



Family Handbook

2021-2022

Please note: The policies indicated in red, for the time being, are temporarily on hold. These policies will resume when it is safe to do so.

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Contents

Contact Information.....	4
Mission Statement	5
Identity Statement	5
Code of Conduct	5
Violations of the Code of Conduct	5
Organization and Stakeholders	5
Program Schedules	6
Curriculum/ Learning Goals.....	7
Communication	8
What Your Child Should Bring to School	8
Clothing/ Attire	8
Rest Period	9
Food Policies	9
Kosher Policy	9
Snack	9
Lunches.....	9
Birthday Treats	10
Passover	10
Family Participation.....	10
Parent Teacher Organization.....	10
Open Door Policy	10
Fair Share	11
Donations.....	11
Annual Fund	11
Shabbat	11
Tzedakah	11
Birthday Invitations.....	12
Release of Children Policy	12
Safety Procedures for Carpool- Half Day Only	12
Unloading Children from the Car	12
Loading Children into the Car	13
Late Pick-Up Fees	13
Entrance Door Policy	13
Playground Policy	13
Emergency Preparedness Response Plan.....	13
Parent Feedback and Grievance Policy	14
Stage 1: Open Dialogue.....	14

Stage 2: Submit a Grievance	14
Stage 3: Review by the Board of Directors	14
Potty Training Policy	15
Child Development Philosophy	15
Child Development Referral Policy	16
Support Services.....	17
Involvement in Family Law Matters	17
Allergy/ Medical Condition Policy	18
Allergies in the Class	18
Your Child's Allergies or Medical Condition	18
Accommodations	18
Health Requirements	19
Immunizations & Medical Reports	19
Biting Policy	19
Medications	19
Health Policy	20
Inclement Weather.....	21
Power Failure.....	21
Reporting Policy	21
Data Privacy	21
Registration/ Financial Policy	22
Registration Fee	22
Priority Registration	22
Open Registration	22
Financial Information	22
Pandemic Information.....	22
Payment Information	23
Late Payment Tuition Policy	23
Scholarship	23
COVID-19 Pandemic Policies Addendum	Error! Bookmark not defined.

Contact Information

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Mission Statement

To provide young children with a secure and loving atmosphere in which to grow, develop a positive self-image, and learn the joy of Jewish life.

Identity Statement

Charlotte Jewish Preschool provides high quality half and full day early childhood education programs within an enriched Jewish environment. We are dedicated to providing a secure and loving atmosphere so that young children can develop a positive self-image and grow intellectually, physically, emotionally, and socially. We welcome children of all religions, and are dedicated to instilling within each child an excitement towards learning and a joyful attitude towards Judaism. Our educational approach values learning experiences through play, with activities and materials that encourage creativity, self-expression, and inquiry. Our well-qualified staff, combined with low student/teacher ratios, enables teachers to discover the uniqueness within each child and to help each child develop a sense of mastery and self-confidence in their abilities. Our staff's constant renewal of their students' excitement and positive self-worth fuels each child's courage to explore and expand their horizons.

Our location on Shalom Park enables our students to take advantage of opportunities unavailable elsewhere, such as afternoon specialty classes at the Leon and Sandra Levine Jewish Community Center, Shabbat services at Temple Israel and Temple Beth El, access to the Center for Jewish Education, and much more. In addition, we are generously supported by our parents, grandparents, alumni, friends, and the Jewish Federation of Greater Charlotte. Because of our educational approach and strong community connections, our students thrive at school, at home, and in the community. We are proud that our students move confidently and successfully to their next level of education, while always remembering the lessons of family and community first learned here at CJP.

Code of Conduct

All members of the CJP community (employees, students, their parents/guardians, Founder representatives) are expected to act in furtherance of CJP's Mission Statement and to abide by a culture of respect (*kavod*), learning (*limud*), community (*kehillah*), *B'tzelem Elohim* (created in God's image), and *Tikkun Olam* (repair the world). All members of the school community must conduct themselves in a constructive, respectful, and civil manner at all times.

Violations of the Code of Conduct

The Executive Director reserves the right to release any constituent from the Charlotte Jewish Preschool program whose behavior violates the letter or spirit of this Code of Conduct.

Organization and Stakeholders

CJP is a joint venture of Temple Beth El (TBE), Temple Israel (TI), and the Sandra & Leon Levine Jewish Community Center (LJCC). The Charlotte Jewish Preschool, Inc. is a North Carolina non-profit corporation and is exempt from income taxes pursuant to Internal Revenue Code 501 (c) (3).

CJP's Board of Directors oversees the school's policies. The Board is made up of Board appointed representatives, as well as representatives from Temple Beth El, Temple Israel, and the LJCC. To find a list of our Board of Directors, please visit www.charlottejewishpreschool.org.

The Parent Teacher Organization (PTO) is a committee of the Board of Directors. Our PTO creates a caring school community, as well as organizes all volunteer opportunities. All parents are encouraged to join and become active in the PTO.

Program Schedules

Due to COVID-19 Operating policies, normal hours will resume when it is safe to do so.

Full Day Program (subject to change)	7:00 am – 6:00 pm (Monday through Friday)
Half Day Program	9:00 am – 1:00 pm
LJCC Babysitting Transfer	8:00 am – 9:00 am (no transfers at this time)

Three Day classes (twos)	Monday, Wednesday, and Friday
Five Day classes (all ages)	Monday through Friday

Please check the school calendar for the dates of holiday closings. CJP is closed for all major Jewish holidays. Please note Jewish holidays begin at sunset. Therefore, the full day program will have early close times on the day prior to the “day of” closing.

SAMPLE DAILY SCHEDULE

8:50a -9:10a	Arrival & Centers
9:10a 10:00a	Explorative learning
10:00a-10:15a	Snack & Bathroom
10:15a-10:45a	Daily specials
10:45a-11:15a	Group time
11:15a-11:30a	Bathroom
11:30a-12:00p	Playground
12:00p-12:30p	Lunch
12:30p-12:50p	Group time, dismissal preparation for Half day
12:50p- 1:00p	Dismissal or preparation for naptime
1:00p- 3:00p	Naptime
3:00p- 3:30p	Wake up/ bathroom/ snack
3:30p- 4:00p	Outdoor play
4:00p- 4:45p	Afternoon activity
4:45p- 5:30p	Explorative learning
5:30p- 6:00p	Group learning

Each teacher adapts the class schedule according to the age of the group and specials schedule.

