



THE LEONARD AND SYRIL RUBIN

Early Childhood Center
at the KAPLEN JCC on the Palisades

2021-2022

Family *B'rit*

This handbook is intended to serve as a *b'rit*, or covenant, between families and our school to ensure a meaningful and successful experience.

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A Welcome Note from Miriam Pedler

Dear Families,

Welcome to the Leonard and Syril Rubin Early Childhood Center (ECC). We are so honored to welcome you to our extended family – your home away from home. Within a very short period of time your child will be entering an independent school experience. The ECC provides a secure and loving place for growth and transition. We are here to enrich all children with a developmentally appropriate curriculum that is child-centered and structured to meet the needs of each child. Our program is infused with Jewish values and is designed for creative learning which will stimulate and challenge your child's curiosity and inquiry.

We are proud to have a highly qualified, experienced staff of teachers whose warmth, nurturing and exciting programming skills provide a wonderful educational experience. Here your child will blossom, grow and be given all the fundamental tools for life after preschool.

Please read this handbook carefully so that you will become more familiar with our ECC educational philosophy, policies and procedures. In addition to this handbook, we have a COVID-19 FAQ cheatsheet that will answer all your questions specific to the regulations and guidelines that are also within this longer document. We value our *b'rit* (covenant) with each and every family. Our commitment to the partnership between home and school truly enables children to thrive. Your participation plays an important role in enhancing the growth and development of your child's school experience.

We understand that choosing your child's early childhood education experience is one of the most important decisions that you will make. We welcome the opportunity to get to know you and your children and to help you nurture them, teach them, and share in their growth. We do not take lightly the trust and confidence you have placed in us in this most important role. We extend you a warm welcome to our school and look forward to a mutually enriching and rewarding relationship by creating wonderful memories with your family and celebrating your child's next milestones.

1. Leonard and Syril Rubin Early Childhood Center

a. Philosophy

The Leonard and Syril Rubin Early Childhood Center (ECC) at the Kaplen JCC on the Palisades offers a warm child-centered environment rooted in Jewish tradition, where children can become confident, responsible, and successful learners. We strive to enrich each child's world through exposure to language arts, science, reading and math readiness, music, art, Judaic programming, physical education, and swimming. Nurturing social interaction is an integral part of all programs. By learning through doing, each child establishes a strong sense of self and accomplishment.

b. Our School

We are a school that children are excited to come to each day. Children in our school feel safe, secure, known, heard, and understood. They are nurtured and encouraged to try new things, to become independent and responsible, and to become critical thinkers and lifelong learners.

We are a school with educators who are passionate about the work they do each and every day. Our educators nurture the children so they can grow, learn, and reach their full potential. Our educators see each child as a whole child, getting to know them as an individual and respecting their thoughts and ideas.

We are a school where families are active participants in their child's learning. Families are partners and allies, supportive of the school's philosophy and curriculum. There is open communication between families and the school, and everyone's voice is heard.

We are a school where administrators work together to create a friendly, warm, and welcoming environment. The administrators continuously learn and work together to model the goals, mission, and vision of the school to inspire all those who are part of our community.

c. Curriculum

Our curriculum is based on a combination of several components that include best principles, practices, and research in early childhood education, developmentally appropriate practice, progressive child development theories and philosophies, guidelines from NAEYC (National Association for the Education of Young Children), educational inspiration from Reggio Emilia, Italy, and integration of secular and Jewish learning. We help children achieve their full potential by focusing on social, emotional, cognitive, fine and gross motor, and language development.

Every classroom provides a supportive, nurturing environment that promotes the development of young children. We strive to provoke wonder, curiosity, intellectual engagement, and creativity within each child. Therefore, problem solving, experimentation, and social interactions are encouraged through daily use of developmentally appropriate materials and activities. These are driven by the age-related needs and interests of the children, and may include blocks, dramatic play, sensory experiences, art, cooking, music, movement, manipulatives, math, science, outdoor play, books, and language experiences. With support and guidance from educators, children are invited to use self-directed choices to move throughout these activities in the classroom.

Our classroom learning is supported by Teaching Strategies Gold, an authentic observation-based assessment tool. The 38 research-based objectives for development and learning aligns with the New Jersey Birth to Three Early Learning Standards, New Jersey Preschool Teaching and Learning Standards, and the New Jersey Student Learning Standards. Each objective falls under a different domain of learning and development – social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, the arts, and English language acquisition. Teaching Strategies Gold invites classroom educators to complete a developmental profile about each child. The profiles guide observations in helping to discover what the children are capable of and interested in, and in turn to reflect those skills, abilities, and interests in classroom experiences.

We embrace the JCC Association Sheva Center’s Early Learning Framework. The framework is comprised of seven core lenses and seven core elements, which help to outline a dynamic vision of excellence in early childhood Jewish education, and serve as a focal point for conversation and learning that inspire deeper listening, observation and decision-making in support of the construction of curriculum with young children. The lenses provide an ethical model for living and articulate the approach to our work. They are manifested daily in our classrooms – in the ways environments are structured, in the ways relationships are developed with children and families, and in the way we see the world around us. The elements are influenced by multiple philosophies of early education and the most recent and highly regarded research on children’s learning, brain development and an understanding of the needs of 21st century families.

Core Lenses:

Masa: Journey (Reflection, Return, and Renewal)

Tzelem Elohim: Divine Image (Dignity and Potential)

D’rash: Interpretation (Inquiry, Dialogue, and Transmission)

K’dushah: Holiness (Intentionality and Presence)

B’rit: Covenant (Belonging and Commitment)

Hit’orerut: Awakening (Amazement and Gratitude)

Tikkun Olam: Repair of the World (Responsibility)

Core Elements:

Children as Constructivist Learners

Early Childhood Administrators as Visionaries

Early Childhood Educators as Professionals

Families as Engaged Partners

Environments as Inspiration for Inquiry

Discover: CATCH and Healthy Adult Engagement as *Sh’mirat HaGuf* (taking care of our bodies)

Israel as a Key Component of Early Childhood Jewish Education

d. State Licensing Info

The Leonard and Syril Rubin Early Childhood Center at the Kaplen JCC on the Palisades is licensed to operate by the State of New Jersey, Department of Children and Families.

