



גן נתיבות שלום  
BERKELEY, CA

# FAMILY HANDBOOK 2025-2026

## Table of Contents

Our Philosophy.....	3
Our Core Values.....	4
School Day.....	4
Arrival and Departures.....	4
Arrival.....	4
Departure.....	4
Changes in Pick-Up Plans.....	5
Sign-In/Out Requirements.....	5
Core Hours Program.....	5
Program Overview.....	5
Jewish Life & Learning.....	5
Extended Care Programs.....	6
Early Morning Program 8:00 a.m. - 9:00 a.m.....	6
Afternoon Program 1:00 p.m. - 3:30 p.m.....	6
Late Afternoon 3:30 p.m. - 5:30 p.m. (4:30 on Fridays).....	6
Summer Sessions.....	6
Calendar and Holidays (Please refer to the yearly school calendar for specific dates).....	7
Snacks and Lunch.....	7
Lunch Rules and Guidelines.....	7
Clothing.....	8
Toys from Home and Comfort Items, Including Pacifiers.....	8
Parking.....	8
Special Occasions.....	9
Birthdays.....	9
Field Trips.....	10
Creating a Nurturing Environment and Supporting Our Community.....	10
Separation.....	10
Parent Conferences and Communication.....	11
Parent/Guardian Involvement.....	11
Policies for Health, Safety, and Classroom Culture.....	11
Health and Safety, Including Required Exclusion Due to Illness.....	11
COVID-19 Specifics.....	12
Face Masks.....	13
Allergies and Medications.....	13
In Case of Injury.....	14
Security.....	14
Gate and Door Security.....	14

Security and Emergency Protocol and Procedures.....	14
Reporting Security Concerns to CNS Staff/Administrator.....	14
Admissions and Community Care Licensing Requirements.....	14
Behavior Support.....	15
Financial Matters.....	15
Deposit.....	15
Fees.....	16
Financial Aid.....	16

## Our Philosophy

*Inspire our hearts to understand, to think, to listen, to learn,  
And to teach, to safeguard, and to do, and to establish all teachings of your  
Torah with love. And light up our eyes with your Torah...  
Ahavah Rabbah, daily liturgy*

Netivot Shalom is guided by these visions articulated in the above prayer, Jewish values, developmentally appropriate practices, and the goals of anti-bias education.

**L'Havin (to Understand):** We value and respect every member of our community. We strive to make every family feel welcomed by creating an environment where families are seen, respected, informed, and contributing members. We partner with families to best understand their needs, values, and traditions.

**Lishmoah (to Listen):** Through an emphasis on listening and respecting one another, our children, families, and staff build a cohesive community where we celebrate our differences and value each person as a unique individual.

**Lilmod (to Learn):** We use developmentally appropriate, play-based curriculum to build on children's natural curiosity and enthusiasm for learning. We strive to provide an engaging, stimulating program that meets the needs of the whole child.

**Lishmor (to Safeguard):** Our preschool provides a safe, warm, nurturing environment where children develop emotionally, socially, cognitively, and physically. The environment embodies the values of Congregation Netivot Shalom, which is a conservative, egalitarian, and progressive community.

**La'asot (to Do):** Our shul and preschool take a proactive role in pursuing social justice and equity. Through a developmentally appropriate lens, we work with children to equip them with the foundational skills to recognize prejudice and discrimination and to stand up for themselves and others.

At Netivot Shalom, we strive to provide a high-quality, play-based early childhood education program where the Jewish curriculum is centered around the child's interests. We see children as curious, competent, and capable humans. Children learn through active exploration and interactions with adults, other children, and the environment.

We accept and respect each child's differing levels of ability, development, and learning style. Our program provides opportunities for each child to master tasks that are appropriate to their individual level of development. We believe our role as Jewish early childhood educators is to encourage exploration and growth in a well-equipped environment that is stimulating, safe, consistent, and nurturing.

We promote the physical, social, emotional, intellectual, and spiritual development of children, as well as a commitment to parent involvement and family education. Our school is accepting of families of all religions, races, genders, sexual orientations, and abilities. We encourage families of every background to apply, knowing our kehillah (community) is strengthened by its diversity.

