



EARLY CHILDHOOD
EDUCATION PROGRAM

HATZLAJA EARLY CHILDHOOD ACADEMY

HATZLAJA, LLC

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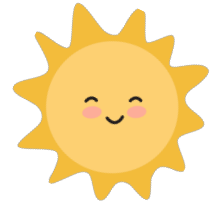
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WELCOME LETTER



Dear Family,

Hello! Thank you for your interest in Hatzlaja Early Childhood Academy. If you're changing your childcare or starting childcare for the first time, we understand how difficult it can be for both the parents and children involved. Finding childcare that meets your child's needs and at the same time finding a provider to trust with your child can be difficult. It is very important to have a good relationship between us to ensure a good experience for your children.

As the director of Hatzlaja Academy, my background as a public school teacher and over 10 years of experience both in the classroom and in educational leadership, ensure that I will provide a top-quality early childhood education for your child. In addition, I hold a Bachelor's in both English and Spanish education and a Master's degree in Curriculum and Instruction, allowing me to develop all of the bilingual curriculum we use here at Hatzlaja.

At Hatzlaja Academy, we strive to create a warm and nurturing environment where children can learn, grow, and have fun. We understand that entrusting your child to our care is a big decision, and we want to assure you that we take this responsibility very seriously. Our dedicated team is committed to providing a safe and enriching experience for your child every day. We encourage you to share any specific needs, concerns, or expectations you may have so that we can work together to provide the best possible care for your child. Whether it's discussing your child's daily routine, dietary preferences, or any special considerations, we are here to listen and support you every step of the way.

Our program is faith-based, bilingual and Montessori-inspired. Children are made to feel welcome and treated like family, while ensuring parents of their child's safety day in and day out. Our focus is to teach the children life skills such as Biblical values, respecting and getting along with others, basic hygiene, literacy, math, second language development, and a sense of independence - just to name a few. I feel these skills are important before children enter a K-12 setting.

Our academy hours are 6 am to 6 pm. We ask that you respect these hours and be here on time to pick up your children. If you have a job that would make it difficult to be here by 6 pm, then we ask that you have a backup option for someone else that could pick them up on time or speak with us concerning your specific needs. We will do our very best to always communicate any changes in our program and to announce any upcoming events.

Although we know it is possible to find a less expensive childcare than ours, we also know that it would be hard for you to find a higher quality childcare than ours. Thank you for considering our academy for your child's growth and development! Please review the attached handbook carefully.

HATZLAJA EARLY CHILDHOOD ACADEMY

PHILOSOPHY

At our academy, we believe in providing a nurturing and stimulating environment where children can learn, grow, and thrive. Our dedicated team of educators and caregivers are committed to fostering a sense of curiosity, creativity, and independence in each child. We understand that every child is unique and we strive to create an environment that celebrates and supports their individuality.

In our program, we place a strong emphasis on the importance of respect, kindness, and empathy towards others. We believe that these values are essential for building strong, positive relationships and for creating a harmonious community within our academy and beyond. Through daily interactions and activities, we encourage children to practice empathy and understanding, and we provide guidance on resolving conflicts in a peaceful and respectful manner.

We recognize the significance of early childhood experiences in shaping a child's future. Our curriculum is thoughtfully designed to provide a balance of structured learning and free play, allowing children to develop essential skills while also fostering their natural curiosity and love for exploration. We believe that by providing a solid foundation in early childhood, we can help children build the confidence and resilience they need to navigate the challenges of the future. Creating a space that is safe and holds strong Biblical values is at the heart of our philosophy. We are committed to ensuring that every child feels valued, respected, and supported.

MISSION

Our mission is to foster a love of learning: cultural diversity, creativity, strong Biblical values and flourish academically, socially, emotionally, and spiritually.

VISION

Our vision is to set the standard for bilingual education and holistic early childhood development through innovative teaching methods, personalized attention, and a deep understanding of each child's unique learning style.

CURRICULUM

At our academy, we are committed to providing a nurturing and stimulating environment for your child's early development. Our director, Christine Acuna, M.Ed., creates all of our curriculum, which is based both off of the Hatzlaja methodology and the Nebraska Early Learning Guidelines. This curriculum focuses on fostering key developmental areas such as spiritual development, language and literacy, math and money, science and culture, life skills, career and technology education, health and safety, creative arts, and second language acquisition. Through each of these areas, we aim to create meaningful learning experiences that lay the foundation for a lifetime of learning. We are excited to partner with you in your child's educational journey and look forward to witnessing their growth and progress.

HATZLAJA EARLY CHILDHOOD ACADEMY

HOURS OF OPERATION

We are closed for certain holidays and vacation days, to be announced throughout the year.

There may be early closings on specific days with notice. In the unlikely event that I am too ill to care for your child, I will notify you no later than 5:30 AM as to not bring your child.