2. Kaplen JCC on the Palisades

a. Non-Bias Statement

The Leonard and Syril Rubin Early Childhood Center at the Kaplen JCC on the Palisades welcomes all families to our school and JCC community. We are committed to equal admission and educational opportunity for our children and their families as expressed in federal and state

laws. Every member of the school and our community is of equal worth and importance, irrespective of creed, culture, class, race, gender, sexuality, and/or disability.

b. JCCOTP Mission/Vision/Values

Deeply rooted in Jewish values and tradition, the Kaplen JCC on the Palisades is a vibrant home for the Jewish People that welcomes all and cultivates the social, intellectual, physical and spiritual well-being of the entire community. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We are committed to demonstrating the following values and ask respect for these values from those with whom we interact: community, connection to Judaism and Israel, integrity, quality, respect, responsibility, safety, and *Tikkun Olam* (repairing the world).

3. Required Paperwork

a. Registration, Application Fee, and Tuition

Tuition rates are established annually, and are announced prior to the start of registration. Payment for tuition balance must be made by one of the following methods:

Tuition payment for the 2021-2022 year can be paid as following:

- 10 month programs can be paid in 9 installments using a credit card or checking account on the 10th or 25th of every month between August 2020 and April 2021. Please note, there is a 3% non-refundable transaction fee if using a credit card.
- 12 month programs can be paid in 11 installments using a credit card or checking account on the 10th or 25th of every month between August 2020 and June 2021. Please note, there is a 3% non-refundable transaction fee if using a credit card.
- All programs can be paid for in full by check on or before July 31 of the school year.

The Early Childhood Director, Operations Director, or CFO must agree to any other arrangement in writing no later than July 31 of the school year.

Should your financial institution not honor an authorized payment, you are responsible for payment, plus a service charge of \$25, in addition to any other service fee charged by your financial institution. It is your responsibility to notify the JCC in writing immediately should your financial institution and or account information change. If you are two months or more in arrears on payments for Nursery School, privileges are subject to suspension.

There are limited scholarships available. Families seeking assistance may request a Financial Aid application from the Family Welcome Center.

All students enrolled in the ECC for the 2021-2022 school year, as well as their siblings, have the option to register on a priority basis for the next year of school. There is a non-refundable registration fee due with your completed application.

b. School Forms

Prior to the first day of school, the following forms must be completed via CampSite, an online database platform.

- Medical Form
- Health History
- Copy of insurance card
- Immunization Record
- Universal Health Care Form
- NJ Required Parental Documentation Sign-Off
- Allergy Action Plan (if applicable)
- Asthma Action Plan (if applicable)
- Parent Handbook Sign-Off
- Getting to Know You and Your Child
- Transportation Information

These forms help us to get to know your child before school starts, and it also ensures that we have all pertinent information about your child as they begin school.

c. Withdrawals/Refunds

If you choose to withdraw your child before September 9, 2021 for any reason, the registration fee will not be refunded, however the tuition payment you may have made will be.

If you choose to withdraw after September 9, 2021, our regular refund policy will apply: a 30 day written notice is required. The registration fee will not be refunded and you will be required to pay the tuition for the 30 days of notice.

4. Preparing for School**a. Schedule Options**

The following hours and options are available for the 2021-2022 school year:

INFANT PROGRAM:

Monday-Friday, 8:45 am - 5 pm* (12 months only)

TODDLER PROGRAM:

Monday-Friday 8:45 am - 5 pm* (12 months only)

TWO YEAR OLDS:

Monday, Wednesday, Friday 8:45 am – 12 pm (September-June)

Monday-Friday 8:45 am – 12 pm (September-June)

Monday-Friday 8:45 am – 3:30 pm (September-June)

Monday-Friday 8:45 am - 5 pm* (September-June)

Monday-Friday 8:45 am - 5 pm* (12 months)

THREE YEAR OLDS:

Monday-Friday 8:45 am – 2 pm (September-June)
Monday-Friday 8:45 am – 3:30 pm (September-June)
Monday-Friday 8:45 am - 5 pm* (September-June)
Monday-Friday 8:45 am - 5 pm* (12 months)

FOUR YEAR OLDS:

Monday-Friday 8:45 am – 2 pm (September-June)
Monday-Friday 8:45 am – 3:30 pm (September-June)
Monday-Friday 8:45 am - 5 pm* (September-June)
Monday-Friday 8:45 am - 5 pm* (12 months)

MORNING CARE

Monday-Friday 7:30 am - 8:45 am

*All school programs end at 5 pm on Fridays from September through mid-November, and March through June. All school programs end at 4 pm on Fridays from mid-November through February, in observance of Shabbat.

Please note - the extended day program tuition (8:45 am - 5 pm) for ages 2 and up does not include vacation camp dates. If this program becomes available, registration and payment will be collected separately. The extended day programming does include 1 complimentary extracurricular class per semester. Registration for that class will be done by our office; further instructions will be sent after the school year starts.

b. Back to School Night

Prior to the beginning of school, there will be a Back to School Night. This evening is centered around meeting your educators and other parents, with an opportunity to obtain information and ask questions about the school year. We will also offer a curriculum night in early Fall for parents to take a deeper look into classroom curriculum and school philosophy. More information about curriculum night will be sent out in the beginning of September once we know if it will be held in the classroom or virtually.

c. Meet your Educator

The week before school begins, all students, along with their parents, will be invited to a Meet and Greet. This offers an opportunity for children to familiarize themselves with their new teachers and begin to meet friends. The visits are set up in small groups and for a short period of time to pave the way for a smooth transition when school starts. Your child's teacher will send out more information about classroom visits by the end of August. Due to regulations and restrictions of not allowing parents into our classrooms at the moment, our teachers will provide virtual tours of their classrooms and social stories prior to the first day of school so the children can get a taste of what their classroom environment will look like.

d. Separation

Starting school is a significant milestone and a source of positive growth for everyone involved – children, parents, and teachers. Even if your child is excited about coming to school—for the first time OR as a returning student— every September is a new year, a new class, and a new experience for your child. All young children need the understanding and support of their families and teachers during this time.

We believe that separating from parents and caregivers is an important skill and we work to help children identify, express, and manage their feelings throughout the process. Establishing trust with the teachers and the environment enables children to become comfortable with the separation from their parents. To prepare a child for school, parents can talk about the teachers and friends who will be there, what goes on in school (such as playing, art projects, reading, singing, snack time, and more) and that mommy/daddy/caregiver always comes back when school is over!