## Our Core Values

We have five main Jewish values that we rely on at the Netivot Shalom to help us maintain a warm, nurturing, and successful program. They help define the pro-social behaviors that are at the core of our teaching practices and interactions with members of our community.

- **Kehillah (pronounced "keh-HE-lah"), Community:** As Rabbi Hillel once said, "Do not separate yourself from the community" (Pirkei Avot 2:5). At the Netivot, teachers work to build relationships with parents so that they have a comprehensive understanding of the child. We achieve this by providing engaging experiences for families both in and out of the classroom.
- **B'tzelem Elohim (pronounced "beh-TSELL-em eh-low-HEEM"), Created in the image of God:** Every member of every family that walks through our gate has their own set of interests, opinions, and strengths. We believe in honoring those traits and celebrating our holy uniqueness. As we get to know the individuals in our community, we provide materials and emergent activities that inspire awe and wonder.
- **Kavod (pronounced "kah-VOH-d"), Deep Honor/Respect:** We believe that in order for children to be academically ready, they also need to know how to be kind, tolerant, and capable of solving their own problems. We believe that children can learn to engage with peers and the environment in a kind and respectful way.
- **Shomrei Adamah (pronounced "shown-RAY ah-dah-mah"), Guardians of the Earth:** As a green certified program, we are committed to caring for the earth by teaching sustainable and waste reduction practices, as well as sourcing many of our materials from local reuse businesses.
- **Shalom Kitah (pronounced "sha-LOM key-TAH"), Peaceful Classroom:** We believe in providing an environment that is stress-free and one in which children can learn about regulating their own bodies. We strive to create a welcoming and supportive environment.

## School Day

### Arrival and Departures

The school day begins each day at 9:00 a.m. and ends at 1:00 p.m. Extended day programs are available in the mornings from 8:00 a.m. - 9:00 a.m. and any time in the afternoon between 3:30 p.m. and 5:30 p.m. We close at 4:30 p.m. on Fridays.

## Arrival

- Please arrive before 9:15 a.m. to support an easier transition into the day
- Create a short, sweet, and predictable drop-off routine that takes no more than five minutes and can be comfortably completed every day

## Departure

- Pick up your child on time to support smooth transitions and their sense of security
- If delayed, notify the school so we can reassure your child
  - Late pick-up fees are \$5.00 for the first 5 minutes late, plus \$5.00 for every additional 5 minutes
- Children must be accompanied by an adult when leaving—do not let them exit through the gate alone

## Changes in Pick-Up Plans

- If you find that you must make non-routine pick-up plans during the course of a school day, please email or Brightwheel Netivot Shalom Preschool with the information, including the 'permission' statement
- We also ask that you do your best to speak directly to someone on the phone about your change in plans

## Sign-In/Out Requirements

- State licensing requires daily sign-in and sign-out via the Brightwheel app; paper sign-in/out is available in case of emergencies
- Only parents or authorized adults may sign in/out using a PIN and digital signature
- Each parent or authorized pickup has their own unique Brightwheel code; Brightwheel code sharing is not allowed
  - The code is for the authorized adult, NOT assigned to the child
- Parents and authorized pickups must sign their own legal signature
  - Children under 18 may not sign themselves in or out
- Children will only be released to adults authorized in writing (via the emergency form or Brightwheel)
  - Photo ID will be required for any unfamiliar authorized adult

## Core Hours Program

Core Hours are the 9:00 a.m.-1:00 p.m. program.

## Program Overview

- All classes meet Monday–Friday
  - *Kitah Adamah*: Families may choose to enroll 3, 4, or 5 days/week
  - *Kitah Etzim*: Families may choose to enroll 4 or 5 days/week
- Teachers welcome each child daily, and children choose from a variety of indoor and outdoor activities in individual, small-group, and whole-group formats.
- Interest areas include art, dramatic play, bayit (house), cooking, literacy, blocks, active/tactile play, science, puzzles, and more

- Netivot Shalom Preschool has weekly music sessions with our music specialist
- We are a play-based school that utilizes an emergent curriculum to foster growth across all developmental domains

## Jewish Life & Learning

- Jewish values and traditions are woven into daily routines:
  - Blessings before meals
  - Saying the Shema, Shehecheyanu, and other prayers
  - Shabbat celebrated weekly in classrooms
  - Holidays explored through stories, songs, rituals, and food
- Family and community events connect children with the broader Netivot Shalom and preschool communities
- Within the emergent curriculum, teachers nurture a strong Jewish foundation and sense of community through thoughtful and timely Jewish study and exploration

## Extended Care Programs

Care is available from 8:00-9:00 a.m. for Early Morning Program. Care is available from 1-3:30 p.m. or 1-5:30 p.m. for the Afternoon Program.

