

**Tuvia School of Temple Menorah
Family Handbook
2022 – 2023
5783**



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Dear Tuvia Parents,

Greetings! On behalf of the Tuvia School of Temple Menorah, I welcome you to the 2022-2023 school year!

I am thrilled to be your director of early childhood education and look forward to a year of learning, fun, and adventures. I am honored to have the chance, along with our dedicated staff and parents, to provide our children with the best early childhood program. Building strong relationships with your child and family is essential over the next few years. We hope that you will share our excitement and join our community as partners to promote your child's growth and development.

Tuvia School of Temple Menorah is a place of exploration and learning, rooted in Jewish values, where every child is a gift. Our faculty and I are committed to developing a love of learning in our children, nurturing their curiosities, following their interests, and exploring their traditions and cultures. We endeavor to create strong relationships within our school community, where our teaching faculty and administrative staff foster a warm, loving, and creative environment. We modify our teaching methods to meet the needs of individual children by providing an environment with structure, routines, and expectations. Within this framework, your child is free to explore and learn at their own pace.

The first five years of a young child's life are crucial to healthy brain development. With the care and effort made at Tuvia School of Temple Menorah, we will work to support your child in building a life-long learning foundation by providing an environment that supports physical, emotional, and cognitive needs.

The Tuvia School of Temple Menorah is dedicated to helping the whole child and families thrive.

Sincerely,



Felicia Flores, M.S.

Tuvia Director of Early Childhood Education

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WELCOME TO TUVIA SCHOOL

HISTORY

Tuvia was founded more than 50 years ago with a vision to create a Jewish preschool in the South Bay. It grew from a single classroom in the Garden Room at Temple Menorah into a thriving and vibrant community. Since our founding, we have promoted learning through relationships that help children feel secure and develop self-respect, respect for others, cooperation, and responsibility for the community.

PHILOSOPHY

We understand the complexities when choosing the best school for your child/ren. We thank you for choosing Tuvia School of Temple Menorah and are confident your family will realize that we are the right choice as your partner in education. Our philosophy at Tuvia School of Temple Menorah is to focus on the "whole child," realizing that each child grows individually at different speeds through their five areas of development which are:

- Emotional
- Social
- Spiritual
- Academic
- Physical

We believe that a child's attitude and feelings about oneself are critical factors in their success in learning along with good mental health, balanced with structure, loving guidance, and discipline. When a child has a healthy sense of self, they can utilize their abilities to the fullest degree.

MISSION

Our mission at Tuvia School of Temple Menorah is to cultivate a community of families and teachers working together to provide a high-quality, safe, stimulating, and positive Jewish environment that enhances and fosters the physical, emotional, cognitive, creative, and social development of individual children through play-based learning and discovery.

The mission will be implemented by practicing an emergent and constructivist curriculum that inspires children to learn through active engagement.

GOALS

We strive to provide a nurturing, loving, safe, stimulating, yet calm learning environment. We assist each child in dealing with their personal feelings and also strive to help them be conscious of their friend's feelings. We help them foster positive self-esteem and the further development of social skills and encourage the children to think, reason, and question. We also encourage language and literacy development, respect cultural diversity, further develop fine and gross motor skills, and create and ensure that each child develops a sense of their environment.

ENVIRONMENT

We believe in providing a calm and nurturing learning environment for the children. Teachers use a quiet/low tone/voice when speaking with children. We help teach and encourage children to respect the learning environment of their peers as well. We ask parents to do the same while entering and exiting the school. Talking on cell phones is NOT permitted in the classrooms during drop off and pick up. Please be respectful. Dropping off and/or picking up is a valuable moment for your child. Being 100% available is most helpful to teachers and rewarding for your child!

CORE VALUES AND IDEAS

We are guided by the Jewish Early Childhood Education Initiative (JECEI) which established core ideas and values for early childhood centers. Understood as "lenses," they help create a framework for teachers and parents for study, discuss, and development of a shared vision in the classroom. There is much room for interpretation, but below is sample use of these lenses:

- **Masa:** *Journey (Reflection, Return and Renewal):* Our Tuvia families coming together to begin a continual journey that implies both struggle and promise. They make time for moments of celebration, regularly gathering for Shabbat, holidays, and other important moments.
- **B'rit:** *Covenant (Belonging and Commitment):* The families and staff of JECEI schools entered into a "covenant" of mutual support with clearly defined, but evolving, obligations and roles.
- **Tzelem Elohim:** *Divine Image (Dignity and Potential):* The Tuvia community honoring everyone's uniqueness and diversity would be celebrated.
- **K'dushah:** *Holiness (Intentionality and Presence):* Our Tuvia families coming together to appreciate the blessing of having a community.
- **Hit'orerut:** *Awakening (Amazement and Gratitude):* Building on our children's joy of discovery, their sense of amazement and wonder as a source of energy.
- **D'rash:** *Interpretation (Inquiry, Dialogue, and Transmission):* Studying together and through joint inquiry and dialogue the community would bond and grow.
- **Tikkun Olam:** *Repair of the World (Responsibility):* Emphasizing Tuvia's responsibility to the world around us.

NON-DISCRIMINATION STATEMENT

The Tuvia School of Temple Menorah admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, gender, color, sexual orientation or identification, or national or ethnic origin, in administration of its educational policies, admission policies, or other school programs. The Tuvia School is licensed by the California Department of Social Services and our license numbers are 191602309 (Preschool) and 197494762 (School-Aged Children).

PARENTS AS PARTNERS

At Tuvia, kindness is our chosen mode of communication. We are committed to teaching children to use effective problem-solving skills and peaceful conflict resolution strategies. We practice what we preach! Our staff will communicate with you respectfully and we expect the same from our families. Parents and guardians are expected to speak to staff members and children respectfully at all times.

Communication is essential for children's development and positive experiences at school. If you have questions regarding your child or a classmate's behavior, please first contact their teachers, and then follow up with an administrator.

Confronting children and/or parents in person or through social media is not permitted and will not be tolerated. Inappropriate adult interaction with children, parents or others (unwanted touching, yelling, foul language, etc.) will not be tolerated and may result in a family's immediate expulsion from the school with no tuition refund.

It is imperative that parents show respect and cooperation toward Temple Menorah staff, faculty, parents, students, security guards, and custodians at all times.