This year separation will look a bit different due to the strict regulations put in place by the state. Though parents will not be permitted to enter the Early Childhood wings, we will supply all families with tools to aid in the separation process. These will include: in person “meet and greets” with the teachers and classmates, a social story to read with your child before school begins, virtual tours of the classroom so your child can become familiar with the room and toys and daily photos sent via Kaymbu so you can see your child’s smiling face.

We hope this will help you to grow more comfortable too—separation is a major step for children and parents alike. Children take their cues from their parents both verbal and non-verbal, – it’s important that you believe that your child is going to have a great day and that you trust his/her teachers to care for them. When you are feeling positive your child can sense it and they feel calmer and more at ease. Going to school is a wonderful new experience; one that requires support, love, kindness, and patience as a child learns to navigate this new exciting stage in his or her life. We will happily and eagerly work with each child and family individually to ensure a smooth transition into school.

e. Class Placements

We make every effort to place children in classes that will maximize each child’s growth and development, while balancing other factors for group dynamics, such as gender and age distribution. We reserve the right to make a final placement decision based on each child’s educational, developmental, and social-emotional needs.

5. The School Day

a. Arrival and Dismissal

The operational hours of school are 8:45 am – 5 pm and all arrival and dismissal will be carpool only. Please make every effort to have your child at school at their designated carpool time. When children are dropped off late, it can be extremely disruptive to the child’s schedule and to the rest of the children in the classroom.

Children must be promptly picked up after school at their dismissal time. If you are unable to make it on time, please notify the school office. Repeated lateness will result in a fee of \$10 per every 5 minutes.

If social arrangements are made for play dates or visits with relatives, or if someone other than the usual person will be picking up a child, the school must be informed in writing or by email so that the child can be released to the appropriate person. Children will not be released until arrangements are verified.

b. Carpool

Due to the restrictions from the DCF which prohibit parents from entering the school wings, we will be doing carpool for all age levels. Carpool will take place with a staggered schedule beginning at 8:45 am, based on age level and location of classrooms. All pick up times will begin when the program ends (12 pm, 2 pm, 3:30 pm and 5 pm). As we get closer to the start of school, an email will be sent with carpool information and further details which will describe the carpool procedures in more detail.

Each family will receive a carpool card that always needs to be displayed on the windshield. For security reasons, no child will be allowed to be picked up without a carpool card that gives authorization. We will supply extra copies for you to use in the event that another party will be picking up your child. Should there be any carpool changes, please make sure you notify the classroom teacher in writing of the alternate plans.

c. Bringing Items from Home

Young children frequently benefit from the security of a favorite item from home to help ease the transition to school, particularly during the early weeks of the school year or during special times of day, such as naptime. We invite children to bring such items into school, but ask that they remain in their cubby or backpack when not in use. They will be sent home daily to be washed. Please label any items your child brings to school with his or her name.

The JCC cannot be responsible for lost, missing, or broken possessions. Parents should only send in items that are replaceable and of limited monetary value—please refrain from sending handmade family heirlooms, expensive toys, jewelry, money or breakable, fragile, or irreplaceable items. Commercial action toys, guns and weapon-like toys, and weapons of any kind are never permitted in the building.

d. Backpacks

Each child should bring a backpack to school daily, labeled with his or her name. Educators will check the backpack daily for notes from parents, and parents should check for communication from educators. Please check your child's backpack daily for important school information, children's artwork, or other items.

e. Clothing

Please send your child to school dressed in comfortable, washable clothes that can be easily and independently managed. Dress your child for active and messy play. Children are involved daily in arts and crafts activities and participate in cooking and science experiments, all of which may be messy. We do not want children to feel worried about getting their clothes dirty, and refrain from engagement, discovery, or other experiences throughout the school day. We want our children to be independent and do as much for themselves as possible. Sweatpants or leggings with elastic waists, sneakers with Velcro fastenings, tee-shirts, and other comfortable clothes

and shoes that are safe for running and climbing and allow children to exhibit independence when dressing themselves.

Each classroom is scheduled for daily outdoor playtime, except when it is rainy, icy, or dangerously cold. There are some lovely snowy days when children can have a wonderful time playing outside, but they must have appropriate clothing. Please always be sure to dress your child for the weather.

All clothing, including mittens, hats, boots, and coats, should be labeled with the child's first and last name using a waterproof marker or tag. Any children who stay at school for rest time are invited to have a small blanket and/or a soft familiar toy, blanket, or "lovie" to make rest time cozy.

We recommend sending your child to school in sneakers every day, and sneakers are required on gym days. In the 3 and 4 year old programs, on swim days, children should come to school wearing a bathing suit under their clothes, and they should bring a towel or terry cloth robe, a bathing cap, along with underwear and a waterproof bag with handles for their wet clothing.

Please provide a complete change of clothes (shirt, pants, underwear, socks, and sneakers) for each child in a clearly labeled shoebox on the first day of school. If applicable, please also send in extra diapers and wipes. Please check your child's box periodically to be sure that the clothing is appropriate in terms of size and season. All items must be labeled with the child's first and last names.

f. Lunch and Snacks

Nutrition is an important aspect of our program as we prioritize *Sh'mirat HaGuf*, taking care of our bodies. Therefore, we strive to increase children's interest in a wide variety of foods and to promote good eating habits for optimal development. The school provides dried snacks throughout the day. All products served for snacks are peanut/tree nut free. We ask that you send in TWO "healthy" snacks for your child for mid morning and afternoon (for all programs ending later than 12 pm).

Children who stay for lunch should bring their lunch in an insulated bag clearly labeled with his/her name. Please send a well-balanced, nutritious lunch. In adhering with the JCC's rules of Kashrut, you may provide dairy or meat meals; but please do not mix milk and meat together, and please do not send any pork or shellfish products. We recommend foods like yogurt, cream cheese or jelly sandwiches, tuna fish, egg salad, string cheese, fruit, pudding cups, raisins, and other healthy snacks. A juice/milk box or thermos is fine, and we will provide water if you do not include a drink. Lunchtime is one of the many opportunities your child has to develop self-help skills. Please send easy to open containers and finger foods to encourage your child's independence.

