



Kaplan Cooperative Preschool

Toddler Program

Policies and Procedures

Program

We encourage caregivers to be involved in the class!

- During free play time at the beginning of the class it is perfectly appropriate for adults to socialize.
- During song and story times, the best way we can teach children how to listen and participate is by demonstrating these behaviors ourselves. Caregivers should sit on the mat with the child in a circle, take a shaker, and sing the songs with us.
- Please refrain from individual conversations during circle and story time.
- It is appropriate to help your child with the art project; however don't try to do the project yourself. All the paints are washable—let the children get messy and creative. At this age, there's no right or wrong way to do the project; we encourage the children to be creative and explore!
- Our program is a combination of Jewish and secular curriculum. Jewish holidays and topics will be included naturally, as art projects, songs and stories. All families are welcome to the toddler program.

Policies

- **Allergies**—We are a peanut free school and a kosher synagogue. We provide snacks for the students. If your child has food allergies, please communicate with the teacher about bringing an individual snack.
- **Birthdays**—If your child is having a birthday, we would love to sing a happy birthday song in English and Hebrew. Please let your teacher know at the beginning of the class. Cupcakes and goody-bags, are not appropriate for this class.
- **Cell phones**—Cell phones and other hand-held devices should be turned off and not used during the class or outside time. If you must receive an essential telephone call, please go out to the hall to have your conversation. It may be appropriate to take your child with you.
- **Diaper Changing**—All diaper changing should be done on the second floor. There is a changing table, diaper pail and wipes in the bathroom. Please don't discard soiled diapers on the first floor.
- **Health**—Please keep your child at home if he or she is ill or uncomfortable. A child who does not feel well cannot effectively participate in the school program.

It is our policy that a child should be kept home at least 24 hours after a fever clears.

- **Parking**—The area in front of the school is for quick drop-off / pick-up only. Please do not double park even for a few minutes, as emergency vehicles can be blocked.
- **Outside Supervision**—Weather permitting, the Toddler II's will have a time to play in the yard. Please make sure you are supervising your child at all times. This space is shared by all of the classes at Kaplan, so it is very important that you exit the yard when the teacher announces the end of Outside Time.
- **Holidays**—Kaplan does not celebrate Halloween or Valentine's Day. Please do not wear costumes on Halloween or bring anything related to these holidays.

Financials

- Full payment for all classes is due at the beginning of each session. Please make sure that your paperwork and payment are settled with the office.
- You are allowed ONE drop-in class as a trial. This class must be approved by the office.
- You are allowed one make-up per session, and it must be arranged through the office due to space issues.