- **School Days - Monday to Friday:**
 - 6 am-6 pm

FULL-TIME VERSUS PART-TIME HOURS

Hatzlaja Early Childhood Academy is currently only enrolling full-time students.

Childcare fees will not be adjusted for late arrival, early pick-ups or missed days, unless discussed and agreed upon prior to the absence.

KEY STAFF

JONATHAN ACUNA	OWNER AND CO-FOUNDER
CHRISTINE ACUNA	OWNER AND DIRECTOR
ETHELENG ACUNA	VOLUNTEER

HATZLAJA EARLY CHILDHOOD ACADEMY

LICENSING

Hatzlaja Academy is a licensed childcare with Nebraska DHHS Childcare Licensing. Our facility, as well as staff, have completed all licensing prerequisites, including trainings, required by the state of Nebraska. You may verify our licensing credentials at <https://www.nebraska.gov/LISSearch/search.cgi> under license number FII10119.

CERTIFICATION, EDUCATION, ACCREDITATION

- Bachelor of Science in Spanish (K-12), English (7-12), and ESL (PK-12)—Christine
- Master of Education in Curriculum and Instruction—Christine
- Nebraska Childcare Director/Business Management Training—Christine
- All staff is certified in Adult and Pediatric CPR/First Aid/AED
- All staff has completed all required trainings, including Safe Sleep, Abusive Head Trauma, etc.

PROGRAMS OFFERED

Various Care Options

Hatzlaja offers full-time, part-time, and partial day childcare services for children ages six weeks to 12 years. Full-time care is full-day care 4-5 days per week and requires an enrollment fee in order to hold your child's spot. Part-time care is full-day care 1-3 days per week. Part-time students are not guaranteed a spot. Partial care is care provided for less than 5 hours, and also is not guaranteed a spot. Before school, after school, and non-school days care is also offered for school-agers. With a focus on individualized attention, structured learning, and ample opportunities for social interaction, we aim to provide a seamless and enriching experience for both children and parents. Our dedicated team of caregivers ensures that each child receives personalized care and support while participating in a range of stimulating activities tailored to their developmental needs. All children enrolled will participate in faith-based learning, bilingual program, and Montessori-inspired work cycles.

HATZLAJA EARLY CHILDHOOD ACADEMY

ADMISSION AND REGISTRATION PROCEDURES

All admission and enrollment forms must be completed, and enrollment and tuition fee paid, prior to your child's first day of attendance.

Upon enrollment at our academy, a **non-refundable** registration fee of \$50 is required to secure your child's full-time placement. This fee covers administrative costs associated with the enrollment process and ensures that your child's space is reserved. The registration fee is due at the time of enrollment and is separate from any tuition or other fees. Please note that this fee is non-refundable, regardless of the duration of your child's enrollment at the academy.

Based on the availability and openings, our program serves children from 6 weeks to 12 years of age. An interview and tour of our academy will be completed prior to your child being accepted into care. If, after the interview and tour, we feel that our academy will be a good fit for your child, you will need to provide the following information prior to or on your child's first day of care:

- Child Enrollment paperwork
- Copy of child's birth certificate or other identifying document
- Copy of parent/guardian's identifying document
- Immunization Record
- Physician signed health evaluation (within 30 days of enrollment)
- Health care information and plan (if applicable)
- Signed policies and procedures

WAITING LIST

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in my program will be given priority.

PARENT HANDBOOK AND POLICIES

DROP-OFF AND PICK-UP

General Procedure - We open at 6 AM, and please do not drop-off your child any earlier than this time. Families are expected to accompany their children and sign them in.

We close at 6 PM, and please do not pick-up your child later than this time. Families are expected to enter the academy and sign-out their child and leave by closing time.

Children will be picked up/dropped off at our front door. Please park either in the driveway or on the street in front of our facility.

Use of Cell Phones - Drop-off and pick-up are our primary windows of time to communicate with you about your child. In addition, children need your full attention at this time. There, we request that you not be on your phone during drop-off and pick-up.

EARLY ARRIVAL & LATE PICK-UP

If you must drop your child off before 6 AM or pick them up after 6 PM, you must arrange this with us ahead of time. If late pickup becomes a consistent habit, then termination may be a result if not corrected. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. If children are not picked up by 8 PM, and you and emergency contacts cannot be reached, local authorities will be contacted.

PARENTS UNDER THE INFLUENCE OF DRUGS/ALCOHOL

If you or any other person arrives to pick up your child, and appears to be under the influence of drugs or alcohol, I will encourage you to let me call someone to come assist you. If you leave with your child, I will need to call this concern in to the police and Child Protective Services, as I am a mandated reporter.