Please do not send nuts, nut products or products manufactured in facilities with nuts including peanut butter, or any items that are not Kosher. Please refer to our allergy and Kashrut policies with any questions. Also, do not send any raw carrots, hot dogs, candy, popcorn, soda or glass bottles/containers to school with your child. Small round foods, such as grapes and cherry tomatoes must be cut into four pieces or quartered, before being sent to school.

Our infant room happily supports both breastfeeding and formula feeding. We will accept, store, and serve breast milk in ready-to-feed containers labeled with your child's name and date. Breast milk can be kept in the refrigerator for 24 hours and in the freezer for 3 months. If your child is formula fed, please send in large containers of powdered formula and our educators will prepare bottles with filtered water. Whole milk is provided once children have transitioned off of breast milk or formula. Purees and other age-appropriate foods may also be sent in by parents and served by our educators.

g. Nap and Rest Time

In accordance with New Jersey State regulations, all preschool children under the age of four who attend an Early Childhood program for four or more hours a day must have a supervised nap or rest time.

Infants nap on their own schedules, and unless otherwise ordered by a physician with written documentation, are placed on their backs to sleep in a crib. Pillows, quilts, blankets, stuffed toys, and other soft items are not allowed in cribs. This includes pacifiers with soft animals attached. Infants are allowed to use sleep sacks but they must have arm holes.

Toddlers nap on cots, and our students in the twos and older nap on mats. It is the parent's responsibility to provide a sheet or cover for the cot or mat, and these items will be sent home regularly for washing. Naptime for toddlers and twos is typically two hours, and quiet rest time is between 30-45 minutes in our threes, fours, and transitional kindergarten.

An appropriate naptime is created by providing a restful environment. This includes turning off lights, shading windows to outside sunlight, playing soft and relaxing music, or letting children snuggle with familiar objects. Individual attention to help a child to go to sleep will be given if needed. This includes appropriate touching such as rubbing a child's back or rocking a young infant or toddler. The rest areas are light enough to allow visual supervision at all times.

h. Toilet Learning

Toilet learning is different for all children, and our educators will happily work with families whose children are showing signs of readiness in learning to use the toilet. Toilet learning should be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and teachers. It is important to develop a partnership between home and school to achieve this developmental milestone. Your child will be learning to use the toilet both at home and here at school, and they will have the best success if the expectations and practices are consistent in both places. Together, we can help children to become comfortable, confident, and successful while they learn toileting skills.

We will not force a child to use the toilet; however, we will encourage each child to try when and if they are showing signs that they need to use the toilet. Teachers will happily provide assistance in all areas of toileting, including wiping after urinating or having a bowel movement, or changing clothes after an accident. A child will never be scolded or punished for having an accident—accidents are part of the learning process and are handled in a calm and casual manner. The child will be changed and encouraged to let the teachers know next time they need to use the toilet, and then quickly integrated back into the ongoing activities.

i. Enrichment Activities

Due to the present regulations, specials may look different this year. We are planning to offer many in person weekly specials that benefit your child. More details will follow.

6. Special Programs

a. After School Programs

The JCC offers a variety of after-school classes throughout the year including arts, sports, swim, drama, dance, music and more. Please refer to the website jccotp.org/school-age-after-school to select what works best for you and your child.

b. Birthdays

Due to COVID-19 regulations, at this time, we will not be able to invite parents into our school to join us for your child's birthday. We will continue our tradition of celebrating children's birthdays in school and make it a special day for him/her. It is our school, we bake special treats for each child's birthday. Please do not send decorations, goody bags, party hats, or any home baked items—we will provide any accessories needed for the party.

Please be sensitive and inclusive when planning birthday celebrations outside of school. Be aware that a birthday party planned for Shabbat (Saturday) or with food that is not kosher may limit participation of children in the class. We encourage that if more than half of the class is invited, you should consider inviting the whole class to the birthday party. Birthday invitations, gifts, and thank you notes cannot be distributed at school.

c. Shabbat

Due to COVID-19 regulations, at this time, we will not be able to invite parents into our school to join us for Shabbat sing. Shabbat is a special time at the JCC. Shabbat is celebrated in each classroom weekly with Challah, Candles, Grape juice, blessings and song. Each classroom celebrates a little differently but the meaning is the same, we have all spent an amazing week together as a family and now it is time to rest and rejuvenate for the next week to come.

d. Holidays

We celebrate all Jewish holidays throughout the year, including: Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Chanukah, Tu B'Shevat, Purim, Passover, Lag B'Omer, Yom Ha'atzmaut, and Shavuot. In addition to Jewish holidays, we celebrate Thanksgiving. While Christmas, Easter, Halloween, and Valentine's Day (as well as other non-Jewish holidays) are not celebrated at school, please be assured that a child's mention of any home celebration is always a welcome topic in the classroom and will be treated with interest and respect.

e. Short Walks

All of our students take short walks through the JCC and around the JCC property. These walks not only get the children talking and thinking new ideas, but they make the children feel more a part of this community as they learn the way around the building. Due to COVID-19, these walks will be limited and all social distancing rules will be enforced at all times.

7. Home/School Connections

a. Family/Educator Relationships

The bridge between home and school is very important in a child's world. Home and school must be connected in positive and respectful ways to help children feel safe and secure. We value the family's role in the education of children and recognize the importance in building a partnership with families to work together to support children's healthy development and learning. Parents and teachers may look at young children's learning from different perspectives, but they share a common goal: making sure that children engage in meaningful experiences. The foundation for strong relationships is frequent and open communication, mutual respect, and building opportunities to discover what is best for each individual child. This happens in several ways, such as written and online communications, twice yearly Parent-Teacher Conferences and Parent Association (PA) events.

In order to maintain the warm, professional relationships that develop between parents and educators, we ask that all contact remains professional. Educators and parents are asked to use discretion when socializing outside of school. This includes but is not limited to social media, birthday parties and other social events.

b. Communication

One important way our educators build collaborative partnerships with parents is by communicating regularly about each child and about our school community. Direct and open communication between parents and the school is very important to us. Educators regularly send photos, videos, and blog posts through Kaymbu, an online communication platform. Kaymbu allows educators to document and share the experiences children have during the school day, and therefore to give parents a window into their child's life at school. Each classroom is equipped with an iPad which will be specifically used for the Kaymbu program. If you see a teacher on what looks like a phone or tablet, rest assured, they are only using the device to input information into Kaymbu! The security features of the Kaymbu software allows all information captured within Kaymbu to be a private communication between our school and our families. No personal information is shared with any external parties and as a parent you will only receive information specifically about your child and his/her classroom.

