



The Gan

CHABAD AT SHORT HILLS

PARENT
HANDBOOK

WELCOME LETTER

Dear Parents,

Welcome to The Gan at Chabad at Short Hills!

We are pleased that you have chosen our school as a “home away from home” for your child. When entrusting your child with us, you will find caring teachers who, above all, will shower your child with love and affection. We offer a creative Jewish learning atmosphere where your child’s individual style of learning will be valued and nurtured.

We will encourage your child to explore the world, learn to be part of a group, and solve problems in a constructive manner. Learning at our school is stimulating, joyous, and self-rewarding.

Please read through the preschool handbook to familiarize yourselves with our program and policies. Please feel free to contact us to discuss your child’s preschool education and development.

We look forward to a cooperative relationship and a very successful school year.

Sincerely yours,

Chaya Weisberg

Director

The Gan at Chabad at Short Hills

MISSION STATEMENT:

At The Gan our goal is

- To care for and educate your child in a stimulating, safe and loving environment.
- To fill each child's day with creative learning experiences, enriched with Jewish values and traditions.
- To encourage the physical, intellectual and emotional growth of each child through the use of our fully equipped classroom centers and outdoor space.
- To view each child as an individual, and thus, give him/her the necessary respect and attention needed to develop and grow.
- To work as a partnership with each child's parents to create the optimum learning experience for the child.

THE GAN PHILOSOPHY:

Our school, 'The Gan,' draws its name from the Hebrew word for 'Garden,' reflecting our foundational principles. Like a garden, we recognize each child's unique strengths and talents that enrich our community. We believe that the earliest events in a child's life are the most formative and critical determinants of their development.

Similar to nurturing a garden, we prioritize tailored support for every child's growth, ensuring they reach their fullest potential. We hold true that children learn best through an experiential and intentional approach to teaching and learning, and that each child is inherently capable and competent.

Furthermore, we see each child as a unique plant in our garden, and our teachers as dedicated gardeners entrusted with nurturing their potential. Just as skilled gardeners tend to individual plants, our teachers provide personalized guidance and support for every student's growth and development. Drawing from the best practices in early childhood education, and with specific inspiration from the Reggio Emilia philosophy, children will learn through an innovative, inquiry-based, hands-on curriculum where they actively participate in the learning process.



THE GAN CALENDAR

YEAR 2026-2027

AUGUST

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JANUARY

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JUNE

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NO SCHOOL

SPECIAL EVENT

AUGUST

- 30 Orientation Brunch
10:00 - 11:00am
- 31 First Day of School
No extended care

SEPTEMBER

- 7 Labor Day
School Closed
- 11 Erev Rosh Hashanah
12:00 pm Dismissal
- 12-13 Rosh Hashanah
School Closed
- 15 Back to School Night 7:30pm
- 20-21 Yom Kippur
School Closed
- 25 Erev Sukkot
Early Dismissal 12:00 pm
- 26-27 Sukkot
School Closed

OCTOBER

- 3-4 Simchat Torah
School Closed

NOVEMBER

- 12 Professional Development
School Closed
- 18 Parent Teacher Conferences
7:30pm
- 25 No aftercare
- 26-27 Thanksgiving
School Closed

DECEMBER

- 4-11 Chanukah
- 24-31 Winter Break

JANUARY

- 1-2 New Years Day
- 4 School Resumes

FEBRUARY

- 15 Presidents Day
School Closed

MARCH

- 23 Purim

APRIL

- 19-30 Spring Break/Pesach

MAY

- 12 Yom Ha'atzmaut
- 19 Parent Teacher Conferences
7:30pm
- 24 Memorial Day

JUNE

- 10 Erev Shavuot Dismissal 12:00pm
- 11-12 Shavuot
- 16 Last Day of School/
End of Year Celebration
Early Dismissal 12:00pm
- 17 Staff Day

| Annual Registration Fee: |
|---|
| \$300 early bird registratiuon fee before July 15 2026 and after that \$500 |

| Annual Tuition: |
|--|
| \$8000, minus \$500 deposit at time of registration, \$800/month |

| Security Fee: |
|------------------------------|
| \$500 per family, \$50/month |

| Extended Hours | |
|------------------------------|--|
| Early Care 8:30am | After Care 2:00pm - 5:00pm M-Th, 4:00pm Fridays |
| \$1800 annually, \$180/month | \$4500 annually, \$450/month |
| | |
| | |

*Daily snacks and lunch are included in all tuition packages.

