days due to Jewish Holidays:** Please refer to the ECC Calendar and be aware of early closure days. Please be considerate and *pick up promptly* on days we close early for Jewish holidays. **Late fees are doubled on days with early closings for Jewish holidays .**

- Returned Check Fees: If your tuition check payment is returned by the bank for insufficient funds, your account will be assessed a \$35.00 returned check fee. You will be allowed only two (2) returned checks. Payments thereafter must be made in cash, money order or cashier's check.
- In the event that you choose to withdraw your child from Tikvat Israel ECC, we require at least 30 days written notice prior to your child's last day of attendance at the ECC. Whether or not you choose to send your child to Tikvat Israel ECC for all school days during that 30 day time period is your choice. You will be responsible for the full balance on your final invoice which will include any and all Tuition and Fees due (including the Tuition to cover at least 30 days from the date of written notice of withdrawal) to Tikvat Israel ECC. The \$500 deposit paid upon enrollment will be applied towards your final invoice as long as at least 30 days written notice was provided. Your final invoice will be prepared within seven days of receiving your thirty days prior written notice. Once the \$500 deposit is applied to your account, you will be responsible for any remaining balance.

## FOOD

### Food Allergies

Please see Appendix 4 for nut/peanut policy.

Home baked goods are not permitted in school for birthday parties or celebrations.

### Kashrut

The ECC follows the Kashrut (keeping kosher) policy of Tikvat Israel Congregation & the Conservative movement. Because we respect the Jewish dietary laws of Kashrut, **all foods we serve to the children at Tikvat Israel ECC must be strictly kosher.** Any recipes made by and for the ECC must be prepared on our premises, according to the standards of the Conservative movement. The Kashrut guidelines reflect a sensitivity to and awareness of the diverse practices observed by the Jewish and non-Jewish members of the ECC community. Please feel free to ask any questions regarding our dietary policies . We do not allow MEAT, POULTRY OR SHELLFISH!!! Tikvat Israel observes kosher dietary laws which state that we are to avoid mixing milk and meat together. All whole fruits and vegetables are Kosher and do not need any certification. Kashrut is the body of Jewish law dealing with what foods can and cannot be eaten and how those foods must be prepared. In general, Kosher means the foods have been

prepared according to certain specifications, only specific animals are acceptable to consume, and meat and milk products are not to be mixed or eaten together.

## Lunch

Lunch in a full day preschool serves many purposes. The children, first and foremost, re-energize their bodies after a busy and high-energy morning of activity. Children also socialize, utilize proper table manners, and practice nutrition and eating habits that will last a lifetime. For your convenience, we offer milk and water at every meal. To encourage healthy eating habits, and to help your child function best throughout the day, we ask that you include foods from at least three of the four major food groups. 100% fruit juice, little cartons of milk or water instead of 'fruit drinks' are also recommended. For the same reasons, we have a no candy policy and we discourage snack foods such as chips, cookies or cakes. Any candy sent in will be sent home with a reminder note. We are a peanut-free and tree nut-free school. Teachers monitor students' lunches for nutritional quality and supplement when needed. When preparing lunches, please remember:

- Put heat-ups in a microwave safe container
- Include any utensils or condiments your child requires
- Prepare foods so that they are ready to eat (peel oranges, eggs, etc.)
- NO MEAT, POULTRY OR SHELLFISH!!! Our school observes kosher dietary laws so lunches must be dairy or pareve (contain no milk or meat ingredients or derivatives) to avoid the mixing of milk and meat.
- If you send in soy-based meat or soy nut-butter products, please send in a note with your child's lunch with an explanation since staff is required to remove any questionable food items.
- Any bread used for sandwiches cannot contain animal shortening or derivatives.

### Possible lunch ideas:

sandwiches (tuna, cheese, cream cheese, etc.) \* cheese & crackers, bagels & cream cheese/jelly/apple butter \* French toast or pancakes \* pizza (cheese or vegetable) \* yogurt or cottage cheese \* egg salad or tuna salad w/celery or crackers \* scrambled eggs \* garden or pasta salad \* fish sticks \* macaroni & cheese \* soufflé or quiche \* vegetable lasagna \* pasta and sauce \* rice & beans \* soy nuggets\*\* \* vegetable burgers\*\* \* falafel (NO tahini since it is a sesame seed derivative)

\*\*Morningstar Farms & Boca are just two of the easily found soy products.

If you have specific instructions for the serving of your child's lunch, please leave a note inside the lunch bag.

## Snacks

Nutritious snacks will be provided in the morning and afternoon. They include such items as cheese and whole grain crackers, fresh fruit, vegetables and dip, cereal and milk, and yogurt. Fresh produce and whole grains are offered at least three times/week. Processed products such as pretzels, cereal and crackers must have a hechsher (kosher symbol), indicating that the product was prepared under Rabbinic supervision. Milk and water are offered at every snack and meal. We try to minimize sugar, salt and saturated fats and do not serve food containing trans fats. If your child has special dietary needs, please inform us.

## HEALTH

An informal health inspection is given of each child every day. **If your child has allergies to foods, insects, etc., it is imperative that you inform the ECC .** More information on allergies is below.

Furthermore, if a child develops any of the following symptoms during ECC hours, a parent is contacted and will need to arrange for the pick-up of your child within a reasonable amount of time.

### Illness During The School Day.

Nausea, Vomiting, Diarrhea, Stomach Cramps: (MUST be symptom free for a full 24 hours - without the aid of medication before returning to school) Children with two or more incidents will be sent home.

- Heavy, thick yellow/green nasal drainage or discharge (can indicate an infection): follow medical advice
- crust on the eyes, pink eyes or mucus discharge from the eyes : follow medical advice
- Rash: follow medical advice If your child displays any of the following symptoms, we suggest you keep him/her home. They will not be themselves, possibly requiring one-on-one attention, which unfortunately we are unable to provide.
- fussiness, crankiness, or is just not acting himself/herself
- excessive fatigue - rest at this time may prevent illness
- sniffles, reddened eyes, sore throat, headaches, or earache
- fever - A fever is defined as a temperature greater than 100.0 degrees orally; oral temperature of 100.0 degrees is approximately equivalent to 101.0 degrees

rectally or temporally (Temporal Artery Forehead scan), or 99 degrees F axillary (armpit). We at ECC take temperatures with contactless thermometers.

If a child has any symptoms or is not feeling well the child should be tested for Covid 19. Any positive case must be reported to the school office and the instruction on when the child may return to school will be provided.

