



*Early Childhood
Education Center*

Family Handbook

2015 - 2016



Rockwern Academy

Discover. Believe. Achieve.



Dear Parents and Guardians,

Welcome to Rockwern Academy's Early Childhood Education Center, a gateway to a world of Jewish values and traditions, and the beginning of a journey of life-long learning. Please know that your child will receive an excellent education in a warm, safe, and nurturing environment.

Please take time to read this handbook, which contains important information. While it has been prepared with care, however, it may not answer all of your questions. As always, your best first resource is your child's teacher. If you have a question your child's teacher cannot answer, or an issue she cannot resolve, please call me. I'm here to help. I can be reached at namendelson@rockwernacademy.org or 513-984-3770, ext. 3112.

The teachers and I are looking forward to an exciting, fun year, and we appreciate you entrusting the care and education of your child(ren) to us.

B'shalom,

A handwritten signature in cursive script that reads "Nancy Mendelson".

Nancy M. Mendelson, Director
Early Childhood Education Center

Purpose, Mission, Vision

Purpose: To maximize potential in Jewish Children

Mission: Rockwern Academy serves its students and the community by promoting a culture of academic excellence, developing a strong Jewish identity, and actively pursuing Tikkun Olam (making a difference in the lives of others).

Vision: Rockwern students are well prepared to achieve success in life and to be leaders in their communities. Our students have a passion for life-long learning, a foundation of Jewish values, and a strong bond to Israel and the Jewish People.

Values: We value creating a nurturing academic environment based on achievement, integrity, enrichment, and connection.

Belief	Value
We believe strong secular academics are a critical part of education	Achievement
We believe that all Jewish children deserve the opportunity to go to day school regardless of financial means	Inclusion
We believe Jewish values help set the foundation for success in life	Integrity
We believe in valuing/teaching/harvesting the lessons of our Jewish history as a launchpad for the success of our children	Enrichment
We believe that bonds to Jews & Israel lead to a strong Jewish identity which enables long-term viable Jewish community	Connection

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General Information

Preschool is a time of rapid growth socially, physically, and cognitively; it is the time when children begin to build the foundation of their future success. Therefore, the Rockwern Academy program focuses on the whole child, as well as the child's learning environment. We believe every child deserves to be seen holistically, understood deeply, and nurtured without reservation. We partner with parents to learn as much as we can about each child, and we use that knowing to engage children in their own learning.*

Social Competence & Identity

- Responsive Classroom
- Bigs & Littles
- Dor L'Dor
- Emphasis on Fine Arts
- Social Studies*
- Daily practice in community building
- Torah stories
- Mitzvot
- Tzedakah
- Core values

Physical Development & Well-being

- Structured PE classes
- Gross Motor Rooms
- Sensory Diet
- Nutritional snacks and lunches
- Use of myriad tools to help children focus
- Dramatic play
- Yoga
- Outside play

Cognitive Growth

- Handwriting Without Tears
- Hebrew language acquisition
- Science experiments
- Math instruction using manipulatives
- Regularly scheduled library time
- Strong Language Arts program*
- Integrated Judaic Studies*

* Curriculum available upon request

Administrative Team and Support Staff

Since all of Rockwern's administrators have multiple responsibilities, it is not always clear to parents whom they should call with specific concerns. It is our hope that the following guidelines prove useful:

David Finell, Head of School	Program Oversight Strategic Plan Judaic Studies Development Budget and Forecasting Donations Admissions Student Relations Supervision of Faculty & Staff Professional Development
Elaine Kaplan, Assistant Principal/Teacher	General Studies Curriculum Instruction Discipline Homework Standardized Testing
Jenny Wethington Business & Operations Manager	Tuition Assistance Tuition Invoice Accounts Payable/Receivables Donations Information Technology Building & Grounds Food Service
Nancy Mendelson, Director of Early Childhood Education Ctr.	All matters pertaining to the ECEC
Tamar Smith, Director of Marketing Jennifer Grubbs, Director of Admissions and Outreach	Marketing Public Relations Alumni Outreach Website Social Media Advertising Events
Shary Levitt, Director of Development	Fund Raising Endowment Donor Recognition
Etti Scheier, Coordinator of Jewish Programming And Outreach	Service Learning Community Relations Tzedakah Tikkun Olam Special Events Interfaith Programs