**TEMPLE MENORAH AND TUVIA SCHOOL
IMPORTANT CONTACTS**

Rabbi Leah Lewis Senior Rabbi	rabbilewis@templemenorah.org	310.316.8444, x104
Lisa Drake Executive Assistant	info@templemenorah.org	310.316.8444
Rabbi Rebeccah Yussman Rabbi, Director of Jewish Learning and Living	rebeccah@templemenorah.org	310.316.8444, x101
Cantor Menachem Mirski Cantor	cantor@templemenorah.org	310.316.8444, x113
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Jonathan Johnson Temple Menorah Board President	jonathan.johnson@stvinc.com	213.999.3352 Texting preferred
Megan Cotugno Temple Menorah Vice President, Membership	mzcotugno@gmail.com	310.367.3920
James Winkler Tuvia Representative, Temple Menorah Board	JWWink@gmail.com	310.741.2121 (c)
Christine Hale School Age Coordinator	Tuvia.KangarooClass@gmail.com	
TBD Parent Committee President		

TUVIA CLASSROOMS

Our six classrooms are divided as follows:

- **Butterfly Class:** Two-year-old class
- **Ladybug Class:** Younger preschool class for children who are 3 years old
- **Frog Class:** Younger preschool class for children who are 3 years old
- **Firefly Class:** Pre-K class for students who are 4 years old
- **Owl Class:** Pre-K class for students who are 4 years old
- **Kangaroo Class:** Kindergarten class for students who are 5 years old

TUVIA CURRICULUM OVERVIEW

The following is a broad outline of the curriculum in each of our classes for the year:

TWO-YEAR-OLD (BUTTERFLY CLASS) CURRICULUM OVERVIEW

Social and Emotional Development

- Self-help skills including potty proficiency, changing clothes, cleaning up toys, and eating and drinking independently
- Impulse control and self-regulation: following directions, listening to others, and sitting for a short period of time at an activity or during group time
- Social interaction: parallel play, partner play, and taking turns
- Identifying feelings: in self and others

Fine and Gross Motor Development

- Cutting with scissors
- Drawing: making lines, dots, and shapes
- Pedaling a tricycle
- Throwing and catching a ball

Language and Literacy

- Alphabet recognition starting with the letters in their names
- Letter sound recognition
- Communication: ask questions and verbalize needs, feelings, and ideas

Math

- Number sense-number recognition, counting, and beginning to relate number symbols to a value
- Pattern recognition
- Shape recognition
- Color recognition

Science

- Asking questions
- Making observations
- Exploring using all five senses

Judaic Studies

- Learning Jewish holidays and culture through stories, songs, dance, food, blessings, and activities
- Learning school values including community (kehillah), love (ahavah), respect (kavod), peace (Shalom), inquiry (d'rash) and responsibility (tikkun olam)

THREE-YEAR-OLD (LADYBUG AND FROG CLASSES) CURRICULUM

Social and Emotional Development

- Self-help skills, including potty proficiency, changing clothes, cleaning up toys, and eating and drinking independently
- Impulse control and self-regulation including following directions, listening to others, and sitting for a short period of time at an activity or during group time
- Social interactions including playing cooperatively with others and taking turns
- Conflict resolution with support from teachers
- Identifying feelings: in self and others

Fine and Gross Motor Development

- Cutting with scissors
- Drawing with intent, shapes, and people
- Pedaling a tricycle
- Throwing and catching a ball
- Engaging in activities with control and coordination (eg. hopping)

Language and Literacy

- Alphabet recognition starting with the letters in their names
- Letter sound recognition
- Communication: asking and answering questions, verbalizing needs, feelings, and ideas, presenting items during show and tell large group activities

Math

- Number sense: number recognition, counting, and beginning to relate number symbols to a value
- Pattern recognition
- Shape recognition
- Color recognition

Science

- Asking questions
- Testing out ideas
- Making observations
- Exploring using all five senses
- Analyzing data and coming to a conclusion

Judaic Studies

- Learning Jewish holidays and culture through stories, songs, dance, food, blessings, and activities
- Learning school values including community (kehillah), love (ahavah), respect (kavod), peace (Shalom), inquiry (d'rash) and responsibility (tikkun olam)

FOUR YEAR-OLD (FIREFLY AND OWL CLASSES) CURRICULUM OVERVIEW

Social and Emotional Development

- Self-help skills and autonomous work include dressing, opening lunch items on their own, and completing projects independently.
- Impulse control and self-regulation including attentively listening to others, continuing with a task until it is complete, demonstrating awareness and respect for others personal space and property
- Following multi-step directions
- Conflict resolution including learning how to care for others physical and emotional needs

Fine and Gross Motor Development

- Cutting with scissors
- Drawing with intent, shapes, and people
- Pedaling a tricycle
- Throwing and catching a ball
- Engaging in activities with control and coordination

Language and Literacy

- Alphabet-letter recognition and phonemic awareness
- Word families and rhyming
- Reading: beginning reading strategies and sight words
- Handwriting, mark-making, and drawing with intent
- Spelling: best guess spelling
- Communication: sharing ideas, collaborating with others and presenting work and meaningful items

Math

- Number sense: number recognition
- Counting
- Relating numbers symbols to a value
- sequence of numbers
- One-to-one-correspondence
- Writing numbers
- Classification
- Number words
- Shapes: basic and some three dimensional

- Measuring with standard and non-standard units, beginning to understand the concept of time
- Comparing objects (size, length, weight)

Science

- Asking Questions
- Make Hypothesis
- Testing out ideas
- Making Observations
- Explore using all five senses
- Analyze data and reach a conclusion

Judaic Studies

- Jewish holidays and culture through stories, songs, dance, food, blessings, and activities
- School values-community (Kehillah), love (ahavah), respect, (Kavod), peace (Shalom), inquiry (d'rash), responsibility (tikkun olam)

KINDERGARTEN (KANGAROO CLASS) CURRICULUM OVERVIEW

Our California State Standards-based, hands-on integrated curriculum will build on the unique strengths that each child brings to the classroom, while simultaneously introducing them to new ways of thinking and learning, in order to expand their world, providing a strong foundation for their future learning experiences. This unique and effective approach to learning provides opportunities to create a more well-rounded student through reading, writing, math, speaking, listening, critical thinking, Judaic studies, science, social studies, art, music, physical education, Hebrew language acquisition, and gross and fine motor development.