Enrollment Terms

- Annual Registration fee is due during the registration process and will be applied to your last tuition cycle of the 2026-2027 school year.
- Prices are for September 3, 2025 through June 18, 2026, and will be divided over ten payments due on the last day of each calendar month. A reminder email will be sent out prior to the monthly billing.
- As The Gan grows to incorporate different ages, our tuition will differ based on age.
- There are no tuition adjustments or refunds because of absence, inclement weather, government mandated school closures, ordinary illness or family vacations. Because of our class structure, we are unable to provide for make-up days. Your financial commitment is based on full year enrollment.
- Extended care fees are a set amount. You may pick up or drop off your child within the extended care timings, but there is no price adjustment for different hours.
- While your child's safety is a priority for The Gan, by signing this Agreement, you understand and voluntarily assume all risks related to your child's exposure to communicable diseases, such as COVID-19, and you agree on behalf of your child not to hold The Gan and any of its employees or affiliates liable for illness or injury. For addition information, please refer to our Parent Handbook or reach out to us at thegan@chabadatshorthills.org

GENERAL INFORMATION:

DAYS & TIMES:

Preschool days are as follows:

Monday-Friday*

Preschool hours are:

Full Day Monday - Thursday 8:45am - 2pm

Fridays: until 12:30pm

Parents have the option to pick up at 12:30 (after lunch, before nap) and this should be arranged for the whole year.

*Following the school calendar

Early Care hours are:

8:00am - 8:45 am

After Care hours are:

2:00pm - 5:00pm Monday - Thursday

12:30pm - 4:00pm Fridays

ADMISSION POLICIES

The Gan accepts children ages 30 months - 6 years for our preschool program.

In order for your child to attend school the following must be completed.

- Registration Form
- Registration Fee
- Universal Health Record Form
- Immunization Record
- Medication Form if applicable
- Handbook Form

CONTACT INFORMATION:

ADDRESS:

650 S Orange Ave

Livingston, NJ

07039

PHONE NUMBER:

(973) 283 5012

EMAIL:

thegan@chabadatshorthills.org

ORIENTATION

PERSONAL INFORMATION:

Your child's emergency information will be reviewed with the teacher. Please make any necessary corrections including home, work and cellular phone numbers if they change.

WHAT TO BRING?

Please bring the following on the orientation morning:

- 1 4x6 recent picture of your child
- A baby picture of your child and at every birthday
- A recent family photo
- Tzedaka- 2 rolls of pennies in a labeled ziploc bag
- Two full sets of labeled change of clothing; shirt, pants/skirts and socks, to be changed each season.
- A sun hat or hooded sweater for outdoor play
- Full package of Diapers and wipes (if necessary), to be refilled as necessary
- Water bottle (non-disposable) which they will be using daily, labeled with your child's name
- Please write "Mitzvah notes" for your child to bring to school. Whenever they do something positive at home, it's worth a note sent into school! The notes are the pride of the children.
- Please send a crib-sized sheet. Children under the age of 4, please also send in a crib-sized blanket, to be kept at school for rest time. Bedding is sent home every week to be washed. If the child is ill at school, bedding will be sent home that day.
- Smock
- 2 clear shoe box size bins

CHILDREN'S CLOTHING

In order for your child to fully enjoy his or her time at school, your child's clothes should be comfortable, washable and easy to take off for toileting/diaper changing. At The Gan, children enjoy art and other activities, and we encourage hands-on experiences so please provide clothing that is washable. Also, please be sure your child's clothes are easily managed during toileting. Hard to close snaps, belts, and overalls that have buckles should be avoided.