***YOUR CHILD MUST BE SYMPTOM-FREE FOR 24 HOURS AND AND FEVER FREE FOR 24 HOURS (WITHOUT THE USE OF FEVER-REDUCING MEDICATION) BEFORE RETURNING TO THE CENTER. IT IS THE SAME IF YOUR CHILD IS ON MEDICATION FOR A CONTAGIOUS ILLNESS.***

**IF YOUR CHILD IS SENT HOME MID SCHOOL DAY THEY MAY NOT RETURN TO THE ECC THE FOLLOWING DAY**

Health Policy:

Each child must submit a current Maryland State Department of Education Office of Child Care Health Inventory, including an immunization recording indicating up-to-date vaccinations, in order to attend school.

Notices will be sent to all class parents when information provided about a child's health may be constructive for other families, such as watching their own children for signs and symptoms of contagious illnesses. ECC staff will make a concerted effort to respect the privacy and confidentiality of teachers, students and/or families who may be experiencing health adversity.

### [Accidents And Injuries](#)

We take precautions to prevent accidents. We also recognize they are a normal part of children's growth and development. Children engaging in active play will sometimes hurt themselves or others. Most accidents are minor and can be treated at school. All head injuries, even minor ones, are reported immediately to the parents. If a child is injured or becomes ill while at the ECC, our first priority is to meet the child's needs. For cuts, lacerations, head injuries or anything requiring a call to the parents, an Injury Report Form will be completed. A copy will be made for you and the original will be placed in the child's file. For minor injuries such as scrapes, bumps or bruises (that occur below the neck and don't require a call to parents), an Ouch Report will be completed, explaining the injury and the steps taken to care for the injury, sent home, and a copy will be kept in our files. In accordance with the Maryland State Department of Education

regulations, we inform our licensing specialist of any injury that results in a child needing to see a medical practitioner. Please help us stay compliant by informing us of any visits about which we may not be aware that result from a school injury.

## CONTAGIOUS ILLNESSES

Please notify us immediately if you discover that your child has contracted a contagious illness so that we can inform other parents to watch for similar symptoms. Sample list of common contagious childhood illnesses:

Strep Throat \* Pink Eye/Conjunctivitis \* \* Scarlet Fever \* Chicken Pox Fifth Disease Impetigo \* Ring Worm \* Lice (see Lice & Treatment Policy) Coxsackie Virus (Hand, Foot and Mouth Disease)Page 17 \*\*\*Covid 19

\*Children must be on medication for a minimum of 24 hours before returning to school.

\*\*A medical professional's order may permit earlier return to school.

\*\*\*Please follow current CDC return to school guidance for Covid 19.

## Diapers & Toilet Training

If your child is still in diapers, you must bring a supply of diapers & wipes to school. Teachers will let you know when you need to bring more. At the ECC, we work as partners with families to support your child in the transition from diapers to toilet use. If a certain method or reinforcement is effective at school, we will let you know and if something works for you at home, please communicate that to your child's teachers. If your child requires a diaper at nap, please make sure to send in diapers that open and close on the sides. Any diaper cream that needs to be applied must be accompanied by a medication form signed by a parent or guardian. Children enrolled in the ECC do not need to be toilet trained. We recognize that potty proficiency encompasses many developmental skills and that children vary widely in the age and pace at which they acquire these skills. Accidents can (and do) happen, and much as we as parents would like for toilet training to happen on our own schedule, it can only happen on the child's timetable. During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

**Bathroom "Accidents"** Please furnish the teacher with a complete change of clothes (labeled with your child's name) to include shirt, pants/shorts, underpants, and socks. If your child is in the process of being toilet-trained, please discuss the specifics with your child's teacher. Please keep in mind that sometimes children may not be ready to come to school in underpants while they are first learning to control their bowels. If your child should have vomiting or diarrhea, he/she will be considered unwell and you will be called to pick him/her up.

**Toilet Training** - We will gladly work with you to toilet train your child. We do not consider a child toilet trained until they go 5 straight days without an accident. Our policy is that children cannot be sent to school in underwear until they have reached that milestone. We request your child wear pull-ups during that 5-day transition. Please be sure there are several changes of clothes and underpants at school for several weeks after a child is toilet trained “just in case.”

## Emergencies

If a child is seriously injured or becomes extremely ill while at the center:

- 911 will be called to have your child transported to a hospital emergency room to be treated
- The parent will be contacted and asked to meet the child and ECC staff member at the designated hospital emergency room

## MEDICATION

If your child needs medication, we can ONLY give it under these conditions [with a signed form](#):

- Over-the-counter (OTC) ointments (sunscreen, bug spray, Vaseline, diaper rash cream) require only a parental signature on the form.
- Prescription medications or OTC's not listed above (i.e., Benadryl, Tylenol, anti-itch cream, etc.) will **only** be given with a doctor's note on a [medication administration form](#).

## Epi-Pens & Asthma Inhaler

A doctor's note MUST be kept on file at all times. Doctor's must fill out a Medical Administration form for any medication . There is also a required form for [Allergy action plans](#) or [asthma plans](#) for these medical conditions. These forms must be renewed annually.

## Fevers

A fever is defined as an oral temperature of 100 degrees or higher or an axillary (under arm) temperature of 99 degrees. Your child must be symptom and fever-free (without the use of fever-reducing medication) for 24 hours before returning to the center. It is the same if your child is on medication for a contagious illness. Please notify us immediately if you discover that your child has contracted a contagious illness so that we can inform other parents to watch for similar symptoms.

## Food Allergies

If your child has food allergies, it is imperative that you inform the ECC of what foods and what preparations they can and cannot eat. An allergy alert sign is posted on each

ECC refrigerator with the child's name, photograph and their allergy restrictions. Some parents of children with food allergies provide alternatives, similar to the snacks we serve, to be kept in the classroom, if their child has an allergy to dairy or wheat or some ingredient that may be included in snacks served by the ECC. If the ECC or an ECC family is providing a special treat (for birthdays, holidays, etc.), we make every effort to inform families so parents may provide an appropriate alternative for their child with food allergies. However, we strongly request that the parents supply the school with some alternative snack and treat options in advance . This allows us to have safe foods for them on hand when we are serving foods their child cannot eat. Please make sure you let the ECC know if there are any medications that are to be administered in the event that there is an accidental exposure to an allergen. Please provide doctor's instructions on the MSDE required medication administration form and provide this to the ECC along with any medications that are to be kept at the ECC in case of allergic reactions.

### Hand Washing

The staff and children at the ECC wash hands upon arrival, before and after all snacks and meals, and after using the bathroom and several other times during the day. We feel that proper hand washing is imperative to good health and hygiene.