Some of our Kindergarten curriculum will include, but is not limited to, the following:

Academic Literature and Arts Subjects

- Handwriting/Learning Without Tears curriculum
- Kinderwriting writing curriculum
- RazKids reading
- SimplyKinder letter of the week
- Retell stories using characters/setting, ask questions, compare and contrast relationships and experiences
- Questions relationships between pictures and words, front/back cover, author/illustrator role, similarities and differences
- Reading foundational print concepts (upper/lower case letters, left to right, top to bottom, spaces between words)
- Reading level (ex: fluency, comprehension, phonological awareness, blending)
- Identify writing text types: opinion, explanatory and narrative
- Collaborate with peers to share research and add detail to writing

- Participates in group discussions, follows rules of discussion, has a conversation and ask/answer questions on topic to clarify information
- Describe familiar places or things and draw appropriate pictures
- Demonstrate command of standard English grammar both in writing and speaking
- Recognize and name punctuation, spell simple words
- Demonstrate real life connections between words and their use

Academic Math, Science and Social Studies Subjects

- Singapore Math Curriculum
- Learning Without Tears
- Know numbers 1-100 (by ones and tens and continue a sequence starting at a number other than one)
- Write 0-20 and represent a number of objects with a written numeral of 0-20
- Compare numbers (ex. greater than, less than or equal to)
- Understands addition as putting together and subtraction as taking apart (easily solve problems within 10)
- Work with numbers 11-19 to gain foundations for place value
- Describe and compare measurable attributes (classify these objects and count)
- Analyze, identify, describe and create shapes
- Make observations, ask questions and gather information in order to “make a plan” to solve a given problem
- Use and share observations of local weather conditions
- Student understands how to be a good citizen
- Identify the location of people or places (left, right, next to, etc.) and construct a map of locations
- Understanding of how people used to live and how their lives would be different now

Learning and Social Skills

- Follows directions and procedures
- Accepts and respects authority
- Cooperates well in a group situation
- Shows dependability
- Demonstrates appropriate social interaction with peers
- Takes responsibility
- Demonstrates fair-play
- Exercises self-control
- Resolves conflicts appropriately

Judaic Studies

- Jewish holidays and culture through music, stories, art exploration, food, etc.
- Weekly Shabbat with the Rabbi and Cantor and challah baking

ADMISSIONS, ENROLLMENT, AND FEES

ADMISSIONS

Tuvia admits and enrolls students as space becomes available throughout the year.

WAIT LIST

An application form must be completed, and the \$225 application fee must be paid before your child is placed on the wait list. When space becomes available, you will be notified by email and given three calendar days to respond and register for the program before space is offered to the next family on the wait list. Your name will then go to the end of the wait list for the requested class(es).

The offered start date may not be the exact date desired by your family. Parents may wish to pass on an available space and take a chance on the next available space, which may better suit your family. Alternatively, you may choose to accept the space and pay tuition to ensure you have a space at Tuvia when your child is ready to begin.

ENROLLMENT PRIORITY AND SCHEDULING

Please note that if you apply for a classroom where applications exceed the number of available positions, we will first prioritize Temple Menorah members and then children who have a sibling at enrolled at Tuvia.

Those who request full-time enrollment have priority over those requesting part-time enrollment. Although Tuvia will try to accommodate your desired part-time days, we cannot guarantee your desired part-time schedule will be available.

Our Firefly and Owl Classes (four-year-olds) and Kangaroo Class (Kindergarten) are available for full-time (9AM – 3PM, Monday through Friday) enrollment only. Early care and after care are offered.

Once admitted to Tuvia, you will be sent an online packet of forms which must be completed, signed, and returned prior to your child's first day of school.

TUITION AND FEES

Our tuition rates and fees are set each Spring for the following academic year. Our academic year is 10 months long, roughly September to June. Current tuition rates can be requested from the office. Tuition payments may be made in one annual, two semi-annual, or ten monthly installments. Tuition is calculated per an average month of care and there is no reduction of fees for vacation and no make-up days for illness.

In addition to tuition, there are fees associated for each child attending Tuvia, including an annual security fee of \$500 per child, and an annual registration fee of \$75 per child to be charged at the beginning of the school year. These annual fees are charged in the full amount regardless of when a child begins at Tuvia and are non-refundable.

A 5% discount on the lowest monthly tuition will be given to families with two or more children concurrently enrolled at Tuvia.

Should your child attend additional non-contract days, with our prior approval, the following fee schedule applies: \$65 half day (9AM– 1PM) and \$90 whole day (9AM – 3PM).

PAYMENT

Monthly tuition payments are due by the first day of each month. Tuition can be paid by check (paid in full for the year), automatic debit from your checking account, or by credit card. There is a 3% fee added on to all credit card charges, and a \$0.45 charge per ACH payment.

Please note that a late fee of \$50 will be assessed if payment is overdue by more than seven (7) days. There will be an additional 10% fee added to extended care charges if payment for extended care is more than seven (7) days late.

The school may refuse admission to any child if tuition fees are late. *Any returned check, unfunded ACH/Debit or declined credit charge is subject to a \$75.00 service charge.*

CLASS SIZE AND PLACEMENT

In order to guarantee the individual attention our children need and to maintain the quality of Tuvia, class sizes are limited. Our administrative team will place each child in the class that best serves the child's developmental needs. Staff will use the child's date of birth, gender, the child information form, formal evaluations, informal observations, and parent conferences to determine the most appropriate placement for each child. Parents will be notified of class assignments by email just prior to the beginning of the school year.

TERMINATION OF ENROLLMENT

If you need to terminate enrollment at Tuvia before the end of the academic year, you must provide 60 days advance written notice to the Director and Administrator. Withdrawals after March 1 of the current school year will be obligated to pay tuition for the remainder of the school year. No refunds, credits or make up days are offered for absences, vacations, COVID or other governmentally required closures, or closures for other reasons beyond the reasonable control of Tuvia.

DAY-TO-DAY INFORMATION

COMMUNICATION FROM TUVIA

We partner with Brightwheel, a teacher-parent communication app specifically designed for preschools and daycare centers. The Brightwheel app allows you to sign your child in/out for the day, message the teachers and administrators, and receive updates and reminders as well as view photos from throughout your child's day. Please download the app to your phone and contact Marissa Deutsch (Marissa@templemenorah.org) with any questions about this essential service.

You will have a chance to briefly speak to your child’s teachers at drop-off and pick-up. Conversations that require more time should be scheduled in advance with your child’s teacher and can be arranged either in-person or on Zoom.

Other opportunities for communication with your child’s teacher include:

- Meet your Morah on Friday, August 26, 2022
- Back to School Night on Tuesday, October 11, 2022 starting at 6:30PM
- Parent-Teacher Conferences on Monday, January 16, 2023

ARRIVAL AND PICKUP

To accommodate the needs of working parents, Tuvia opens at 7:30am and closes at 6:00pm. The regular half-day program is from 9AM – 1PM, and a full-day program is 9AM – 3PM. Should you need extra care, you may opt to enroll your child in early care (7:30AM – 9AM), or after-school care (3PM – 4:30PM and 4:30PM – 6PM) for a fee, or on a drop-in basis, space-permitting, when arranged ahead of time with the Director of Tuvia.

We strongly encourage consistent and punctual attendance in the classroom. It is important for your child to arrive to school by 9AM so that he/she is participating in all morning activities. Parents should avoid late arrivals and pickups as children find this very stressful.

