



**Gan Gani  
Core Preschool Day Program**

Monday through Friday, 9:00 a.m. – 1:00 p.m.

**Extended Day Programs (optional):**

Early Care: 8:00 a.m. - 9:00 a.m.

After Care: 1:00 p.m. - 3:30 p.m.

Late Stay: 3:30 p.m. – 5:00 p.m.

**Dates:** August 20, 2018 – May 31, 2019

**Location:** Lang Chabad Center 3904 W. Park Blvd., Plano, Texas 75075

**Phone:** (972) 596-8270

**Preschool Contact:** Rivkah Block 214-403-1392 & Jacque Elewitz 214-924-8576

**Email:** [connect@chabadplano.org](mailto:connect@chabadplano.org) | [www.ganiplano.com](http://www.ganiplano.com)

## ***Licensing***

Gan Gani is voluntarily licensed by the Texas Department of Family and Protective Services. The most recent licensing inspections are available to review in the preschool office upon request. A copy of the licensing standards is available for review in the preschool office and can be found by visiting <https://www.dfps.state.tx.us> or by calling Child Care Licensing 214-951-7902.

Gan Gani is inspected annually by both DFPS and the Fire Department. For more information on licensing or to report child abuse, parents may contact:

- The Local Licensing Office: 429-229-6900
- DFPS Child Abuse Hotline: 800-252-5400
- DFPS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

## ***Our Philosophy***

***Kavod – Respect***- The respect we feel each that child in our care deserves is reflected in the relationships cultivated between teacher and student. We see each child as an inherently valuable and capable learner who will add to our school community and beyond. We see children’s thoughts and emotions as a reflection of their inner being thus worthy of our utmost respect and care. We both model and expect a respectful manner of speech and behavior be extended to everyone in our school community. We respect our physical school space by using materials with care and maintaining a clean, orderly environment. We show respect for G-d, the Torah and our traditions by learning and praying each day using the Torah as the guide in our daily lives.

***Hatmadah - Effort and Grit*** - Failure can be our greatest teacher. As teachers guide us through this process we learn tenacity, stick-to-itiveness...grit. Challenges gives us the opportunity to develop resilience as we persevere through disappointment and frustration, discovering the inner strengths and abilities we possess.

***Nichishut – Empathy*** - The ability to accurately read the emotions of others. We believe that emotional acuity, can be fostered and developed by example and ongoing conversation. We believe that empathy lies at the heart of successful relationships with peers, community and with all whom we interact.

## ***Our Staff***

Our teachers have been selected for their nurturing nature, their understanding of children’s development and dedication to education. As a community, the teachers of Gan Gani respect every child’s need to express him/herself and to be heard, to be guided and encouraged, to be directed and redirected and of course loved. In addition to what they innately bring to Gan Gani, our teachers are required to undergo at least 24 hours of professional training each school year. In addition, our teachers have First Aid and CPR certification.

## ***Communications/Notifications***

Classroom teachers communicate with parents via Tadpoles. Using this app is a wonderful way for teachers to communicate topics such as:

- what is going on in your child’s day
- upcoming events & schedules
- communication from the directors
- what supplies may need replenishing (i.e. diapers & wipes, an extra change clothes)
- images of your child enjoying his/her time at Gan Gani.

- If there is an outbreak of head lice or communicable illness in a specific group of children, parents of that group will be notified through Tadpoles.

If a child becomes ill or injured, parents will immediately be called by the teacher or a director.

If Gan Gani undergoes any policy changes, parents will be notified through Tadpoles. Parents must electronically sign the form on the Gani website confirming they have read these policies.

### ***Preschool Student Attire***

#### ***Clothing:***

Children should come to school ready to work and play. Clothing should be both easy for the child to run and climb in and easily managed by the child him/herself (especially in the bathroom) as a means of fostering self-help skills. An extra change of weather appropriate clothing (including socks) should remain at school. If a child uses this change of clothes, please send a new set (including socks) the next day.

If the temperature is at or above 43 degrees \*F children will be allowed outside to play. Please be sure your child has appropriate outer wear for such occasions.

