



Charlotte Jewish
Preschool

LEARN • GROW • CONNECT

Family Handbook 2026-2027

Updated 7/07/2026



Contents

Contact Information.....	5
Mission Statement.....	6
Code of Conduct.....	6
Violations of the Code of Conduct.....	6
Organization and Stakeholders.....	6
Smoking & Tobacco Policy.....	6
Program Schedules.....	7
Curriculum/ Learning Goals.....	7
Daily Communication.....	8
What Your Child Should Bring to School.....	9
Clothing/ Attire.....	9
Rest Period.....	9
Food Policies.....	9
Kosher Policy.....	9
Lunch Guidelines.....	10
Lunches.....	11
Infant Classes.....	12
Shared Food Policy.....	12
Snacks.....	12
Birthday Treats.....	12
Passover.....	12
Family Partnership.....	13
Fair Share Family Partnership Program.....	13
Annual Fund/Capital Campaign.....	14
Shabbat.....	14
Tzedakah.....	14
Release of Children Policy.....	14
Safety Procedures for Carpool (Half Day Only).....	15
Unloading Children from the Car.....	15
Loading Children into the Car.....	15
Late Pick-Up Fees.....	15
Safety and Security.....	15

Security Approach at Shalom Park	15
CJP Building Access & Entrance Door Policy	16
Visitor Policies.....	16
Elevator Usage	17
Open Door Policy	17
Emergency Preparedness Response Plan	18
Emergency Communications	18
Playground Policy.....	19
Parent Feedback and Grievance Policy	19
Stage 1: Open Dialogue.....	19
Stage 2: Submit a Grievance.....	19
Stage 3: Review by the Board of Directors	19
Potty Training Policy	20
Child Development Philosophy	21
Child Development Referral Policy.....	21
Support Services	23
Involvement in Family Law Matters	23
Allergy/ Medical Condition Policy.....	24
Allergies in the Classroom	24
Your Child’s Allergies or Medical Condition	24
Accommodations.....	24
Health Requirements	25
Immunizations & Medical Reports	25
Biting Policy.....	25
Medications	25
Health Policy	26
Inclement Weather	27
Power Failure.....	27
Reporting Policy	27
Data Privacy.....	27
Financial Policies.....	28
Financial Information	28
Payment Information.....	28
Financial Assistance	28
Unforeseen Closures	28

Registration, Fees, and Classroom Placement	29
Priority Registration.....	29
Security Fee	29
Application Fee.....	29
Class Placement Requests.....	29
Other Information	30

Contact Information

The Charlotte Jewish Preschool can be reached at 704-944-6776. If voice mail picks up, please leave us a message on the general voicemail. Additional contact information is found below:

Erin Goldstein

Director of Operations & Programming

Erin.Goldstein@charlottejewishpreschool.org

704-554-2005

Erin keeps the school running.

CONTACT FOR:

- Daily operations
- School events & specials
- State licensing questions
- Medication paperwork
- Allergy documentation
- School schedules
- Building operations

Michelle Bamford

Director of Finance & Human Resources

Michelle.Bamford@charlottejewishpreschool.org

704-944-6866

Michelle manages the business side of CJP.

CONTACT FOR:

- Tuition & billing
- Tuition Express
- Scholarships
- Payment plans
- Financial questions

Stephanie Zubrinsky

Office & Communications Manager

Stephanie.zubrinsky@charlottejewishpreschool.org

704-944-6776

Stephanie is usually your first stop.

CONTACT FOR:

- Enrollment and registration
- Tours and prospective families
- Waitlist questions
- Forms and paperwork
- School communications
- Hot lunch & Fair Share
- Attendance questions
- General office questions

Leigh Schuller

Curriculum Coordinator — Infants, Ones & Twos

Leigh.Schuller@charlottejewishpreschool.org

704-944-6786

If your child is in Infants, Ones or Twos, Leigh supports your child's classroom.

CONTACT FOR:

- Questions about your child's classroom
- Developmental concerns
- Behavior support
- Classroom curriculum
- Therapy coordination (speech, OT, ABA)
- Parent conferences
- Classroom observations

Macy Leonard

Curriculum Coordinator — 3s & Pre-K

Macy.Leonard@charlottejewishpreschool.org

704-554-2050

If your child is in 3s or Pre-K, Macy supports your child's classroom.

CONTACT FOR:

- Questions about your child's classroom
- Developmental concerns
- Behavior support
- Curriculum
- Kindergarten readiness
- Therapy coordination
- Parent conferences
- Classroom observations

Becca Green

Executive Director

Becca.Green@charlottejewishpreschool.org

704-944-6777

Becca provides overall leadership for Charlotte Jewish Preschool.

CONTACT FOR:

- Significant family concerns
- School-wide policies
- Strategic questions
- Feedback about your CJP experience
- Community partnerships
- Board matters & philanthropy

Mission Statement

Our mission is 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.