Since children enjoy running and playing outside, we discourage children from wearing flip-flops, open toe sandals, or Crocs, that do not provide adequate support. In addition, children get frustrated when stones or sand gets stuck in their sandals. Rubber soled and tennis shoes are best. In addition, all outer garments should be labeled, including hats, and jackets.

COSTUMES, JEWELRY & ACCESSORIES:

Dramatic play is an essential part of early childhood. At The Gan we have opportunities for the children to dress up with the provided costumes. Please avoid sending your child in costumes such as capes or dresses. The children will have the opportunity to dress up from home on Purim.

Additionally, please keep dress up jewelry and accessories or other toys at home. These items become distracting and often break or get lost.

OUTDOOR PLAY:

At The Gan we believe that there is no such thing as bad weather only unsuitable clothing. Throughout the seasons we will have outdoor time as much as possible. Please send rainboots, coats, hats and mittens for the rainy and winter seasons and sunscreen for the sunny days. While we hope to go outside as much as possible, we will adjust the amount of time if the temperature or wind chill is below 32 degrees Fahrenheit or above 95 degrees Fahrenheit. We will remain indoors if there is lightning, heavy rain, ice, or if the ozone level or pollen count is unsafe. Gross motor time will then be held indoors.

ARRIVALS & PICKUP

Our drop-off and pick-up procedures will be as follows: Please park safely in the parking lot and accompany your child to The Gan entrance at the main entrance door of Chabad at Short Hills. There will be a sign for scanning your child in/out of school using the Brightwheel app. A staff member will be present to guide your child/ren to their assigned classroom.

During drop off and pick up, please realize that the care of the children is the teacher's first and foremost responsibility. Please respect the teachers by keeping the morning and afternoon conversations or questions to a minimum, so as not to distract the teacher from her primary responsibility of caring for the children. Should you at any time wish to have a longer talk with a teacher, please request to set up a suitable time to discuss any questions or concerns.

Please Be Punctual. We ask that you arrive on time each morning so that your child has the opportunity to get settled and play before we transition to the structured part of our morning. A consistent schedule will help your child to thrive. That said, we understand that hectic mornings, traffic, and other delays are inevitable. If you will be more than a few minutes late, or if your child will be absent from school on any given day, please notify your classroom teacher and school office.

At the end of the day, plan to arrive at least 5-10 minutes before pick up time, so you can have enough time to help your child transition home from daycare. Please be prompt and punctual.

SIGN IN/ SIGN OUT PROCEDURE:

Upon arrival, please sign-in your child using the scanner on your Brightwheel app. Your child's teacher will be waiting at the door for them and bring them into the classroom.

Children are released only to their parents or to people stated in writing on the child's registration form. It is imperative that you notify the school in writing if someone else will be picking up your child. You can add approved pick-up people through the Brightwheel app so that they can check out your child. For the release of a child to someone we did not personally meet, our staff has been instructed to ask for photo identification.

SEPARATION ANXIETY:

For children who are new to the preschool experience, please realize that it is very common for children to display signs of separation anxiety. Our goal is to help you and your child through the initial transition comfortably.

The following are some tips to help ease separation:

- Take time to speak with your child about all the fun he/she will have at The Gan and how he/she is safe and loved at school. Keeping a consistently positive attitude will help your child feel reassured during the separation process.
- Having a family photo at preschool also helps children bridge the school-home connection.
- Once the parent says goodbye to their child, he/she should leave immediately and not 'prolong' the goodbye process.

Additionally, if a child has a difficult time separating from one parent, you may want to try to have another parent or relative drop off your child. Also, for children having separation difficulty, we recommend picking them up earlier for the first few days. We will guide you with a detailed transition schedule and tips to make it easier. Generally, after the parent leaves, the child becomes absorbed with activities and is free of any apprehension.

OUR STAFF

Our team is made up of passionate, dedicated educators who are committed to excellence and genuinely care for each child. We thoughtfully hire our educators and consider the diverse experiences and personalities of each individual as we create teaching teams.

STAFF-TO-STUDENT RATIO

At The Gan we value the importance of ensuring that every child is receiving an individualized education with a generous attention to all their needs.

We keep our class sizes small with a maximum of 11 children. Additionally, we keep a low ratio of 1 teacher to 5/6 children.