Maintaining accurate daily attendance records, including specific pick-up and drop-off times, verified by parent/guardian signature, is a state regulation. We insist on compliance with this regulation as we may be fined for each incident where a child is not signed-in or out.

There are charges when dropping off outside of your contracted hours. Please see the grace periods below:

- 7:30AM – 7:45AM
- 8:45AM – 9AM
- 12:50PM – 1:05PM
- 2:55PM – 3:10PM
- 4:20PM – 4:35PM
- 5:50PM – 6PM

If you are picking up or dropping your child off outside of your grace period, you will be charged \$15/hour. There is a FLAT charge of \$25.00 for every 15 minutes for any pick-up after 6:00pm.

PARKING AND PARKING LOT SAFETY

Parking is available in the Temple Menorah parking lot. Parents are asked to park their cars and escort their children to the front gate and wait until they are checked-in, or take their children to their classrooms.

- Please use caution and supervise your children while walking to and from your car.
- Please use caution when driving in and out of the parking lot, park only in designated spaces and follow the traffic flow of the lot.
- Please respect the disabled and reserved/numbered parking spaces.

- Please refrain from using your cell phone while driving in the parking lot.
- Please leave the fire lanes clear by order of the Redondo Beach Fire Department.

Please DO NOT leave young children unattended in your vehicle in the parking lot in violation of California Vehicle Code section 15620.

WHAT TO PACK FOR SCHOOL

Please be sure to clearly label all belongings! Each child has a designated cubby in the classroom to store their daily needs: lunch, daily items, seasonal items and nap bag (not necessary for Kindergarten). Your child also has a place in the hallway outside their room to store a backpack with at least two complete changes of clothing (including socks and shoes) with each item clearly marked with the child's name. If the child has an accident, remember to replace the clothing the next school day. This is very important as accidents can and do happen. Parents are responsible for applying sunscreen to their children in the morning, prior to drop off.

A suggested list of extra clothing includes:

- Sweatshirt or sweater
- Hat
- Two changes of clothing (including socks and underwear)
- Diapers (if necessary)

SEPARATION

We understand that first goodbyes are difficult and we are dedicated to supporting both you and your child during this important transition. The following are some guidelines that will help your family become part of our Tuvia family.

- Be aware that separation is a life-long process, not a single event. Even if your child has been in another facility or with sitters in your home, a new environment means a new adjustment.
- Every child separates at his or her own pace. Some children will quickly become comfortable while other children may take many days to achieve the same level of comfort. This is not a race; how quickly your child securely separates is not an indication of intelligence or emotional development! Some parents may be asked to adjust their schedules for a slower paced transition. We ask you to think of this extra time as an invaluable investment that will have long term benefits for your child.
- Even the youngest infant picks up emotional vibes from his or her parent. Show your child through your words and body language that you trust the caregiver. Even if all of your words are not understood, your child will soon reflect your confident body language.
- Leave a piece of your clothing, such as a scarf or anything that your child can touch when he/she is missing you. Family pictures can also be helpful. The teacher can use these concrete items to talk with your child about their "missing mommy and daddy" feelings.
- Establish a simple, but consistent, routine for leaving. You may enter the room, read one book with your child and then let the teacher take over. You may decide on two kisses

and a wave bye-bye. Whatever it is, your voice and body have to let your child know that it is time to say goodbye and that you will come back.

- Never sneak away without saying goodbye to your child. While it is tempting to avoid a tearful, clingy toddler, when a parent disappears in this way it undermines the very foundation of a child's trust.
- Don't avoid talking about "missing feelings." You can verbalize for your child that you understand she will miss you and that you will miss her while you are away. Reassure her that you will come back and don't think you are putting this idea into your child's head. Every well attached child will naturally miss her parent when apart.
- Tell the teachers if something new is happening in your child's life. The birth of a sibling, a move to a new house or even a change in a parent's work schedule can affect how a child separates. Your teachers are trained to help you help your child integrate new events.

ABSENCES

Please inform your child's teachers of any absences via Brightwheel. We ask that you please provide the reason for the absence and let us know immediately if your child has symptoms of COVID or any other communicable illness.

Please notify your child's teachers and the Tuvia administration if your child will be out of school for a prolonged absence for any reason.

CLOTHING

We get messy at school! Do expect that your child will come home "wearing" the evidence of a full day of fun and learning activities. Please dress your child in comfortable clothing for all activities including painting and outdoor play.

We also require that children wear closed-toe shoes with non-slip soles. These work best on the Tuvia playground.

Please do not send your child to school with jewelry or toys since we cannot guarantee the safe return of these items.

OUTDOOR EDUCATION

We see weather as an opportunity to connect with and observe the cycles of nature. We ask that on cold days children are dressed warmly and with the expectation that they will play outside. We will remain indoors if weather hazards exist, such as during a thunderstorm, poor air quality, or on extremely windy days when branches might fall from trees. We do often explore rain with children at the teacher's discretion and ask you to prepare for such days by sending children with a waterproof rain suit or jacket, rubber rain boots, and extra sets of dry clothes and shoes to change into after outside play. We ask the same on days when the outside remains wet and puddles persist.

DIAPERING/TOILET LEARNING

If your child is in diapers, please leave an adequate supply of diapers at school. Your child's teachers will inform you when your child requires additional diapers. Gloves are provided by the school. Children who are wearing diapers have their diapers checked regularly and are changed as often as necessary.

We believe that learning to use the toilet is a developmental step that happens at different times for each individual child. Thus, we do not require children to be proficient with using the toilet in order to move into the two- or three-year-old programs. As is aligned with typical development, generally we ask that children are proficient at using the toilet before they enter the Pre-K/TK program.

When you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parents and your teacher is especially important.

Here are some things to consider:

- The child must be showing signs of readiness and able to control their bladder and bowel movements.
- The child must be kept in a diaper, pull-ups, vinyl training pants, or underwear.
- Please keep in mind that the high activity level at the center may distract your child from responding to the urge to use the potty more than at home.
- Staff will never put a child on the potty unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send children to school in loose-fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the potty at frequent intervals throughout the day.
- Parents are required to supply diapers, pull-ups, vinyl training pants, and extra clothing (including socks) daily.
- A pull-up or diaper will be put on the child during naptime.
- We encourage parents to communicate with their child's teacher throughout the potty-training process.

Below are some potty-training signs of readiness:

- Your child shows an interest in learning to use the potty and wanting to be more independent. For example, he might show interest by asking questions if he sees a family member going to the bathroom.
- Your child can understand and verbalize words about using the potty. For example, he might say, "my diaper is dirty" or "I need to go pee-pee." He might tell you he needs to go potty even if his diaper is already dirty or wet.