### Health Forms

Your child's health is a matter of utmost importance to us. In compliance with Maryland state law, by the first day of school, we MUST have in our files a [Standard Immunization and Health Inventory Form](#) signed and dated by you and your child's physician. This form is renewed annually. Please notify the office when your child has any updated immunizations. The form must be dated within the year and we will make every attempt to notify you in advance of its imminent expiration.

### Immunizations

As a preschool with Jewish values, we follow *Pikuach Nefesh* which states it is a person's duty as members of society to protect all of its members. Therefore, the Maryland immunization schedule must be met. In cases where a delayed schedule is recommended by the physician, a note from the physician is required, along with a projected schedule of immunization. In cases where a physician has determined that a child cannot receive one or more vaccinations for medical reasons only, we require a doctor's note confirming this.

## Lice

When a child has lice, the child must be treated, and all nits and bugs must be removed. If a child is treated by a professional lice removal professional, then the child may return to school with the documented permission of the professional. If a child is treated by the parents, then the school will check the child's head to clear them for reentry to school. Other parents will be notified so they can check their own children, and the classrooms will be cleaned appropriately.

## Medications

All medication must be in its original container and not past its expiration date. **Please make sure you let the ECC know if there are any medications that are to be administered in the event that there is an accidental exposure to an allergen.** Please provide a doctor's note and instructions along with any medications that are to be kept at the ECC in case of allergic reactions.

## NAPS

Nap time at the ECC occurs between 1:00pm – 3:00pm. All ECC children aged 2 and under who stay past 1:00 p.m. are required to be in the nap room as required by Licensing. We provide a cot for all children and create a restful environment with soft music where our educators soothe the children to sleep. Parents provide a washable, child-sized, labeled blanket and cot sheet for nap time which will be sent home weekly for washing. We understand some children nap beyond age 2 and we will accommodate requests to have children ages 3 and 4 in one of our nap rooms on a space available basis. As the children get older, and transition out of needing naps, we offer an alternative to napping.

## OUTDOOR (Hot/Cold) POLICY FOR ECC

We make every effort to take the children outside every day, at least twice a day, morning and afternoon. The children play outside in hot and cold weather. Maryland is known for very hot steamy weather and the possibility of health alerts. Please dress your child in loose fitting clothing during the summer and layers in the winter.

### **Code Red Day:**

Children will go outside in the morning. All groups will remain inside for the day after temperatures warrant.

### **Code Orange Day, Heat Advisory Or Poor Air Quality Day**

Children will go outside in the morning. After 1:30 p.m., we will re-evaluate. We continually monitor children for signs of heat overexposure

- Children will have water available to them at all times while outside via water bottles.

Winter: We will go outside in cold and snowy weather. However, if the real-feel temperatures are 32 degrees F or below, we **will not** go outside for more than a few minutes at a time. Please send weather-appropriate clothing as we try to spend as much time outdoors as possible.

**As with our Illness Policy:** if you feel your child is unable to participate in the program 100%, which includes going outside, please do not bring them to school that day.

## HOLIDAYS CELEBRATED AT THE ECC

The ECC introduces young children to American Holidays (Thanksgiving, July 4th) and Jewish holidays (see below) in an engaging and age-appropriate manner. Our exploration of Holidays focuses on traditions, symbols, stories and songs and may also include cooking, art projects, field trips, storytellers, visits from the Rabbi and Cantor & special guests from the community.

Jewish holidays, including Shabbat, are observed from sundown to sundown. Please refer to the school calendar for dates of holiday observances or school closings. The ECC will be closed on Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Passover, and Shavuot.

Children at the ECC participate in our special school-wide Kabbalat Shabbat (welcoming Shabbat) & Oneg (snack). Through songs, stories and blessings the ECC children and staff share in the excitement of welcoming Shabbat. Family members are always welcome to join us on a Friday morning for Kabbalat Shabbat. As a part of our commitment to respecting cultural diversity, we welcome families with other traditions and celebrations to share information with teachers and children at the ECC. Please speak to teachers about the appropriateness or desirability of activities or treats for celebrations other than Jewish holidays. While we respect the diversity of our families' observances in the home and outside of school, we do not celebrate the holidays of Halloween, Christmas, Valentine's Day, St. Patrick's Day, or Easter in the preschool.

### Special Events/Celebrations

We welcome your participation in special events held during the year. Traditionally, ECC celebrations include: Shabbat, Sukkot, Chanukah, Purim, Passover, Mishpacha & Me (Family Day), Yom Ha'Atzmaut. Families are often invited to celebrate these special holidays with us, and though we realize you have busy schedules, we hope you will be able to attend several of these holiday

programs. Your family's participation in these events makes these days extra special for all of us. Children who do not normally attend school on these days of our special celebrations and programs are welcome to attend, provided a caregiver brings the child for the program and remains with him/her until the program is finished.

#### Back to School Playdate:

The kick off event for the new school year is typically a Back to School Playdate. This is an opportunity to welcome new and returning ECC families, to allow children to visit their classrooms, play with some toys and see where their cubby is. Parents are able to socialize with other ECC families, bring in any outstanding paperwork, and drop off extra clothes and diapers, making the first day easier and less cumbersome.

#### Back to School Night:

Back to School Night occurs within the first few weeks of the new school year. The parents will meet as a whole group with the director to discuss and review procedures, policies and curriculum and get excited for the new school year.

Following the Director's session, parents will proceed to the classrooms and meet with the teachers. The teachers will distribute important information concerning the early days of school, classroom rules and expectations for the year.

#### Mishpacha & Me Day:

*Mishpacha* means "family" in Hebrew. We invite family members (or close family friends) to join with their preschooler for a morning at the ECC. There will be food, activities and fun for all! Please try to make sure each child has at least one family member in attendance for this special program. We will send out invitations prior to this event so that people can mark their calendars and RSVP.

#### Thanksgiving

Our goal for Thanksgiving is to help the children obtain accurate information about Native American Indians past and present in an effort to counter stereotypes. We do not believe in perpetuating stereotypes. We try to approach Thanksgiving from a Jewish lens and incorporate values of *Tzedakah* (charity), *Chesed* (kindness) and *Hachnasat Orcheem* (hospitality) into the holiday celebration. We celebrate this special day with a school-wide feast with singing and dancing.