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 began as 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 Charlotte Jewish Preschool Parent Teacher Organization (PTO) actively supports our students through a collaborative community of parents, caregivers, teachers and CJP administration. The PTO provides families with opportunities for supplemental preschool activities by raising funds through dues, fundraisers and donated time throughout the school year. Involvement in our strong and inclusive community (*kehillah*) allows members the opportunity not only to meet other parents/caregivers, but also to work together to enrich the experiences for all the families, teachers, and staff at the Charlotte Jewish Preschool.

Smoking & Tobacco Policy

Charlotte Jewish Preschool is committed to providing a safe, healthy, and tobacco-free environment for our children, families, staff, and visitors.

The use of tobacco products, electronic cigarettes (e-cigarettes), vaping devices, and smokeless tobacco is prohibited at all times on Charlotte Jewish Preschool and Shalom Park property, including all buildings, playgrounds, parking areas, and vehicles.

Program Schedules

Full Day Program 7:00 am – 6:00 pm (Monday through Friday)
Half Day Program 9:00 am – 1:00 pm

Half Day three Day classes (twos) Monday, Wednesday, and Friday
Half Day classes five Day classes (all ages) Monday through Friday

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
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, needs of their classrooms, and specials times.

Curriculum/ Learning Goals

Our curriculum is grounded in our mission to reflect developmentally appropriate learning based on Judaic values which lay the foundation for everything we do. As such, our curriculum is highly influenced by these values:

- **Kavod, Respect-** With respect at the core of every interaction, we develop trusting relationships and a safe atmosphere in which we can grow.
- **Kehillah, Community-** We are a part of a unique community that shares values which deepen the meaning of everyday experiences for our families.
- **Tikkun Olam, Repairing the World-** Our work to repair the world is the responsibility of our whole community, from our youngest to our most senior stakeholders. We can all strive to make our world a better place.
- **Limud, Learning-** Learning inspires growth and reflection, which leads to discovery. As lifelong learners, our minds remain open, and we are empowered.
- **B'tzelem Elohim, Created in God's image-** No two people think or act the same. We are all unique and each person is worth the entire world.

Our Reggio Emilia-inspired 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. This approach inspires our view of children as capable and competent human beings who can direct their own learning. It guides our use of the environment as the third teacher, as we believe

that children learn from what they are exposed to in their setting. The Reggio Emilia philosophy influences the materials that we utilize in providing learning experiences- we provide authentic materials for children to engage with. Finally, we believe that children learn best through play and experiential learning; students develop integral life-long skills (such as communication, fine/gross motor skills, conflict resolution, etc.) when they engage in play.

Our approach to learning and early childhood development is multi-disciplinary, holistic, student centered, and delivered through a Judaic lens. As teachers scaffold their lessons, they utilize the North Carolina Foundations for Early Learning and Development (“Foundations”). Foundations offers objectives that speak to the development of the whole child and all objectives belong to one of five domains: Approaches to Play and Learning, Emotional and Social Development, Language Development and Communication, Cognitive Development, and Health and Physical Development. For more information on Foundations, [please click here](#).

Daily 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 with your child’s teacher. If you have further questions or concerns, please discuss them with the CJP administration.

Our staff is devoted to your children’s needs during school hours. Phone calls, emails, and Procure messages are the appropriate means of professional communication between teachers and parents. **Social media direct messages on platforms such as Instagram™ and Facebook™, as well as texting, are strongly discouraged and are not considered appropriate means of professional communication.**

As teachers cannot make or receive phone calls during their teaching time, they 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. We highly encourage families to reach out to teachers or the Administration directly via the Procure messaging app.

- **Backpack Communication Folder:** This folder will be sent home each day. Please check it for school communications and information from our partner agencies.
- **Procure:** Procure is the app used by our educators to record your child’s activities, basic needs, and learning throughout the day. From classroom centers 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. For more information regarding Procure, [please click here](#).
- **Email:** Teachers will provide you with a school email address that will allow you to communicate with them directly. Email addresses typically follow the format of firstname.lastname@charlottejewishpreschool.org.
- **CJP Facebook & Instagram:** “Like” us and check frequently for school updates and 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 throughout the school year during their planning times. Formal conferences will be scheduled mid-year. Spring conferences are held upon request.
- **Emergency Communications:** All emergency communications will be sent to parents via Procure message.

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). Per our licensing standards, all of your child's personal belongings must fit inside the backpack and be able to fully zip.
- **Cot sheet and blanket for Full Day:** Blankets will be brought in from home on Mondays and sent home on Fridays for washing. CJP will provide Full Day students with a cot sheet to fit their cots during rest time. We will have additional cot sheets available for purchase if you would like an extra or need a replacement.
- **Lunch:** Labeled with your child's name and date each day (see Kosher policy).
- **Individually labeled diapers and wipes, as needed.**
- **Reusable Drink Containers:** Three bottles for children enrolled in our infant program; three sippy cups for children enrolled in the Full Day one-year-old program; reusable drink container for children enrolled in the twos, threes, & PreK programs.