- Your child can make the connection between having the urge to pee or poop and going to use the potty.
- Your child can follow simple instructions and likes to copy your behavior, including bathroom habits.
- Your child can keep his diaper dry for at least two hours.
- Your child can get on the potty, stay on the potty long enough to pee or poop, and get off the potty.
- Your child can pull down his own diapers, training pants, or underwear.

MEALS AND SNACKS

Tuvia will provide water throughout the day and healthy mid-morning and afternoon snacks for children who remain for the full day program. We strive to offer fresh produce and healthy options. Please provide a labeled water bottle which will be refilled throughout the day.

Families will provide lunch for children in a labeled lunch box/bag in the kosher style unless you have signed up for hot lunch. In keeping with the school and Temple Menorah kashrut (kosher) policy, parents are asked not to send any pork or shellfish products or mix meat/dairy (no turkey & cheese sandwich) in your child's lunch.

Please avoid sending food that needs refrigeration or heating before it can be served. As we have small refrigerators and limited time for lunch, we are not able to heat food for children. Some parents have found ice packs or a thermos a good alternative for keeping food at the appropriate temperature until lunchtime.

Temple Menorah and Tuvia's site wide policy prohibits peanuts and peanut products in our facility.

This practice has been implemented to address the needs of multiple students with life-threatening peanut allergies. For the safety of these students, we ask that you do not send any peanut products or foods with peanut ingredients.

We strive to serve drinks and snacks that are low in sugar and salt. We encourage parents to do the same with the lunch they send with their child each day. This policy makes it much easier to teach good eating habits and we appreciate your cooperation in encouraging healthy eating.

HOT LUNCH

If you would like to skip the home lunch-packing process and opt for a kosher style (see kashrut policy above) hot lunch for your child, you may purchase hot lunch. The program is not covered in your tuition and is currently \$6.50 per day, there is a drop-in fee of \$10 per day. You may sign up for any combination of school days. You may pay monthly, or for the entire school year at once.

NAP TIME

State law mandates that naptime/rest time is available for preschool children. If your child is staying past 1:00 p.m., please provide a small blanket, labeled with your child's name, pillow and transitional item (if needed). All bedding will be sent home on a weekly basis to be washed and returned to school the following week. Nap items are not necessary for Kindergarten.

BIRTHDAY CELEBRATIONS

We love celebrating birthdays! Should you wish to celebrate your child's birthday at school, please check in advance with the teacher about what to bring and for how many. If you bring food treats to celebrate your child's birthday at school, please discuss with the teachers in advance about possible food allergies in your classroom. We encourage healthy, kosher-style treat options. We also recommend celebrating by donating a book to your child's classroom.

Out of respect for the feelings of our students, and in the spirit of community, we ask that birthday invitations may only be distributed in school provided the entire class is invited. We want to maintain an environment that is kind, sensitive, and inclusive.

INFORMATION CHANGES

Please notify the Tuvia Director and Administrator in writing *immediately* if you have any change of address, phone number (including cell phone), authorized people designated to pick up your child or people to contact in case of an emergency.

If there are life changes in your family, please let us know as these often affect your child's behavior and temperament. The information will be held in confidence and may assist us in helping your child get through a difficult time.

FIELD TRIPS TO WILDERNESS PARK

Periodically, we take our classes on field trips to Wilderness Park across the street from Tuvia. Each child will keep a signed field trip consent form on file and the teachers will notify you via Brightwheel when they plan on visiting the park.

If you do not wish your child to attend, you must give us written notice prior to that day and provide other arrangements for child care during the trip.

GENERAL INFORMATION

ANNUAL CALENDAR

The most up-to-date 2022-2023 Tuvia School Calendar will be available on our website.

CLASS DIRECTORIES

Class directories will be distributed at the beginning of the school year, and will include names, addresses, phone numbers and email addresses. This email is for our families and social use – and may not be used for marketing or commercial purposes. If you would like to opt-out of sharing some or all of your personal contact information, please contact Marissa Deutsch at Marissa@templemenorah.org.

LOST AND FOUND

Please label all belongings so we may return lost items to their proper homes. We have a lost and found and will donate any remaining items at the end of each month.

MINI CAMP

To serve our working parents, we offer “mini camps” during holidays when Tuvia is closed, including on a few Jewish holidays and over winter and spring breaks. Mini Camp is not factored into the regular tuition and is offered at an additional cost.

Enrollment in Mini Camp is limited and is first-come, first-served. We do not offer refunds for Mini Camp days if your child is unable to attend.

You will be notified via email and through Brightwheel when Mini Camps are available for registration.

CAMP TUVIA

Our summer camp program typically begins a week after the conclusion of the school year and ends two weeks prior to the academic school year. Camp Tuvia is offered in four two-week sessions throughout the summer. Separate registration and tuition for Camp Tuvia is required.

PARENT COMMITTEE

All parents and guardians of children at Tuvia are members of the Parent Committee (PC), which is led by at least three chairs. Tuvia values the vital contributions that our families make to our school community. We believe that it takes a strong partnership between parents/guardians, teachers and administrators to create and enhance a loving and learning educational community.

It is important for parents to have a voice and lend a hand in support of Tuvia and our community. You may choose to get involved as a Room Parent, through work on an ongoing committee, or by participating in the planning and implementation of programs and events to enhance our children’s learning experience.

In the spirit of building community, we would like each family to participate in at least one event through the course of the year. Additionally, Parent Committee asks for an annual donation of \$125 per child.

For more information about opportunities to get involved, please contact Felicia Flores.

PARENT VOLUNTEERS

We have many opportunities for parents to volunteer at Tuvia and we welcome parent involvement. Parent volunteers will be required to submit a recent TB test and may be subject to fingerprinting (depending on the volunteer opportunity). Parent volunteers must also submit proof of vaccination for TB, influenza, pertussis, varicella, measles and COVID-19. Each

employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year.

Because the safety and well-being of the children entrusted to our care is our primary concern, Tuvia and Temple Menorah conduct background checks on applicants for volunteer positions that regularly interact with children. Different levels of background checks will be required based on your position. We greatly appreciate your understanding and cooperation in helping us maintain a safe and secure environment for the children we serve.

Please contact Felicia Flores for volunteer opportunities.

JEWISH HOLIDAYS

Temple Menorah is a place for the Jewish community to gather and celebrate Jewish festivals and holidays. A basic introduction to the history of the holidays and their traditional rituals will be explored at Tuvia throughout the year. Helping students appreciate our Jewish culture and religion is an ongoing part of our educational program.