#### ***Footwear:***

We ask that children wear closed toe shoes to school as a means to protect their feet, reduce tripping and keep the playground wood chips out of their shoes which is painful, and interrupts play. Please DO NOT send your child to school in Crocs or similarly designed shoes.

### ***Morning Enrichment***

**New! Kidokinetics** inspires kids to get up, get moving, and get in shape as we set the tone for a lifetime of physical fitness. Preschoolers will learn about the human body (anatomy, physiology, and nutrition), move and exercise, and have fun in a non-competitive, safe, and encouraging environment.

#### ***Yoga***

Yogeesyoga4kids offer children a safe and positive environment to begin their yoga practice with play and joy. Classes include games and interactive poses where they learn valuable motor skills and build self-confidence and self-awareness, while improving flexibility, balance and coordination. Yoga also helps to increase focus and awareness, and improves overall health and wellness by building strong bodies and minds. Children gain an overall sense of well-being in an enjoyable and supportive environment.

### ***STEM***

Children two years and older will have STEM classes weekly, led by our staff member, Jennifer Francy. Jennifer has years of specialized training and experience establishing STEM in the classroom and is ready to launch our children into the world of Science, Technology, Engineering & Math (S.T.E.M.)!

#### ***Shabbat***

Rabbi Horowitz, the school rabbi, brings the stories of the Torah to life as the children celebrate Shabbat complete with their own freshly baked challah.

### ***Afternoon Enrichment***

These extra-curricular activities are in addition to the enrichment classes taught in the morning during regular school hours. All classes are teacher led by our own Gan Gani teaching staff. All classes follow a developmentally, child friendly philosophy and are positive and enriching experiences for your child. These classes change by semester. There are NO additional charges for these classes.

Gymnastics | Story Hour | Cooking | Science | Karate | Dance

### ***Discipline***

Preschool is a time when young children begin to learn independence, freedom of choice and the power of the spoken word. Gan Gani believes our role is to teach children how to deal with frustration and get needs met by making constructive, acceptable choices. Guiding children through this developmental process is the most effective form of discipline.

If misconduct is severely disruptive, hampering the teacher's ability to teach and the children's ability to learn parents may be called to pick up their child from school.

Parents who have suggestions or concerns regarding their child's behavior are encouraged to speak with the teacher or director.

### ***Biting Policy***

Biting is an age appropriate behavior that usually appears between the ages of one and three years. Though it is expected, it is important to remember it is unacceptable behavior. Reasons children bite include: teething, exploring, experimenting with cause and effect, seeking attention, frustrated or do not have the language development to express their needs/feelings. Biting is not something to be blamed on children, parents or teachers.

There are a variety of techniques we use to prevent and stop biting; among them are:

- Getting eye level with the biting child and saying, "Stop biting. Biting hurts" in a firm voice.
- The biting child will be removed from the situation.
- As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid and comfort will be provided to the child who was bitten.
- An incident report will be completed and both parents notified.

Teachers will work with parents to gather information about the child's behavior and begin observations to determine why that child might be biting. Once triggers are identified, teachers will work on prevention strategies and start teaching positive behavior skills to replace the biting behavior.

Below are the steps the teacher will take to identify triggers and reduce/eliminate the biting behavior:

1. Look for physical, environmental and social conditions in which a particular child tends to bite.
2. Anticipate which children are most likely to be bitten and make every effort to keep them clear of any biting hazards.
3. Observe the child, to get an idea of why and when they are likely to bite. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.

If biting continues parents may be asked to consult additional resources to help correct the behavior.

All information is confidential. Names of children involved in the incident are not shared with parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's enrollment file in the office.

*If a child bites three times, that child will not be allowed back in school until a plan of action has been determined.*

### ***Enrollment & Financial Policies***

All forms must be completed and payments made before the first day school. Children whose registration is incomplete or are missing payment **will not be admitted to school** until such requirements are met.

The administration reserves the right to reconsider the enrollment of any student if we feel the child's needs or level of functioning or behavior cannot be accommodated, or if the child's conduct limits his or her ability to participate in, or to benefit fully from, the programs and activities at Gan Gani.