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, including an extra pair of shoes.

At CJP, children engage in daily hands-on activities that support whole-child development—this often means getting messy through art, outdoor play, sensory exploration, and more. We encourage families to send children in comfortable, weather-appropriate clothes that they don't mind getting dirty, as occasional stains and messes are a natural part of joyful, active learning. While we make every effort to keep children clean and change them when necessary, some mess is simply part of the fun.

Rest Period

According to NC Law GS 110-91, children in our Full Day program 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. Per NC Laws, CJP is not allowed to keep a child awake. Children registered for the Full Day, **with the exception of the Infant Room**, may bring their favorite stuffed doll or blanket to use for comfort during naptime.

Food Policies

Kosher Policy

At CJP, we strive to create an environment that honors Jewish traditions and values, including Kashrut. Kashrut is the set of Jewish dietary laws that guide what foods can be eaten and how they must be prepared to be considered kosher, or fit, according to Jewish tradition.

Our updated policy reflects our commitment to fostering inclusivity and respecting the diverse practices within our community, while being mindful of the challenges of allergies in the classroom and food preferences among young children.

Lunch Guidelines

We offer a hot lunch program available for all students age 1+ that is kosher and aligns with the meal requirements necessitated by our state licensing consultant. If you choose to send a lunch from home with your child, we ask that it is **kosher**. Our guidelines allow **meat or dairy lunches**, but the following rules must be observed:



1. All Meat Products Must Be Certified Kosher

If you are sending meat (like chicken, turkey, or beef), it must come from a package with a [recognized kosher certification symbol](#).

2. Meat and Dairy Cannot Be Mixed

Please send a **meat meal or a dairy meal, but not in** the same lunch. This includes avoiding any combination of meat and dairy in sandwiches, entrees, or sides.

Examples:

-  **Allowed:** Cheese sandwich, yogurt with fruit, or turkey sandwich (with kosher meat).
-  **Not Allowed:** Turkey and cheese sandwich, chicken nuggets with yogurt as a side, or meatballs with cheese.

3. Pareve Foods Are Always Welcome

Foods that are neither meat nor dairy—called pareve—can be included with **any** meal. Pareve foods includes:

- Fresh fruits and vegetables
- Eggs
- Fish with fins and scales (like tuna or salmon)
- Peanut/tree nut/sunflower butter (if these foods are permitted in your child's classroom)

Please remember to always check the packaging of food for a kosher certification symbol to ensure that it is kosher.

4. Some Foods Are Never Permitted

Certain foods are not kosher and should not be brought to school under any circumstances. These foods include:

- Pork or pork products (e.g., ham, bacon, pepperoni)
- Shellfish (e.g., shrimp, crab, lobster)
- Meat without a kosher symbol

Refrigeration:

All lunch boxes are refrigerated in individual classrooms upon arrival.

Lunches

All students eat lunch at school daily. According to NC Division of Child Development, student lunches brought in the school must adhere to the state standards for nutrition:

- Protein or meat alternative (1 oz. for 1- to 3-year-olds, 1 ½ oz. for 3- to 6-year-olds).
- 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 provides 2% milk for children two years of age and older, 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 (e.g., soy milk or rice milk). **In accordance with our Kashrut policy, if a child brings meat in their lunch, milk will be offered at the end of the meal, after their lunchbox has been put away and the table has been fully cleared of all meat products.**

CJP offers an optional kosher hot lunch program as an alternative to packing lunch. Menus can be found on our website, and orders must be placed one week in advance. Missed lunches due to absences are non-refundable. However, if your child will be absent for an extended amount of time, please call the CJP office and we will see what we can do to accommodate you.

As a licensed North Carolina childcare facility, CJP is mandated to make sure all children have the appropriate nutritional requirements and CJP is responsible for filling any missing item. Parents will be charged \$1.00 per item we are required to add to a child's lunch.

- **Each student must have a lunch and beverage with his/her name and date clearly marked daily.**
- All lunches are refrigerated and cannot be heated.
- If your child comes to school without lunch, CJP will contact you as soon as possible so you can make alternate arrangements. If needed CJP will provide lunch at the cost of \$6.00 per meal.

LUNCH SUGGESTIONS

Rice cakes with spread	Couscous	Pasta
Bagels & cream cheese	Grilled Cheese	Tortillas with cheese
Cheese with veggies	Veggie quiche	Soy/Chicken nuggets
Yogurt with granola and/or fruit	Hard boiled eggs	Rice
Tuna	Turkey/Chicken roll ups	Turkey meatballs
Beef hot dogs	Shredded chicken	Salmon

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

Infant Classes

Infants have individual eating schedules reviewed regularly with parents. Teachers will communicate with parents if additional food is needed to accommodate hunger during the school day.