Additionally, you will receive weekly school wide communications from the school via Constant Contact. Traditional e-mail will also be used by the school administration as needed to relay pertinent information. A robocall system is used in the event of time sensitive information, such as school closings. When our robocall system is activated you may receive a voice call, text, e-mail or all three.

c. Bi-Annual Conferences (in person or virtual)

Conferences between parents and educators are held twice yearly. There are opportunities for evening or daytime conferences. School is closed one day in the Fall and one day in the Spring for this purpose. These conferences provide an opportunity for parents and educators to meet and discuss each individual child's progress. The educators will discuss your child's development, his/her strengths and challenges, and any other areas that shed light on your child's experience in school, including friendships, favorite activities, and more. Each conference lasts between fifteen and twenty minutes. One or both parents are encouraged to attend. We are happy to schedule conferences at other times on an as-needed basis, at the request of the

parents or the school. More information about these conferences being held in person or virtually will be communicated to you all closer to the date.

d. Parent Association

Our parents are an essential part of The Leonard and Syril Rubin Early Childhood Center and we encourage all parents to participate as our partners, advocates, and liaisons. More information about the PA and how to get involved will come your way as the year begins to unfold.

e. Babysitting

Educators have a duty of professionalism both within and outside of our ECC. Staff and families who wish to arrange for babysitting outside of school hours should be aware of the following:

- Educators may not babysit for students who are in their class, unless the babysitting obligation was pre-existing.
- All communication regarding babysitting arrangements must be done outside of the educator's teaching hours.
- The ECC does not take responsibility for safety issues, conduct, grievances, or any other claims arising out of the educator's private arrangements outside of school hours.

8. Our Educators

a. Our Team

We are proud of our more than 60 experienced and caring early childhood professionals, including a full time nurse. All lead educators hold New Jersey State teaching certification, a current Child Development Associate credential, or a degree in a related field, and many assistant teachers are working towards or have achieved these certifications. All educators are trained in infant/child CPR and first aid. We offer a wide variety of consultant services, including but not limited to a licensed social worker, child psychologist, speech language professionals and consulting pediatricians.

b. Substitutes

Educator absences due to illness or vacation may result in a substitute teacher in the classroom. If an educator will be absent for an extended period of time, the school will notify parents with an update. Substitute teachers working with our children are carefully selected and screened to the same standards as all of our educators.

c. Professional Development

We are dedicated to sustaining excellence in our school and in early childhood education through the preparation, support, and continuing growth of our professional educators. We provide ongoing professional development for all educators and regularly review our curriculum. Our educators and administrators are experienced and professional educators, and professional development invites opportunity for continued growth and excellence.

9. Policies

a. Absences

On any day that your child will not be attending school when they are scheduled to, please call the school nurse to report your child's absence. We will let your child's classroom educator know. Please know that refunds are not given for absenteeism (vacation, sickness, or any other reason).

b. Days off/Snow Days

School will be closed for major holidays (both religious and secular).

Inclement weather closings will be posted on the homepage of the JCC website at www.jccotp.org. We will also have an automatic phone call system in place for emergency school closings. You will receive a phone call, email, and/or text message when there are situations requiring immediate communication, such as an early dismissal due to inclement weather.

Snow days, delayed openings, and early dismissals due to inclement weather are at the discretion of the JCC and ECC, with guidance from the Tenafly Police Department and local public schools.

c. Health

i. General Health Information

We are fortunate to have a school nurse on premises from 9 am - 5:15 pm every day. The school nurse will be available to monitor illness, attend to injuries, and provide necessary examinations/treatments, if your child is feeling ill or sustains an injury. The School Nurse's goal is to provide a constant positive, warm, and healthy environment. Please note that it is important to discuss with the school nurse any allergies, ongoing medical conditions or hospitalizations for your child prior to and throughout the school year.

The Universal Child Health Record must be completed by your child's pediatrician. The physical examination for children who are 2 ½ years old or younger should be within the past six months prior to the beginning of school. Children, who are above 2 ½ years of age, should have had their exam within the past year and will need to be updated annually. Additionally, if your child has any Allergies, Asthma or any other ongoing conditions, please submit a special care plan. Please note that all required health documents must be completed accurately and submitted prior to the first day of school

1. Illness and Detection of COVID-19 Protocol

The following health guidelines will be adhered to strictly. We have provided information below, but for more details please refer to the New Jersey Department of Health Guidance [HERE](#)

- **If the sickness is not related to COVID-19**, your child may return to school after they are 24 hours fever free without the use of a fever-reducing medication with an improvement in symptoms and must provide a doctor's note upon return.

- **If a child/staff member has a confirmed or assumed case of Covid-19 and is showing symptoms** they may return when:

- They are fever free for 24 hours with no fever reducer **AND**
- Symptoms have improved **AND**
- If it's been 10 days since symptoms first appeared OR 10 days since their positive test.

- **If a child or another child or educator in a classroom has a positive case of Covid-19** all members of that group are considered close contacts and must self quarantine for 10 days from the date of last exposure. As children are not vaccinated, they are ineligible for testing out of the quarantine. The quarantine period may change due to the local CALI score as reported by the NJDOH.
- **All positive or assumed cases** must be reported to NJDOH and DCF. They will provide additional guidance about potential program closures. The classroom will be notified in writing of a positive COVID-19 test.
- **All other health protocols stated in our ECC Family Brit** will continue to be in place.
- **It is expected** that you have your student tested for covid at the first signs of illness. If a student tests positive, their quarantine period will restart at the date of their positive test, or onset of symptoms, whichever is first.

ii. Vaccinations

The ECC's Immunization policy requires that all children attending Nursery school must be up to date with their immunizations as per guidelines of The New Jersey Minimum Immunization Requirements for Child Care/Preschool Attendance. With the welfare of the entire school in mind, by implementing this policy, we are able to take the proper precautions to ensure that our student population is properly protected against preventable childhood diseases and follow the recommendations from the Centers for Disease Control and Prevention (CDC), The American Academy of Pediatrics and The U.S Department of Health & Human Services.