### ***Our School Day***

*Early Care* begins Monday – Friday at 8:00 a.m. Children signed up for early care are to be dropped off upstairs, in the designated class room. Parents must wash their child's hands at school BEFORE entering classroom. A teacher will be present to supervise the children and provide some simple activities (puzzles, blocks, coloring) until their own preschool teacher takes them to their classroom.

*Teachers* arrive at 8:40 a.m. to prepare activities and the classroom for your child's day. From 8:40 – 9:00 is a time when teachers are working in their classrooms but are not responsible for children until 9:00.

*Preschool* begins at 9:00 a.m. Monday – Friday. Children should be dropped off in their classrooms at 9:00 a.m. Children must wash their hands at school before entering any classroom. If the child cannot wash by themselves a parent should assist them. Children arriving before 9:00 who are not signed up for early care must wait downstairs with their parent until the school day begins.

*Preschool ends* at 1:00 p.m. Children who leave at this time should be picked up from their classrooms. We ask parents keep in mind that this can be a hectic transition time to after care and nap; leaving without lingering helps the children get their afternoon off to a smoother start.

*After Care ends* at 3:30 p.m. Children who leave at this time should be picked up from either the designated classroom or the playground. Weather permitting the children may be playing outdoors.

*Late Stay ends* at 5:00 p.m. Children should be picked up from the designated classroom. It is appreciated if parents gather both their child and the child's belonging in a timely manner, so teachers can clean up and go home.

*Late Pick Up Policy* Parents of children still at Gan Gani at 5:10 p.m. will automatically be \$15 late fee on their tuition statement to cover the cost of paying the teacher who was forced to stay late.

Gan Gani has an open-door policy for our parents. We only ask families to keep in mind their child's ability to separate easily in addition to our scheduled nap time.

**Nursing Mothers** are welcome to use our library downstairs, the Edward S. Kraus Center for Learning and Reflection, where there is comfortable seating and a shade that can be drawn for privacy.

### ***Health & Safety***

#### ***Security***

Safety of staff and students is of the utmost importance at Chabad. The following guidelines are in place to help ensure our security:

- DO NOT LET STRANGERS IN THE FRONT DOOR AT ANY TIME. Tell a Chabad or Preschool staff member if there is someone you do not know wanting into the building. If someone comes in as you are entering the building, let a staff member know so they can investigate.
- Do not share the security code with strangers.
- Check to make sure the front door has closed completely before you walk away. The door must be completely closed to lock.
- The upstairs door leading to the preschool should always be closed. Please close it as you walk both in and out.
- The upstairs door code is for preschool families only. Please do not share the code with people you do not know to be affiliated with the preschool.
- The only people upstairs should be part of Chabad/preschool. If you see a facilities worker waiting to enter the building or the preschool, tell a staff member so they can find out if Chabad was expecting someone.
- The elevator will be locked daily at 9:30 a.m.

### ***Emergency Drills***

Fire, severe weather and shelter-in-place drills are conducted throughout the year to make sure that our staff and children are prepared for an emergency and that the building can be vacated or take cover in a minimum of amount of time. Protocols for these drills can be found at the back of this handbook.

### ***School Closing***

In the case of inclement weather, Gan Gani's closures will correspond with the Plano Independent school district.

### ***Policy for Alternate or Emergency Release of Children***

By completing a child's admissions papers, parents have submitted a written list of people to whom Gan Gani Plano is authorized to release their child/children in case of an emergency or change in the child's regular transportation.

If a child is to be released to a person(s) other than those on the established list, parents MUST send a signed and dated note that includes their child's name, the full name of person picking them up and their relationship with the child. If a change in transportation plans occurs during the day, parents must call to notify the office (972-596-8270). People coming to pick up a child from school must show photo ID in order for the child to be released. School personnel will not release a child to anyone without prior authorization from parents.

### ***Student Illness Policy***

It is important to us that each child be healthy and happy at school. We cannot admit or keep in our care, any child whom has temperature of 100.0 or higher be sent home and cannot return the next day. A student must be 24 hours fever free (without fever reducing medication) before they return to school. In addition, if a child continues to have symptoms (severe coughing, sore throat, infectious runny nose, body aches) after the 24-hour fever free waiting period, they must remain home until the symptoms subside.