Curriculum/ Learning Goals

Our curriculum is grounded in our mission to reflect developmentally appropriate learning based on Judaic values. Our approach to learning and early childhood development is multi-disciplinary, holistic, student centered, and delivered through a Judaic lens. At CJP, we know that children begin to learn and understand the world around them best through play and experimental learning. Our emergent curriculum is designed to respect each child as a unique individual, foster the diverse ways in which they develop and learn, and to create a nurturing environment. We are inspired by various educational approaches, including, but not limited to, the Reggio-Emilia approach. Our classroom environments and materials are of the utmost importance. Students are often given “provocations” or invitations to learn that are based on themes with an emphasis on the process rather than the “product” of the activity.

Our developmentally appropriate goals are based on North Carolina Foundations for Early Learning and Development. These goals serve as tools within our curricular framework to support our teachers in facilitating a student-centered, inquiry-based learning environment that is focused on appropriate learning goals and opportunities within specific stages of development. Additionally, we use supplementary curriculum such as “Handwriting Without Tears,” “PJ Goes to School,” (a PJ Library partnership), and DISC (Discovering Israel Through Stem Careers).

“Foundations” is broken up into five (5) different learning domains, followed by subdomains, and finally specific learning goals (goals not listed):

Approaches to Play and Learning (APL) Goals:

- Curiosity, Information-Seeking, and Eagerness
- Play and Imagination
- Risk-Taking, Problem Solving, and Flexibility
- Attentiveness, Effort, and Persistence

Emotional and Social Development (ESD) Goals:

- Developing a Sense of Self
- Developing a Sense of Self and Others
- Learning About Feelings

Health and Physical Development (HPD) Goals:

- Physical Health and Growth
- Motor Development
- Self-Care
- Safety Awareness

Develop and Communications (LDC) Goals:

- Learning to Communicate
- Foundations for Reading
- Foundations for Writing

Cognitive Development (CD) Goals:

- Constructions of Knowledge: Thinking and Reasoning
- Mathematical Thinking and Expressions
- Scientific Exploration and Knowledge

These domains are the roadmap of our curriculum. We teach through themes and provide the students with rich learning experiences to drive inquiry and development.

Communication

Effective communication between teachers and caregivers is essential to your child's education. Feel free to contact the school about any matter. You are encouraged to first discuss questions or concerns, at any time, with your child's teacher. If you have further questions or concerns, please discuss them with the CJP administration.

Please remember that teachers cannot make or receive phone calls during their teaching time, but will return your calls or emails within 48 hours. Messages for staff may be left with the CJP office staff. After school hours, messages can be left on the school voice mail.

Our staff is completely devoted to your children's needs during school hours. Phone calls and emails are the only appropriate professional communication between teachers and parents. **Social media messages, such as Twitter™ and Facebook™, as well as texting, are not allowed. Calls to staff on their personal phones are strongly discouraged.**

- **Backpack Communication Folder:** The folder will be sent home each day. Please check it for information.
- **brightwheel:** brightwheel is a software used by our educators to record your child's activities, basic needs, and learning throughout the day. Everything from our curricular goals to diaper changes, it will provide you with a complete history of your child's experience in our program with photos stored safely and securely in a journal format.
- **Email:** Teachers will provide you with a school email address that will allow you to communicate with them directly.
- **CJP Facebook:** Like us and check frequently for information.
- **Website:** Visit us at www.charlottejewishpreschool.org for your questions regarding the school calendar and upcoming events.
- **Conferences:** Teachers will be available to discuss your child's needs at any time. Formal conferences will be scheduled in December. Spring conferences are held upon request.
- **Emergency Communications:** All emergency communications will be sent to parents via text and email via brightwheel.

What Your Child Should Bring to School

- Complete seasonal change of clothes (please label and place in a gallon size Ziploc bag).
- Backpack. The backpack needs to be large enough to accommodate your child's lunch box, winter coat, sheets (if needed), and communication folder (folder to be provided by CJP).
- Crib sheet and blanket for Full Day (sheets will be brought in from home on Mondays and sent home on Fridays for washing).
- Dairy or pareve lunch labeled with your child's name and date (see Kosher policy).
- Individually labeled diapers and wipes, as needed.
- Three sippy cups for children enrolled in the Full Day one-year-old program, labeled with name and date.

Clothing/ Attire

When dressing your child for school, consider the following:

- Closed toed shoes that allow children to run and play safely.
- Casual comfortable clothes that you are okay with getting "messy".
- Label all clothing with your child's name, including outerwear.
- If potty training, please provide three (3) sets of extra clothing.

Rest Period

According to NC Law GS 110-91, children are required to have a rest period. Children in our Full Day program will begin rest period at 1:00 pm each day. After 30 minutes, if a child is fully awake, the child will be provided quiet activities for the remainder of the rest period. CJP is not allowed to keep a child awake. Children registered for the Full Day, except program, **except for the Infant Room**, may bring their favorite stuffed doll or blanket to use for comfort during naptime.

Food Policies

Kosher Policy

Our Kosher policy is set forth by our Temple Israel and Temple Beth El clergy, according to our CJP bylaws. All lunches, snacks, treats, etc. brought to the school must be pareve, dairy, or vegetarian. No shellfish, meat, or meat by-products of any kind is allowed. Please be sure to check the ingredients if you are unsure of the contents of a certain product.

Snack

CJP provides a morning snack for all students, and an afternoon snack, including milk, for children in our Full Day program. If you choose to provide your child with an alternative snack and/or milk, you must complete a Nutrition Opt-Out Form, which will be provided by your teacher. Water shall be provided throughout the day and as needed. A sample snack menu is available online.

Lunches

All students eat lunch at school each day. According to NC Division of Child Development, student lunches brought in the school must conform to the state standards for nutrition. If you choose to pack your child's lunch, below are the guidelines:

- Protein or meat alternative (1 oz. for 1 to 3 year olds, 1 ½ oz. for 3 to 6 year olds). Since only dairy can be served at CJP, please refer to the lunch suggestions for meat alternative.
- Vegetables and fruits (1 fruit and 1 vegetable).
- Bread or bread alternative. This includes sandwiches, bagels, crackers, granola bars, pasta, or rice.
- Milk- **For children enrolled in our Full Day program, CJP will supply 2% milk for children two years of age and above and whole milk for children in our one-year-old classes at lunch and snack times.** If your child cannot have milk, you will need to supply a milk substitute with lunch. This includes soymilk or rice milk.