## JEWISH VALUES

We want our preschoolers to be kind, decent human beings who are compassionate and empathetic. We integrate a Jewish Value each month to focus on how our children can “be the best they can be”. Examples of some of the universal & Jewish values we emphasize include:

- *k’vod habriyot*—respect for all people
- *derech eretz*—courteous behavior and good manners
- *g’melute chassadim*—acts of love and kindness
- *tikun olam* - repairing the world

## JUDAICS

At the ECC, your child is part of a nurturing Jewish environment where they can learn and play while being exposed to rich traditions, holidays and songs, as well as Hebrew as a language. We want children to gain an appreciation for Israel as the Jewish homeland. Children will learn prayers and *brachot* (blessings) and will learn the Jewish values of giving *tzedakah* (charity) and performing *mitzvot* (commandments/good deeds). We have a weekly *Kabbalat Shabbat* (welcoming Shabbat) celebration on Friday mornings and we invite family members to join us for songs, blessings and a special Shabbat snack. See Appendices for many of the blessings, their transliterations, and translations. Because our school is made up of Jewish, interfaith and non-Jewish families, we do not assume that every child and parent practices or knows all the aspects of Judaism. Therefore, we include parent education so our families know what their children are learning and why. We incorporate universal values of respect for all.

## MENSCH

*Mensch* is a Yiddish word that literally means “a human being,” but the term “mensch” describes a person with a strong moral character. In fact, the word Mensch is steeped with Jewish concepts of what it means to be an individual of integrity. It is our goal at the ECC to encourage each child to be a *mensch*.

## SAFETY AND SECURITY

For the safety of the ECC children and everyone on the Tikvat Israel grounds, we require that parents or caregivers NOT use their cell phones or other electronic communication devices while driving in the parking lot or while they are in the Tikvat Israel building for drop off, pick up or special ECC programs. During transition times between home and school it is important to give your child your full attention and

support. The ECC and Tikvat Israel take security concerns very seriously. We will keep parents up-to-date when specific situations arise via the Remini app.

We have evacuation and emergency response systems in place to best protect the students and staff in our program. We conduct periodic drills (fire, evacuation, security, hurricane, earthquake...) for the entire building, including the ECC. If you have questions about these and other security systems in place, please contact us.

All families will receive an access code which enables you to enter the Tikvat Israel building on school days at the main synagogue entrance. **Please remember to have your Access code with you and make sure the doors are securely closed behind you and please DO NOT let anyone follow you into the building!**

## SCREEN TIME

- For children under the age of 2, there is no screen time (television, computer or tablet use).
- For children ages 2-3, there is extremely limited use of television, computers or tablets ONLY when it is directly related to a unit of study (e.g. research a current topic of interest to the children in response to a question that was asked), holiday (e.g. see how Jewish holidays are celebrated in other parts of the world) or current event (e.g. look at the Smithsonian National Zoo website to get info about the birth of a panda). Please see also COVID screens above.
- For children ages 3-5, there is minimal use of computers, tablets, or television in the following circumstances:
  - **when it is directly related to** a unit of study (e.g. research a current topic of interest to the children in response to a question that was asked), holiday (e.g. see how Jewish holidays are celebrated in other parts of the world) or current event (e.g. look at smithsonian national zoo website to get info about birth of a panda at nearby national zoo).
  - On occasion (1-2 times per year) and usually in conjunction with a Jewish Holiday or Summer Program, children ages 3-5 might be shown a DVD on the television to help expand their understanding of certain holidays or topic of study (e.g. Shalom Sesame DVD about the Land of Israel, or Dinosaur DVD to compliment a dinosaur unit during our summer program).
  - In accordance with Maryland Program Requirements, children will not view passive technology routinely. OCCASIONAL exceptions will be made for special events and families will be informed.

## SUPPLIES

Please provide your child with a standard size backpack to accommodate their lunchbox, their communication folder, as well as their projects throughout the year. Their beautiful creations are very important and need ample space to be transferred from school to home. Each child should have a complete change of clothes, appropriate for cool and warm weather, in their cubby at all times. This includes: short sleeved shirt, long-sleeved shirt, shorts, pants, socks, underwear, and a spare pair of shoes. If your child is in the process of toilet training, please have 2-3 complete changes of clothes. Some of the classrooms may be chilly at times, so please send in a hoodie or sweater to keep in your child's cubby. ALL ITEMS SENT TO SCHOOL SHOULD BE LABELED WITH YOUR CHILD'S NAME.

## TOYS/ITEMS FROM HOME

In order to teach the children to be responsible for their belongings and items belonging to the ECC, please respect and reinforce the following:

- HOME toys stay at HOME
- Toys and other items from the ECC stay at the ECC.
- For children who nap at the ECC, small stuffed animals (lovies) and/or child sized blankets may be brought in from home and these items will be brought to the nap room for use only at that time.

## TRANSITIONS

Transitions are often challenging for young children. Your child may be reluctant to leave your side in the morning, or cry with excitement when they see you at pick up time. Tears or statements such as "I don't want to go to school!" are common. Gentle reminders that "Mommy or Daddy will come back" or "You will be back at school tomorrow" allow your child to get used to the routines of arrival and departure and feel secure with the predictability. Just as you, the adult, at times feel you do not wish to go to work and prefer to stay home, your child can have the same feelings. Please acknowledge these feelings, hug and kiss your child and reassure them that their teachers will keep them safe and have lots of fun activities for them to do and they will see you soon. The ECC team is there to facilitate the transition process and comfort your child. If a child does cry, it is typical for the child to stop within a few minutes after a parent or caregiver leaves. The ECC works hard to help children transition both to and from the school itself. Play dates are held before school starts so children can get to know their classroom and teachers BEFORE school begins. Teachers also help prepare for "next steps" - both within the ECC and transitioning to other schools. All children are individuals and their special needs are considered for all of these transitions. When appropriate, outside therapists or practitioners are included in the transition planning along with parents.

## Arrival Procedure

When you arrive, **please:**

- Walk your child into the classroom and assist your child in putting away their belongings. Lunch boxes normally go in the refrigerator and backpacks into your child's cubby.
- Be sure the classroom educator acknowledges that they are "in charge" of the student. This means you should make sure your child is safely under the supervision of an ECC teacher before you leave the classroom.
- Please sign your child into class via the Remini app

## Pick-Up

**Only authorized individuals may sign-in/out a child.** Parents are to notify the Center if a new individual is picking up their child. All authorized, yet unknown individuals **MUST** show a valid picture ID to be allowed access to the child . To sign out a child the individual must be at least 16 years old. Dismissals are transition times at the ECC; therefore, please follow our ECC dismissal procedures.