Renee DeBorde, Registrar	Admissions K-8 Student Records PowerSchool Ordering Office support
Jennifer Rubin, Counselor Suzanne Wick, Speech & Language Pathologist Gail Sperling, Resource Teacher	Student Services & Support Peer Relations Children with Special Needs Parent Education Student Screenings Response to Intervention (Rtl)
Polly Freeman, RN Allison Connors, RN School Nurse	Student Health Needs Health Records Sick or Injured Students Screenings & Referrals for Health Conditions Promotion of Healthy School Environment
Rexann Roades, Administrative Assistant Sarah Ganson Shmoel, Administrative and Program Associate	Welcoming Visitors Administrative Support <i>Shabbat Shalom</i> Newsletter Parent E-mails Student Attendance School Calendar Donation Acknowledgements
Patty Smith, Athletic Director	Sports Programs

Non-discrimination Policy

Rockwern Academy admits students of any race, color, national or ethnic origin, or sexual orientation, and guarantees all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or sexual orientation in the administration of its education policies, admission policies, scholarship programs, and athletic and other school-administered programs.

Licensing

Our Early Childhood Education Center (ECEC) is licensed by the State of Ohio. The school's licensing record, which is posted in the main office, is available upon request. While the state requires we maintain specific ratios, we generally keep our class size below licensing standards. Class sizes are as follows:

State Requirement – Staff/Child Ratio

18-24 Month-Olds - 1:7
Two-Year-Olds - 1:7
Three-Year-Olds - 1:12
Four-Year-Olds - 1:14

Our Standards – Staff/Child Ratio

18-24 Month-Olds - 1:5
Two-Year-Olds - 1:6
Three-Year-Olds - 1:7
Four-Year-Olds - 1:9

Staff

At Rockwern Academy we have caring teachers trained in the education of young children. Each class has a teacher and a teaching assistant. All of our teachers, and most of our TAs, are college graduates. Each of them has her own special way of communicating her love to the children. Please consider them your partners and feel free to speak to them openly about your hopes for your child. Other staff members assisting the ECEC include a physical education teacher, a music teacher, 2 Hebrew/Judaic Studies specialists, and our school Librarian.

Goals

The ECEC curriculum recognizes that children's primary method of learning is through play. The curriculum emphasizes hands-on experiences that allow children to learn by doing, using as many senses as possible. A visit to any of our classes will demonstrate this approach. Children are active rather than passive learners.

The curriculum is planned keeping in mind that every child is an individual, growing at his or her own rate and developing with his or her own style of learning. Diverse experiences are provided to meet the educational needs of children with varying skills or interests.

Activities are designed to allow children to succeed and to be autonomous, while providing an appropriate level of challenge.

18-to 24-Month-Old Class

Any Jewish child who is 18 months old by September 30 is eligible to attend Rockwern Academy's new 18-to 24-month-old class. Parents can choose either a 3-day (M-W-F) or 5-day per week program. Morning classes begin at 8:15 a.m. and end at 12:15 p.m. Children who stay until 12:15 are provided with one snack as well as lunch. We also offer an 18-month through 2-years-old program until 3:15 p.m., called **ECEC Afternoon Program** (see page 7). In addition, we offer a program for the 18-24 months-olds for extended day coverage until 6:00 p.m. (5:00 pm on Fridays in the winter).

The main emphasis of this class will be helping children to transition from home surroundings to a social environment. The children will learn to socialize with other children, learn to communicate using words, and learn to feel safe and loved away from family and their familiar homes.