CJP is mandated to make sure all children have the appropriate nutritional requirements. CJP is responsible for "filling in" any missing item. Parents will be charged \$1.00 per item we are required to add to a child's lunch.

- **Each student must bring a lunch and beverage with his/her name and date clearly marked each day.** Meals from restaurants are not permitted to be brought in for lunch.
- All lunches are refrigerated and cannot be heated.
- If your child comes to school without a lunch, CJP will provide a lunch at the cost of \$5.00 per meal.

LUNCH SUGGESTIONS

Rice cakes with spread	Couscous	Pasta
Bagels & cream cheese	Grilled Cheese	Tortillas with cheese
Cheese with veggies	Veggie/ Soy quiche	Veggie/ Soy nuggets
Yogurt and granola and fruit	Hard boiled eggs	Rice
Tuna		

SIDE SUGGESTIONS

Carrot sticks	Applesauce	Granola bars
Celery sticks	Coleslaw	Trail mix
Red pepper strips	Pickles	Pudding/ Rice pudding
Broccoli	Potatoes	Jell-O snacks
Fruit	Dried fruit	Raisins
Chips	Granola	Hummus

CJP offers a kosher hot lunch program through Izzy's Catering as an alternative to packing lunch. Menus can be found on our website, and orders must be placed one week in advance.

Birthday Treats

If you plan to bring something in for the children in the class, please keep in mind the following guidelines:

- All treats must have a kosher symbol on the packaging and must be dairy, pareve, or vegetarian.
- All treats must be store bought, and in a sealed package with ingredients listed.
- Prior to bringing treats to school, please discuss with your child's teachers specifics regarding date, time, and any allergies.

Passover

In order to adhere to Passover observances, all full day students that attend during Passover will be required to purchase Passover lunches from the school. Parents do have the option to take their child out to lunch, and families will not be charged for Passover lunches. CJP will provide two servings of fresh fruit and vegetables for snack daily.

Family Participation

Parent Teacher Organization

All families are encouraged to become members of the PTO. The PTO is dedicated to enhancing our school community. The PTO is led by the PTO Board, which oversees different committees. The PTO will provide communication in August to all families regarding the PTO calendar of events and opportunities to get involved.

Open Door Policy

This policy will resume when it is safe to do so.

The Charlotte Jewish Preschool has an open door policy. Family members of children enrolled in our program are always welcome to participate in their child's classroom activities. Please note the following:

- All visitors must sign in with the office and wear visitor badges while at CJP.
- Siblings must be accompanied by an adult

Fair Share

This policy will resume when it is safe to do so.

The Fair Share program engages each family in the CJP community by requiring volunteer hours. Adult family members will have many opportunities to complete Fair Share. The Fair Share program is mandatory for all families.

The Fair Share program volunteer annual requirements are as follows:

Child in school 3 days per week	6 hours
Child in school 5 days per week	10 hours

Families with two or more children will work the number of hours of the child who is in school for the greater number of days. For example, a family with a child in school for 5 days, and a child in school for 3 days will be expected to volunteer 10 hours during the school year.

CJP is aware that some parents will need activities outside of school hours. We will strive to provide a variety of volunteer opportunities from which families can choose. Parents will receive credit for actual hours worked and will be required to record hours periodically in the “Fair Share” notebook kept in the preschool office.

Because CJP recognizes that some families would prefer an alternative program, we have created a “Fair Share” payment program. Parents may make monetary payment in lieu of Fair Share time at a rate of \$15 per hour. Combinations of Fair Share work with a monetary payment are also permissible. It cannot be stressed enough, however, that we prefer to have a parent provide hands-on participation in events and activities of CJP rather than give a monetary contribution.

Donations

As a non-profit organization, CJP always appreciates donations, which are tax deductible. Examples of donations include:

- New books and toys
- Annual Fund
- All donations for which you wish to receive an acknowledgement should be brought to the office.

Annual Fund

The CJP Board of Directors and PTO will operate the Annual Fund Campaign. This campaign continues to provide enhancements to students and staff that complement our existing programs. Please consider contributing to the Annual Fund, as we are striving for 100% participation from our families.

Shabbat

Shabbat will be celebrated in individual classrooms.

Parents are welcome to join us for Shabbat celebrations every Friday. Times and locations will be posted on our website. On your child's birthday, your child will be honored by helping with the blessings. Children that have birthdays when CJP is not in session will be honored at Shabbat, at a date decided by the teacher, and will be communicated to the parents.

Tzedakah

During Shabbat, our students have the opportunity to give tzedakah (charity), coins and dollar bills, for those in need.

Birthday Invitations

When planning a birthday celebration for your child, the following guidelines will apply only if you are sending your invitations through the school:

- All invitations must be brought to the CJP office with unsealed envelopes. A staff person will deliver them to your child's class. Only a CJP staff member will be able to put the invitations in book bags.
- All children in the class must be invited.
- Celebrations may not be on Shabbat (Friday sundown through Saturday sundown) or Jewish holidays.

Release of Children Policy

Children may only leave the building with adults (18 years or older) who have been authorized in advance. You will be asked to list the names and phone numbers of individuals on the Child Information Sheet, authorized in advance, to pick up your child. Parents are required to update the list of authorized adults as changes occur. **If a child is to be picked up by any adult that is not listed on the Child Information Sheet, prior written permission is required. The CJP will not release any child without written permission from a parent.**

Parent/guardians and other authorized persons will be asked to present photo identification at the CJP office. Staff members may also ask for photo identification if our staff does not recognize the person arriving to pick up the child. Authorized persons are responsible for signing in and out their child on a daily basis.

Children will not be released to an authorized person who is suspected to be under the influence of alcohol or drugs. In such a situation, CJP administration will be called to mediate the situation and decide whether the child should be released to the authorized person.