PARENT HANDBOOK AND POLICIES

AUTHORIZATION OF PARENTS OR OTHER DESIGNEES TO PICK UP CHILDREN AND HOW I RESPOND TO UNAUTHORIZED INDIVIDUALS PICKING UP YOUR CHILD

Your child will only be released to you or those persons you have listed as Emergency and Authorized pick-up Contacts. If you want a person, who is not identified as an Emergency and Authorized pick-up contact to pick-up your child, you must notify us **in advance, in writing**. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

ATTENDANCE AND ABSENCES

If your child is going to arrive late, please call or message me ASAP at (402) 806-3830. We will be concerned about you and your child if I do not hear from you. If I do not hear from you, I will attempt to contact both you and your listed emergency contacts. If I am not able to get ahold of you or your emergency contacts, and your child's absence continues, we will have to call in a Wellness check, as we are mandated reporters.

Our policy regarding the absence of a child is as follows: The weekly fee remains unchanged. Parents are responsible for securing their child's enrollment spot, regardless of their attendance. Please see the Credits and No Credits section for information on excused absences that will be credited.

WITHDRAWALS

A written notice, 2 weeks in advance, is much appreciated by us when a child is being withdrawn. The last 2 weeks of payment are due before your child is withdrawn. If we must terminate care for any reason, we will, in most cases, also give a 2-week notice.

Families who withdraw and later re-enroll will need to restart the entire enrollment process, including the re-enrollment re-enrollment fee of \$50.

If we request for your child to immediately leave the program for any reason, any payment for future days will be returned to you.

PARENT HANDBOOK AND POLICIES

ADVERSE WEATHER PRECAUTIONS

Our academy will be open unless the Fremont Public Schools close for the day due to extreme weather conditions. In the event that the weather turns bad during the day, please come as soon as it is safely possible. Your child will be well cared for until you are able to arrive.

CLOSING DUE TO EXTREME WEATHER

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced as soon as we are able.

In the case of extreme weather, please drive safely. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange as soon as feasible, given bad weather.

HOLIDAYS AND VACATION DAYS

We will close for several holidays throughout the year. As these days approach, they will be communicated to parents both via written and/or phone communication and on signs in our academy.

While I will do everything in my power to have a sub in the case of my absence, there may be early closings on specific days, with notice. Any personal vacation days will also be announced via a reminder well in advance.

Families are responsible for finding back-up care for their children during holidays, provider vacations, and planned or unplanned closings.

CREDITS AND NO CREDITS

The only time credit will be issued back to families is in the rare event that our academy must close due to unforeseen circumstances or in the event that I must be absent and cannot find a substitute. Otherwise, all other absences will not be granted credit.

PARENT HANDBOOK AND POLICIES

SUMMER ATTENDANCE

Hatzlaja Academy follows a year-round schedule. Therefore, summer scheduling is no different than scheduling during the traditional academic year. Parents who choose to keep their children home part or all of summer will still be responsible for their child's tuition in order to hold their spot for the following fall.

CLOTHING AND HYGIENE

Students at Hatzlaja Academy wear uniforms, of which the use the washing are provided in your child's tuition cost. This means that children will change into their uniforms each morning when they arrive and change out of them at the end of the day. You may bring your child in their pajamas or regular clothes prior to changing into their uniforms.

It is your responsibility to provide your child with a pair of Crocs as indoor shoes and a pair of tennis shoes as outdoor shoes. They will change between these two different pairs of shoes throughout the day, as per each given activity.

At the end of the day, you may opt to have your child bathed before going home. If you choose this option, please provide the outfit you would like them to be dressed in when they go home (For example, pajamas, clothing for an appointment, clothing for a family dinner, etc.). Children should also have a toothbrush and hair brush at school.

Please ensure that your child has an extra pair of underwear and socks at school at all time. These should be stored in their assigned area in the restroom (not their cubby). Please check this "stash" every couple of weeks to ensure the clothing still fits them and is appropriate for the season. If your child is about to run out of either of these items, we will let you know in order to restock.

Please provide your child with clothing appropriate for going outdoors in all seasons. In the warmer months, this means a jacket and rain boots, regardless of how warm it might feel at any given point of the day (as Nebraska temps definitely fluctuate often!). In cooler months, this means a warm coat that can zip up, a hat, gloves or mittens, and warm shoes and boots for snow.

While children will be practicing their basic hygiene skills here at school (teeth brushing, hair brushing, bathing), please make sure that children arrive clean and ready to learn. Whenever possible, babies and toddlers should arrived with clean diapers.

PARENT HANDBOOK AND POLICIES

PAYMENT

I require payment every week on Friday at the time of pickup for the upcoming week's tuition. Payments are due in advance for the upcoming week and should be made no later than the specified due date.

We accept the following payment methods:

- Cash
- Checks
- PayPal, Zelle, Venmo
- Debit/Credit Card

LATE PAYMENT CHARGES

Please note that all payments must be made in full and on time to ensure the continuous provision of our services for your child. Late payments will incur a \$25 fee if not paid by pickup on the following Tuesday after tuition is due. If late payments become a consistent problem, care will be terminated.