The New Jersey Minimum Immunization Requirements for Child Care/Preschool Attendance are as follows:

- Varicella (Chickenpox)
- DTaP (Diphtheria, Tetanus & Pertussis)
- Hib (Haemophilus Influenzae type b)
- Flu Vaccine (yearly)
- MMR (Measles, Mumps, Rubella)
- IPV (Polio)
- Pneumococcal (PCV, Pneumococcus)

Religious exemptions will not be permitted by the school for the required childhood immunizations. If a parent requests a religious exemption for the Annual Flu vaccine only, this request will be reviewed on an individual basis by the school nurse and the school director with careful consideration. Medical Exemptions will be reviewed by the school nurse and the school director with medical consultation as necessary.

Immunization compliance will be closely monitored by the school nurse on an ongoing basis throughout the school year. For infants and toddlers receiving ongoing vaccinations throughout the school year, there will be a required 24 hour period post vaccination to

provide proof from your child's pediatrician so the health records can accurately be updated. If an immunization cannot be administered for medical reasons, parents must submit a written statement from a health care provider attesting to the reason the immunization cannot be given. The note should include a specific time period as to when the immunization can be given.

iii. Lice Checks

Head lice are insects that infest children's scalp hair and are known to cause itching. Lice are most likely spread by direct head-to-head contact between children. Throughout the year it is the parent's responsibility to inspect their child's hair for live lice and nits. In general, lice checks should be performed prior to the start of the school year, and after returning from a vacation. If lice are found, either at school or at home, the school nurse must be notified. The nurse will always notify other parents of the possible lice exposure in the classroom, while maintaining your child's anonymity. A child found to have lice will have to be treated, and must check in with the school nurse before returning to the classroom.

iv. Medication

Medication and health care procedures shall be administered only after receipt of written approval from the child's parent(s). The child's parent must complete a Medication Treatment Authorization form and submit it to the school nurse. Written approval must include:

- Name of the child
- Date and time medication will need to be administered
- Name of the medication/reason for the medication/dosage
- Parent's signature

Medication should be stored in its original prescription container, which has been labeled with the child's name, the name of the medication and expiration date, the date it was prescribed and directions for its administration by the pediatrician. Parents should not send medication to school unless necessary. Nonprescription medicine can only be administered with a doctor's note (Antihistamines, Cough suppressants, Decongestants, Ibuprofen and Acetaminophen)

v. Illnesses

Parents should carefully screen their child before sending them to school. Please do not send your child to school if he/she isn't completely healthy. Remember that a quiet day

at home may prevent an illness of longer duration and will also help in preventing other staff members and children from possibly becoming sick. If a child exhibits any of the following symptoms, the child should not attend school. If such symptoms occur at school, the child will be taken to the nurse's office, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea (twice the child's usual frequency) within a 24 hour period
- Two or more episodes of acute vomiting within a 24 hour period
- Elevated oral temperature of 100.4 degrees Fahrenheit
- Lethargy
- Yellow eyes or jaundice skin
- Conjunctivitis (Pink Eye) with pus and redness in one or both eyes.
- Infected, untreated skin patches
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Difficult or rapid breathing
- Severe coughing
- Open mouth sores
- Stiff neck
- Flu-like symptoms, which may include fever, cough, headache, sore throat, achiness, nausea, vomiting, diarrhea, chills, and fatigue
- Complaints of a sore throat or a strep infection that has not been treated with antibiotics for over 24 hours

A child must be fever free for 24 hours without the use of fever reducing medications before returning to school. A doctor's note is also required upon return.

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. If a child is exposed to any excludable disease at school, parents will be notified in writing without the child's name being exposed. These diseases include but are not limited to respiratory, gastrointestinal, and contact illnesses such as:

Respiratory Illnesses:

- Chicken Pox
- German Measles
- Haemophilus Influenzae
- Measles
- Meningococcus
- Mumps

- Strep Throat
- Tuberculosis
- Whooping Cough
- Hand, Foot, and Mouth Disease (Coxsackie)

Gastro-intestinal:

- Giardia Lamblia
- Hepatitis A
- Salmonella Shigella

Contact Illnesses:

- Impetigo
- Lice
- Molluscum Contagiosum
- Scabies
- Shingles
- Conjunctivitis (Pink Eye)

d. Allergies

We are a peanut and tree nut aware school. Please do not send any foods to school that contain peanuts or tree nuts, including, but not limited to: peanuts, tree nuts, peanut butter, baked goods containing peanuts or tree nuts, and foods containing nut sauces or flavoring to be eaten as lunch in the classroom, treats for Shabbat or celebrations in the classroom, or snacks anywhere else in the building—either before or after school. Please check granola and similar snack bars. Many include peanuts or tree nuts as ingredients or may be processed on the same equipment or in the same facility as products with peanut or tree nuts. None of these products will be permitted in school. Please note that because our building is a multi-use facility, the school cannot guarantee parents or guardians of students with peanut or tree nut allergies that they will not come into contact with peanuts, tree nut products or products manufactured in facilities with nuts, while at school.

Families must be sensitive to and respectful of the needs of all of the children in their child's class. A child with an allergy can suffer a life-threatening, anaphylactic reaction by ingesting a food containing ingredients to which they are allergic. This can also happen if an allergic child has touched something with peanut traces and then put their hands in their mouth or touch their eyes. We appreciate all nursery school parents' understanding and expect them to comply with these critically important guidelines. Please make sure that your child washes his or her hands and face with soap and water thoroughly before leaving home to come to school in the morning.

Keep in mind that simply removing nuts from a food does not make it safe to eat. Tree nuts are being added to an increasing variety of foods such as barbecue sauces, cereals, crackers, and ice creams. Labels must be checked every time.

Allergies to other foods (including but not limited to eggs, dairy products, soy, seeds, fruits, or gluten) will be handled on a case-by-case basis in that child's classroom. Certain restrictions may be placed on all the children in that classroom (in addition to the prohibition on peanuts and tree nuts described above.)

Cooking is an important element of the curriculum in our classrooms. If your child has serious food allergies, please work with your child's teachers to check ingredients, supply safe recipes when applicable, and provide substitute safe ingredients for the class when necessary. The classroom teachers are prepared to work with you in this regard.