Safety Procedures for Carpool- Half Day Only

For the safety of all children and staff, please abide by the following:

- Children must be released to an adult. An adult is any person 18 years of age or older. NO child will be permitted to leave on his or her own to meet a parent/guardian.
- North Carolina requires any child under the age of 8, or weighing less than 80 pounds, to be secured into a car seat.
- Cell phone use is prohibited in the carpool line.
- Turn off your engines.
- Do not pull out of the carpool line until the cars in front of you are exiting. Please stay with the flow of traffic.

Unloading Children from the Car

- Keep your child buckled in their car seat until a staff member is ready to take him/her from the car.
- If you have a child buckled into a third row seat, the driver must unbuckle the child. Staff is not permitted to climb into the car to unload a child.
- Only children unloaded in the carpool lane will be escorted to their classrooms by CJP staff
- Please know we want to make the transition to preschool a positive experience. If carpool makes your child upset, please park your car and walk your child in. For the safety of the child and teacher, staff is not allowed to take a child from the car who is visibly upset.

Loading Children into the Car

- Children's names and class **MUST** be displayed in your car when picking up children. Placards will be distributed during Meet the Teacher.
- Our staff will not put a child in a car without a proper car seat. The adult will have to park and pick up their child, ending CJP's responsibility.
- Children seated in the third row, street-side, and/or picking up more than one child will require driver assistance in buckling in the children.

Late Pick-Up Fees

We ask that all CJP parents are aware of the hours of operation of your child's program. We expect that all children enrolled in CJP are picked up at the designated program times. Late pick up fees will start promptly at 1:10 for Half Day and 6:00 for Full Day classes.

In the event you are late picking up your child, the following procedures will be in place:

- A late fee assessment of \$5.00 will begin at the end of your child's program. An additional charge of \$1 per minute will apply after the initial \$5 charge.
- If you are late five or more times, a meeting with the Executive Director may be required to discuss alternate pickup arrangements.
- Late fees will double on Shabbat.
- In order for our staff to prepare for Jewish holidays, the early close times must be honored. In the event you are late picking up your child on a scheduled early close day, the late fees will double.

Entrance Door Policy

For the safety and security of your child, doors to CJP will be locked at all times, unless it is attended by Shalom Park Security or CMPD.

Please use your personal pin number to enter the building during your child's preschool day. When Temple Beth El Religious School is in session, there will be Shalom Park security placed at building F.

To help maintain our safety, we ask that you do not hold the door for anyone behind you. All visitors must be buzzed in by the office staff or have their own code.

Playground Policy

CJP families are welcome to use The Schwarz Family Playground (children 3 and up) and The Karro Family Playground (children 2 and younger) from 1:00 pm to 3:00 pm, Monday through Friday, as long as you adhere to the following guidelines:

- Children must be properly supervised by an adult or guardian.
- No food is allowed on the playground.
- The gate between The Schwartz Family Playground and The Karro Family Playground must be kept closed at all times.

Emergency Preparedness Response Plan

In the event of an emergency, the CJP staff and administration adhere to school-wide and Shalom Park Emergency Procedures. Each year the procedures are assessed and revisited with emergency response professionals to ensure that we provide our families the utmost safe and secure learning environment possible. The CJP drills below are practiced consistently for the following emergencies:

- Fire

- Potential threats
- Medical emergencies
- Missing children
- Inclement weather

If you would like more information about our emergency procedures, please feel free to contact CJP Administration.

Parent Feedback and Grievance Policy

CJP encourages any parent or legal guardian of a CJP student (a “Parent”) to provide feedback regarding their children’s experience at CJP. CJP endeavors to address such feedback with diligence, objectivity, fairness, and in accordance with CJP’s Code of Conduct.

Stage 1: Open Dialogue

In any instance where a parent or guardian of a CJP student (a “Parent”) wishes to raise a concern or provide feedback with respect to a student’s experience, the Parent may reach out to the teacher or other appropriate CJP representative, including the Executive Director, the Director of Operations, or the Director of Curriculum, for an informal conversation. It is the hope of CJP that most concerns will be resolved informally between Parents and teachers or the appropriate CJP representative.

Stage 2: Submit a Grievance

CJP recognizes that, at times, formal escalation may be necessary for certain types of concerns or complaints. A Parent may submit a formal complaint (a “Grievance”), if, after proceeding through Stage 1 of this Parent Feedback and Grievance Policy, a Parent believes that the issue has not been or cannot be resolved through the mechanisms described in Stage 1.

A Grievance must be submitted in writing to the Executive Director and must include:

1. A full description of the circumstances and basis of the Grievance;
2. A narrative timeline of relevant events, including any steps already taken toward resolving or attempting to resolve the issue; and
3. The Parent’s request as to the outcome of the Grievance.

Upon receipt, the Executive Director will confirm receipt of the Grievance with the Parent and inform the Parent of the anticipated timeline for addressing and responding to the Grievance, which should generally be within than two (2) weeks from the receipt of the Grievance but may vary depending on the particular circumstances of the Grievance. The Executive Director will provide all relevant parties, as determined by the Executive Director, with a written response summarizing the Executive Director’s determination regarding the Grievance. The Executive Director will then be available for a meeting with the Parent to discuss the determination, after which time, the Grievance process will be closed.

Stage 3: Review by the Board of Directors

After the Grievance process has concluded, the Executive Director’s decision will be presumed to be the appropriate and final disposition of the Grievance.

In the extraordinary case in which a Parent believes it necessary to escalate a Grievance to the Board of Directors, the Parent may do so by emailing the President of the CJP Board of Directors the following specific information:

1. The details of the underlying Grievance and the Executive Director’s response to the Grievance;
2. An explanation of how the Executive Director failed to carry out the Grievance process in accordance with the administrative policies, philosophy, and curricular objectives of CJP; and

3. How such failure affected the outcome of the Grievance.

Within seven (7) days of receipt of the letter, the President of the CJP Board of Directors will confirm receipt of the letter to the Parent and will provide an approximate timeline in which the Parent can expect a response.

The President will then review the matter and decide upon an appropriate course of action in accordance with the Board of Directors' Policies and Procedures to verify whether the Executive Director carried out the Grievance process in accordance with the administrative policies, philosophies, and curricular objectives of CJP. Once an appropriate response has been determined, the President of the Board of Directors will issue a written response to all relevant parties, as determined by the President of the Board of Directors, in accordance with the Board of Directors Policies and Procedures, thereby disposing of the matter.