### Early Morning Program 8:00 a.m. - 9:00 a.m.

- Families may enroll for an 8:00 a.m. drop-off
- Please do not enter the classroom before 8:00 a.m.
- A classroom teacher will greet you and your child
- Children are welcome to bring their breakfast, participate in quiet activities, or be a special helper during the early morning.

### Afternoon Program 1:00 p.m. - 3:30 p.m.

- Begins with quiet rest time; each child has a mat
- Please send: crib sheet, blanket/nap roll, and comfort items (all labeled)
- The nap room is a quiet space with soft sleeping music and white noise
- As children drop their nap, other quiet rest activities are offered
- Any child who requests a nap is entitled to one, even if they do not usually nap
- Children enjoy a group snack after rest time before the 3:30 dismissal

### Late Afternoon 3:30 p.m. - 5:30 p.m. (4:30 on Fridays)

- Similar to the Early Morning Program, children make their own choices for activities
- Similar to drop-off, we suggest a short, sweet, and consistent pick-up routine

## Summer Sessions

Congregation Netivot Shalom Preschool offers a summer program called Summer Fun, which includes separate sessions. All sessions are separately enrolled. Summer enrollment begins in the early spring. The teaching staff for our summer program is determined after enrollment is finalized. Enrollment priority is given to current Kitah Adamah and Kitah Etzim students. Newcomers may be enrolled based on available space.

## *Calendar and Holidays* (Please refer to the yearly school calendar for specific dates)

School begins towards the end of August. Our last day is a Friday in early June.

We are closed on the following Jewish holidays when they occur on a school day:

- Rosh Hashanah—two days
- Yom Kippur
- Sukkot—first two days
- Shemini Atzeret
- Simchat Torah
- Pesach/Spring Break—1+ week (typically 8 days)
- Shavuot—two days

We are closed on the following additional holidays:

- Labor Day
- Thanksgiving—two and a half days
- Winter Break—2 weeks at the end of December/beginning of January
- MLK Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day—one day during Summer Fun

There might be other times we are closed for things such as Staff Development or Parent-Teacher Conferences. Please refer to the yearly school calendar for specific dates.

## Snacks and Lunch

Netivot Shalom Preschool provides school snacks for morning and afternoon snack times. Please refer to the posted snack menu, and contact the Director with specific questions. Families provide a lunch for their child daily, following our Lunch Rules and Guidelines.

## Lunch Rules and Guidelines

- Kashrut: All food from home must be considered dairy and/or pareve
  - Absolutely no meat or meat byproducts allowed

- Kosher fish (with fins and scales) are permitted, as kosher fish is considered pareve
  - For more specific questions on kashrut, please contact the Director
- Allergy policy: Certain foods may be excluded and not allowed at school; all families will receive this information in writing at the beginning of the school year, and the allergy policy is also posted in each classroom
  - Determinations on foods that are not allowed are made by the Director based on current needs
  - Thank you for your cooperation in following all allergy policies for the safety of our students
- Pack healthy, ready-to-eat meals; avoid candy and soda
- Children choose what and how much to eat; teachers model healthy choices but do not monitor or dictate food order
- Pack food that children can open, eat, and clean up themselves; teachers assist as needed with lunch containers
- No heating or refrigeration available; we suggest sending your child's lunch in an insulated lunch bag or box with a cold pack
- Send food in reusable, labeled containers (label both bottoms and lids)
- Uneaten food will be sent home to help you track your child's eating

## Clothing

- Dress your child in comfortable, washable clothes suited for the weather and messy play
- Clothing should be easy to manage independently—elastic waistbands are best
  - Avoid belts, suspenders, one-piece outfits, and tricky fastenings
  - No long dresses or loose clothing that may cause tripping
- Children go outside daily—please provide appropriate outerwear
- Shoes must be closed-toe, rubber-soled, and sturdy
  - We strongly suggest no Crocs as these often slip off when running or jumping
- Keep two full sets of extra clothing + extra shoes at school
  - Store extras in a gallon-size bag
  - Check seasonally for fit and weather-appropriateness
  - Label all items with your child's name