Shared Food Policy

No outside food may be brought into classrooms to share with the class without prior approval from the classroom teacher. Approval is required at least 24 hours in advance to ensure compliance with our Kashrut and health/allergy policies. Examples of shared items requiring approval include:

- *Shalach Manot* baskets for Purim
- Birthday treats

By adhering to these policies, we foster a supportive and respectful environment that reflects our Jewish values while accommodating the needs of all families. Your cooperation is essential, and we thank you for helping us maintain the integrity of these practices.

If you have any questions or need clarification, please contact the office.

Snacks

In our Full Day program, CJP provides a morning snack and an afternoon snack, including milk, for all students. In our Half Day program, morning snack is provided daily. If you choose to provide your child with an alternative snack and/or milk, you must complete a [Nutrition Exception Form](#), which can be found on our website or in the CJP office. The alternative snack must be supplied on a daily basis as CJP is unable to store snacks. Water shall be provided throughout the day and as needed. A sample snack menu is available [online](#).

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 be kosher and have a hechsher on the packaging.
- All treats must be store-bought, sealed, and include a list of ingredients. Unfortunately, we cannot serve homemade treats to the class.
- Prior to bringing treats to school, please discuss with your child's teacher specifics regarding date, time, and any classroom allergies at least 24 hours in advance.
- **BIRTHDAY TREAT SUGGESTIONS:** Popsicles, Italian Ice, Oreos, Kosher Cupcakes

Passover

During the days that we are open for Passover for our Full Day students, the school will be Kosher for Passover. At the same time, we recognize that this can be difficult for some families. Thus, we will also permit the same level of kashrut that we observe at CJP throughout the school year. There will not be hot lunch service during Passover, therefore parents will provide lunch for children. Lunches can be Kosher for Passover or must meet the same Kashrut restrictions that CJP upholds during the school year. Anything that is given to the children **FROM CJP**, including daily snacks, will be Kosher for Passover. If you wish to supplement snacks during this time you may do so.

Family Partnership

Fair Share Family Partnership Program

At Charlotte Jewish Preschool, we believe that strong partnerships between home and school are essential to a child's success. The Fair Share Family Partnership Program is designed to encourage meaningful parent involvement in the life of our school and to strengthen relationships between families, teachers, staff, and one another.

Because the purpose of Fair Share is to foster parent engagement within our community, **Fair Share hours must be completed by a parent or legal guardian. Volunteer hours completed by grandparents, other relatives, caregivers, or nannies may be appreciated but will not count toward a family's Fair Share requirement.**

The annual Fair Share requirements per family are as follows:

Child(ren) in school 3 days per week	6 hours
Child(ren) in school 5 days per week	10 hours

Parents will have numerous opportunities throughout the year to fulfill their Fair Share commitment. Opportunities are communicated through our weekly *Misrad Messages* newsletter, and **families who join the CJP Parent Teacher Organization (PTO) will automatically receive two (2) Fair Share hours.**

Recognizing that many parents have demanding schedules, CJP offers a variety of volunteer opportunities, including evenings, weekends, and at-home projects whenever possible. Parents will receive credit for actual hours worked and are responsible for recording their volunteer hours using the CJP's [designated tracking system](#).

Examples of Fair Share opportunities include:

- Join the CJP PTO (2 Fair Share hours)
- Attend CJP Curriculum Night
- Serve on a PTO committee
- Serve as a room parent (6 Fair Share hours)
- Volunteer at the Book Fair
- Assist with challah bagging & distribution
- Roll and count tzedakah
- Participate in school or garden beautification projects
- Deliver hot lunches
- Volunteer for the Purim Carnival
- Serve on the Graduation Committee
- Provide tours of CJP to prospective families

Families who are unable to complete their volunteer commitment may choose to make a monetary contribution in lieu of volunteer service at a rate of **\$36 per unfulfilled Fair Share hour**. Families may also combine volunteer hours with a monetary contribution to satisfy the annual requirement.

While this option is available, CJP strongly encourages families to participate through volunteer service whenever possible. As a Reggio Emilia-inspired school, we believe that authentic parent involvement strengthens our community, enriches our children's educational experience, and creates the collaborative relationships that are at the heart of our school's philosophy.

Annual Fund/Capital Campaign

The Board of Directors will operate the Annual Fund and/or Capital Campaign. These campaigns provide enhancements to students and staff that complement our existing programs. Please consider contributing to the Annual Fund or Capital Campaign, as we are striving for 100% participation from our families. To donate, please visit <https://charlottejewishpreschool.org/annual-fund/>.

Please note that neither Annual Fund nor Capital Campaign donations count towards Fair Share hours.

Shabbat

Every Friday, CJP students and staff gather for Shabbat. We celebrate a traditional Shabbat service by lighting the candles and singing the *brachot* together, followed by *Kiddush*, *hamotzi*, and lively Shabbat music and songs. A Rabbi or Cantor from our partner synagogues, Temple Israel and Temple Beth El, join us for a brief story before students return to their classrooms for challah and grape juice.