Potty Training Policy

Potty training is a part of your child's physical growth. We will begin working with children who are ready for this milestone. Your child's readiness for toilet learning depends on his/her level of muscular, neurological, and psychological development. The teachers are here to help with that training and will cooperate with the home effort of the parents. The parents need to continue the same pattern at home that is encouraged at school. Parents will be notified about their child's progress on an as-needed basis.

1. Potty training should be initiated at home. Teachers should be notified when parents have initiated the process.
2. If a child requests to use the toilet in school, even if he/she is still in diapers, the teacher will take the child to the toilet and then notify the parents of the child's request.
3. When the parents are satisfied that their child is making progress with potty training at home, they can then send the child to school in underwear.
4. While a child is potty training at school, parents must send three (3) complete sets of clothing, including socks and 1 pair of extra shoes, to school while the child is in training.
5. We will not force, cajole, or bribe children to use the toilet at school. We will provide them with opportunities to have positive associations with using the toilet and will actively support the process when children show us that they are ready through cues. Learning to use the toilet is a long process and does not usually happen overnight; having accidents is part of the learning process. Please make sure your child has extra clothes. We encourage open communication between teachers and parents about your child's process in learning to use the toilet. We will work together when your child shows signs of readiness.
6. The teachers will work with the child, using positive reinforcement in the form of praise, when the child either urinates or has a bowel movement on the toilet at school.
7. Absolutely no form of punishment or negative reinforcement will be used in connection with potty training.

Two or more accidents daily for three days in a row, is an indication from your child that he/she is not ready to be toilet trained at school. CJP will place the child back into diapers until the child is showing signs of potty training readiness at school.

Child Development Philosophy

We believe praise, positive reinforcement, and redirection are effective methods of behavior management for children. When children receive positive, non-violent interaction, they develop good self-concepts, problem solving abilities, and self-discipline. Based on our belief of how children learn and develop values, CJP adheres to the following behavior management techniques, adapted from the North Carolina Division of Development and Early Education:

WE DO:

- Praise, reward, and encourage the children.
- Reason with, and set limits for the children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logistical consequences of their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor behaviors.
- Explain things to children on their levels.
- Use short supervised periods of time-out sparingly.
- Stay consistent in our behavior management program.
- Use effective guidance and behavior management techniques that focus on a child's development.

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

Child Development Referral Policy

We at CJP understand that children develop at different rates and demonstrate individual areas of strength. As it is important to you as parents, our staff wants to ensure that your child is able to fully and safely participate in and benefit from daily activities at CJP. We want to be sure to address early any developmental challenges and/or maladaptive behaviors that may be causing distress for your child and keeping him/her from participating effectively and safely in the classroom environment. If our staff members have concerns, CJP will use our referral process. This process was put in place to help us guide and monitor our work together as we develop specific strategies, modifications, interventions, or support that may be implemented in the classroom. This collaboration may also include any other community professionals, and resources to support the child at CJP. The referral steps include:

1. The teacher will fill out the referral form for the student and return it to the CJP Administration. The referral form will address the focus of concern and will identify any challenges that the student may be having in the classroom and the impact it has on their safety or learning.
2. Observations will be made by the CJP Administration in regard to the intensity, frequency and duration of the challenges.
3. The CJP Administration determines strategies which need to be implemented to help the child, and contact will be made to set up a meeting with the parents.
4. The initial meeting will involve teachers, administrators, and parents to create a plan of action. Parents will sign off on a document that will state that the parent agrees with the interventions and plan.

5. Teachers and CJP Administration will implement agreed upon interventions for appropriate time periods.
6. Teachers and CJP Administration will monitor interventions and have follow up conferences or communications with parents.

Throughout the above referral process, if the child is unable to participate successfully in the classroom environment without one-to-one assistance, the parents will be notified. CJP is not able to provide extended one-to-one assistance to any child on an on-going basis. If the teacher and the CJP Administration agree that keeping the child in the classroom is in the best interest of the child, an additional person, approved by CJP and the parents, shall be provided at the parents' expense to assist their child. Specifics will be discussed with the CJP Administration and agreed upon in writing.

In addition to the above, the following steps may be required:

- To better meet the developmental and learning needs of the child, the CJP Administration may request that a professional assessment be completed by an independent consultant within a designated time frame. Parents will be asked to notify the CJP Administration within a reasonable time of the date of the assessment.
- The consultant of the parents' choice will provide CJP with a written assessment, report, and/or treatment plan for the child within two week of the appointment. To ensure a more comprehensive evaluation, it is recommended that the consultant observe the child in the classroom setting, as well as, discuss teacher observations.
- Administration will meet with parents to discuss written assessment and recommendations. In order to provide coordinated, comprehensive care, CJP will continue to monitor and record child's progress and may collaborate with outside specialists and consultants.

CJP will make every possible effort to provide the best learning environment for each student. We will work as a team with the child, teacher, family, and outside experts to ensure the best possible care for your child. However, if the needs of the child exceed our resources here at CJP (as determined by the CJP Administration), we will request additional outside services and/or a different setting that would benefit the child. CJP will always act in the best interest of the child.

Support Services

CJP understands that children enrolled at the preschool might be receiving outside support services like, but not limited to, occupational therapy, physical therapy, speech therapy, and play therapy. Students enrolled in these programs may have an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSIP).

- CJP will make reasonable efforts to adapt the classroom to accommodate the learning needs of the individual child.
- IEPs, IFSPs, or evaluation reports should be made available for review by the child's teacher and CJP administration.
- The Director of Curriculum will manage the comprehensive care plan of the child and will coordinate communication with the teacher when there is a new recommendation or change in the support services.
- The teacher, Director of Curriculum, and CJP administration will determine the feasibility of implementing the new recommendations.

Please note that there may be occasions that parents will need to sign communication and/or a program services waiver to share confidential information.

Involvement in Family Law Matters

CJP acknowledges that families may be involved in family matters from time to time, including but not limited to, divorce, custody, and domestic violence matters. Such matters should be brought

to CJP's attention at the earliest time possible. CJP will follow court directives as required. Accordingly, a valid subpoena will be required before any information (written or verbal) regarding a CJP student is disclosed or shared with any party other than parents and/or legal guardians.