- **COMMUNICATE WITH THE EDUCATORS TO BE SURE THEY KNOW YOU ARE LEAVING** at the **time** of pick up from the ECC. Either you or they will check your child out on the Remini app. This is a Licensing requirement representing the transfer of responsibility from the ECC to the parent. Please use your access code to enter through the *MAIN TIKVAT ISRAEL ENTRANCE* and proceed to the ECC wing to pick up your child. Please be aware that between 1-5:30 pm children may be in any number of locations. If you need to pick up your child at times other than their regularly scheduled dismissal, please let us know in advance and feel free to come directly to the classroom.

**THE IMPORTANCE OF BEING ON TIME FOR ARRIVAL AND PICK-UP CANNOT BE OVER-EMPHASIZED .**

- **Authorization for Pick-Up by someone other than parent** - For obvious reasons of safety and security, you must inform us if your child is to be picked up by someone other than the parent. Pick-up arrangements must be clearly communicated to the staff. As a safety precaution, the person will need to present photo identification before the child is released. When someone different is coming, please inform your child so that he/she will know whom to expect.

● **Release of Child to Intoxicated or Drugged Individual** - In order to protect the children from any potential danger that could arise because of a parent's or other authorized individual's condition, and to protect the ECC against potential claims, all reasonable steps to avoid releasing a child to a person in a drugged or intoxicated state will be followed. Accordingly, if, in the opinion of the senior staff member present at the center, a parent or authorized person arrives in an intoxicated or drugged condition, the staff member will:

- a) Notify any other parent or guardian of the situation
- b) Ask the person to leave his/her car at the ECC and take the child home using another means of Transportation
- c) Offer to call another relative, friend or taxi (at the parent's expense) to drive the person and child home.

If the intoxicated parent or guardian insists on driving the child home, the ECC's staff member will notify the local police department. If police officers agree that the parent or authorized person is intoxicated or under the influence of drugs, the parent or authorized person may be charged with public drunkenness and/or driving while under the influence of alcohol.

## VOLUNTEERS

We welcome volunteers at the ECC. We can often use help for special programs or in the classrooms or office. Please contact the director or your child's teacher to let us know if you are interested in volunteering. On occasion, and particularly during the summer months, there are Student Volunteers who help out at the ECC. The Director decides who is permitted to volunteer at the ECC. A Student Volunteer is not responsible for the children, rather just there to lend a hand and play with the children. Volunteers are always supervised. Student volunteers earn Student Service Learning (SSL) Hours. We have interns from Rockville High School each year in classrooms as part of their Child Care certification education. ALL volunteers have passed background checks.

## WEATHER CLOSURE

Please see Appendix 3

## WHAT TO WEAR TO SCHOOL

Think of your child's comfort - provide simple clothing that is free of complicated fastenings. Be aware that we take part in messy activities. Provide simple, washable

clothing and closed toe footwear that fastens snugly to the foot such as sneakers (NO CROCS.) Be attuned to the day's weather - the day may start out cool and become warmer later on. Please dress your child in layers that are easy to remove for his/her comfort. During the winter months, we continue to play outside, weather permitting. Your child needs appropriate clothing (winter coat, boots, hat, mittens, etc.).

**PLEASE LABEL ALL CLOTHING!!!** It is important to make sure your child has extra weather appropriate clothes at all times. In the event your child needs a change of clothes - due to a toilet mishap, wet sleeves from hand washing, a mess from a craft or outdoor experience - he/she will be changed using the clothing you provide. Children prefer their own clothing to "school clothes."

At the beginning of the school year, please bring 1-2 complete and labeled change of clothes (shirt, pants, underwear, socks) and put it in a large, labeled Ziploc bag that can be kept in your child's cubby. Please remember to replace the clothes to make certain they are the right size and for the right season. If your child is newly out of diapers, or in the process of potty training, please dress your child in elastic waist bottoms and remember to send in several complete changes of clothing.

## APPENDIX 1 - ENROLLMENT AND TUITION AGREEMENT

### **TIKVAT ISRAEL ECC Enrollment and Tuition Fees and Agreement**

**ECC DAYS & HOURS OF OPERATION:** Tikvat Israel ECC is open from 7:30AM to 5:30 PM Monday through Friday, for School Year and Summer Programming. Our CORE Preschool Hours are from 9:00 AM to 1:00 PM and we offer flexible scheduling options to meet the needs of our ECC families.

**ECC PLANNED CLOSINGS:** An ECC Calendar including scheduled closings will be available from the ECC office on or before the first day of 2025-2026 school year. The ECC will be closed on major Jewish Holidays, most legal holidays, professional development days (including school year/summer set up days, educational conferences, etc) and other days as per the ECC Calendar. Tikvat Israel ECC Tuition Rates have already been calculated to include planned ECC closings.

**ECC UNPLANNED CLOSINGS/ALTERED HOURS:**

The safety of our ECC children, families and staff are of utmost importance. Policies regarding weather-related changes to operating hours are reviewed periodically and updated. Any changes will be shared in writing, email, hard copy or **Remini** Alert system. In addition, at the discretion of the Tikvat Israel ECC Director and/or Tikvat Israel Congregation Executive Director, Tikvat Israel ECC reserves the right to close or otherwise make alterations to regular ECC days and hours of operation for emergencies, weather-related circumstances, and any other unsafe conditions in and around Tikvat Israel. There will be no refunds or adjustments of Tuition or Fees due to unplanned closings of Tikvat Israel ECC.

**ATTENDANCE & ABSENCES:** There will be no refunds or adjustments of Tuition or Fees due to absences for any reason including illness or travel. Tuition is due and must be paid in full regardless of whether or not your child attends the ECC during the entire enrollment period selected below.

**Please check the box below corresponding to the Enrollment Option you selected on Application Packet.**

**TUITION for SCHOOL YEAR 2025-2026 (AUGUST 26, 2025 – JUNE 9, 2026) Enrollment Option:**

- I understand that my child's 2025-2026 School Year Tuition will be calculated according to the 2025-2026 Tuition Rates Sheet based on my child's age on 9/1/25 and the schedule I requested upon enrollment.
- I understand that my child's 2025-2026 School Year Tuition has been divided into 10 Equal Tuition Payments to be paid by the 15th of the month (August, 2025 - May, 2026) .

**TUITION for SCHOOL YEAR 2025-2026 (AUGUST 26, 2025– JUNE 9, 2026) + SUMMER 2025 Enrollment Option:**

- I understand that my child's 2025-2026 School Year Tuition will be calculated according to the 2025-2026 Tuition Rates Sheet based on my child's age on 9/1/25 and the schedule I requested upon enrollment.
- I understand that my child's 2025-2026 School Year Tuition has been divided into 10 Equal Tuition Payments to be paid by the 15th of the month (August, 2025 - May, 2026).
- Summer tuition will be divided into 2 payments due on June 15 and July 15.
- I have elected to enroll my child for the School Year + Summer Enrollment Option.