Before attending Shabbat with your child, please connect with your child's classroom teacher to determine his/her readiness to have guests join them. Classroom staff will advise you on where to meet the class and how to successfully separate from your child after Shabbat. During the service, we encourage your enthusiastic participation. No photos or videos of children (other than the ones with whom you are attending) are permitted. Shabbat is a sacred time, and we strive to create a holy atmosphere for our children. Please help us by keeping chatter to a minimum and by supporting the classroom teacher in upholding their regular classroom (and our school) policies.

Tzedakah

During Shabbat, our students have the opportunity to give *tzedakah* (charity), coins and dollar bills, for those in need. At the end of the month, we count the money we have collected and choose an organization to support.

In the past, we have given *tzedakah* to: LJCC Kids Triathlon, Jewish National Fund, Mitey Riders, Shalom Bayit, Thompson Child & Family Focus, and Classroom Central, among others. We also support Israeli charities such as Save a Child's Heart, Shalva Children's Center, Israel Sports Center for the Disabled, and Krembo Wings.

Our students learn the value of helping others by actively participating in collecting and distributing donation items to their recipients. We believe that living and modeling Judaic values is the best way to teach them to our children.

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 authorized individuals on the Child Information Sheet to pick up your child. Parents are required to update the list of authorized adults as changes occur via Procure. **If a child is to be picked up by any adult that is not listed on the Child Information Sheet or Procure, prior written permission is required. The CJP will not release any child without written permission from a parent/guardian. Written permission includes email and Procure messages.**

Authorized pick-up persons will be asked to present photo identification at the time of pick-up. 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 checking in and out their child on a daily basis.

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. Parents are responsible for removing their child from their car seat and strapping them into their car seat safely.
- Cell phone use is prohibited in the carpool line.
- Please stay with the flow of traffic and do not pull out of the carpool line until the cars in front of you are exiting.
- Please only use the designated crosswalk.
- Due to limited parking availability, we encourage all Half Day families to participate in carpool.

Unloading Children from the Car

Please keep your child buckled in their car seat until a staff member is ready to take him/her safely from the car. Parents are responsible for safely unloading children from their cars. Staff will not unload or unbuckle children.

Loading Children into the Car

Children's carpool placard must be displayed in your car when picking up children. Placards will be distributed during "Meet the Teacher". Parents are responsible for safely loading children into their cars. Staff will not load or buckle children in.

Late Pick-Up Fees

We ask that all CJP parents are aware of the hours of operation of your child's program as well as any early closes, sick child's pickups, or emergency closings. 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 \$25.00 will begin at the end of your child's program. An additional charge of \$1 per minute will apply after the initial \$25 charge.
- On early closing days, the late fee assessment will be \$50 and an additional charge of \$5 per minute.
- If you are late five or more times, a meeting with a CJP administrator may be required to discuss alternate pickup arrangements.

Safety and Security

Security Approach at Shalom Park

The safety and wellbeing of every child entrusted to our care is our highest priority.

Charlotte Jewish Preschool is located on the Shalom Park campus, where safety and security are supported through a comprehensive, layered approach. Campus security planning is informed by professional security assessments and ongoing consultation with experienced law

enforcement and security experts. Security procedures are reviewed regularly by the FSP Security Committee and adapted as needed to reflect current best practices.

Our approach to safety includes, but is not limited to:

- Controlled access to all buildings
- Secure exterior entrances
- Campus security personnel and law enforcement partnerships
- Emergency preparedness planning and regular staff training
- Age-appropriate emergency drills conducted throughout the year
- Ongoing collaboration with Foundation of Shalom Park leadership and security professionals
- Security enhancements to the building and campus designed to strengthen protection while maintaining a welcoming environment

Because effective security depends on protecting certain operational details, CJP cannot publicly share all aspects of our security protocols. We appreciate our families' understanding that discretion is an important component of maintaining a safe environment.

Security is most effective when it is a shared responsibility. We ask every member of our community to remain attentive, follow established procedures, and immediately report anything unusual or concerning to a member of the administrative team or by calling FSP Security directly at 704-287-0527.

By working together, we help ensure that Charlotte Jewish Preschool remains a safe, nurturing, and welcoming place for every family, student, and staff member.

CJP Building Access & Entrance Door Policy

To maintain a secure environment, all exterior doors remain locked throughout the school day. Building access is limited to authorized individuals using their assigned entry credentials during designated access times. Parent and caregiver access codes will provide access to the CJP building during the following times:

Full Day:	Half Day:
7:00am-9:30am	8:50am-9:30am
3:30pm-6:00pm	12:50pm-1:10pm

Outside of these times, all parents, caregivers, and visitors must use the callbox located to the left of the entrance door to call the CJP office and be granted access to the building. Visitors to CJP will be required to use the elevator to access the second floor, as our internal stairwell doors remain locked for safety purposes.