## Toys from Home and Comfort Items, Including Pacifiers

- Comfort items are welcome, especially during the transition into school at the beginning of the school year
- Toys from home should stay at home (unless requested by teachers) to prevent loss, breakage, or conflict
- Books to share with the class are encouraged
- Children staying past 1:00 p.m. may bring rest-time items (e.g., stuffed animals)
- Weapons and war toys are not allowed
- Label all items with your child's name
- If your child uses a pacifier for nap, please include it in your child's nap bag
  - If your child uses a pacifier during other times of the day, please speak with your child's teachers about the pacifier plan for school; the goal is that children do not use a pacifier routinely at school, as pacifiers can interfere with communication as well as hunger and thirst cues



## Parking

You may park in any lined spaces designated for Congregation Netivot Shalom.

- Please note spaces Rabbi, senior staff, and handicapped parking; please do not use these spaces unless authorized to do so
- The available parking spaces are for preschool drop-off, pick-up, and synagogue business
- Please do not leave your car in the CNS parking lot when you are away from the shul
- The Berkeley School families may not park in these spaces, and Netivot Shalom Preschool families may not park in Berkeley School spaces

Driveway parking in the white zone along the curb in front of the shul is for *both* Congregation Netivot Shalom Preschool and The Berkeley School drop-off and pick-up.

- This area has a 10-minute limit
- Space might be limited during early morning drop-off (8-8:30) and afternoon pick-up (3:30)
- Parking in the white zone is NOT permitted while attending Shabbat Circle or when you are on campus for more than 10 minutes.

There is NO parking alongside the curb next to the CNS dumpsters.

There is NO parking in the designated fire lanes; this is the left lane of the drive-thru between The Berkeley School and Congregation Netivot Shalom.

Congregation Netivot Shalom Preschool is an urban school located on a very busy street. Therefore, parking is limited, and traffic may occur. When dropping off and picking up your child, on-site parking may not be available. Please be sure you have the means to park at a metered spot on the street or schedule time to park on a side street and walk your child to the school.

- Meters on University Ave accept quarters and credit cards. They allow 1-hour parking.
- Meters on Bonar Street accept quarters and credit cards. They allow 2-hour parking.
- There is unmetered parking on many streets, one block off University Ave.

Important for 3:30 pick-up: This is a busy time of day in the parking lot due to an overlap with The Berkeley School parents and youth programming at CNS. As the TBS parents do not get out of the cars and need to keep the traffic *moving* along the curb (so as not to cause a backup onto University Ave), please park in one of the reserved Congregation Netivot Shalom spaces or use street parking.

## Special Occasions

We have a number of special occasions at school, including celebrations for Jewish holidays, Ma'agal (Family) Shabbat during the school day, and more. Please regularly check your Brightwheel messages and read the school newsletters in order to stay up-to-date on special occasions.

## Birthdays

- Parents may bring a shared snack that aligns with the current allergy policy—please coordinate plans in advance with teachers
- Families often choose to donate a book to the preschool library in honor of their child's birthday
  - Ask teachers for recommendations
  - Donated books are marked with a commemorative stamp
- Party invitations should not be distributed at school, even for full-class parties
  - Invitations at school can become confusing for various reasons, including preschoolers' understanding of time
- Please avoid scheduling parties on Shabbat or Jewish holidays in keeping with Conservative Jewish practice and to honor our diverse community

## Field Trips

- We're excited to take advantage of nearby walking-distance field trip opportunities that enrich our curriculum
- Upon enrollment, families sign a blanket permission form for local outings
  - Safety protocols and adult-child ratios are detailed on the form
- You'll always receive advance notice with trip details before any outing

## Creating a Nurturing Environment and Supporting Our Community

Preschool staff, families, and children are all part of our community at Congregation Netivot Shalom Preschool. This trusting relationship is grounded in a shared interest in the growth and development of each child and is nurtured through active participation and open communication. The Director and teachers are always eager to learn your thoughts regarding your child and our program. At Congregation Netivot Shalom Preschool, we have a long history of fostering a vibrant and supportive community of families who will continue their relationships beyond their years at Netivot Shalom Preschool.