Two-Year-Old Classes

Any Jewish child who turns two prior to September 30 is eligible to attend Rockwern Academy's two-year-old program. Parents can choose either a 3-day (M-W-F) or 5-day per week program. Morning classes begin at 8:15 a.m. and end at 12:15 p.m. Snacks and lunch are provided. The main emphasis in these classes is on transitioning from familiar home surroundings to a school environment. Separating from family members, socializing with other children, communicating through words without physical aggression and cleaning up and putting things away are skills which are encouraged through dramatic play, music, art, gym, Hebrew and group time circles. Children's literacy is fostered through listening to their teachers read a variety of books.

Three-Year-Old Classes

Any Jewish child who turns three prior to September 30 and is fully toilet trained may attend 3 (M-W-F) or 5 days per week. The Rockwern Academy program is from 8:15 a.m. until 12:15 p.m. and includes lunch. The three-year-old classes build on the existing foundation but emphasize the following:

Art – Learning to use a wide variety of media (paint, brushes, crayons, markers, pencils, chalk, glue, stampers, scissors, etc.) Process and creativity, not product, is encouraged.

Sensory Play – Using water, sand, rice, Play-Doh, etc.

Block Building – Areas to encourage cooperation and social interaction

Dramatic Play – Areas to stimulate cooperative interaction, imagination, and language development.

Music – Singing, listening, dancing, creative movement.

Literacy – Having a variety of printed labels and signs in the classroom, providing writing materials, alphabet puzzles, letter stampers, etc. to encourage beginning attempts at writing; letter of the week; *Handwriting Without Tears*.

Science- Opportunities for discovery using the five senses involving demonstrations, nature activities, observations, and classroom cooking.

Fine Motor Activities – Using pegboards, scissors, puzzles, and manipulatives, as well as stringing beads develop eye-hand coordination and finger dexterity (offered in a wide range of complexity so children can experience successes and challenges).

Gross Motor Activities – Guided physical education once a week plus daily periods of outdoor play or indoor Muscle Room play to develop skills like skipping, jumping, hopping, throwing and catching balls, running, climbing, and pumping a swing.

Language – Stories, learning verbal labels for concepts, telling events in order, etc.

Cognitive Skills – Matching, sorting, classification, sequencing, visual perception, auditory perception, memory, understanding cause and effect, and drawing conclusions.

Hebrew and Jewish holidays – Songs, dances, customs, celebrations, stories, blessings and vocabulary.

Four-Year-Old Classes

Four-year-old classes are designed to maximize each child's social competence and academic growth. The class meets 5 days a week, 8:15 a.m. to 12:15 p.m. and is open to Jewish children who turn 4 by September 30. The classes are focused on preparing the child for the kindergarten experience. Additional goals include the following:

Increased language development – Encouraging the specific skills necessary for reading, writing, and discussing ideas. The children are introduced to the concept of phonemic awareness. They learn to share experiences, enjoy an increased variety of field trips and classroom visitors, and complete creative writing opportunities.

Pre-Writing Skills – Practicing left to right, learning tripod grip for using writing tools, following and tracing patterns, learning handwriting using *Handwriting Without Tears*.

Pre-Reading Skills – Recognizing shapes and patterns, learning directional words (*in, out, up, down*), recognizing sounds, practicing beginning sounds of words, hearing rhyming sounds and matching them, identifying and grouping objects that begin with the same sound.

Math Skills- Rote counting, recognizing and naming numerals, calendar awareness, pairing and matching numbers, and developing number concepts.

Conceptualizing – Identifying and classifying foods, parts of the body, shapes, and learning opposites, such as hard and soft, light and dark.

Afternoon Program

The Afternoon Program is provided for our youngest children and is a curriculum based program available daily from 12:15 – 3:15 p.m. During this time children play, nap, go to physical education, engage in art activities, and learn. We have four separate classes, one for 18 months, 2-year-olds, one class for the 3 year-olds, and one class for the 4-year-olds. Teachers also differentiate instruction so lessons and activities are developmentally appropriate. Parents will pick up their child by 3:15 p.m. or the child will be taken to our after school program, where there will be a late fee charged.