If your child has a food allergy and needs an EpiPen and other allergy-related medication:

- Please supply us with: TWO EpiPens, other allergy- related medication, instructions for using the EpiPens and other allergy-related medication, and a written medication consent form from your doctor.
- The EpiPens and other allergy-related medication must be placed in clear plastic zip-lock bags with your child's name clearly labeled on the front of the bag.
- Your child's EpiPens and other allergy-related medication will be stored in the classroom backpack, which is carried by the classroom teachers and accompanies your child every time he/she leaves the classroom.

e. Kashrut

The JCC observes the laws of Kashrut and, therefore, ALL FOOD brought into the building must be Kosher-style. All food shared with your class must be Kosher. Any packaged food must be marked with (KOSHER SYMBOLS) .When sending in food for your child, you may provide dairy or meat meals; but please do not mix milk and meat together, and please do not send any pork or shellfish products. Any baked goods must be Rabbinic Council of Bergen County (RCBC) approved. We recommend the following bakeries:

- Zadie's in Fairlawn
- Butterflake in Teaneck
- Stop and Shop in Teaneck
- Shop Rite in Englewood

Please ensure that any products brought into school are Kosher and are also nut-free.

f. Cleaning, Sanitization and General Operating Precautions

The following procedures will be followed:

- Surfaces and classroom equipment/toys will be wiped down and sanitized continuously throughout the day.
- Toys will be cleaned after use throughout the day.
- All faucets in the bathroom and classrooms, toilet handles, door knobs, draw pulls and garbage can lids will be sanitized as needed.
- Staff will wash their hands and the children's hands before and after each activity. Every child will be assisted in washing correctly each time, regardless of their age.

- Bedding and soft “lovies” will be sent home daily for washing and sanitizing. Please make sure you send these back cleaned each day.

g. Masks

- Staff will be required to wear cloth masks while working unless doing so will inhibit their health.
- Children under 2 will not be required to wear masks.
- Children 2 and up will be encouraged to wear masks within the facility, to the greatest extent possible. We will reinforce the concept and do our best to help children follow this guideline with the understanding that masks are not going to be popular with all children. If a child is having difficulty keeping the mask on, we will try again at a different time.

h. Social Media

It is our policy to ensure the privacy, safety and well-being of our students, families, and staff. Please do not post pictures on social media of our school’s children without permission from their families. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Snapchat, Instagram, Twitter)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. YouTube)

Please note that per our nursery school application, unless otherwise noted, photographs and videos may be taken of your child that could be used for future publicity and marketing purposes.

i. Emergency Procedures

Fire Drills: It is mandated by the State of New Jersey and the town of Tenaflly to have regularly scheduled fire drills throughout the year.

Lockdown Drills: In accordance with Tenaflly Police Department and the New Jersey Department of Children and Families Office of Licensing, we have at least two lockdown Drills during the school year.

Our fire drills and lockdown drills assist the children to understand and remember what to do in case of a real emergency. During these drills, the teachers proceed as if it is a real emergency. During a fire drill, we help the children to quickly and quietly evacuate the building to the back of our playground area in each wing, and during a lockdown drill, we help the children to quickly and quietly move into our classroom bathrooms. In addition to the aforementioned drills, we also occasionally will hold “Shelter in Place” drills, in which the classroom doors are locked and children and educators stay in their room, but continue engaging in all activities. After any drill, we emphasize the “practice” nature of the drill and acknowledge the children’s efforts in learning how to stay safe. Please reinforce these concepts at home. If you are at the JCC during a drill, please comply with the requests of early childhood or security staff. Do not remove your

child from his or her group until the evacuation drill is complete. In the event of a real emergency during the school day, you will be informed as soon as possible via our automated alert system. The health and safety of all of our children is our first priority.

j. Security

The JCC provides security services for our school and the entire JCC, through both a private security company and the Tenaflly Police Department. There is security on site during all school hours. The children get to know each security officer and can often be found greeting the officers while walking through the halls. In addition to overall building security, the guards' responsibilities include supervising the grounds, traffic management at carpool times, supervising hallways during dismissal times, and participating in fire drills and lockdown drills. Please follow the security officers instructions at all times to help maintain safety and security at our school and JCC.

10. Discipline and Behavior

a. Positive Guidance and Discipline

Our approach to guiding children' behavior is one of respect and support. We work to create an environment that teaches children to behave in a responsible manner and establishes a foundation for mutual respect. Young children are in a process of learning how to communicate with others and express their feelings. Often behaviors that are viewed as undesirable are a communication from a child about something that they want or need. Our goal is for children to develop increasing self-control, self-confidence, and to form satisfying relationships with peers and other members of the community.

We believe in using positive discipline techniques to encourage cooperation, limit-setting, self-regulation, and self-esteem building through the use of positive reinforcement, redirection, and setting clear expectations. Harsh language and loud voices will never be used while redirecting or discussing a situation with a child, and physical punishment of any kind is strictly prohibited. Discipline is a positive learning experience for children, not a punishment. We believe in assisting children to identify feelings and use language to process through challenging situations.

Discipline means changing behavior, which we aim to do with love, gentleness, praise, and encouragement. A teacher will help to model consideration, patience, and helpfulness for all of the children in the class, and work to develop trust between not only the teacher and the child but also the teacher and the parents. While most behavior concerns are dealt with in the classroom, the Early Childhood Director and supervisors are frequently involved to provide additional guidance and support for the child.

b. Biting

The NJ Child Care Department of Licensing requires that all centers maintain a safe and healthy environment for the children in their care. To that end, we have developed a policy on biting that promotes a positive and safe environment for all our children as well as for their families. At the Leonard and Syril Rubin Early Childhood Center we recognize that biting is a natural part of a child's development. It is also unfortunately a topic that tends to provoke strong feelings in the parents of both the child that was bitten and the parents of the biter. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents as well. While we feel that biting is never the right thing for a child to do, we also know that

children bite for a variety of reasons. Most of these reasons are not related to behavior problems but rather to environmental (child was too close to another, feeling overwhelmed, transition time in room) or social emotional learning (sharing, motor planning, personal space). Understanding this, our program does not focus on punishment but on effective techniques that address the specific reasons for the biting. When a biting incident occurs, we have several steps that are followed:

For the biter:

1. Our educators express to the children that they disapprove of the biting.
2. The child is immediately removed from the area where the incident occurred.
3. A teacher speaks to the child at the appropriate level and reminds them of the classroom rules on biting. “we don’t bite our friends”, “You seem upset, Use your words”, “Ouch, Biting Hurts”.