Visitor Policies

To help protect every child in our care, all families and authorized caregivers are expected to follow these procedures:

- Every individual entering the building must use their own assigned access code or credential.
- Do not hold the door open for another person or allow someone to enter using your access. This practice, often referred to as "piggybacking" or "tailgating," bypasses an important layer of our security system.

- Please allow adequate space between yourself and the person entering ahead of you so each individual has the opportunity to enter independently.
- Access codes are assigned to individual families and should never be shared with anyone outside your child's authorized caregivers.
- If you notice someone attempting to enter the building without using their own credentials, politely direct them to use the appropriate entrance procedure or notify a member of the administrative team.
- Visitors, volunteers, and anyone at CJP outside of drop-off/pick-up times are required to sign in to School Pass at the desk in the lobby and pass a background check prior to proceeding to classrooms. All visitors and volunteers must bring their driver's license to complete the background check.

Failure to follow these procedures compromises the security of our entire school community. Repeated or intentional violations of the entrance policy may result in the suspension or revocation of building access privileges and may be addressed through additional disciplinary action, up to and including dismissal from the school.

Our goal is to maintain a welcoming environment while ensuring that every person entering the building has been properly authorized. We appreciate your partnership in helping us uphold these important safety expectations.

Elevator Usage

Children are not allowed in the elevator unless they need accommodation in compliance with the ADA or are accompanied by their parent/guardian. We kindly request that you do not put a child in the elevator alone or with only other children.

Open Door Policy

Charlotte Jewish Preschool values a strong partnership between home and school. We believe families should feel welcome, informed, and connected to their child's preschool experience. Parents and caregivers are always welcome to visit the school, observe their child's classroom, meet with teachers or administrators, and participate in scheduled school events.

At the same time, CJP is first and foremost a learning environment. Once children have been dropped off, they are in the care and supervision of our educators, who are responsible for maintaining consistent routines and supporting the learning of every child in the classroom. For this reason, families are asked to say goodbye promptly after drop-off and allow teachers to begin the day's activities with their students.

Parents who wish to spend additional time in the classroom, observe, volunteer, or meet with a teacher are encouraged to schedule their visit in advance whenever possible. This allows us to ensure the visit supports the classroom routine and minimizes disruption to the children.

To help maintain a safe and secure environment:

- All visitors must sign in through SchoolPass and wear a visitor badge while on campus.
- Siblings must remain under the direct supervision of their accompanying adult at all times while on Shalom Park property.
- Classroom observations, visits, or volunteer opportunities may occasionally be postponed due to illness, classroom needs, or other operational considerations.

We value the trust families place in us each day. Our goal is to foster meaningful family engagement while providing children with a predictable, nurturing school environment where they can develop confidence and independence.

Emergency Preparedness Response Plan

Charlotte Jewish Preschool maintains comprehensive emergency preparedness and response procedures designed to protect the safety and wellbeing of every child, staff member, and visitor.

In partnership with Foundation of Shalom Park, security professionals, local law enforcement, and emergency responders, our emergency plans are reviewed and updated regularly to reflect current best practices. Staff members receive ongoing training and participate in routine emergency drills throughout the school year, including fire, severe weather, lockdown, and other emergency scenarios. Drills are conducted in an age-appropriate manner that helps children build familiarity with safety procedures while maintaining a calm and supportive environment.

While certain operational details of our emergency plans remain confidential for security purposes, families can be confident that preparedness is an ongoing priority at CJP. In the event of an emergency, the school will communicate with families promptly through our established communication channels and provide clear instructions as needed.

Emergency Communications

Charlotte Jewish Preschool is committed to communicating with families in a timely, accurate, and thoughtful manner during emergency situations.

In the event of an emergency that affects our school community, CJP will communicate with families using our designated communication platforms, including Procure and email, as appropriate. Information will be shared as soon as it is verified and can be communicated responsibly. During rapidly evolving situations, our first priority will always be ensuring the safety of the children and staff in our care.

Families should be aware that there may be times when we are unable to share immediate details while emergency personnel are responding or while information is being confirmed. We appreciate your patience and understanding during these situations.

In the event of a lockdown, shelter-in-place, or other active emergency, we ask families to:

- Do not come to campus unless specifically instructed to do so.
- Do not call classrooms or attempt to contact teachers directly, as staff members must remain focused on the children and follow emergency procedures.
- Monitor Procure, email, and other official CJP communication channels for updates and instructions.
- Follow all directions regarding reunification or dismissal procedures if they become necessary.

If an emergency requires early dismissal or family reunification, CJP will provide clear instructions regarding where and when children can be picked up. To ensure every child's safety, children will only be released to individuals authorized on the child's emergency contact list unless other arrangements have been approved by the administration.

Families are responsible for keeping emergency contact information, authorized pickup lists, and phone numbers current throughout the school year. Any changes should be communicated to the school office in writing as soon as possible.