Children may also be sent home if they are vomiting or have diarrhea (more than one unusually loose stool) and may not return the next day to school. **A student must be 24 hours vomiting and/or diarrhea free (without symptom reducing medication) before returning to school.** Children who have had more than one incidence within a twenty-four-hour period should not return to school.

Children diagnosed with a contagious illness such as pink eye (conjunctivitis), strep throat, Fifth's Disease, or any undiagnosed rash, will not be allowed back in school until a pediatrician has confirmed in writing that the child is no longer contagious.

If your child exhibits these symptoms at school, we will contact you immediately. You must pick up your child immediately.

### ***Runny Nose Policy***

A runny nose is an unavoidable fact of life for people with allergies, winter colds and children in preschool. The question is when should a child with a runny nose stay home or be sent home from preschool? **In the absence of other symptoms**, a child with a runny nose should remain home or will be sent home if, regardless of the color of the nasal discharge, the child is unable to participate normally in daily activities or if tending to the runny nose or keeping the child and the classroom toys clean compromises the teacher's ability to supervise the class. More information about runny noses and children in child care can be found at the back of this handbook.

*Teachers will sanitize toys weekly. Any toy that is seen a child's mouth will be collected and cleaned before it is put back in the classroom.*

In the case of molluscum, all open blisters must be covered with bandages and the area covered by clothing.

In cases of lice, children must be treated for lice, with a repeat treatment one week later, and remain home for 24 hours after treatment. In addition, parents should inform the school so the class can be informed of a lice case. The school will check heads of all children in the affected class and if nits are found, parents will be called to pick up their child immediately to treat the child as soon as possible.

We appreciate your cooperation in advance as this helps us keep all our children and staff healthy.

### ***Administering Medication***

All prescription and non-prescription medication given to a child at school require a written authorization form filled out from the parent. Medication must be handed directly to the teacher. In addition, the medication must be in the original bottle or container with prescribed instructions on administration, including times, dosage, and length of time medication is to be given. School staff will only administer medication as it is prescribed on the bottle.

### ***Sunscreen and Insect Repellent***

Sunscreen can be applied by family before the start of the school day. Insect Repellent may also be applied no more than once a day. \*Written parental permission is required in order for teachers to apply sun screen and/or insect repellent on a child.

### ***Emergency Medical Care***

In the case of accidental injury, we will make every attempt to contact a parent, guardian or emergency contact. If a responsible party cannot be reached and emergency care is necessary, we will call an ambulance to transport the child to the hospital. Until arrival of parent or guardian, the Director or designated Director will make all decisions concerning your child. You are responsible for all medical expenses that may be incurred.

Chabad of Plano/Gan Gani Plano cannot enroll any child whose parents do not sign a written consent form agreeing to these terms.

### ***Immunization Requirements & Documentation***

Licensing Standards in the state of Texas require dictate that each child enrolled in our facility be immunized according to the Center for Disease Control; children are required to be up-to-date on their vaccinations. An updated copy of your child's immunization records should be on file in the preschool office. A family may choose to not have their child vaccinated or follow an alternative vaccination schedule for a medical reason or reason of conscience, including a



religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the Department of State Health Services (DSHS) rule at 25 TAC §97.62 (relating to Exclusions from Compliance).

Children are not required to be tested for TB prior to attending day care or camps

Children four years of age and older must have a record of hearing and vision screening to be put on file.

### **Meals and Food Service Practices**

#### **Kashrut and Food Policies**

- All food served at Gan Gan is either Kosher Parve, Kosher Dairy or Glatt Kosher Meat.
- All food served at Gan Gani has been approved by Chabad staff.
- **IMPORTANT:** All food brought from home must be parve or dairy only.
- *Please be sure that your child has eaten breakfast before 9:00 AM start of school.* We do not allow children to eat during free play (the start of the school day). Thank you for your understanding.

#### **Lunch**

Lunch will be prepared and supervised by Chabad and served daily to those children who have signed up for our new, hot lunch meal plan. Children are welcome to bring a lunch from home provided its contents are parve and/or dairy.

#### **Snacks**

Gan Gani will serve a parve snack mid-morning. Children who remain at school for late stay will be allowed to snack on items in their lunch box. Parents are welcome to pack extra items for their child during this time.