## Separation

Separation anxiety is common among children entering preschool. Our teachers are experienced in making the school transition easier for parents and children. Teachers often ask children to bring a photo of their family to school to keep in their cubby. Sometimes, bringing a special object from home helps a child during this initial transition. Teachers and parents work together to do what is most appropriate and beneficial for each child.

For children who need time to adjust to being away from home while at school, we have a soft start policy. Parents and caregivers are welcome to drop off their child around the usual drop-off time (e.g., a little after 9:00 a.m. for a student enrolled 9:00 a.m.-1:00 p.m.) and pick up early. Within a few days or a week, most students are ready to stay for their full day.

## Parent Conferences and Communication

We schedule two formal conferences for each child between parents and teachers during the school year. Parents or teachers may also request a conference regarding issues of concern at any time. The Director is available to meet both formally or informally. We will gladly schedule times to discuss specific issues privately, without interruptions.

Brief communications and check-ins between parents and teachers may take place daily at arrival and departure times and via Brightwheel messages. We are eager to share information about your child's day at school. Please be aware that during school hours, the teachers' priority is the children.

It is important that you let us know about changes in your child's home life and share any variation in your child's usual pick-up schedule with a teacher. Likewise, please make sure that your contact information is up to date with the Director and the classroom team.

## Parent/Guardian Involvement

There are many ways for parents to be involved at Congregation Netivot Shalom Preschool. Parent involvement is important as it helps strengthen our community and provides vital support to our many wonderful programs and traditions. We do hope you will choose to become an involved member of our community. We ask that each family volunteer for at least 10 hours per year. There are opportunities suitable for any schedule!

Our Congregation Netivot Shalom Preschool Parent Partnership Group will solicit volunteers at the beginning of the school year. The primary objectives of the Parent Partnership Group is to gather parent input on preschool topics, act as preschool boosters, and lead teacher appreciation and other preschool parent initiatives. Communication styles and meeting times will be determined as a group.

## Policies for Health, Safety, and Classroom Culture

### Health and Safety, Including Required Exclusion Due to Illness

Our goal is to promote good health at Congregation Netivot Shalom Preschool. We want to keep all children and adults as healthy as possible throughout the year. If your child appears to have symptoms of illness or is unable to participate during the school day, we will contact you to pick up your child immediately. A sick child will be separated from the group until he or she is picked up. It is a state licensing requirement that children be able to participate in their school day; children who have non-specific symptoms like lethargy and cannot participate in their school day will need to be picked up.

Please keep your child home if they:

- has an illness or symptoms that prevents him/her from participating comfortably in our school activities
- has an illness that results in a need for greater care than the staff can provide without compromising the well-being of other children
- has had a fever during the previous 24-hour period
- has a heavy nasal discharge or a constant cough
- has or has had diarrhea in the previous 24-hour period
- has had two or more episodes of vomiting in the previous 24-hour period
- has symptoms of a possible communicable disease or head lice
  - NOTE: WE HAVE A NO NIT POLICY FOR HEAD LICE. Please notify the school at once if your child does have a communicable disease

The following conditions must be met before your child may return to school:

- Child must be free of fever, diarrhea, and vomiting, without the aid of medication, for at least 24 hours before the return to school
- Children with copious amounts of running green, yellow, or clear nasal discharge, AND a cough with mucus, must be certified by a physician to be non-contagious
  - If your child has allergies, please include that in their medical history and have a doctor's note
  - If only one of the aforementioned symptoms is present AND the child can participate without it affecting safety, they may attend for the day
- Following illnesses requiring antibiotics, such as ear infections, they may return 24 hours after antibiotic treatment has begun with the doctor's clearance
- For a child to attend school with a rash, or any continued itching, a physician must identify the condition as non-contagious
- Following the onset of a contagious rash (e.g., impetigo, chicken pox, staph, etc.,) the child may return when scabs are completely dry, with no moist areas or oozing for 72 hours; a doctor's note is required
- Following conjunctivitis (redness or eye with puffy eyelid or yellow-green discharge), the child may return 72 hours after treatment
- Following pinworms, the child may return after treatment is complete, and they are no longer scratching
  - It is important that the home environment be sanitized thoroughly, and other family members are checked
- Following lice treatment, the child may return to school after all nits are removed and there is no evidence of nits.