Allergy/ Medical Condition Policy

Allergies in the Class

CJP will coordinate with the child's parent and teachers to develop an individualized action plan that meets the needs of the individual child and the school. If special accommodations need to be made in the classroom that affect children in the class, the CJP Administration will communicate these accommodations to all families & teachers in the class. It is the highest priority that the CJP keeps all of the children safe. CJP works hard to ensure that we can accommodate allergies and medical conditions within the classroom.

Your Child's Allergies or Medical Condition

In order to ensure CJP can accommodate a child's medical condition or allergies in the classroom, CJP will require necessary paperwork from the parents. Prior to the start of each school year (or at enrollment if a child enrolls during the school year), the parents of children with medical conditions or allergies will be contacted and provided with the forms listed below. **If a parent does not receive the following information via e-mail, it is the parents' responsibility to contact the office.**

The following paperwork will be required in order to make special room or other accommodations:

- **HIPAA letter-** the HIPAA letter gives us permission to post an allergy or medical condition (if necessary). This will provide important information to staff working with the children.
- **Permission to Administer-** Written authorization on a "CJP Permission to Administer" form must be provided for staff to administer prescription or over-the counter medication to a child when needed for chronic medical conditions and allergic reactions. Medicines must be provided in its original container and labeled clearly with the child's name. Please note CJP is not allowed to store or administer any expired medication.
- **Action Plan-** It is important that the CJP management of each allergy is done on an individual basis. Allergies vary in severity, which impacts the way we respond to them. We require an action plan that provides us with a detailed description of how to handle the allergy or medical condition in the event of an emergency and/or reaction. Please include onset symptoms, medicines needed at each stage of the reaction.
- **CJP Allergy Communication Form & Waiver-** Please see below under "Accommodations."

Accommodations

After receiving the completed forms listed above, a meeting with the parents and the CJP Director of Operations will be scheduled to review the Action Plan. After this meeting, a final Allergy Communication Form and Waiver to be signed by the parents will be completed to ensure all accommodations and expectations have been communicated. This form will be countersigned by the CJP Director of Operations to acknowledge CJP's receipt and will also be signed by the lead teacher in the child's primary classroom to acknowledge the lead teacher's awareness of the allergy and any accommodations.

This form will acknowledge items such as, but not limited to:

- Forms required
- Medication required
- Classroom environmental accommodations
- Special Days/Events Parent Responsibilities (for providing food and safety for the child)
- Parent Waiver

Despite the good faith efforts by CJP, children may encounter allergens or other environmental agents while at CJP due to the nature of the school environment and exposure to other children. Children at CJP spend time in different classrooms in the school building and other facilities on our campus and those environments may not be maintained as allergy free.

Health Requirements

Immunizations & Medical Reports

All children attending CJP are required to have a current medical & immunization report on file. The medical report must be dated within one year of the exam. If there are any changes to the medical report and immunizations within the year, you are required to contact the CJP office so we may update your child's file. Updated immunizations must be provided as students receive new immunizations.

Immunization & medical exemptions/delays may be granted if it is for medical reasons and accompanied by a physician's note with an explanation for the exemption/delay. Signed letters of documentation must be on physician's letterhead.

Biting Policy

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. At CJP, we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment that we create for the children.

We understand that children biting other children is one of the most common and most difficult behaviors to deal with in group child care settings. It can occur without warning, can be difficult to defend against, and provoke strong emotional responses in the biter, bittee, the families, and caregivers involved.

For other children, biting is a persistent and chronic behavior. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of the triggers for biting, CJP uses the following strategies to prevent biting: sensory activities, biting rings, adequate resources and staff who recognize when children need more stimulation or quiet times. We will treat each incident with care and patience, offering comfort to intense emotions, helping children to manage their feelings, and talk about them to help resolve issues and promote understanding.

When biting occurs in the classroom, the following steps will be taken:

- Children involved in the incident will be immediately separated and the child that has been bitten will be consoled.
- Teachers will fill out an Incident Report, which will be sent home in the children's folder.
- If there is blood and saliva exposure, both parents will be notified immediately.

Medications

CJP will administer medication **only** in the cases of **chronic illness or medical emergencies**. In order for CJP to administer medication in these instances, parents must provide:

- A physician's explanation and approval for medication given during school hours.
- A completed Authorization of Medication form filled out and signed by the physician and the parent or guardian.
- Authorization of Medication must be completed every six months.

- Emergency prescription medication must be in its original container with pharmacist label intact.

Upon request, CJP will provide you with an Authorization of Medication form, ensuring that you provide CJP with all pertinent information, including child's name, dosage, dates, times of dosage, and name of medication. Medication will not be administered after its expiration date.

Over the counter or non-emergency medication will not be administered. Parents must complete a "Permission to Administer" form in order to apply any diaper creams and sunscreen. No aerosol cans are permitted.

Health Policy

CJP strives to preserve the wellness of the entire community. As such, CJP implements the highest standard of sanitation and hygiene requirements set forth from the North Carolina Department of Health and Human Services ("NCDHHS"), as well as the North Carolina Division of Child Development and Early Education ("DCDEE"). We know that children especially in their early preschool years, experience symptoms of illness from time to time. The following is guidance on when to keep your child at home and when your child will be sent home from school should they develop symptoms while in our care.

You will be asked to keep your child at home if your child displays any of the following symptoms:

- Fever of 100° F or more.
- An unidentifiable skin rash other than a localized diaper rash.
- Diarrhea (2 occasions in 24 hours)
- Vomiting
- Evidence of lice infestation.
- Severe coughing, or making a whooping sound.
- Rapid or difficult breathing.
- Yellowish skin or eyes.
- Conjunctivitis (Pink Eye).

Please know that CJP is unable to list all symptoms of potential illnesses. If your child is overall not feeling well and you believe they will not be able to participate in the classroom activities, please do not send them to school.

If a staff member recognizes any of the symptoms listed above, or the student is not participating in classroom activities, the staff member will notify the parent immediately. At this time we will separate the child from the rest of the class (if deemed necessary). The parent or emergency contact person must pick up their child within 45 minutes of initial communication, or a late pick-up fee will apply. At the time of pick up, CJP will provide you with an Incident Report outlining the type of symptoms and when they are eligible to return to CJP.