We recognize that emergencies can be stressful for everyone involved. Our commitment is to prioritize the safety and wellbeing of our students and staff while providing families with accurate, timely communication throughout the situation. Your partnership in following these procedures allows our staff and emergency responders to focus on what matters most: keeping every child safe.

Playground Policy

CJP families are welcome to use The Schwartz 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. We request that any families using the playground 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.

Parent Feedback and Grievance Policy

CJP encourages any parent or legal guardian of a CJP student (“parent”) to provide feedback regarding their children’s experience at CJP. CJP strives 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 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 or the Curriculum Coordinator 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 (“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 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. Teachers 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. Open communication between parents and teachers is essential for successful potty training,

1. Potty training should be initiated at home. **Teachers must 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. Parents should let teachers know as soon as possible that their child will be 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.
8. We are unable to allow books or toys into the bathroom nor can we use food as a motivational tool per our State Licensing guidelines.

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 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 level.
- 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 Curriculum Coordinator. 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 Student Development Team (which includes both Curriculum Coordinators, the Executive Director, and teachers) in regard to the intensity, frequency and duration of the challenges.
3. The Student Development Team 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 the Student Development Team will implement agreed upon interventions for appropriate time periods.
6. Teachers and the Student Development Team 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 Student Development Team 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 Student Development Team 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 Student Development Team 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 weeks 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.
- The Student Development Team will meet with parents to discuss written assessment and recommendations. In order to provide coordinated, comprehensive care, CJP will continue to monitor and record a 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 may benefit the child.

Support Services

CJP understands that children enrolled at the preschool might be receiving outside support services such as, 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 (IFSP).

- 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 Administration Team 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 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 legal matters from time to time, including but not limited to, divorce, custody, and domestic violence. Such affairs 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.

Should a family choose to involve CJP in family law matters, please be aware of the following subpoenas and legal proceedings policy:

- 1. Attorney Fees and Costs:** In the event that a parent or legal guardian issues a subpoena or requests a sworn affidavit from any school employee (including teachers, administrative staff, and other personnel) related to any legal proceeding, hearing, the parent or legal guardian agrees to reimburse the school for all reasonable attorneys' fees and costs incurred in connection with responding to such subpoena or affidavit request. This includes but is not limited to fees associated with legal consultation, preparation of documents, and representation in any related legal proceedings.
- 2. Teacher and Staff Compensation:** If any school employee is required to testify at a hearing, deposition, or other legal proceeding, or to prepare a sworn affidavit in response to a subpoena issued by or on behalf of a parent or legal guardian, the parent or legal guardian agrees to compensate the school for the employee's time. This compensation will be calculated based on the employee's pro-rated pay for the time spent testifying or preparing the affidavit, including any necessary preparation time and travel.
- 3. Billing and Payment:** The school will provide an itemized invoice detailing the attorneys' fees, costs, and employee compensation incurred as described above. The parent or legal guardian agrees to pay the full amount invoiced within thirty (30) days of the invoice date. Failure to make timely payment may result in additional late fees and could impact the student's enrollment status.
- 4. Enforcement of Agreement:** In the event that the school must take legal action to enforce any part of this Enrollment Agreement, the parent or legal guardian agrees to pay all of the school's attorneys' fees and costs associated with such enforcement. This includes, but is not limited to, fees for legal consultation, court filings, litigation, and any other related expenses. The Family Handbook constitutes evidence of indebtedness.

5. **Acknowledgement:** By signing the final page of this Family Handbook, the parent or legal guardian acknowledges and agrees to the terms set forth in this section regarding subpoenas, affidavits, enforcement of the agreement, and associated fees and costs.

Allergy/ Medical Condition Policy

Allergies in the Classroom

CJP will coordinate with the child's parents and teachers to develop an individualized action plan that meets the needs of the individual child and the school. If special accommodation needs to be made in the classroom that affects 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

To ensure CJP can accommodate a child's medical condition or allergies in the classroom, CJP will require necessary paperwork from the doctors and 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 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 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, nor are we able to administer medications outside of emergency situations.
- **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 and Programming 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 & Programming 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 as well as other facilities on our campus. 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 the 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 childcare 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, developing language skills, stress or change in the environment, etc.

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.

Medications

CJP will administer medication **only** in the cases of **chronic illness or medical emergencies**. 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 Action Plan & Authorization of Medication form filled out and signed by the physician and the parent or guardian annually.
- Authorization of Medication must be completed every six months.
- Emergency prescription medication must be in its original container with the pharmacist label intact.