We appreciate your cooperation in adhering to our payment policy as it allows us to maintain the high-quality care and services for all the children in our care. Thank you for your understanding and support.

RETURNED CHECKS

All returned checks will be charged a \$25 fee. Two or more returned checks or rejected transactions may result in your account being placed on "cash only" status.

ADDITIONAL FEES

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.



PARENT HANDBOOK AND POLICIES

WHAT TO SEND FOR YOUR CHILD

- **Infants:** Enough bottles prepared with breastmilk and/or formula and appropriately labeled for that day, at least 6-8 diapers per day, wipes, at least two changes of socks per day, shoes for outdoors (once child can walk), a pacifier if used, sleep sack if desired, crib sheet, a pillow and blanket if over 12-months-old, hairbrush, a towel if opting in for bathing, clothing appropriate for seasonal outdoor weather
- **Toddlers:** A water bottle, 6-8 diapers or Pull-ups per day, wipes, at least 2 changes of underwear and socks per day, Crocs for indoors, tennis shoes or rain boots for outdoors, crib sheet for cot, a pillow and blanket, toothbrush, hairbrush, a towel if opting in for bathing, clothing appropriate for seasonal outdoor weather
- **Preschoolers:** A water bottle, wipes (if desired for potty), at least 2 changes of underwear and socks per day, Crocs for indoors, tennis shoes or rain boots for outdoors, crib sheet for cot, a pillow and blanket, toothbrush, hairbrush, a towel if opting in for bathing, clothing appropriate for seasonal outdoor weather
- **School-Agers:** A water bottle, Crocs for indoors, tennis shoes or rain boots for outdoors, clothing appropriate for seasonal outdoor weather, homework to work on or a book to read
- **Sunscreen/Bug Spray SPF 50 (preferred):** Parents are to provide sunscreen, bug spray, and diaper creams. Sunscreen is not recommended for children under 6 months of age.
- **Weather appropriate clothing:** Jacket, rain boots (warmer months), Warm shoes/snow boots, a warm coat with working zipper, hat, gloves or mittens

****Children will be outside DAILY.****

Please label all items brought from home with your child's name: i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc. to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

****If children regularly lack the needed supplies, an Academy Supplies fee will be applied.**



PARENT HANDBOOK AND POLICIES

SUNSCREEN

Sunscreen will be applied before outdoor play on sunny days. Parents are asked to supply this for their child. Infants under six months of age will not have sunscreen applied. Please provide a sunhat for your infant, if desired. Infants will have outdoor playtime as well.

ASSIGNED CUBBIES/SPOTS

Upon enrollment, each child will be assigned an entry cubby, a cot, a spot for extra clothes in the restroom and diapers (if needed), a nap cubby, and a place in the refrigerator (infants only). a jacket and shoe cubby, and a family. Cubbies will be labeled with your child's name and photo. Please check your child's cubbies daily for items that need to be taken home. Artwork and other important papers will be in their cubby. Parents of infants should check the refrigerator daily. All parents should check their child's restroom tubs/spots at least weekly to ensure they do not need to be restocked. Crib sheets, blankets, pillow cases, and water bottles will be sent home in entry cubbies every Friday, to be washed and returned Monday morning.

TOYS & ITEMS FROM HOME

Please do not allow your child to bring any toys or other items from home (unless it is part of a requested activity). Personal toys found in the child's possession will be placed in their cubby to be taken home at the end of the day.

Storage, Loss, Damage, or Theft of Provider's or Child's Personal Belongings

Each child will have a cubby that they can leave supplies in. In the event that your child intentionally causes damage to my property or theft occurs, you, as the parent, will be responsible for my compensation. Please do not send your child with something so valuable that it cannot be replaced. You can look for lost items and bring found items to the lost and found box located in a cubby in the foyer. I am not responsible for lost or stolen items.

PARENT HANDBOOK AND POLICIES

MEDIA USE

Television Time: Our normal daily routine does not include television watching. We watch age-appropriate educational videos only, which are related to specific topics of study. Children under age 2 are not shown screens at all, unless during a Zoom call with a parent/guardian. Programs will consist of non-violent and high-quality educational material. My focus is to provide your child a positive experience with increased understanding of the world.

Electronic Media: We often use videos from YouTube that are used for educational purposes only. We have a page on Facebook and website, where we do publish photos. A signed permission is required from you for us to include you and your child on either of these pages. Please note that after your child leaves our program, their photos may remain on said page.

MEALS AND MEALTIME

Nutrition: Meals and snacks will be provided based on the guidelines from the federal food program. Please have your child here by the meal/snack time on our provided daily schedule in order to ensure they will receive that given meal/snack. A weekly menu will be posted for your review. If there is something your child is unable to eat or does not like, you are welcome to provide a cold lunch/snacks, etc. for them that day.