#### **Birthday Celebrations**

Families who would like to recognize their child's birthday in the classroom may bring Kosher Parve goodies in for a special treat (coordinating date and time with the teacher). Kosher Parve baked goods can be purchased at the Tom Thumb located at Cambell/Coit. When having something special ordered, you must specify you need Kosher Parve and the Kosher Parve seal on the box must be unbroken when brought to school. While the classroom is a fun place for a birthday snack it is not the place for a complete birthday party; we ask no gifts be brought to school.

#### **Additional Info:**

- At no time will students of Gani Gani Preschool be transported off campus or participate in swim activities.
- Parents will be notified, in writing, if or when animals will be present on the premises.
- Chabad of Plano is a **Gang Free Zone**. Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

### **Questions or Concerns**

We welcome any questions or concerns about policies and/or procedures of our school. Parents are able to speak with a Director to review and discuss matters at any time. Please call the office or send us an email to alert us to your thoughts and/or concerns.

### Emergency Preparedness Plans

Each classroom has an evacuation plan posted by the doorway. Each child under 24 months of age, those with visual, mental or hearing impairments and children with limited mobility (wheel chair, crutches, leg brace, etc.) will each have a staff member assigned to them during emergency situations. Gan Gani will make every effort to keep our children safe.

Gan Gani conducts monthly fire drills in addition to quarterly severe weather and shelter-in-place drills; each classroom has an evacuation plan posted near the doorway.

- In the case of a lockdown, teachers will bring their children into the nearest classroom all of which lock from the inside requiring a key to enter. Children will be moved out of any window's line of sight, seated and encouraged to be quiet.
- In the event of any evacuation teachers will conduct a name to face roll call upon children exiting the building and once again upon reaching the evacuation site to ensure all children are removed from the premises and arrive at the evacuation site safely.

Evacuation routes and relocation sites correspond with students' and teachers' location at the time of the emergency in addition to the location of the emergency in the building.

- Individuals in the east most upstairs classrooms (3-year olds & Pre-K) will evacuate using the east staircase and the corresponding door. Students and teachers will walk east using the Willow Bend Learning Center's sidewalk closest to their building, continuing until reaching the grassy area near the entrance of the Life Care Center of Plano. Evacuation Relocation Site: 3800 West Park Blvd, Plano, TX 75075 Life Care Center of Plano
- Individuals in the west most upstairs classroom and office (two-year olds) will exit down the front staircase to the lobby and out the front door. Students and teachers will walk west, through Chabad's parking lot and proceeding beyond the gray brick wall on to the sidewalk in front of The Corner Vet. Evacuation Relocation Site: 1820 Coit Road Unit #105 Plano, TX 75075
- Persons in the large northwest upstairs classroom (toddlers) will exit down the outdoor back staircase. Students and teachers will walk west, through Chabad's parking lot and proceeding beyond the gray brick wall on to the sidewalk in front of The Corner Vet. Evacuation Relocation Site: 1820 Coit Road Unit #105 Plano, TX 75075

Emergency contact phone numbers: Rivkah Block 214-403-1392, Jacque Elewitz 214-924-8576

Emergency contact numbers, medical release forms, and updated lists of all students will be kept with the director and staff members. Staff members will conduct headcounts throughout the process. Once children are relocated to safety parents will be contacted.

(26) Collin County Abuse Community Resources

## Collin County Abuse Community Resources:

### Texas Department of Family & Protective Services

550 E. 15<sup>th</sup> ST Suite 120, Plano, TX 75074

Phone: 469.229.6906

Abuse/Neglect 1.800.252.5400

Help For Parents / Hope For Kids <http://www.helpandhope.org/index.html>

Main website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Reporting/Info <http://www.dfps.state.tx.us/Training/Reporting/reporting.asp>

### Dallas Police Department Victim Assistance

The Dallas Police Department Victim Services office is located in the Jack Evans Police Headquarters of the Dallas Police Department Crimes Against Persons Division (CAPERS), 1400 S. Lamar, 5th Floor, Dallas, Texas, 75215.