1. **\$500 Tuition Deposit** is due for each child upon initial enrollment at the ECC and must accompany the Application Packet for new students in order to secure placement at Tikvat Israel ECC for the 2025-2026 School Year. This tuition deposit will be applied as a credit towards tuition owed for the child's last month at ECC. I understand that our family is responsible for any remaining balance due after this tuition deposit has been applied. **In the event that a family withdraws enrollment prior to the start of the School Year, the \$500 deposit shall be forfeited.**
2. **\$300 Application Fee** is due for each child upon enrollment and must accompany Application Forms in order to secure placement at Tikvat Israel ECC for the 2025-2026 School Year. There will be no additional activity fee. **This application fee is non-refundable.**
3. **ECC Family Network (EFN) Dues** of \$50 per child, will be billed during the child's first month of attendance of School Year 2025-2026. EFN is similar to a PTA.
4. **Security Fee** of \$200 per family, will be billed during the child's first month of attendance in the 2025-2026 school year.
5. **Late Tuition Payments** Tuition Payments received after the 15<sup>th</sup> of the month will be subject to a late fee. Tuition received between the 15<sup>th</sup>-31<sup>st</sup> of the month will be assessed a late fee of \$25. Any account that has a balance due as of the first of the following month will be deemed delinquent. Tikvat Israel reserves the right to restrict attendance at the ECC if the account is delinquent. Tikvat Israel reserves the right to exercise all legal means to collect such delinquent accounts. Costs incurred for account collection shall be assessed to the parent.
6. **Closures & Absences:** Tikvat Israel ECC Tuition Rates have already been calculated to include school closures. There will be no refunds or adjustments of Tuition due to planned or unplanned closures of Tikvat Israel ECC. In addition, there will be no refunds or adjustments of Tuition due to absences for any reason including illness or travel. Tuition is due whether or not the child attends school.
7. **Permanent Schedule Changes & Tuition Adjustment:** Tuition charges will be adjusted in the month following receipt of "Permanent Schedule Change Request" form and upon approval by the ECC Director based on availability. The tuition adjustment will be made according to the Tuition Rates Sheet for 2025-2026 based on your child's new regular schedule. If requesting an increase of hours, we will accommodate as soon as we are able on a space available basis. If requesting a decrease of hours, the request must be made at least 15 days in advance of your requested change. The invoice for the month following the permanent schedule change will reflect any tuition adjustments (according to the date your child began the new schedule).
8. **Occasional Schedule Changes /"DROP-IN HOURS" & CHARGES:** We offer families the option to have their child come earlier or stay later than their regularly scheduled hours on an as-needed / space available basis. Families who occasionally use these "DROP-IN HOURS" will be billed for those additional hours on the next invoice at a rate of \$13 per hour (full or partial hour). Parents must request " DROP-IN HOURS" in advance and may request "DROP-IN HOURS" by email and indicating the date and time of requested additional hours. Please notify the ECC office as far in advance as possible. If you need last-minute "Drop-in" care, please email the ECC office at [tikvatisraeicc@gmail.com](mailto:tikvatisraeicc@gmail.com) as early in the day as possible. Families who use last minute "Drop-in" care will be asked to sign the drop-in form at time of pick up.
9. **Late Pick-Up Fees – 5:30 PM:** **The ECC closes at 5:30 pm and teachers must close up and secure the building at that time.** Please plan enough time to pick up your child before 5:30 pm each day. Families who arrive after 5:30 pm will be assessed a late pick up fee of \$2 per minute (an industry standard). We understand that situations arise, and that is why we ask that you plan enough time every day to be able to pick up your child before 5:30 pm. If circumstances are such that you will be arriving close to 5:30 pm or later than 5:30 pm, PLEASE CALL THE ECC at 301-251-0455 or send a message via Remini to inform the teacher of the delay.
10. **Late Pick-Up Fees (Early Closure for holidays):** Early Closure for holidays are noted on the ECC 2025-2026 Calendar. On days the ECC closes early, please plan enough time to pick up your child promptly. Late fees are doubled on days of early closure. Late pick up fees of \$4 per minute will be charged on these days..

11. **Late Pick-Up Fees (late for scheduled pick up time):** Families who are more than 5 minutes late for their scheduled pick up time (other than 5:30 pm) will be charged at the “DROP-IN HOURS” rate of \$13/hour (for full or partial hour). Your children will be brought to the appropriate room for last-minute “drop-in” care. Families who use last minute “drop-in” care will be asked to sign the “drop-in” form at time of pick up acknowledging the use and cost of “drop-in” hours. Please note: “DROP-IN HOURS” will be billed on the next invoice at a rate of \$13 per hour (full or partial hour). Please let us know as soon as possible if you will be late and needing “DROP-IN” care so that we may inform your child and make arrangements for staffing.
12. **Withdrawal from School Year:** In the event that you choose to withdraw your child from Tikvat Israel ECC, we require at least 30 days written notice prior to your child’s last day of attendance at the ECC, in order for your \$500 tuition deposit to be applied to your account. Whether or not you choose to send your child to Tikvat Israel ECC for all school days during that 30 day time period is your choice. You will be responsible for the full balance on your final invoice which will include any and all Tuition and Fees due (including the tuition to cover at least 30 days from the date of written notice of withdrawal) to Tikvat Israel ECC. The \$500 deposit paid upon enrollment will be applied towards your final invoice as long as at least 30 days written notice was provided. Your final invoice will be prepared within 7 days of receiving your 30 days prior written notice. Once the \$500 deposit is applied to your account, you will be responsible for any remaining balance.
13. **Withdrawal from Summer Program:** Changes to your child’s summer program schedule—including week selection or time/date adjustments—may be made up until **May 1**. After May 1, **no refunds or changes** will be allowed. This policy ensures we can accurately and appropriately staff our summer program.
14. **MSDE Licensing Regulations:** I understand that in accordance with the Maryland State Department of Education (MSDE) regulations, all forms required for my child’s attendance at Tikvat Israel ECC (including enrollment forms, health forms, emergency forms, etc) must be current and submitted to the ECC office prior to my child’s 1<sup>st</sup> day at the ECC.
15. **Updates / Changes to Important Information:** Any updates or changes to information pertaining to your child including but not limited to: **Allergy Information, Immunization Records, Emergency Contacts, Health Concerns, Developmental Concerns, Change of Address, Change of Contact Information** or any other information pertaining to the health and well-being of the child, **must be reported to the ECC office and the child’s teachers immediately.**
16. **Permission to Participate:** I give permission for my child to participate in all Tikvat Israel ECC activities at Tikvat Israel Congregation and offsite.