Special Diets: Parents are responsible for meals, drinks, and/or snacks for children on special diets. This includes milk replacements and substitutes. All special diets need to be clearly communicated in writing to me prior to your child's enrollment date.

Infant Food: Parents are responsible for providing formula and/or breastmilk for their children ages 6 weeks to 18 months. Children in our toddler/preschool programs will be served cow's milk. Infants 6 months and older will be fed the regular hot lunch/snacks solid foods. If parents desire for them to eat any other type of baby food, cereal, etc., they must provide us that, along with written instructions for serving.

Junk Food: With the exception of birthdays and special occasions, junk food will not be served.

PARENT HANDBOOK AND POLICIES

Food Allergies: If your child has a food allergy or dietary restriction, you must notify me in writing prior to enrollment to ensure your child's safety/preference. The written notification must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy of this plan should be given to me prior to enrollment.

Mealtime

At mealtime children help set the table with plates and silverware. We pray before meals and good table manners are modeled and taught. Weekly menus are posted for viewing by families. We are trained in first aid for choking and are always present at all meals. After meals, toddler and preschool students help clean their own dishes, hands/faces/clothing, tables and chairs, and floor before moving on to the next activity.

Infant Feedings follow this procedure:

- Bottle-fed infants are fed while being held or are placed on wedges to feed themselves (once they are able). Please ensure that all breastfed infants have been transitioned to bottle feeding prior to entering care with our program, unless you are planning to come to the academy to breastfeed on a regular schedule.
- Infants are fed "on demand" or per parent request to the extent possible.
- Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must also be used within 48 hours. Bottles must be clearly labeled with your child's name and the date the milk was expressed and/or thawed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months. All milk must be used within 1 hour of warming. Mothers are welcome to come breast feed babies at any time.
- Formula must be premixed at home and brought in the number of bottles needed for that given day. It is encouraged to have an extra bottle in case it is needed.
- Infants 6 months and older who can sit up on their own will sit in small chairs and eat from their trays. Infants will be given silverware, but will be accompanied to ensure they are eating during feedings.
- Infants 6 months and older will eat from our normal hot lunch/snacks menu.

Toddler Feedings:

Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

- At 18-months, we will provide cow's milk for your child.
- Round, firm foods that pose a choking hazard for children must be cut or chopped/broken up for consumption. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, hard candy, etc.
- Children are transitioned from bottle to cup as soon as they are ready.
- Appropriate cutlery for your child's age will be offered.

PARENT HANDBOOK AND POLICIES

BEHAVIOR AND DISCIPLINE GUIDANCE

General Procedure

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving, help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, and of property, and to learn to understand the results of their actions. Below you will see our behavior/discipline policies explained. In addition to these details, NO corporal punishment of any kind is ever used.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the other children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Redirect: Children most often squabble over toys and possessions. When this happens, we talk to the children to explain why such behavior is not acceptable and offer suggestions for other toys or activities that will redirect the child's attention and generally solve the problem.

Timeout: If a child is causing a significant disturbance and not responding to the redirection, we will remove the child from the immediate area and have him/her take a brief quiet time to calm down. We will talk to the child to explain why the behavior is not appropriate, offer suggestions, and then leave him/her alone in a safe location where they can be seen by an adult for a few minutes. The child will then be welcomed back to the activity.

Privilege Removal: Is used when children are hurting things such as toys, using the equipment in an unsafe manner, or fighting over toys, etc. The privilege to use the equipment or toys will be taken away from the child, at which time he/she will be redirected to another activity.

Biting: Biting is a normal stage of development that is especially common among infants and toddlers. When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

RESPECTFUL BEHAVIOR: All children and families will be treated with respect and dignity. In return, we expect the same from all families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from my care.

Suspension and Expulsion

The provider will conduct observations and documentation of ongoing concerns, progress, and accomplishments. This information will be shared with parents/guardians and action plans will be updated accordingly.

PARENT HANDBOOK AND POLICIES

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. We currently utilize the action plan:

1. Observation of behavior-Redirection, discussion, conscious discipline, positive social behavior activities, and continued documentation.
2. Conversation with family on behavior, continued documentation and observations.
3. Written action plan for desired behavior.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. We make every effort to work with the family and comprehensive services. Examples of such instances include: (**Expulsion Policy**)

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

It is important for all children to understand the value of respecting personal property. In the event that a child damages personal property belonging to the academy, another child, or a staff member, the following policy will be implemented:

- 1. Notification:** The parents or guardians of the child responsible for the damage will be notified immediately. The academy staff will provide a detailed account of the incident and the extent of the damage.
- 2. Liability:** The parents or guardians of the child will be held liable for the cost of repairing or replacing the damaged property. The academy will provide an itemized list of the damages and associated costs.
- 3. Resolution:** The parents or guardians of the child will be required to reimburse the academy for the full cost of the damaged property within 14 days. The academy will provide a receipt for the reimbursement, once received.