CURRICULUM:

We designed a curriculum that is developmentally appropriate and targets the children's interests while ensuring that each child is progressing in their physical, social-emotional, and cognitive development. Breadths of skills are seamlessly woven into the curriculum so that children learn through doing. Our educators support children in developing critical thinking and problem-solving skills, as well as providing them with the tools, and confidence to explore their world and play independently and collaboratively.

OUR CLASSROOM:

At The Gan the classroom is seen as the third teacher and the environment is intentionally designed with children's innate curiosity in mind. Children are encouraged to explore their environment and express themselves through words, drawing/writing, music, art, play and other natural modes of expression. Learning centers are incorporated in each classroom and include blocks, art, dramatic play, books, manipulatives, sensory experiences, and scientific discovery. These learning centers foster independence as children actively explore the different areas of their classroom and make choices in their learning and play. Educators carefully observe and reflect on how children engage within each center, and make modifications as the children's skills develop.

A DAY AT THE GAN:

MORNING EXPLORATION:

Every morning, the classroom is set up with provocations, an open-ended activity that doesn't have a prescribed outcome. It is designed to stimulate ideas, initiative, and imagination for children, whether they choose to explore their ideas alone or in groups. Provocations are simple and attractively displayed to provoke interest. During provocations, the children are slowing down, looking closely, noticing new things, and looking at what is set up for them to explore. They are learning how to use tools such as magnifying glasses, droppers, rolling pins, and more. The children develop their fine motor skills as well as their concentration and eye-hand coordination, as they engage in these activities. Children work one-on-one with teachers, in groups or alone.

MORNING MEETING:

Meeting is a very important time of the day for your child. Meeting, especially early in the years, is a time to get to know each other. The children have an opportunity to talk about the things they are thinking about, we sing songs, read books, and talk about themes that we are working on. Children practice listening skills, self-control, learn a sense of community, and develop social skills that lay the foundation for years of being great students. Particularly emphasized during the meeting is learning how to sit patiently, in their own space, listening, raising hands, and taking turns to speak. It is also during this time that we look at the schedule, go over the days of the week, the calendar and the weather.

BATHROOM/HANDWASHING:

Properly washed hands is key to preventing the spread of germs and transmission of illnesses. While children will wash their hands several times throughout the day (like after sneezing, coughing, blowing their nose), children will all wash their hands before and after mealtimes and after toileting. Throughout the day, teachers will take children to the bathroom and change soiled diapers. Twice during the day, toilet-trained children will be asked to “try” to go to the bathroom. Often we will take the whole class to the bathroom, and it has been our experience that watching their peers use the toilet may encourage non-potty trained children to want to try!

SNACK TIME:

Snack time is a great time for social development, as children socialize with one another while eating. It is an important time for children to practice their self-help skills. Children will learn to pour their own water, take their own snack, and clean-up their spot when they are finished. We will provide a nutritious snack in the morning and afternoon.

Each week, a different child will be chosen as Snack Monitor. On the Tuesday of that week, we ask your child to bring in a whole, uncut, unpeeled, and unprepared fruit or vegetable to share with the class. This opportunity allows each child to share their favorite fruit/vegetable, talk about the colors, taste, texture and why they chose to bring the fruit/vegetable.

OUTDOOR TIME:

The children will have the opportunity to play and explore in our nature play yard. This includes little nooks for dramatic play, bicycles and sensory experiences where the children can use all of their senses to learn and gain from the nature around them. The space offers opportunities for the children to play physically by running, climbing up and through, and sliding down. These activities help develop gross motor skills.

LEARNING CIRCLE:

Since our curriculum is based on the interest of the children, we sit down daily to learn something special about that topic. We may read a book, do an experiment, or have a discussion.

CENTER TIME:

Center time is a very important time in the classroom. The children sharpen their planning and thinking skills. Each of the areas in our classroom, including manipulatives, dramatic play, art, sensory exploration, and blocks, is set up to support independence, social interaction, self-help skills and exploration.