## PROCEDURES

**WHERE To Go And WHAT To Do When I Drop-Off And Pick-Up My Child At The ECC**  
**Morning Arrival Procedure - When you arrive, PLEASE:**

- ❖ Walk your child into the classroom and assist your child in putting away their belongings (backpack in the cubby, communication folder in the box & lunch in their classroom refrigerator.)

- ❖ REMEMBER TO SIGN YOUR CHILD IN on the Remini app. This is a Licensing requirement representing the transfer of responsibility from the parent to the ECC.
- ❖ Please make sure your child is safely under the supervision of an ECC teacher before you leave the classroom. Teachers will be able to assist those children who arrive prior to 9:30 am with morning transition.

As part of our ongoing efforts to safeguard our children and everyone who uses the Tikvat Israel building, the ECC and Tikvat Israel periodically undergo a review of security protocols, policies and procedures.

All ECC families must enter and exit the Tikvat Israel building only through the main or “library” doors using your assigned secure access at all times.

If you arrive early for your scheduled 9 am start, please wait with your child in the Tikvat Israel lobby or the back lobby until 9 am when the CORE preschool classrooms open for the day. Please DO NOT bring your child into the early drop room if this is not part of your child’s schedule . If you need to arrive prior to 9:00 am on any given day, please speak with the Director in advance regarding adding “drop-in” hours or making a change in your permanent schedule.

For those children scheduled to start their day at the ECC at 9 am, we ask that you please try to arrive by 9:30am. Between 9:00-9:30 am, one of the teachers will gladly facilitate the child’s transition into the classroom. When children arrive late, they often have difficulty transitioning into the school day. If you choose to bring your child after 9:30 am, one or both of the teachers will likely be engaged in circle time or other class activities making it more difficult to assist with the transitions.

#### Afternoon Dismissal Procedures

- ❖ All families picking up between 1 pm - 5:30 pm are to use their access code. For the 1:00 pm pick up, those children will be brought to the TIKVAT ISRAEL lobby by an ECC teacher. Please wait in the lobby for your child unless you need to pick-up early.
- ❖ Please be sure your child is signed out by you or the teacher on the Remini app . This is a Licensing requirement representing the transfer of responsibility from the ECC to the parent.

**THE IMPORTANCE OF BEING ON TIME FOR PICK-UP CANNOT BE  
OVER-EMPHASIZED.**

## APPENDIX 3 – WEATHER-RELATED DECISIONS

### Weather-Related Decisions Policy (updated 01/2023)

Any and all decisions regarding altering the regular operating hours of Tikvat Israel ECC are made in the interest of the safety of our children, families and educators.

In the event of a delayed opening, closure or early dismissal, we will send out a Text Alert via *Remini*. (ALL ECC Families MUST SIGN UP for *Remini* Text Alerts.)

PLEASE NOTE, the EARLIEST the ECC WILL OPEN is 9:30 AM on a day when there is a Montgomery County Public Schools (MCPS) delay or closure.

Delayed Opening: When MCPS announces a delayed opening, the earliest the ECC will open will be at or after 9:30 AM in order to allow more time for families and teachers to safely navigate affected roads.

#### Closure:

When MCPS is closed, the ECC will follow MCPS for the first day of a weather event. For subsequent days the ECC will make a decision with guidance from MCPS and other schools, local authorities and by determining if the parking lot and local streets are safe for travel. The safety of the students and staff is our priority.

#### Early Dismissal:

In the unlikely event that we experience deteriorating weather and road conditions which necessitate early dismissal, we will notify parents by sending out a Text Alert via *Remini*.

#### Parking and Entry to Tikvat Israel on Snowy/Icy Days:

Please park in the spaces closest to the front playground and carefully proceed to use the walkway leading up to the Main Tikvat Israel entrance.

**In any Emergency Situation, we will notify parents by sending out a Text Alert via *Remini*.**

## APPENDIX 4 - PEANUT/TREE NUT POLICY

### PEANUT-Free & NUT-Free POLICY

Tikvat Israel ECC STRIVES TO BE A PEANUT & NUT-FREE ENVIRONMENT.

Although many people enjoy foods made with nuts & peanuts, some people have mild to severe [allergic reactions](#). For people with nut & peanut allergies, exposure can cause fatal [anaphylactic shock](#). For these individuals, eating a single peanut or tree nut, just breathing the dust from nuts or peanuts, or touching another child's fingers or a table with traces of peanuts or nuts can cause swift and severe anaphylactic shock or fatal reaction. An allergic reaction also can be triggered by eating foods that have been processed with machines that have previously processed peanuts, making the avoidance of such foods difficult. Peanuts & nuts do not have to be ingested to cause a reaction.

Nuts & peanuts can be found in many foods, especially granola bars, trail mix, cereals, and chocolate candy. Cakes, cupcakes and doughnuts are often cooked in peanut oil or on machinery that might have previously processed peanuts or peanut products. Check all labels carefully.

Please check all FOOD LABELS before putting foods in your child's lunch. Peanut butter, or any nut butter, sandwiches will not be allowed for lunch. (Soy butter and sunflower seed butter are fine. Please label these so we know they are safe.)

We strive to be a peanut and tree nut free school. **The following designations ARE NOT OK to send to the ECC:**

- o CONTAINS PEANUTS
- o CONTAINS PEANUT INGREDIENTS
- o MAY CONTAIN PEANUTS
- o MAY CONTAIN TREE NUTS PROCESSED IN A FACILITY USING PEANUTS / TREE NUTS

Parents must follow this policy when sending in class snacks as well. Please note: staff cannot be responsible for reading labels and a child with peanut or nut allergies must have **all** foods approved by a parent before a staff member will be able to serve that child any food.

**APPENDIX 5 – FOOD BLESSINGS בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם הַמוֹצִיא לֶחֶם מִן**

**הָאָרֶץ:**

BA-RUCH A-TAH A-DO-NOI ELO-HAI-NU ME-LECH HA-O-LAM  
HA-MO-TZI LE-CHEM MIN HA-A-RETZ.

*Blessed are You, Adonai our G-d, Ruler of the World, Who brings forth bread  
from the earth.*

**בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם בּוֹרֵא מִיְּדֵי מְזֻנוֹת**

BA-RUCH A-TAH A-DO-NOI ELO-HAI-NU ME-LECH HA-O-LAM BO-RAI MI-NAI  
ME-ZO-NOT.