(continued on the next page)

PARENT HANDBOOK AND POLICIES

4. Repeat Offenses: In the event of repeat offenses, the academy reserves the right to take further action, including suspension or termination of the child's enrollment in the program.

By enrolling your child in our academy, you acknowledge and agree to adhere to this policy. We believe that open communication and cooperation between the academy and parents are essential in addressing and resolving such incidents.

Hatzlaja Early Childhood Academy reserves the right to update and modify this policy as necessary.

SAFE SLEEP AND NAP TIME

Infants sleep according to their own schedule and are put to sleep on their back in an approved crib using safe sleep practices, free of all blankets, pillows, crib bumpers, stuffed animals, toys, etc. If an infant falls asleep in any other place than a crib, they will be moved immediately to sleep on their back in a crib. Cribs will be marked to show whether or not a baby can turn over on their own, at which point it would be safe to place them on their stomachs, provided this helps them sleep. Pacifiers may be offered, per parent request. Also, swaddling is not allowed for infants, nor is the use of any blanket, sheet, or pillow in the crib. Infants should be dressed appropriate for the season, and sleep sacks may be used, if parents choose to provide them.

All children over 12-months-old will be assigned their own cot for nap time. All children will participate in nap time following lunch. While we encourage children to sleep, they will not be forced. However, they must remain on their cots, completing a quiet activity, such as reading a book. Each child will bring their own crib sheet, blanket, and pillow from home for nap time. These items must be clean and sent home weekly for washing, unless they are wet or soiled, in which case, they will be sent home sooner.

In general, children will be allowed to sleep until they naturally wake up. We do not like to wake up a sleeping child, as we do not know if they are in deep REM or need more rest.

By adhering to this policy and implementing these practices, we aim to create a secure and nurturing environment where all children can rest and recharge peacefully and safely during their time at our academy.



PARENT HANDBOOK AND POLICIES

DIAPERING AND TOILET TRAINING

When your child is in diapers/Pull-ups you will need to provide diapers/Pull-ups, wipes, diaper rash ointment/cream and extra socks and underwear. When your child begins to show interest/ask questions about using the toilet, is able to dress and undress, unassisted, and we both feel the child is ready, we can begin toilet training. You will then need to provide plenty of extra underpants. I do not have a specific method I use. My experience has shown me each child's experience is unique. It is important for all of the child's caregivers to be consistent with the toilet training at home and at the academy.

Toilet Training: The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/childcare partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Potty-training typically starts in our toddler-age program.

Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions, when they demonstrate an interest or curiosity in the process and be able to communicate the need to 'Go'. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Toilet training requires a combined effort on the part of the parent and the care provider. Please talk with us about your views on toilet training when your child is ready for that step. When it is time for potty training, please provide an adequate supply of clean underpants to get through the daily training phase. All soiled clothing will be sent home bagged.

Please supply the following:

- 2 sets of underwear and socks
- 6-8 diapers/Pull-ups per day



PARENT HANDBOOK AND POLICIES

HEALTH

Physicals: Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's most recent physical should be received within 30 days of enrollment. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to us.

Immunizations: In addition to their physical form, and in accordance with Nebraska Childcare Licensing, I will also need an up-to-date immunization record every time your child receives their most recent immunizations.

ILLNESS

I understand that it is difficult for a family member to leave or miss work, but to protect other children and staff, you may not bring a sick child to our program. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the symptoms listed on our "Keep Me Home" document. However, even this is not an all-inclusive list.

If your child is ill, I will try to keep him/her comfortable, but he/she will be excluded from all activities until you arrive. Your child may require a doctor's note in order to return to childcare. A child must be symptom free **WITHOUT** medicine for 24 hours in most cases in order to return to our academy. We may also close if my children/staff have these symptoms or illnesses. In this case, you will need back up care.

- Illness that prevents your child from participating in activities or results in greater need for care than I can provide.
- Fever (above 100°F under the arm) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, strep throat, scabies until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Covid-19 and variants. We follow current CDC guidelines at the time.
- Hand, Foot, and Mouth. May not return until fever free 24 hours, sores are scabbed, and are old enough to not mouth toys or drool
- RSV, may return with doctor's note and symptom free for 24 hours.

PARENT HANDBOOK AND POLICIES

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours (since last incident), without medication
- They have been treated with an antibiotic for 24 hours. (except as described above)
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, AND;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
 - If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

In the event that your child becomes ill and needs to leave care, you will be asked to come pick up your child. If your child is injured and requires medical attention, you will be notified immediately. Small bumps and bruises are an everyday event for most children at some point in their lives. If you would like to be notified immediately each time, please let me know and you will be notified. Otherwise, you will be notified at the end of the day via an Injury Report. Other emergencies will be handled on a case-by-case basis and emergency services may be utilized.