LUNCH:

Every child, whether enrolled half or full day, will be provided with a well-balanced lunch at. We view lunch as a social curriculum, as a time for teachers to reinforce skills like articulating complete sentences to ask for something, using polite language around the table, and considering appropriate table manners. Mealtimes is an important time for children to learn about good nutrition, develop positive attitudes toward food, and to form good eating habits. Our teachers sit, eat and talk with children during mealtimes, serving as powerful role models for healthy mealtime behaviors.

REST TIME:

Children's nap schedules may vary depending on age or individual needs. We require children to rest quietly for at least a 30 to 45 minute period each day. Teachers aim to provide a calm environment by playing soft music or reading stories. Children are welcome to bring comfort items from home, such as a small blanket, pillow, or stuffed animal. We never force wakeful children to sleep but will encourage non-nappers to read quietly or do other restful activities on their cots.

SAMPLE SCHEDULE:

| | |
|-------------------------|---------------------------------|
| 8:45 AM | Arrival |
| 8:45 - 9:15 AM | Morning Exploration |
| 9:15 - 9:20 AM | Clean-Up |
| 9:20 - 9:35 AM | Morning Meeting |
| 9:35 - 9:45 AM | Hand Washing/Bathroom |
| 9:45 - 10:00 AM | Snack |
| 10:00- 11:00 AM | Playground/Indoor Gym |
| 11:00 - 11:15 AM | Learning Circle |
| 11:15 - 11:55 AM | Center Time |
| 11:55 - 12:00 PM | Hand Washing/Bathroom |
| 12:00 - 12:30 PM | Lunch |
| 12:30 PM | Dismissal for Half-Day Students |
| 12:30 - 12:40 PM | Story Time |
| 12:40 - 1:30 PM | Rest Time |
| 1:30 - 2:00 PM | Afternoon Snack/Good-bye |
| 2:00 PM | Dismissal for Full-Day Students |

FOOD:

The Gan will provide healthy, nutritious, and delicious food for breakfast, lunch and snack. Our menu will be emailed out once finalized.

There is no need to send in any food with your child. Please send a reusable water bottle that is clearly labeled with your child's name. We will send this home every day for cleaning and refilling.

Please take careful attention when cleaning reusable water bottles, as mold grows easily. If mold grows on/in your child's water bottle, please purchase a new one.

JEWISH ENRICHMENT & SPECIAL ACTIVITIES:

CHALLAH FOR SHABBAT:

Each Friday, the children will have the opportunity to knead and braid Challah dough in preparation for Shabbat. We will bake the little loaves so that the children will get to enjoy their own Challah on Shabbat with their families.

BIRTHDAYS:

Classroom birthday parties can be arranged in cooperation with the school staff in advance. Birthday cakes will be baked and decorated in school by the children. Parents are asked not to bring in outside refreshments or goody bags to the class. The child's family is invited to attend his/her birthday celebration. A gift to the classroom or a book to the library is a nice way of marking your child's special day. Your child's teacher will share a class wishlist.

THE SHABBAT PARTY:

To celebrate the coming of the Shabbat, each Friday a special Shabbat atmosphere is created. Candles are lit, the kiddush is recited and the Shabbat songs are sung. The children will have the opportunity to be the Shabbat Ima (Mommy) and Shabbat Abba (Daddy).

TZEDAKAH:

The children will have the opportunity in the mornings during circle time to put a penny in the classroom "Tzedakah Box". This is a wonderful way of instilling the value of giving to those in need.

HOLIDAYS:

Children will celebrate the Jewish Holidays with crafts, songs, plays, stories and much more. Celebrating holidays is a springboard for discovery as children use their five senses.

COMMUNITY RESOURCES AND PARENT INVOLVEMENT:

The Gan welcomes Parents to come in to do Parent-led activities with the children. Visitors who wish to share their professional interests or hobbies with the children are also welcome, such as doctors, police officers, fire prevention professionals, musicians and artists. Please inform the staff if you know of such a person, since the children will really enjoy their participation in our program.