Your child must remain fever-free (without the use of fever-reducing medication) and symptom-free for twenty four (24) hours prior to returning to school, or have a doctor's note saying your child is no longer contagious and may return to school. However, CJP has the sole discretion to evaluate the student's ability to return to school. A doctor's note does not require CJP to re-admit your child back to CJP if your child is not able to fully participate in school activities or is not symptom free.

Communicable diseases spread very quickly in a school setting. In order to protect the wellness of all children, CJP works with the Mecklenburg County Health Department and the Center for Disease Control to develop specific policies for communicable diseases. CJP

reserves the right to determine when a child needs to be picked up from school, and when a child may return.

You are required to notify the school as soon as you become aware that your child has or has been exposed to a communicable disease so the school can respond promptly. Communicable diseases that require immediate reporting to the Health Department will be communicated to the potentially exposed groups via e-mail. Examples of these communicable diseases are Chicken Pox, Measles, Hepatitis A, B, and C, Meningitis, Mumps, RSV, Tuberculosis, Whooping Cough, and COVID-19. Other more common communicable diseases will also be communicated to the affected child's class via e-mail.

Chicken Pox	Exclude 7 days or until vesicles are completely dry/ scabbed over
COVID-19	Please refer to our COVID-19 Policies & Procedures
Diarrhea	Exclude while symptomatic. Return after 2 negative stools in 24 hours
Fever with Rash	Exclude. Re-admit on resolution, i.e. physician's note required
Flu	Exclude until completely resolved
Measles	Exclude for four days after onset of rash
Mumps	Exclude for nine days after onset of swelling
MRSA	Exclude until wound/boil is no longer draining. Physician not required
Strep Throat/ Sore Throat/ Scarlet Fever	Exclude 24 hours after onset of medication
Vomiting	Exclude for at 24 hours after vomiting has stopped
Whooping Cough	Exclude two weeks after onset of cough if untreated, or after 5 days of antibiotic

CJP is unable to list all potential illnesses. Therefore, CJP Administration will use the guideline and recommendation provided by NC Division of Public Health located at <http://epi.publichealth.nc.gov/cd/report.html> to determine an appropriate return date for your child.

Inclement Weather

The CJP Executive Director will make decisions regarding school closings. CJP will communicate closings via the following:

- Our CJP Facebook page at : <https://www.facebook.com/TheCJP/>
- WCNC-TV or WSOC-TV
- brightwheel for any communication (text or e-mail message)

Power Failure

In the event of a power failure in the building, the CJP Executive Director, in conjunction with The Foundation of Shalom Park and state consultants, will determine school closings. Please be aware that during a power failure, the phone will not ring. CJP will provide you with an alternate emergency contact number at which you can get in touch with the school if needed. **Outgoing calls will have to be made via a mobile phone. We will make every effort to contact parents quickly and efficiently.**

Reporting Policy

North Carolina has a mandatory reporting statute. Any and all staff members must report any **suspected** physical abuse, sexual abuse, or neglect to the proper authorities.

Data Privacy

All records concerning your child (enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child) are

confidential. Any and all information in the records will be accessible only to you, the Executive Director, your child's teacher, and a person designated by the state licensing board to review our records for licensing purposes.

Registration/ Financial Policy

Registration Fee

A registration fee is due annually upon enrollment in order to ensure your child's place for the upcoming school year. This fee is non-refundable.

Priority Registration

Pre-registration for current students, their siblings, and alumni will begin in early January of the preschool year. Forms will be sent home with the students. Priority is on a first-come, first-served basis. If the pre-registration form is not returned prior to CJP's Open House in January, the student will lose his/her priority registration status. Every effort will be made by CJP to contact families that have not participated in priority registration.

Open Registration

Open Registration begins at Open House, for new families, in January and continues until spaces are filled. We will notify parents no later than the end of February of their child's enrollment status. CJP's Open Registration is prioritized into the following categories: (a) Siblings of current students/alumni and alumni of CJP; (b) Members of both Temple Israel/LJCC or members of both Temple Beth El/LJCC; (c) Jewish members of only one organization; (d) Jewish unaffiliated families; (e) LJCC non-Jewish members; (f) non-Jewish unaffiliated families, according to the date of registration.

Financial Information

CJP would like you to be aware of information regarding tuition:

Tuition for our programs is based on an annual enrollment, NOT the number of days CJP is open, or for days a student attends each week or month. No reductions or credits are given for days missed FOR ANY REASON, including but not limited to absence, illness, holidays, weather, emergencies, Shalom Park events, or other CJP closures. The tuition deposit is non-refundable, except with a 30-day notice for family relocation 50 miles or further from Shalom Park.

As a reminder, tuition is comprised of annual costs incurred by CJP, including rent and security payments to the Foundation of Shalom Park, utilities, staff salaries and development, supplies and equipment. One of the many benefits of the CJP program is that children are placed into a class for the entire year, and have the same teachers and classmates for that time period. One of the reasons tuition is calculated as an annual fee, rather than on an hourly, daily, or even monthly basis is so that families can enjoy the stability, structure, and routine that comes with having year-long classes.

If it is possible for CJP to give any tuition credit or refunds we will use the Guiding Principles state above. Credits or refunds will only be considered during or after any long-term closure of the school.

Pandemic Information

The pandemic may require building closures or other changes to the normal course of CJP operations. In deciding to close, CJP will follow the recommendations and/or mandates from the North Carolina Department of Health and Human Services, Shalom Park, and other appropriate information sources. CJP will make this determination based on the totality of the information it has at the time to serve the best interests of the community. As mentioned above, CJP tuition is based on an annual fee, and allows families to pay for tuition on a monthly basis as a convenience.

CJP recognizes that the pandemic has placed a heavy childcare burden on all families and has also place many families in a situation of financial hardship. However, in the event of a closure, CJP still needs to be able to maintain basic building operations, conduct remote learning opportunities, and remain prepared to re-open efficiently when possible.