The Tuvia curriculum includes all the traditional Jewish holidays and festivals. This includes Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Hanukkah, Tu B'Shevat, Purim, Passover, Yom Ha'atzmaut, Lag Ba'Omer and Shavuot, stressing in simple, meaningful ways the spirit and importance of each holiday. We also celebrate and learn about the following holidays: Thanksgiving, Martin Luther King Jr. Day, Presidents' Day, Mothers' and Fathers' Day.

The best-way to help your child learn is to model learning yourself. There are several opportunities for you to grow as a Jewish parent and partner in the Temple Menorah community. Introduction to Judaism for adults will be offered as a weekly course in the evenings beginning in November. Please email info@templemenorah.org for more information or to register.

We do not celebrate Halloween or Valentine's Day in school, because these holidays have origins in Christianity and other religious traditions. Please do not send your child to school in costume or deliver valentines on these days.

Please find below a list of Jewish holidays celebrated at Tuvia:

Shabbat

Although Shabbat lasts from sundown Friday to sundown Saturday, we celebrate the Shabbat at school at 9:30AM every Friday. The classes gather together for a Shabbat service. We light the candles, sing, dance, enjoy challah and a symbolic cup of wine (grape juice), and recite the traditional blessings for the candles, the wine, and the bread (see "Blessings" section for the prayers). Parents are welcome to join us each Friday throughout the school year for our Shabbat service.

Rosh Hashanah

The Jewish year begins with Rosh Hashanah, which usually falls in September or October on the first day of the month of Tishrei in the Jewish calendar. The children enjoy apples and honey which are symbolic of hope for a sweet new year.

Yom Kippur

This is the most solemn holiday of the year—the “Day of Atonement.” At this time, we discuss the nice things we can do for others during the New Year.

Sukkot

The “Feast of Tabernacles” recalls the journey of the Jews from Egypt to the Promised Land when they lived in tents and booths or sukkot. The harvest season is symbolized by the lulav (palm branch) and the etrog (citrus). During this week at school we decorate our sukkah with fruit and greenery and enjoy our snacks and lunch outdoors.

Simchat Torah

This holiday is associated with Sukkot, but is actually an independent holiday, occurring the last day of Sukkot. Throughout the year, passages of the Torah are read aloud in the Synagogue. On Simchat Torah, the reading is completed (with the last two chapters of Deuteronomy), then immediately begun again (with Genesis). This symbolizes the fact that study of the Torah has no beginning and no end. Children are given the honor of being called to read the Torah alongside the adults. Children also join adults in carrying Israeli flags and specially decorated flags in a series of seven processions (or hakafot) around the synagogue. The seven processions are in honor of Abraham, Isaac, Jacob, Moses, Aaron, Joseph, and David.

Hanukkah

“The Festival of Lights” celebrates the Maccabean victory, where brave Judah Maccabee and his small band of followers saved the Jewish nation from the Syrians. For eight consecutive days, each year the hanukkah, or eight-branched candelabra, is lit to recall their rededication of the Temple in Jerusalem and to give thanks for the great miracle of the survival of the Jewish people.

Tu B'Shvat

Tu B'Shvat is the Israeli Arbor Day. On this day we celebrate the New Year of the trees and our own belief in the future of the world. As Jews, we have a kinship with trees, especially fruit trees. Trees are a symbol of life.

Purim

Purim is the jolliest of all the holidays, commemorating how Queen Esther and her uncle Mordechai saved the Jews of Persia from a plot by the Prime Minister Haman to destroy them. This day we eat hamantashen, which the children enjoy making at school. The children are encouraged to come to school in costume for this happy occasion.

Passover (Pesach)

Passover commemorates the experiences and ordeals of slavery in Egypt, and the Exodus following them. The Seder is a special family occasion. Prayers and songs from the Haggadah are read and certain foods are eaten. The best known of these is the matzah or unleavened bread. Your child and his/her classmates will prepare their own seder in school. We usually have a school-wide Seder at which moms, dads, and others are invited to join us!

Shavuot

Shavuot, a thanksgiving and harvest feast, also commemorates the giving of the Ten Commandments on Mount Sinai. Known as the "Feast of Weeks," Shavuot is celebrated seven weeks after Passover. It is a custom to decorate the house with plants and flowers/greenery to recall the green mountain of Sinai where Moses received the Commandments, as well as the fruits of the ancient harvest festival.

BLESSINGS (BRACHOT)

Some of the blessings your child will learn for Shabbat and throughout the school year include:

Shema

Shema Yisrael, Adonai Eloheynu, Adonai Echad. Baruch Shem K'vod Malchuto L'olam Va-Ed

Hear, o Israel: Adonai is our God, Adonai is one.

Praised be God's name whose glorious kingdom is forever and ever.

Candles (Shabbat And Festival Eves)

Baruch Ata Adonai Eloheynu, Melech Ha-Olam, Asher Kid'shanu B'mitzvotav, V'tsivanu L'hadlik Ner Shel Shabbat (Yom Tov)

Blessed are thou, Adonai, ruler of the universe, who has sanctified us by thy commandments, and commanded us to kindle the Sabbath (festival) lights.

Wine (Kiddush)

Baruch Ata Adonai Eloheynu, Melech Ha-Olam, Borei P'ri Hagafen.

Blessed are thou, Adonai, ruler of the universe, who created the fruit of the vine.

Bread (Motzi)

Baruch Ata Adonai Eloheynu, Melech Ha-Olam, Hamotsi Lechem Min Ha-Aretz.

Blessed are thou, Adonai, ruler of the universe, who brings forth food from the earth.

Special Occasions (Shehecheianu)

Baruch Ata Adonai Eloheynu, Melech Ha-Olam, Shehecheianu, V'kimanu, V'higianu Laz'man Haze.

Blessed are thou, Adonai, ruler of the universe, who has given us life, sustained us, and allowed us to reach this day.

Bar'chu

Bar'chu et Adonai Ham'vorach Baruch Adonai Ham'vorach L'olam Va-ed

Praised Adonai to whom all praise is due. Praised be Adonai, to whom all praise is due forever and ever.

HEALTH AND SAFETY POLICIES

ILLNESS POLICY

Tuvia School of Temple Menorah reserves the right to temporarily deny any child admittance to the school for apparent illness or to request early departure should symptoms become evident during the day. To ensure the continued good health of everyone at school, any child who seems unable to participate in our program for any reason will be sent home. We realize that many of you are working parents, and we try to accommodate this need as much as possible. However, it is vital to maintain a strict wellness policy for the health and well-being of the children in our care and our staff. We ask for parents to assist by keeping sick children at home. We do consider your physician's recommendations; nevertheless, it is up to our discretion when your child may return to school.

Please note that full tuition is due even if your child is sick. We cannot offer credits or refunds due to any illness.