MEDICATION

All medications need to be directly handed to us with specific instructions for administration. Medications should never be left in your child's cubby/diaper bag, or with your child to administer on their own. We **MUST** lock up all medication and will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a note signed by the family and a written order from your child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician.
- All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. Medications will be administered per doctor's written order. Meds will be kept in a locked box in the kitchen. When doctor order runs out, med is expired, or no longer needed, it will be returned to parent. This also includes all over-the-counter meds, creams, and drops.
- Non-prescription medications will not be administered for more than a 3-day period unless a written order by the physician is received.

(continued on the next page)

PARENT HANDBOOK AND POLICIES

We will discuss during the interview prior to enrollment if we are capable and able to be trained to provide adequate care for your child requiring medications. We are only able to administer medications once you and your health care provider complete the required authorization forms and health care plan information. The medication will need to be in the original container, with a current prescription and given directly to me. It will be stored inaccessible to children. If your child requires an inhaler or an Epi-pen, we require one to be left at the academy.

COMMUNICABLE DISEASES

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the Nebraska Department of Health and Human Services (DHHS). I also must notify families about exposure so children can receive preventive treatments. Included among (but not limited to) the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza
- Measles
- Meningococcal Infection
- Poliomyelitis
- Rabies
- Rubella Congenital and Non-congenital
- Tetanus
- H1N1 Virus
- COVID-19
- Any cluster/outbreak of illness

If you or your child have been diagnosed with illnesses such as COVID, Hand Foot and Mouth, Influenza, E-Coli or any other reportable diseases, please inform me so I can disinfect and sanitize the toys and common areas to prevent any further spread.

PARENT HANDBOOK AND POLICIES

NOTIFICATION OF ILLNESS, ACCIDENTS, INJURIES, OR OTHER EMERGENCIES

First aid will be administered by us in the event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or appears to need medical attention, you will be contacted immediately. Our program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. If injury results in a doctor's visit or hospital visit, we will be reporting it to the state as soon as possible.

SAFETY

SUSPECTED CHILD ABUSE

I, as well as my staff, am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service (CPS) agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

PARENT HANDBOOK AND POLICIES

ACADEMY SAFETY - DAILY HEALTH & SAFETY CHECK

We pride ourselves in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. We perform regular Health and Safety Checks. Some features that help ensure your child's safety are:

- Inter-connected, hard-wired working smoke/carbon detectors are on each floor and in each sleeping area
- Adequate ventilation throughout the academy
- Fire extinguishers are maintained properly and accessible to staff.
- Toys are age appropriate, in good repair and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches and fire starters are out of reach.
- The hot water heater is regulated at 120°F.
- Medications are out of reach.
- A well-stocked first aid kit is kept near
- All staff are certified in Adult and Pediatric CPR/First Aid/AED.
- All staff are certified in Safe Sleep, Abusive Head Trauma, etc.
- Yard is free of splinters and harmful objects.
- Safety approved play equipment, sand, and toys.
- Yard and facility routinely treated to deter insects and rodents.
- Children do not play outside unsupervised.
- Toys are sanitized regularly
- Coats and jackets are stored separately
- Video surveillance is implemented in my program

DANGEROUS WEAPONS

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

PARENT HANDBOOK AND POLICIES

PROHIBITED SUBSTANCES

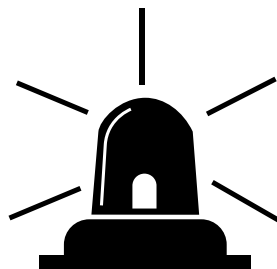
Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of alcohol, or drugs/any substance is required to leave the premises immediately. If you drive with your child while intoxicated, please note we will call 911 immediately. I am a mandated reporter and your child's safety is my top priority.

EMERGENCY RESPONSE PROCEDURES

DISASTER/EMERGENCY PLAN FOR EVACUATION

Fire/Tornado/Earthquakes/Flood/High Winds/Hail/Blizzards/Power Outages/Gas Leaks: Adequate supplies are kept in case of an emergency. We will practice lockdowns, active shooter and shelter in place drills, fire drills monthly, as well as tornado drills March through September. If severe storm warnings and/or tornado warnings are issued, we will proceed to the basement and take cover. We will stay at the childcare facility unless instructed by emergency personnel to evacuate the home. Parents will be notified if an evacuation needs to take place. Children and providers will proceed to **Stonebridge Christian Church at 1041 N Nye Ave.** At that time, reunification with your children will take place; I will call or message you when we are safe and out of harm's way.

If a gas leak should occur, we will call EMS and evacuate the facility and go to our emergency evacuation location. During all emergencies, children will be kept calm and instructed in an adult manner what is happening. Parents will be contacted as soon as possible to begin reunification. The emergency numbers that are kept on location will be picked up on and taken with the provider if evacuation needs to take place.