Victim Services – (for victims of homicide, sexual assault, aggravated assault, aggravated robberies, and traffic crimes).

Pat Leal Keaton – Victim Services Coordinator – (Spanish Speaker) 214-671-3587 (Mon–Fri.)

Krissi Boulom – Victim Advocate - 214-671-3588 - (Mon – Fri.)

Sue Kelly – Victim Advocate - 214-671-3669 (Tues & Wed.)

### Family Violence Contact: (for victims of domestic/family violence)

Sylvia Paige - Family Violence Counselor 214-671-4325

Petra Tamez – Family Violence Counselor – 214-671-4307

### Child Exploitation: (for child victims of sexual assault)

Dorine Fernandez – Caseworker 214-671-4211

The Dallas Police Department Victim Services serves a dual function of assisting victims of violent crimes and assisting detectives who investigate crimes. Our primary purpose is to alleviate the psychological and emotional trauma experienced as a result of violent crime. Our services provide information & referral, crisis counseling regarding normal reactions to trauma, and a contact person for the victim or family survivor. Addressing these needs will in turn reduce the short term and long term effects of the trauma while helping to facilitate the victims' willingness and ability to cooperate with the Criminal Justice System in the investigation and prosecution of crimes. This office also assists victims and family survivors with the process of filing for Texas Crime Victims' Compensation funds to aid qualifying victims and their surviving families with expenses incurred as a result of a violent crime. Our goal is to assist people who are victimized by violent crimes in a professional, compassionate, and helpful manner.

### Child Abuse Hotline

1-800-252-5400

The Child Abuse Hotline is staffed 24 hours a day, 7 days a week with professional crisis counselors who, through interpreters, provide assistance in 170 languages. The Hotline offers crisis intervention, information, literature, and referrals to thousands of emergency, social service, and support resources. All calls are anonymous and confidential.

"We believe in the health of our community by providing preventive Public Health Services to the residents of Collin County. We are dedicated to protecting Collin County by providing quality health care services through qualified staff."

### **Heritage Behavioral Center of Plano**

2222 W. Spring Creek Pkwy. Suite 116  
Plano, TX. 75023  
(972) 964-3214

Our caring staff of seasoned professionals has been providing behavioral health and substance abuse counseling to citizens and employees of Collin County, northern Dallas County, and Denton County since 1986, when doctors Rebecca S Jones, Ph.D. and Cynthia Jane Morrison, Ph.D. created Heritage Behavioral Center (HBC).

### **The Turning Point Rape Crisis Center**

P.O. Box 866754 Plano, TX 75086  
Phone (972) 985-0951 Crisis Line (800)886-7273

For the past 30 years, our agency has provided FREE services in North Texas to treat and prevent BULLYING, SEXUAL HARASSMENT and SEXUAL ASSAULT. We achieve this through COUNSELING, EDUCATION, and ADVOCACY. Our 24 Hour Crisis Hotline provides resources for survivors to turn before, during and after an assault. Our As our community experiences record breaking population growth, the need for our services expands, too.

### **Family Compass**

4210 Junius St.  
Dallas, TX 75246  
214-370-9810  
[info@family-compass.org](mailto:info@family-compass.org)  
[www.family-compass.org](http://www.family-compass.org)

Family Compass Hours are:  
Monday through Friday, 9:00 a.m. to 5 p.m.

The mission of Family Compass is to build healthy families and a strong Dallas community by preventing child abuse and neglect. We implement proven effective programs, so that parents can be equipped and empowered to raise healthy and productive children.

### **Children's Advocacy Center of Collin County**

2205 Los Rios Blvd.  
Plano, TX 75074  
Phone (972) 633-6600

Every day children victimized by abuse come to the Children's Advocacy Center of Collin County where they find caring professionals and community partners who dedicate themselves to helping them through the nightmare of abuse and neglect. The Center provides a friendly environment where children can safely tell their story and receive the support they need. Within the Center, families find support, resources, and most importantly a place where healing begins.

### **Family Services of Plano**

2600 K Avenue # 140, Plano, TX 75074  
972-578-2802  
<http://www.cfsplano.org/>

Monday-Friday 9:00 a.m. to 5:00 p.m. Times are flexible for counseling services.

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