Given the unpredictability of the pandemic, CJP has determined that it is best to provide families with the following guidelines rather than to adopt a new set of rigid tuition policies. All tuition adjustments will be announced by the Executive Director in a timely manner. The Executive Director and CJP Board of Directors will make adjustments using the following considerations:

The type of disruption to programming (i.e., closure vs. change in operating hours, procedures):

1. The length of disruption.
2. The reason for the disruption (i.e., state-mandated vs. CJP decision).
3. The eligibility of children to attend CJP based on state-mandated guidelines (i.e., only children of essential workers are permitted to attend by state law vs. a family's personal decision to keep a child at home).
4. Additional sources of funding and overall financial health of the school.

Please also know that as a community-centered school, CJP is here to help. If your family encounters a pandemic-related financial or childcare hardship, please reach out directly to the school to discuss your individual situation. CJP also recognizes that families may request to temporarily switch programs (full-day or half-day) based on pandemic-related needs. CJP will make every attempt to accommodate these requests (and adjust tuition accordingly), though re-admission to the original program will be based on enrollment availability.

If you family is experiencing a pandemic-related financial hardship, please contact the school directly to discuss your options. CJP is a community school and always will try to work with families if possible.

Changes to the program may need to be made for the health and safety of the community. Tuition will not be adjusted due to changes in hours or any other potential changes if CJP is able to operate.

Payment Information

CJP requires all families to make automatic tuition payments through Tuition Express. This software is safer to use than writing checks. Tuition Express incorporates many safety procedures, utilizing 128-bit encryption.

Payments will be made by Electronic Funds Transfer (EFT as an ACH debit from a checking account). Tuition Express forms are available online and in the CJP office.

Late Payment Tuition Policy

Tuition is due on the first of each month and considered late if not received by the 10th of the month. CJP does not send out monthly tuition bills but does send out a monthly payment reminder as a courtesy if payments are not received. A late fee of \$25 will be assessed on the 11th day of the month.

Scholarship

CJP understands the importance of a Jewish early childhood education. A limited amount of scholarship funding is available for families who want a Jewish education for their child. Scholarship funding is awarded annually by using FAST. FAST, a third party software, which receives and reviews the information and makes their recommendations. Once a recommendation is made by FAST, the CJP scholarship committee will make a final determination and a letter will be sent with award information. The confidentiality of all financial and personal information is strictly maintained. Scholarships are determined in June for the following school year.

The CJP Scholarship Committee, which consists of three members of the CJP Board, the CJP Executive Director & JFS consultants, if applicable, is responsible for ensuring that funds designated for financial aid are awarded in a fair manner and on an as-needed basis.

Other Information

CJP's insurance company has prescribed waivers that have also been adopted by Shalom Park leadership that ensure every participant in our programs understands the protocols, procedures, and risks of participation. Each student new to the Charlotte Jewish Preschool will need (1) waiver signed prior to the first day of school. E-signatures cannot be accepted. The waiver is provided for you at the end of this document.

Minor Participant Waiver, Release, Indemnification of All Claims and Covenant Not to Sue (SIGNATURE REQUIRED FOR NEW CHARLOTTE JEWISH PRESCHOOL STUDENTS ONLY)

NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right and the named minor's right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of the named minor's participation in Charlotte Jewish Preschool (CJP) programs, now or any time in the future.

Acknowledgement of Risk

I, in my legal capacity as the parent/guardian of the minor named below, do hereby acknowledge and agree that participation in CJP programs and activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with CJP programs and services participation, including but not way limited to: (1) slips, trips, and falls, (2) playground activities; (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with CJP programs and services participation and that said list in no way limits the operation of this Agreement.

Coronavirus/ Covid-19 Warning & Disclaimer

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. **Participating in Charlotte Jewish Preschool programs and/or accessing Foundation of Shalom Park facilities could increase the risk of contracting Covid-19.** Charlotte Jewish Preschool and/or Foundation of Shalom Park in no way warrants that COVID-19 infection will not occur through participation in Charlotte Jewish Preschool programs and/or accessing Foundation of Shalom Park facilities. **INITIAL**

Waiver, Release, Indemnification & Covenant Not to Sue

In consideration of _____'s participation in Charlotte Jewish Preschool and/or Foundation of Shalom Park programs and services, I, _____, the parent/guardian of the minor named above, agree to release and on behalf of myself and the minor named above, my heirs, representatives, executors, administrators, and assigns, HEREBY DO RELEASE Charlotte Jewish Preschool and/or Foundation of Shalom Park, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including but in no way limited to, claims of negligence, which, I, the named minor, my heirs, representatives, executors, administrators, and assigns may have, now or in the future, against Charlotte Jewish Preschool and/or Foundation of Shalom Park facilities/equipment or participation in Charlotte Jewish Preschool programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including but not limited to the negligence of Releasees.

In consideration of the named minor's participation in Charlotte Jewish Preschool programs and services, I, the undersigned parent/guardian of the named minor, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to the named minor's CJP programs and services participation.

I hereby certify on behalf of myself and the named minor that I have full knowledge of the nature and extent of the risks inherent in Charlotte Jewish Preschool's programs and services participation and that I, on behalf of myself and the named minor, am voluntarily assuming said risks. I understand that I and the named minor will be solely responsible for any loss or damage, including personal, injury, property damage, or death, the named minor sustains while participating in Charlotte Jewish Preschool programs and services and that by signing this agreement I, on behalf of myself and the named minor, HEREBY RELEASE Releasees of all liability for such loss, damage, or death. I further certify that the named minor is in good health and has no conditions or impairments which would preclude his/her safe participation in CJP programs and services.

I further certify that my date of birth is _____ (MM/DD/YYYY), that my present age is _____, that I am therefore of lawful age (18 years or older) and otherwise legally competent to sign this agreement, and that I have legal capacity to act as the parent/guardian of the named minor. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

Student Name (Print Clearly)

Date

Parent/Guardian Signature (must be a physical signature; no e-signature will be accepted)

Parent/Guardian Name (Print Clearly)



I have read a copy of the 2021-2022 Charlotte Jewish Preschool Family Handbook. I understand that the COVID-19 policies and procedures supersede any policies and procedures listed red in this handbook for the time being. I will abide by all the school policies that are found within. I acknowledge that these policies are effective through June 2022.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Please sign and return this form to the preschool office.

Forms are due no later than Monday, August 2 for Full Day families and Monday, August 23 for Half Day families.