## COVID-19 Specifics

We encourage all families to test using an at-home rapid antigen test or a PCR test provided by a medical professional when there is a possibility that a child's upper respiratory virus symptoms may be related to COVID-19.

If your child's test results are POSITIVE, you must immediately inform the Director of Netivot Shalom Preschool. The Director will alert all families if there is a positive case in the school. We will not disclose the name of the community member. Your child must remain home until they are fever-free for at least 24 hours and they test negative.

If another person in your child's household tests positive for COVID, we require testing to stay, meaning your child provides a negative test daily for the duration of illness.

## Face Masks

Indoor masking is recommended but no longer required. This is aligned with current public health guidelines, Netivot Shalom's current masking policy, and other schools in the community. If a child is exhibiting symptoms (e.g. coughing) that may be contagious, they may be required to wear a mask until symptoms. Outdoor masking remains optional. If you would prefer your child to wear a mask indoors, let the teachers know, and we will support them.

## Allergies and Medications

Please alert the Director and the staff to any dietary or environmental allergies that affect your child. We will keep a list in every classroom of children's allergies for easy reference.

If it is necessary for a teacher to give your child any medication (prescription or over-the-counter, oral or topical), you must complete an Administration of Medication form (LIC 9221).

Staff will not administer any medication, including over-the-counter, without the following:

- Physician's note and prescription, including
  - Child's name
  - Name of medication and what it's for
  - Medication instructions, dosage, and when it should be given to the child
- Medication, inhaler, or EpiPen in its original container
  - We will not accept anything in a plastic bag, or another container
- Consent for Administration of Medication form (Director can give you this to fill out)
- *Over-the-counter medication is anything besides soap and water, including lotions and creams like diaper rash cream*

Give the medication directly to a teacher. Please do not put medications in lunch boxes, backpacks, or cubbies.

Parents can be called at any time during the day if it is determined that their child is too ill to remain at school. Parents must make arrangements for their child to be picked up within 30 minutes from the time they are first contacted. If you work farther than 30 minutes from the school, please make arrangements with an adult who is authorized on your child's pick-up list and who can reach the school within this timeframe.

**PLEASE INFORM THE STAFF IF YOU HAVE GIVEN YOUR CHILD ANY MEDICATION BEFORE SCHOOL IN THE MORNING.** It may explain any changes in behavior or unusual reactions to the medication. Please note the Health and Safety section above and do not send your child, even if medication helps to relieve the listed symptom temporarily.

## In Case of Injury

At least one staff member trained in Child CPR and Pediatric First Aid is always on-site. In case of more serious injury, we will make an immediate attempt to contact you. If we cannot reach you, we will try another adult on your Emergency Information Form. If necessary, we will call the child's physician or 911. Please keep the school up to date with all current phone numbers and other pertinent information.

For minor injuries (e.g., small abrasions, scratches, etc.), you will receive an Incident Report in Brightwheel. For any injury involving a head bump, we will attempt to call you and you will receive an Incident Report in Brightwheel.

## Security

### Gate and Door Security

For security reasons, the courtyard gate and front doors of the synagogue building will remain locked during school hours. At the beginning of the school year, each family will be given the code to open both the gate and the doors.

- Be discreet when entering the code, just as you would at an ATM
- This code is NOT FOR CHILDREN to know/use; please do not allow your child to do the gate and door code for you
  - You can ask the child to push/pull the gate/door open if they want to be part of the entry process.
- If someone is coming in behind you, ask why they are here and direct them to the Front Office

### Security and Emergency Protocol and Procedures

Our preschool and synagogue staff have a number of security procedures in place to deal with situations, including:

- Non-preschool events taking place on a school day, including observance of life-cycle events and rental/private/public gatherings
- Utility outage
- Fire and/or earthquake
- Shul entrance during the day and evening hours
- Lockdown
- Shelter-in-place

Each classroom and outdoor area is equipped with multiple means to contact emergency personnel immediately for rapid response.