Fees:

Age	No. of Days	Time	Cost
Preschool 2	3	12:15 – 3:15	\$2,600
Preschool 2	5	12:15 – 3:15	\$3,000
Preschool 3	3	12:15 – 3:15	\$2,600
Preschool 3	5	12:15 – 3:15	\$3,000
Preschool 4	5	12:15 – 3:15	\$3,000

“Rock Tots” Class

We are excited to have a class for children to enjoy the social aspect of play, both with other children and with their parent, staying to play and socialize. The class will offer open play, group activities, an art project, snack, and time to play outside or in the muscle room. This class will also address parenting issues that families might encounter and will offer parent advice and guidance. This class will meet on Mondays from 8:45 a.m. to 10:15 a.m.

Special Activities

Early Childhood Education Center children engage in the following special programs:

Hebrew – Depending on the age level, Hebrew is provided at least three times per week. The 4-year-old classes participate in Hebrew five days per week. The children learn songs, customs relating to Shabbat and other Jewish holidays, stories, and blessings. Hebrew vocabulary starts to blossom through counting, color identification, names of body parts, clothing, family members, animals, etc. The teacher also helps to prepare the children for a special on-stage performance once a year at our Shabbat Breakfast.

Gym – The children participate in guided physical education once a week for thirty minutes. An inviting outdoor playground and an indoor Muscle Rooms just for ECEC children provide additional periods of play daily for gross motor enhancement.

Music – Music instruction and enrichment with a music specialist are provided once per week for thirty minutes for four-year-old classes. In addition, all children in the ECEC enjoy music in Hebrew class and within classroom group time circles where singing, fingerplay activities, dancing and other forms of movement, as well as use of band instruments, are part of the children's routine.

All classes enjoy additional special science programming twice a year by Jane Gonzales of Mother's Nature.

Three times a year all classes are entertained and educated by the Schoolhouse Symphony, which introduces the children to families of musical instruments and concepts, such as a melody, rhythm, and high and low sounds.

In addition, teachers may arrange for classroom visitors or choose to take their children on a variety of field trips, such as Glenwood Gardens to see autumn colors and the Seasons Retirement Community to deliver Mishloach Manot for Purim.

Health Rules

Keeping children safe and healthy is obviously a shared responsibility, one we all take very seriously. So does the State of Ohio. Please read the following section carefully. It reflects the laws we are all obliged to follow.

Medical Records

The State of Ohio requires that children in preschool have received the recommended immunizations. The school must receive proof of immunization by September 15th. As required by the State, parents with a child enrolled in the preschool must provide at the time of admission and annually thereafter from the date of the physical exam, a current physician's exam. **Failure to comply with these laws will result in the child not being allowed to attend school until the requirements are met.**

Vaccines required for 2014 Preschool entry in Ohio are: 4 doses of Dtap, 3 doses of IPV (Polio), 1 dose of MMR, 1 dose of Varicella, 3 doses of Hepatitis B, and 4 doses of HIB.

It is important that parents fully disclose students' medical conditions and treatments in order to provide the safest environment for them. Even if medications are administered outside of the school setting, the possibility of side effects, allergic reactions or drug interactions in an emergency situation makes full disclosure in the child's best interest. A health history must be completed upon admission to school. This information needs to be updated on the Emergency Authorization form yearly. Any changes in medication or medical condition made during the year require an updated form to be submitted to the nurse. **Any child for whom required medical forms have not been submitted to the nurse by September 15 will not be allowed to attend school. This is a state-mandated requirement, and Rockwern Academy is licensed and chartered by the State.**

Health History

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Emergency Medical Authorization Form

We are required to have a yearly emergency form completed **by the first day of school**. Any changes in medication or medical condition made during the year require an updated emergency medical form to be submitted to the nurse. A complete form must be filled out for each individual child. These forms will be stored in the nurse's office and sent on field trips. In the event of a true emergency, 911 will be contacted and the paramedics will assume authority upon arrival. The nurse and/or ECEC Director will accompany the child to the Emergency Department with his/her emergency medical form. Parents will be notified immediately.