PARENT SCHOOL COOPERATION:

PARENT INVOLVEMENT & OPEN COMMUNICATION:

Open communication between parent and teacher is essential. Your child will benefit tremendously from this communication. Communication and parent involvement are provided in the following manner:

Please make brief personal contact with your child's teacher at drop off and pick up time. If you would like to have more than the normal short chat, please feel free to set up a suitable time to talk when the teacher can give you her undivided attention.

If for any reason, parents will be away from home for any length of time, please advise the school. This is especially important if the absence is due to special conditions, such as hospitalization, which may be upsetting for your child. Please advise us if there is anything unusual happening at home that may have an impact on your child. When teachers are aware of such conditions, they can be of great support and help in alleviating your child's distress.

Parent involvement increases the success of our preschool. If you have a talent, skill or occupation that would interest preschoolers, please let us know.

We welcome and appreciate parent's support and involvement.

LOST & FOUND:

We require that parents label all outer clothing (sweaters, jackets) as well as change of clothes sent in. If your child is missing a personal item, please check the lost and found. We suggest that valuables not be brought to school.

PHOTO SHARING:

We will be photographing your child throughout the year to capture memorable moments of their various activities and involvements. We will regularly post these photos on the Brightwheel app for your family to enjoy.

AN OVERVIEW:

The Gan is dedicated to creating a nurturing, healthy and happy environment where children can grow and develop emotionally, cognitively and physically. The daily schedule is planned to include active and quiet times, gross and fine motor activities and child-initiated as well as staff-initiated activities. Outdoor (weather permitting) play and exploration is a vital component of our daily routine.

GENERAL DISCIPLINE PROCEDURE:

Our program promotes a positive approach to managing the behavior of all children. To accomplish our goal, the following techniques are used on a daily basis:

1. **Prevention & Positive Reinforcement:** Providing a daily routine, a sense of security and using positive reinforcement for appropriate behavior are key elements in preventing behavioral problems.
2. **Setting Limits:** Simple rules are established and consistently followed.
3. **Problem Solving:** We encourage the child to verbalize and use logical reasoning and consequences as the means of solving the problem at hand.
4. **Redirecting:** Children exhibiting behavioral challenges will be offered choices and redirected to other activities to maintain positive self-esteem.
5. **Remove Child From Situation:** After all positive techniques have been referred to, the last alternative is to remove the child from the situation, until he/she has relaxed and calmed down and is capable of returning to the group cooperatively.

CONFERENCES:

If the child exhibits behaviors which cause harm to self or to others, The Gan will follow these guidelines.

1. A parent/teacher meeting will be held to discuss the concerns about the child and to develop a plan of action.
2. Teachers will monitor behavior to ascertain if there are any improvements.
3. As a last resort, following the above procedures, if the director and teacher still feel that The Gan is not the right setting for the child, alternate placement will be recommended.

THE FAMILY-SCHOOL CONNECTION:

Children benefit tremendously when their caregivers work together with consistent goals, messages, and techniques. We carefully nurture the relationship between our teachers and parents. Effective communication is crucial to the growth and success of your child.

WEEKLY NEWSLETTERS:

Every Friday you will receive your child's classroom newsletter. It will have pictures and information about what the class has been busy learning and exploring. If you choose, you may share the link with other family members so they can be up-to-date as well. Please look out for it in your emails and enjoy!

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences will take place twice during the school year, once in the fall and once in the spring. It is during these times that you will be able to speak to your child's teacher about their development.

PARENT/TEACHER COMMUNICATION:

You are always welcome to schedule a teacher or director conference, or call the office with questions or concerns at any time. Please reserve drop-off and pick-up times for brief conversations involving day-to-day pertinent information. Those are busy times for teachers, when they greet parents and students, and it is hard for them to give you their undivided attention.

EMAILS:

If you have any questions or concerns, please feel free to email the director or Brightwheel message your teachers or director at any time. Please note, teachers do not check their emails during the school day or on Shabbat. If it is an extremely important matter, please call the office so we may relay the message to the teacher. Please allow 24 hours during the school week for us to get back to you via email.