Please see the following guidelines:

- Fever: Children will be sent home if their temperature is 100.0 or higher and must stay home for at least the next 48 hours under observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 48 hours without using fever-reducing medication before returning to school. The same policy applies if your child develops a fever at home. They must be fever-free (any temperature above 100.0 degrees) for at least 48 hours without using fever-reducing medication.
- Rash: Any rash other than an ordinary diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing. They may return to school based on that written doctor's evaluation and clearance that it is not contagious.
- Conjunctivitis (pink eye): Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school, we require an evaluation and diagnosis from their doctor in writing.
 - Children must have received at least 24 hours of treatment if the diagnosis is bacterial conjunctivitis.
 - If the diagnosis is viral conjunctivitis, your child may return as long as there is no discharge.
- Thick white, green, or yellow discharge: Children will be sent home if they appear to have any thick white, green, or yellow discharge. This often indicates an infection, and they must stay home the next day for observation. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If they do not have an infection, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious. The Department of Health and most doctors believe that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.

- Diarrhea: Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation), children must be free from diarrhea for 24 hours with at least one regular bowel movement. If your child has one or more loose bowel movements on their first day back, they will be sent home again.
- Vomiting: Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school, (after the day of observation), children must be symptom-free with no vomiting for at least 24 hours.
- Persistent hacking cough: Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If they do not require any treatment, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- Lice: Children will not be readmitted until 24 hours after treatment and must be nit-free. The director or a lead teacher will determine if the child can be readmitted.
- In the event of a contagious infection (ie. whooping cough, meningitis, pin worms, measles or rubella, tuberculosis, mumps, hepatitis, salmonella, diphtheria, scabies, chicken pox) the Director will work and communicate with parents to arrange for a child's return to school.

COVID-19 ILLNESS POLICY

As a licensed early childcare center, we are required to follow the directions of the California Department of Social Services – Community Care Licensing Division. When setting school policy, we will also look toward specific requirements from the CDC, as well as the LA Department of Public Health. Regulations and guidelines in an early childhood education setting regarding COVID-19 may change regularly, and you will be notified of these changes via email and Brightwheel.

COMMON COLD POLICY

Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include your child's developmental level in congruence with our ability to limit the spread of germs. The younger the child, the more difficult it is to keep the spread of germs down. For example: hand-to-face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing, etc.

ALLERGIES

We ask that parents of children who suffer from allergies immediately alert the school of the specifics of the allergies in writing upon diagnosis and/or registration. Any special instructions that apply to the allergy care should be described in detail, **IN WRITING**, to both the Tuvia office and your child's teachers.

ACCIDENTS

Tuvia staff will care for minor injuries with basic first aid. If your child is allergic to any anti-bacterial creams or first aid supplies please notify, in writing, both the teachers and the Tuvia office staff.

Any major accident will be reported to parents immediately (It is essential that your contact information is current at all times!). Minor accidents (such as scrapes or non-incidental falls) will be reported to the person picking up the child. Accidents are recorded on an "Ouch Report" filed in the office and a copy is sent home. If there is blood, major bruising, or if a head injury occurs, we will notify families immediately. A child requiring emergency professional medical treatment will have that treatment as quickly as possible and at the facility designated by the parent or guardian on the emergency treatment form, or at the nearest hospital emergency room.

In the case of emergencies, we will contact those whom you have listed on your Emergency Contact Form.

MEDICATION AND OINTMENT

Tuvia will not dispense medication unless mandated for a specific cause by your child's pediatrician. All medication must be brought to the Director's office and cannot be left with a classroom teacher. Medicine must have an unaltered authorized prescription label showing the doctor's name, the child's name, and specific directions for storage and dispensing. Medication must not be expired.

A parent/guardian must fill out the Medication Authorization Form for each medication the child is to take and review protocols with our administrative office. We cannot administer over-the-counter medications without a prescription from your child's pediatrician.

Should your child require application of an ointment or cream, please fill out the Ointment Authorization Form and review protocols with the administrative office. The ointment/cream must be properly labeled with your child's name.

Please request Medication/Ointment Forms from the administrative office.

BEHAVIOR MANAGEMENT POLICY

The Tuvia School of Temple Menorah has developed detailed policies regarding children's behavior management and discipline. Every member of our staff is required to follow each policy when handling behavior issues. The goal of our program is to emphasize respect for self, respect for others and their work, and respect for materials located in our school.

Using appropriate methods of discipline that incorporate behavior management enables our young children to learn self-control and understand acceptable types of conduct. Children become more independent and self-sufficient when they take responsibility for their own

behaviors. Self-discipline, learned during early childhood, is necessary to become a productive member of our society.

Tuvia School of Temple Menorah operates under the following policies:

- Injurious treatment of children is not tolerated under any circumstances. In the event that a child's behavior develops a pattern of dangerous or injurious actions towards their classmates, we will first work with families and children to develop a unique behavior plan. However, we reserve the right to terminate a contract at any time and for any reason, including if a child's repeated behavior continues without address from family or caregivers.
- When an incident of biting, kicking, hitting, pushing, and/or pulling occurs an incident report will be sent home.
- No corporal punishment, including spanking, will ever be used.
- No child shall be subjected to cruel or severe punishment or verbal abuse, including language that is shaming, frightening, or humiliating.
- No child shall be denied food, water, toileting, or rest privileges as punishments.
- No harsh or profane language or implied threats promising physical punishment shall be used.
- No child shall be punished for soiling, wetting themselves, or not using the toilet.

We recognize and praise appropriate and positive behaviors. A teacher's response to inappropriate or negative behaviors may include redirecting the child's activity, discussing the problem, or using planned ignoring. The child may be directed to an area of the classroom to participate in an activity that is calming. This approach gives the child an opportunity to reflect on his/her actions.

Should inappropriate behavior continue despite utilization of the above-stated techniques, an administrator will observe the child in the classroom and implement simple positive behavioral guidance such as shadowing and recommend referrals.

Should these simple techniques not improve the child's behavior, we will arrange a meeting with the child's parents, teachers, and a program supervisor to develop a more detailed and specific program agreeable to all parties. The specific program is to be implemented within the classroom's daily programming. All behavior management is individually based on the child's age and development and the ability of the staff to care for the child in a group setting. It is our goal to ensure that all students have a positive learning program.

CHILD ABUSE REPORTING

Tuvia is required by state law and licensing requirements to report immediately to the police or Los Angeles Social Services Agency any instance when there is a reason to suspect the occurrence of physical, sexual or emotional child abuse, neglect or exploitation.