### Reporting Security Concerns to CNS Staff/Administrator

Please report any cases of loitering, sleeping on the premises, suspicious behavior, or unattended items to our front desk employee and/or synagogue administrator. While this is most often not a worry, a log is kept in order for us to track repeated and/or concerning situations.

## Admissions and Community Care Licensing Requirements

The following forms must be completed and on file by the first day of attendance.

- Enrollment Agreement Identification and Emergency Information (LIC 700)
- Emergency Information and Release with Consent for Medical Treatment (LIC 627)
- Email Addresses and Phone Numbers
- Health History (LIC 702)
- Physician's Report with Immunization Record and TB Risk Screening (Lic 701)

- Parents' Rights (LIC 995)
- Personal Rights (LIC 613A)
- Field Trip Permission
- Media Release
- Permission to Sunscreen

## Behavior Support

Congregation Netivot Shalom Preschool provides a quality environment with reasonable expectations for all children. We respect all children, and we want to help them feel good about themselves and build positive self-esteem. The staff models appropriate behavior and provides positive guidance to the children. Specific classroom methods include encouraging appropriate behaviors, offering constructive alternatives, setting clear and consistent limits, planning ahead to prevent problems, and applying natural or logical consequences.

Congregation Netivot Shalom Preschool is committed to addressing behavioral and developmental issues as they arise. When a child's behavior or development is of significant concern to a teacher, the teacher will notify the Director. When parents need to be involved, we will request a conference. We feel that open but confidential communication between home and school is essential. Continued communication, outside professional observation, closer one-on-one supervision while determining areas of strength and areas for future growth, and a specific plan of action are some approaches that may be employed to find a successful solution.

If it is apparent that we are not able to provide an appropriate environment for an individual child or if, in our judgment, it is in the best interest of all children, Congregation Netivot Shalom Preschool may require a family to find an alternative setting more suitable to the needs of their child. Examples of such circumstances may include a child being a danger to him or herself or others, or a child requiring special services that the Congregation Netivot Shalom Preschool cannot reasonably provide. Congregation Netivot Shalom Preschool reserves the right to terminate the enrollment of a child if other measures are not successful.

## Financial Matters

### Deposit

Families pay a nonrefundable deposit upon enrollment acceptance or continued enrollment confirmation. All tuition deposits will roll over to the next school year until the student graduates and will be applied toward the last school month's tuition in their last year. The deposit is forfeited if a family withdraws from the preschool.

### Fees

Fees are calculated annually and divided into ten equal payments (September-June). These fees, along with reserved extended day fees and drop-in fees for the previous month, are billed monthly around the first of each month. Please see the current Netivot Shalom

Preschool Tuition Schedule for exact rates for all programs. Dues to the Congregation must be current in order to keep your membership fee rate status.

A \$5.00 late pick-up fee will be charged for each 5-minute period beyond your contracted pick-up time. For failures to sign in or out, parents/guardians will receive two written reminders, then \$5.00 per instance. Failures to sign in and out include Brightwheel code sharing or allowing a child to sign for you.

## Financial Aid

Our goal is to keep Netivot Shalom Preschool affordable to a wide range of families in our community. We encourage any Netivot Shalom family who is in financial need to apply for a scholarship. Applications for financial aid are available from the Congregation Netivot Shalom Executive Director in the spring at the time of enrollment or continuing enrollment confirmation. All information is confidential. Applications will be reviewed, and decisions for financial aid awards will be made by the Treasurer of the Congregation.

## Non-Payment of Fees

Netivot Shalom Preschool appreciates your open communication about financial difficulties or life changes that may result in late or non-payment of fees. Please contact the Director of Netivot Shalom Preschool or the Executive Director of Congregation Netivot Shalom if you need to discuss payments.

Late or missed tuition payments will be addressed on a monthly basis.

**First month late or missed:** Reminder sent.

**Second month late or missed:** Remaining invoices will be adjusted to make up the difference and ensure that the child's full tuition is paid by May 2026.

**Third month late or missed:** The family will be given 30 days' notice to disenroll their student, unless an alternative payment plan has been discussed and agreed to in writing by all parties.

**Payment on an alternative payment plan is late or missed:** Your student will be disenrolled with 30 days' notice.