ABSENCES AND LATE ARRIVAL:

Please inform us through Brightwheel when you will be away from home and your child will be in the care of another person. This is critically important for transportation and emergencies. Please message us when your child will be absent for any reason. We always eagerly anticipate each child's arrival, as do the other children. Knowing when they won't be attending school, we can prepare accordingly. In the event that a late arrival cannot be avoided, please let us know so that we can be prepared.

UNAUTHORIZED PICK-UPS:

In the beginning of the school year, you will be asked to fill out an authorized pick-up list on Brightwheel. We know things don't always go as planned, however, for your child's safety we will not dismiss them to anyone not on the authorized list unless we have been informed in writing of the change. We will ask that a new caregiver also bring their ID so we make sure we are releasing your child to the correct person.

ALLERGIES:

If your child has an allergy, please set up a meeting with us to discuss so we can plan accordingly. Please reach out and let us know your availability.

CONFLICTS OF INTEREST:

Babysitting arrangements cannot be made between The Gan employees and parents/caregivers. The Gan's employees can not babysit for a student of the school and cannot retain a parent's caregiver as a babysitter for their child. Likewise, a teacher may not enter into an assignment with any parent or caregiver that presents a conflict of interest to their teaching duties. Teachers are unable to friend parents on social media and/or accept friend requests.

HEALTH & SAFETY:

Keep your child home if he/she...

- has a fever or has had one during the previous 24-hour period
- is within the first 24-hour period of taking an antibiotic
- has a colored or frequent nasal discharge
- has a constant cough
- is fussy, cranky, and generally not behaving like themselves
- has symptoms of a possible communicable disease (red eye, diarrhea, flu, rash).

VACCINATIONS & IMMUNIZATIONS:

Your child must be up-to-date on immunizations as required by the DOH and the State of New Jersey prior to enrollment. After admission, you are responsible for regularly updating your child's health files to reflect current immunizations. Children who have not had certain immunizations due to age/schedule/medical exemption will be informed about health issues at the center and must assume all risks that result from communicable diseases that are passed in a group environment. Children who are not up-to-date with their vaccinations may be asked to leave school in situations of outbreak of disease at the discretion of the Director.

MINOR INJURIES & ILLNESSES:

The school is equipped to handle minor injuries such as superficial cuts or bruises.

If we have any question as to the severity of an injury, we will contact parents at the emergency numbers we have on file.

We will contact parents if a child becomes ill in school. The school director will be in contact with the school pediatrician to determine if the child is well enough to remain at school. There will always be at least one teacher on duty that is certified in CPR and emergency first aid.

SERIOUS INCIDENT & ILLNESS

In the event of an emergency or accident, the school will follow the posted medical and dental emergency plans. We will administer first aid, summon emergency transportation when indicated, and contact parents. All staff members are trained in First Aid and CPR. If a child is transported to a hospital, his/her medical records will be taken with the child.

An incident/injury report will be completed when an accident or injury occurs or when an incident necessitates administering First Aid. A copy will be given to the parent or guardian the day of the incident.

TRANSPORTATION OF SICK CHILDREN:

We will call Hatzalah to transport children for emergencies. If permission is not granted for this transport, alternative arrangements must be made with the director before accepting the child into the program.

ACCIDENT & EMERGENCY PROCEDURES:

GENERAL EMERGENCIES:

If there is any threat to the safety of children due to an environmental situation or threats of violence, children will be removed from the threatening area and kept in a safe area until the threat has passed. In case of an emergency evacuation, children will be taken to the adjacent building. Staff will remain with children at all times.

EMERGENCY DRILLS:

We are required by state licensing to do monthly fire drills monthly, seasonal tornado drills, as well as other disaster drills once every 6 months. Fire drills are held on random days and times. We practice evacuating the classrooms and accounting for all staff and children, etc. We discuss the importance of the drills with the children and talk about any fears they may have.

In case of a campus-wide emergency, parents will be notified as soon as possible through a group text. Please do not post any information on social media until you are given the all clear. If the children are being sent home, we will inform you of the pick-up location.

During parent orientation, we will cover our emergency procedure in greater detail.