CHILD CUSTODY AND VISITATION

Our school adheres strictly to laws regarding custody, visitation, and communication issues

that might arise between school and home. For the care and safety of all our students, Tuvia adheres to the following rules concerning visitation, custody, and communications:

- Tuvia is required to have official copies of any court orders related to custody, visitation, communication, etc. as they relate to school or any school-related programs.
- No person shall visit a student on school grounds without the permission of a parent or guardian with appropriate legal status.
- No person shall remove a student from the school or the custody of the school without written authorization from a parent or family member with appropriate legal status.
- Without limitation, Tuvia may deny any person the right to visit or remove any student from school custody if the school reasonably fears for the safety or the proper guardianship of the child.

EMERGENCY PREPAREDNESS

Safety is of utmost importance at Tuvia. We have given much consideration to emergency preparedness and have developed a program and emergency plan to help us deal with an emergency should the need arise.

This program consists of three parts:

- The storage of individual and communal supplies to allow us to care for the children if we are temporarily isolated.
- Preparedness activities like fire and earthquake drills (we act like turtles with a table as a shell).
- A plan to help us reunite families as quickly and safely as possible. In the unlikely event of a true emergency, parents will receive instructions via a text/email/Brightwheel about where and when to pick up your child.

Individual Supplies— For each child, please provide the following in two separate one-gallon Ziploc bags, labeled with your child's name:

Clothes (one gallon Ziploc bag):

- One pair of warm pants
- One warm shirt or sweatshirt
- Two pairs each of underwear and socks
- A washcloth or small towel
- *Please note that clothes that may be layered are preferred*

Food & Accessories (one gallon Ziploc bag):

- Beverage (boxed/canned/pop-top) and snacks for 24 hours and necessary utensils. Please check the expiration dates so that items will keep up to one year. You might include two to three individual servings of juice in cans, cheese and cracker snack-packs, granola bars, fruit or pudding snacks, can of tuna.
- Pocket flashlight and batteries (please keep separate)
- Recent photo with child's name on back
- A family photo

- Prescription medication for 72 hours with doctor's authorization.

We encourage you to have a written emergency plan for your own family. Please feel free to attach a copy with the emergency information sheet.

Staff members are trained in first aid and CPR. Parents are encouraged to receive similar training. Emergency information forms will be collected and placed in each classroom.

In case of a fire or flood, the school will evacuate to:

The Center for Spiritual Living
907 Knob Hill Ave. Redondo Beach, CA 90277
Phone: (310) 540-5080

EMERGENCY PROCEDURES AND CONTACTS

Please be aware of our procedures, should you or your child(ren) be onsite during an emergency:

Fire:

- Evacuate immediately by bringing class/participant list, maintaining order, and moving quickly and quietly. Follow the predetermined escape route as indicated on evacuation maps. Close doors and windows if possible.
- Do not open doors which are hot to the touch or have smoke coming from underneath them.
- If smoke is present in the room, stay low and crawl to safety. Pieces of cloth may be soaked in water and used to cover your nose and mouth.
- If your clothing catches fire, drop and roll on the ground until the flames are extinguished.
- If your escape route becomes blocked, find another route.
- If you become trapped, stay low, yell or use a phone or cell phone to call for help. This will help firefighters locate you when they arrive.
- After evacuation, gather at the designated site in the lower parking lot.
- Once outside the building, call 911 to report the fire if not already reported.
- Check attendance at the place of gathering and report any missing person(s) to emergency response personnel as soon as possible along with the last known location of the individual(s).
- Notify Temple leadership of the emergency.
- Do not reenter building until given permission by emergency personnel.

Earthquake/Indoors:

- Drop to the floor. Take cover under a sturdy desk, table or other furniture. Hold on to it and be prepared to move with it.
- Stay where you are until the ground stops shaking and it is safe to move.
- Stay clear of windows, fireplaces, woodstoves, heavy furniture or appliances or which may fall over.

- Stay inside to avoid being injured by falling glass or building parts.
- If you are in a crowded area, take cover where you are. Stay calm and encourage others to do likewise.

Earthquake/Outdoors:

- If you are outdoors, get into the open, away from buildings and power lines.
- Stay low to the ground and do not try to stand until the ground stops shaking.
- Remain outdoors. Do not reenter houses or building as their stability may have been compromised during the quake.

Lockdown/Active Shooter:

We have emergency protocols in place in the event of a lockdown and/or active shooter. Should you have any questions about these protocols, please contact the Director.

Evacuation Procedure:

Please see the following classroom evacuation routes:

- Classrooms 1 and 4: pass by the front bathrooms and office, exit through the main Tuvia doorway, and through main gate directly to center of the parking lot.
- Classrooms 2, 3, 5: pass by the rear bathrooms and exit the Tuvia building through the back doors, walk through the yard and exit the side gate to the center of the parking lot.
- Kangaroo/Kindergarten Classroom: walk across the upstairs patio, down the main stairs (next to elevator) and through the main gate directly to center of the parking lot.

EMERGENCY INFORMATION

Emergency information, including who to contact in case of an emergency as well as an out-of-state contact number, must be updated each year, regardless of enrollment in previous years. It is essential to keep this contact information current throughout the school year. Please alert the office with any updates.

THANK YOU

We thank you in advance for your cooperation in making Tuvia a safe, kind and wonderful place to learn. Please notify someone in our administrative staff if, and when, a question arises.

We are always here to help!

Tuvia School Days Closed
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August 15 - 26	Summer Recess	
September 5	Labor Day	
September 26	Rosh Hashanah	
September 27	Rosh Hashanah	MINI CAMP AVAILABLE
October 4	Yom Kippur (<i>School closes at 1PM</i>)	
October 5	Yom Kippur	
October 10	Sukkot	MINI CAMP AVAILABLE
October 17	Simchat Torah	MINI CAMP AVAILABLE
November 11	Veteran's Day	
November 23	Teacher In-Service	
November 24 - 25	Thanksgiving	
December 19 - January 3	Winter Break	MINI CAMP AVAILABLE, <i>except on December 26 & January 2</i>
January 16	Martin Luther King Jr. Day/Parent Teacher Conferences	
February 20	President's Day	
March 13	Teacher In-Service	
April 5	Passover (<i>School closes at 1PM</i>)	
April 5 - 14	Spring Break	MINI CAMP AVAILABLE
May 26	Shavuot	MINI CAMP AVAILABLE
May 29	Memorial Day	
June 12 - 16	School Closed	



**Tuvia School of Temple Menorah
Acknowledgement of Receipt of Parent Handbook**

I, _____, acknowledge that I have received a copy of the Tuvia School Parent Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Handbook.

I agree to follow the guidelines and policies contained in the Handbook as well as any amendments to the Handbook. I also understand that Tuvia School has a right to revise the policies and procedures in the Handbook at any time without prior notice to me.

Print name of child/ren enrolled at Tuvia

Parent Signature

Date

Print Parent's Name

Parent Signature

Date

Print Parent's Name