Our staff works hard each day to keep the children safe and to help the child who bit to learn more appropriate ways to navigate their emotions. We do not and will not use measures known to be harsh and ineffective i.e. time out, expulsion from program, removal from room, or biting the child back.

When children bite, their parents are informed personally and privately the same day. Biting is always documented on our standard JCC Accident report and kept on file. It is signed by the classroom staff or witness to the incident as well as by our school nurse. If there is an ongoing issue with biting, we develop a written plan with specific strategies, techniques and timelines to work on the issue. This written plan will be shared with the families affected by the biting incidents.

For the child that was bitten:

We give immediate attention and first aid if needed to the child that was bitten. Our first concern is for them and their health and wellbeing. The child’s parent will be notified via a phone call that their child was bitten. If a bite breaks the skin, we recommend a child is picked up and taken to a health care provider. Please note we will not reveal the identity of the child that bit, this is done to protect the child from being labeled as a “biter” and to allow the educators the time they need to observe behavior, develop and implement a plan to stop the biting.

We encourage all parents to go to our educators and administrative staff with their concerns and frustrations. We are always available to you and are happy to provide more information on biting and why children bite. Together we can help children to learn more appropriate behaviors and keep all the children safe.

c. Consultation

Our school works with consultants through the Child Success Center, which is composed of highly trained and experienced professionals in the fields of education, speech and language, occupational therapy, child development and parenting. At the request of a parent or educator, we will arrange an observation or meeting with the Child Success Center.

If you have arranged for your child to have speech therapy, occupational therapy, etc. during school hours, please let the Early Childhood director know. We will help you in facilitating the services. In addition, please let us know if your child sees consultants or specialists outside of school, so we can partner with these professionals and best support each child.

d. Individualized Student Assistance

We support the use of highly trained support educators, shadows or SEIT's (Special Education Itinerant Teacher) for children who are in need of individualized assistance. As part of our policies, we ask parents who use shadows or SEIT's to adhere to the guidelines:

1. The parents are the sole employers of the support educator and are responsible for all scheduling, financial arrangements and payments to the support educator. The parents are responsible for introducing the support educator to the Early Childhood Director, Program Supervisor, and classroom educators.
2. Prior to beginning duties at the JCC, the support educator must completely fill out all school forms and paperwork to fulfill JCC and State of New Jersey standards.
3. The Leonard and Syril Rubin Nursery School at the Kaplen JCC on the Palisades retains the right to request a termination of the support educator's services if deemed necessary for the wellbeing of the student or the school at any time.
4. If the child is unable to attend school or in the event of a school closing on any given day, it is the responsibility of the parents to inform the support educator.
5. If for any reason the support educator is unable to be at school, the parents must contact the Early Childhood Director to coordinate arrangements for the day.
6. The parents must give written permission for the child to be dismissed to the support educator.
7. If the parents find that they are in need of a support educator after the start date of the program, both the director and parents will work diligently to find an appropriate educator or an agency that provides those services.

e. Expulsion Policy

The state of NJ mandates an expulsion policy for all licensed preschools in our state. We will do everything to work with your family in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from the center:

Parental Actions For Child's Expulsion:

- Failure of parent to pay/habitual lateness in payments.
- Failure to complete required forms or providing copy of child's immunization records.
- Habitual tardiness of picking up your child.
- Physical or verbal abuse to staff.
- Noncompliance with school policy.

Child's Actions For Expulsion:

- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.

- Excessive biting.
- Child is a danger to him/herself or others.

Proactive Actions to Avoid Expulsion:

- Educators will redirect children from challenging behavior, always using positive methods and praising appropriate behavior.
- Educators will reassess classroom environment, appropriateness of activities, and supervision.
- Educators will use consistent methods of redirection.
- Child's behavior will be documented and maintained in confidentiality, and communication will be sent home to the family describing behaviors in detail.
- Parents and Educators will meet for conferences and develop action plans to support the child's needs.
- Recommendation of evaluation by Child Success Center or local school district child study team.

If the remedial actions above have not worked, the child's family will be advised verbally and in writing about the behavior warranting expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. This written communication will include:

- The length of the expulsion period.
- Expected behavioral change required in order for the child or family to return to the center.
- A specific expulsion date that allows the family an adequate amount of time to seek alternate child care (usually one to two weeks notice depending on the other children's safety).
- Failure of the child/family to satisfy the terms of the plan may result in permanent expulsion from the center.

We will not expel a child based on the following:

- If a parent made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (877-667-9845).
- If a parent reported abuse or neglect occurring at the center (800-215-6853 or 800-792-8610, after 5 pm).
- If a parent questioned the center regarding policies and procedures.
- Without giving the family an adequate amount of time to make other child care arrangements, unless the child/family is in immediate danger to others.

11. Contact Information

a. Educator Contact Information

Classroom educators can be primarily reached at their email address, which is their first initial and last name, @jccotp.org. (For example – Joe Smith is jsmith@jccotp.org). You may also call the Early Childhood office at 201-408-1436 or the JCC Front Desk at 201-569-7900 ext. 446 to be connected to your child's classroom via phone.

b. Administrator Contact Information

Our Early Childhood Administrative Team can be reached at the following phone numbers and email addresses:

Miriam Pedler - Early Childhood center Director- mpedler@jccotp.org , 201-408-1430

Adyna Rosen – Program Supervisor for Infants, Toddlers, Twos, and Camp Katan - arosen@jccotp.org,
201-408-1437

Revi Glasser - Program Supervisor for Threes and Fours - rglasser@jccotp.org, 201-408-1432

Melissa Peters – Operations Director, mpeters@jccotp.org, 201-408-1436

Yaara Vered - Business Manager – yvered@jccotp.org , 201-408-1438

Nurse – nurse@jccotp.org, 201-408-1434

Nanette Greenberg - Parent & Community Ambassador. ngreenberg@jccotp.org , 201-408-1435