EMERGENCY INFORMATION:

If your child becomes sick during school hours, and exhibits any of the aforementioned symptoms, or is just not feeling up to par, we will call you. In the meantime, we will set up a safe and comfortable isolated area where your child can rest until you arrive. If you cannot be reached, the emergency contact on your registration form will be called to come pick up your child.

As it is important that parents be contacted in the case of an emergency, our office should be notified promptly, of any change in address, telephone number, as well as any change regarding emergency situations.

Promptness and accuracy are necessary to keep records up to date so that we may communicate with the home whenever necessary. In the event of an emergency, the following procedure will be followed:

An attempt will be made to notify the parents. If the parents cannot be reached, an attempt will be made to notify the emergency contact.

REPORTING OF COMMUNICABLE DISEASE:

There are several communicable diseases, if your child was exposed to, that must be reported to the school office. These include: chicken pox, measles, meningitis, mumps, pertussis (whooping cough) and rubella.

MEDICATION POLICY:

The law prohibits us from administering medicine, creams or lotions (even non-prescription), unless it is specifically labeled with your child's name, doctor's name and parent's name. In addition to a Doctor's note, parents must sign an authorization form stating administration and dosage. If parents would like teachers to apply sunscreen or diaper cream they will need to sign a consent form.

An additional section must be completed by a physician if:

- The medication contains codeine or aspirin.
- A physician's instruction is needed for a nonprescription medication (child does not meet minimum age or weight requirements as listed on the label).
- It is a sample medication without a prescription label.
- The non-prescription medication is to be given longer than 3 consecutive days within a 14-day period

- The topical product or lotion and the physician's instructions exceed the manufacturer's instructions for use.
- No first dosage of a new medication will be administered at school

Children may not carry their own hand sanitizer, lip balm, or sunscreen. In order for any of these items to be used, you must follow the procedure listed above for the administration of medication.

PHYSICAL EVALUATION:

Upon enrollment, parents must provide a physical evaluation form provided by their child's physician.

TOILET TRAINING:

Children in the Pre-Nursery class do not need to be toilet trained upon entering The Gan. For children ages 3 and up, please have them toilet trained before the start of the school year. Please inform the teacher when you feel your child is ready to begin toilet learning. We recommend that your child first begin to wear underwear at home over a long weekend, before starting in school. We will make every effort to work together in supporting your child through this process.

HEAD LICE:

Pediculosis (head lice) is not a threat to health but can be a nuisance. Control of head lice is a shared responsibility of both parents and the school. Parents can help limit the problem by checking their child's head regularly and treating the lice if found. Please notify the school if your child is found to have lice.

TUITION:

The Gan Preschool requires a \$500 deposit for the school year. This is paid at registration. This deposit will be credited to the tuition of the last month of the school year, June, 2026. This deposit is non-refundable. There are no credits or make-up days for illness, holidays, or family vacations.

Tuition will be charged monthly on the last day before each month begins, starting August 31, 2026.

If it becomes necessary for parents to withdraw a student from school, thirty days notice in writing is required. For withdrawal of any student, the parent or responsible party of the account must provide written notice of withdrawal, and bring tuition account current. After thirty days, The Gan Preschool will return the remaining un-deposited checks. (The deposited check from admission cannot be refunded).

The director of The Gan Preschool reserves the right to dismiss a child from the program at any time during the year, if the director deems The Gan Preschool is no longer an appropriate placement for the child, for any reason.

ADDITIONAL TIPS:

- See that your child is up in time to eat a good breakfast; try to avoid hurrying to school.
- See that he/she has sufficient rest and sleep.
- Encourage your child to frequently wash hands to ward off the spread of germs.
- To make your child more comfortable, provide simple clothing that is free of complicated fastenings.
- Send your child off to school in a happy frame of mind. Show interest in what he/she does at school and what he/she is learning when they return.
- Encourage your child to talk about what he/she did without pressuring or emphasizing his/her behavior.
- Get to know your child's teacher and help her understand some of the experiences the child has had that may affect his/her success in school.
- We strongly encourage all parents to read the book "How to talk so little kids will listen" By Adele Faber and Julie King. We will be communicating with the children in a way very much in line with this book and it would greatly benefit the child if the same practices are followed at home.