*Blessed are You, Adonai our G-d, Ruler of the World, Who creates various kinds  
of sustenance.*

**בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם בּוֹרֵא פְּרֵי הַגָּפֶן**

BA-RUCH A-TAH A-DO-NOI ELO-HAI-NU ME-LECH HA-O-LAM BO-RAI PRI  
HA-GA-FEN.

*Blessed are You, Adonai our G-d, Ruler of the World, Who creates the fruit of the  
vine.*

**בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם בּוֹרֵא פְּרֵי הָעֵץ**

BA-RUCH A-TAH A-DO-NOI ELO-HAI-NU ME-LECH HA-O-LAM BO-RAI PRI  
HA-AITZ.

*Blessed are You, Adonai our G-d, Ruler of the World, Who creates the fruit of the  
tree.*

**בְּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם בּוֹרֵא פְּרֵי הָאָדָמָה**

BA-RUCH A-TAH A-DO-NOI ELO-HAI-NU ME-LECH HA-O-LAM BO-RAI PRI  
HA-A-DA-MAH.

*Blessed are You, Adonai our G-d, Ruler of the World, Who creates the fruit of the  
earth.*



## APPENDIX 6 – SHABBAT BLESSINGS

### Candle Blessing

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתָיו וְצִוָּנוּ לְהַדְלִיק נֵר שֶׁל שַׁבָּת.

*Baruch Atah Adonai Eloheinu Melech ha'olam asher kidshanu b'mitzvotav vitzivanu l'hadlik ner shel Shabbat.*

Blessed are You, Infinite One, who makes us holy through our actions and honors us with the light of Shabbat.

### Wine/Grape Juice Blessing

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם בּוֹרֵא פְּרִי הַגֶּפֶן.

*Baruch Atah Adonai Eloheinu Melech ha'olam borei p'ri ha'gafen.*

Blessed are You, Infinite One, Creator of the fruit of the vine.

### Motzi/Challah Blessing

בְּרוּךְ אַתָּה יי אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, הַמוֹצִיא לֶחֶם מִן הָאָרֶץ.

*Baruch Atah Adonai Eloheinu Melech ha'olam ha'motzi lechem min ha'aretz.*

Blessed are You, Infinite One, Who brings forth bread from the earth.

## APPENDIX 7 - GUIDE TO REGULATED CHILD CARE

**For questions, concerns or to file a complaint contact your regional office**

Anne Arundel	410-573-9522
Baltimore City	410-554-8315
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8771
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at [CheckCCMD.org](http://CheckCCMD.org).

For additional help, you may contact the Program Manager of the Licensing Branch at 410-569-8071.

### Resources

**Child Care Subsidy** - Assists parents with cost of childcare

[1-866-243-8796](tel:1-866-243-8796)

**Consumer Product Safety Commission (CPSC)** - regulates certain products used in childcare

[cpsc.org](http://cpsc.org)

**Maryland EXCELS** - Maryland's Quality Rating System for Childcare Facilities

[marylandexcels.org](http://marylandexcels.org)

**Maryland Developmental Disabilities Council** - May assist with ADA issues

[md-council.org](http://md-council.org)

**Maryland Family Network** - Assists parents in locating childcare

[Marylandfamilynetwork.org](http://Marylandfamilynetwork.org)

**PARTNERS Newsletter** - What's happening in the Division of Early Childhood Development

[Earlychildhood.Marylandpublicschools.org](http://Earlychildhood.Marylandpublicschools.org)

To this site to check provider inspection violations

[checkccmd.org](http://checkccmd.org)



Larry Hogan, Governor

Karen B. Salmon, Ph.D.

State Superintendent of Schools

OCC 1524 (10/2018)

# Guide to Regulated Child Care



**Important Information About Child Care Facilities**

## Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary.

COMAR Regulations and other information about the Office of Child Care may be found at:

[earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care](http://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care)



## What are the types of Child Care Facilities?

**Family Child Care** – care in a provider's home for up to eight (8) children

**Large Family Child Care**– care in a provider's home for 9-12 children

**Child Care Center** – non-residential care

**Letter of Compliance (LOC)** – care in a child care center operated by a religious organization for children who attend their school

**All facilities must meet the following requirements:**

- Must obtain the approval of OCC, fire department and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Family child care providers must maintain certification in First Aid and CPR;
- Child Care Centers must maintain a ratio of one staff certified in first aid and CPR per every twenty (20) children at all times;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury or injurious treatment.

## Did You Know?

- Regulations that govern child care facilities may be found at: [earlychildhood.marylandpublicschools.org/regulations](http://earlychildhood.marylandpublicschools.org/regulations)
- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A "Teacher" qualified person must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Child care facilities may have policies beyond regulatory requirements;
- OCC should be notified if a provider has violated child care regulations;
- Parents/guardians may review the public portion of a licensing file; and
- The provider's compliance history may be reviewed on [CheckCCMD.org](http://CheckCCMD.org).

APPENDIX 8

TUITION RATES SCHOOL YEAR 2025-2026



## 2025 - 2026 School Year

*Our flexible schedule and monthly tuition are designed with your child in mind.*

Daily Schedule	5 Day	4 Day	3 Day
<b>Toddlers &amp; 2's</b>			
7:30a - 5:30p	\$1925		
8:00a - 5:00p	\$1843	\$1623	\$1387
8:00a - 4:00p OR	\$1704	\$1500	\$1312
9:00a - 5:00p			
9:00a - 4:00p	\$1,586	\$1393	\$1,168
8:00a - 1:00p	\$1,339	\$1,125	\$905
9:00a - 1:00p	\$1,141	\$986	\$836





Daily Schedule	5 Day	4 Day	3 Day
<b>3's, 4's &amp; 5's</b>			
7:30a - 5:30p	\$1849		
8:00a - 5:00p	\$1789	\$1607	\$1,361
8:00a - 4:00p OR	\$1650	\$1468	\$1275
9:00a - 5:00p			
9:00a - 4:00p	\$1,516	\$1355	\$1135
8:00a - 1:00p	\$1,285	\$1,061	\$879
9:00a - 1:00p	\$1,066	\$932	\$793

ADDITIONAL HOURS ARE AVAILABLE AT \$13/HOUR  
\*AGE AT MATRICULATION IS BILLING AGE FOR ENTIRE SCHOOL YEAR

**Need more information? [Debbie@TikvatIsrael.org](mailto:Debbie@TikvatIsrael.org)**