Over the counter or non-emergency medication, including organic and homeopathic remedies, will not be administered by CJP staff. However, over the counter diaper creams and sunscreens are permitted. Parents must complete a "Permission to Administer Topical Ointment" form for our staff 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, or asked to pick up your child from CJP, if they display 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
- 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 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 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 (please refer to "Late Pick Up Fees on page 12). 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. 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 and appropriately. 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	Exclude until symptoms improve; fever-free for 24 hours without the use of fever-reducing medication.
Coxsackievirus (Hand, Foot, Mouth)	Exclude until all spots are completely scabbed over, no new bumps have appeared, and fever-free for 24-hours without the use of fever-reducing medication
Diarrhea	Exclude while symptomatic. Return after 2 solid stools in 24 hours
Flu	Exclude until completely resolved
Lice	Exclude until child has received treatment
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 note required
Strep Throat/ Sore Throat/ Scarlett Fever	Exclude for 24 hours after first dose of medication
Vomiting	Exclude for 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 guidelines and recommendations 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 due to inclement weather. CJP communicates closings via Procure messages.

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 landline phone may not ring. In this case, our emergency contact number is 704-804-3977.

Reporting Policy

North Carolina has a mandatory reporting statute. 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.

Financial Policies

Financial Information

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.

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.

All payments will be made by Electronic Funds Transfer (EFT as an ACH debit from a checking or savings account). A link will be provided via email to securely enter your ACH banking information. CJP will pass on any bank charges incurred in the event of any NSF or returned bank drafts. We do not accept credit cards as a form of payment.

If you need to make any changes to your draft account information, please be sure to notify the CJP office **before** the date of your draft. Changes cannot be made if the request is made on the draft date.

Financial Assistance

CJP understands the importance of a high-quality Jewish early childhood education. A limited amount of scholarship funding is available for families who want a Jewish education for their child and need financial support to make it possible. Financial aid is awarded annually by using FAST, a third-party software which receives and reviews the application and makes their recommendations. Once a recommendation is made by FAST, the CJP Financial Aid 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. Financial aid is determined in June for the following school year. Information regarding FAST is available on our [website](#).

The CJP Financial Aid Committee, which consists of members of the CJP Board, the CJP Executive Director, and the CJP Director of Finance and Human Resources, is responsible for ensuring that funds designated for financial aid are awarded in a fair manner and on an as-needed basis.

Unforeseen Closures

Rare/specific communicable diseases 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 Mecklenburg County Health Department, 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. However, in the event of closure, CJP still needs to be able to maintain basic building operations and remain prepared to re-open efficiently when possible.

Given the unpredictability of communicable diseases, CJP has determined that it is best to provide families with the following guidelines rather than to adopt a new set of 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.

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.

Registration, Fees, and Classroom Placement

Priority Registration

Charlotte Jewish Preschool offers a priority registration period each December for currently enrolled students, their siblings, and CJP alumni families before registration opens to the general public.

Priority registration provides eligible families with the opportunity to register before new families; however, **it does not guarantee placement** in the program, classroom, or schedule requested. Due to the high demand for enrollment, all registrations received during the priority registration period are processed on a **first-come, first-served basis**, subject to space availability.

Requests to change enrollment options, such as moving from the Half Day Program to the Full Day Program or vice versa, are also **not guaranteed** and will be accommodated only if space is available in the requested program. Families are encouraged to submit their registration materials as early as possible during the priority registration period to maximize the likelihood of securing their preferred placement.

Open Registration will begin in mid-January. CJP's Open Registration is prioritized into the following categories according to our by-laws: (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.

Security Fee

Keeping your children safe while at CJP is our top priority. As such, CJP has numerous safety and security measures in place to safeguard students and staff while at CJP. An annual security fee (per family) is due with your first month's tuition payment.

Application Fee

An application fee is due annually upon enrollment to ensure your child's place for the upcoming school year. This fee is non-refundable.

Class Placement Requests

At CJP, creating classroom rosters is a thoughtful and collaborative process that prioritizes the developmental and social-emotional needs of each child. Teachers provide detailed notes about each student's learning style, social dynamics, and the type of environment in which the child is most likely to thrive. They also offer insight into peer relationships, recommending which students may benefit from remaining together or being placed separately. Our Curriculum

Coordinators review this feedback carefully, meet with teachers for additional context, and then create class lists that consider these insights alongside factors such as gender balance, allergies, and family history with specific teachers.

While we value established relationships and will often place younger siblings with a teacher who taught an older sibling, this is not guaranteed if we believe another teacher may better support the child's individual needs. Families who have a strong preference for or against a previous teacher may email the appropriate Curriculum Coordinator to share their thoughts. As a Reggio Emilia-inspired program, we value parent perspectives; however, we cannot honor all requests and do not accommodate preferences based solely on casual interactions or hearsay.

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.



**Charlotte
Jewish Preschool**
LEARN • GROW • CONNECT

I have read a copy of the 2026-2027 Charlotte Jewish Preschool Family Handbook. I will abide by all the school policies that are found within. I acknowledge that these policies are effective through July 2027.

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, July 27th

Minor Participant Waiver, Release, Indemnification of All Claims and Covenant Not to Sue (NEW 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 hover 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 no 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.

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)