PARENT HANDBOOK AND POLICIES

Fire Safety/Carbon Monoxide Monitor: We conduct fire drills monthly. All children and staff are required to perform monthly fire drills. The children will be taught to evacuate immediately. Our facility is fully equipped with hard-wired, inter-connected smoke/carbon monoxide detectors on all levels, fire extinguishers, etc. Our evacuation plan, shelter in place, active shooter, and lockdown plans are reviewed with the children on a regular basis.

LOST OR MISSING CHILD

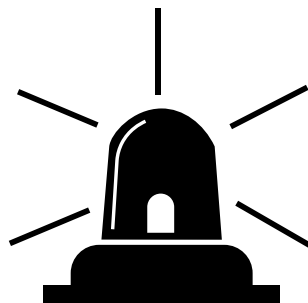
In the unlikely event that a child becomes lost or separated from the group during an outing or field trip, or leaves the premises, and is not located, the police, family, and licensing will be notified in this order.

EMERGENCY TRANSPORTATION

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives. If the situation arrives and we must immediately evacuate, children may be placed in personal vehicles and taken to a point of safety at **Stonebridge Christian Church at 1041 N Nye Ave**. Children's safety will always be our top priority.

If you arrive at the facility and no one is there due to an emergency, we will be at **Stonebridge Christian Church at 1041 N Nye Ave**.

For emergencies that require that we take shelter in the facility, I will make every attempt to text/call you when I have children in a safe location and have the ability to do so. Your children are my first priority. I understand all situations are different and not every plan is "one size fits all."



PARENT HANDBOOK AND POLICIES

EMPLOYEE CODE OF CONDUCT

At our academy, we are committed to providing a nurturing and supportive environment for your child. We hold our staff to the highest standards of professionalism, care, and communication. As parents, you can expect the following from our staff:

- 1. Professionalism:** Our staff will conduct themselves with professionalism at all times, treating both children and parents with respect, courtesy, and kindness.
- 2. Open Communication:** We encourage open and transparent communication with parents. Our staff will provide regular updates on your child's progress, well-being, and any significant developments at the academy.
- 3. Safety and Well-being:** The safety and well-being of your child are our top priorities. Our staff will maintain a safe and secure environment, adhere to all health and safety protocols, and promptly address any concerns regarding your child's welfare.
- 4. Collaboration:** We value the partnership between parents and staff. Our team will work collaboratively with you to support your child's development and to address any specific needs or concerns, in order to always foster a positive community.

We strive to provide the highest quality of care and education for your child, and we appreciate your trust in our staff. If you have any questions or require further information, please do not hesitate to reach out to our team.

PARENT HANDBOOK AND POLICIES

PARENT CODE OF CONDUCT

At our academy, we believe that a positive partnership between parents and staff is crucial for the well-being and development of the children in our care. We expect all parents and guardians to adhere to the following guidelines when interacting with our academy staff and other families:

1. Respectful Communication:

- Parents are expected to communicate with academy staff in a respectful and courteous manner, whether in person, over the phone, or through written correspondence.
- Constructive and open communication is encouraged to foster a supportive and collaborative relationship between parents and staff.

2. Compliance with Policies:

- Parents are required to familiarize themselves with and adhere to all academy policies and procedures, including drop-off and pick-up protocols, health and safety guidelines, and any specific rules related to their child's care and activities.
- Understanding and complying with these policies contributes to the overall safety and well-being of the children and the smooth operation of the academy.

3. Confidentiality and Privacy:

- Parents are expected to respect the privacy and confidentiality of other families and children at the academy. This includes refraining from discussing personal information or concerns about other families or children in public areas or on social media platforms.

4. Positive Engagement:

- Parents are encouraged to engage positively with their child's experiences at the academy and to participate in activities and events when possible. This involvement contributes to a sense of community and support for the children's learning and development.

5. Conflict Resolution:

- In the event of any concerns or conflicts, parents are encouraged to address them directly with the academy director in a calm and respectful manner. Open and constructive dialogue is essential for resolving issues effectively.

We value the partnership between our academy staff and the families we serve and believe that these guidelines contribute to a harmonious and supportive environment for the children. If you have any questions or concerns regarding parent conduct, please feel free to reach out to our director for further assistance.

PARENT HANDBOOK ACKNOWLEDGMENT

Please sign this acknowledgment, detach it from the handbook, and return it to us prior to enrollment.

I/We, _____ and _____ have read and understand all policies and guidelines of Hatzlaja Early Childhood Academy.

I/We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against Hatzlaja Early Childhood Academy will be made in writing and will be followed up in a timely manner.

I/We also understand that any breach of policies may be grounds to terminate childcare.

Thank you for acknowledging the policies and procedures we have set up for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I/We have received and reviewed the Parent Handbook. It is our responsibility to understand and familiarize ourselves with the Parent Handbook and to ask questions if we do not understand any policies, procedures or information contained in the Parent Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Provider's Signature