Administration of Medication

Only those medications necessary to maintain a student in school that must be given during school hours or school activities may be administered to a student. School policy requires consent of the parent/legal guardian and a written statement (order) from an Ohio licensed M.D., dentist, or advanced practice R.N. with prescriptive authority before school personnel can give **any** medication.

Certain over-the-counter medications (oral and topical) may be given with parental signature/consent using the form "Medication Administration Record - Over-the-Counter." Acetaminophen (Tylenol), Ibuprofen (Advil or Motrin), polysporin antibiotic ointment, Caladryl Clear, diaper cream, Calamine lotion, sunscreen and kosher cough drops/throat lozenges. Diaper cream or sunscreen must be supplied by parent or guardian. We will not stock this at school. *We would appreciate it if diaper cream and sunscreen could be applied in the morning before arriving at school. If needed, we will reapply diaper cream for diaper changes and sunscreen during afternoon play.* The school strongly suggests consulting your child's physician when filling out this form. Any over-the-counter medication that is not mentioned on this form will require the "Medication Administration Record," which requires parental consent and a signature from a physician, dentist, or advanced practice R.N.

Parents and physicians must complete an Administration of Medication form in full for every medication (prescription or over-the-counter not mentioned above.) This form can be obtained in the main office. Prescription medication must come to school in the original container with the affixed label from the pharmacist. The label must show the student's name, name of medication, dosage directions and the licensed prescriber's name and prescription number. The Administration of Medication form is only good for one school year.

The parent or legal guardian must hand deliver the medication to the office. All medications will be locked in a secure cabinet. Students are not allowed to carry medications, except for inhalers. The School Nurse is responsible for establishing the administration system and all communication with parents and physicians.

Schedule II Medication Policy:

In addition to the above, Schedule II medications (any stimulants, ADHD medications, or narcotics) will be governed by these additional steps:

1. All medication must be delivered from the parent to the Nurse or the Registrar. No one else may accept it.
2. All medication will be counted immediately with the parent present and placed directly into a locked cabinet. The number will be recorded on the child's medication log.
3. A pill count will be conducted every day for all Schedule II medications. The number will be recorded on the student's individual log sheet.
4. The Nurse will contact the student's parent when more medication is needed.
5. The keys to the medication cabinet will be handled only by the Nurse or the Registrar during school hours.

Illness

Children coming to school in the morning are assumed to be well. If a child feels sick during the day and is unable to continue in classroom activities, he/she will be taken to the nurse. The nurse will conduct an assessment, and appropriate measures will be taken.

Rockwern Academy follows the policies of the Ohio Department of Health's guidelines for specific communicable diseases. Our policy asks that you keep a contagious child at home to recover until symptoms have subsided and the student is feeling better. If your child has any of the following, please keep him/her home: fever, cough, sore throat, runny nose, body aches, chills, headaches, unusual tiredness, vomiting or diarrhea. If a child comes to school with the above symptoms, he/she will be sent to the nurse's office. A child with severe symptoms may be sent home even if they are fever free. The following guidelines represent the more common childhood illnesses and the usual recommendations of the Hamilton County Health Department.

Chicken Pox: A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days or fever develops.

Fever: If your child's temperature is 100 degrees F or greater (or 1 or 2 degrees above the child's normal temperature), he/she should **remain home until he/she has been without fever for a full 24 hours (without taking medication)**. Remember, fever is a symptom indicating the presence of an illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and is without fever for 24 hours.

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculocide shampoo, and after all nits have been removed. Child will be re-checked for live lice upon return to school by the school nurse.

Impetigo: Blister-like lesions which later develop into crusted pus-like sores. Your child should remain home from school until he/she has received antibiotic therapy for 24 hours and sores are no longer draining.

Pain: If your child complains, or behavior indicates, that he/she is experiencing persistent pain, he/she should be evaluated by a physician before being sent to school.

Pinkeye: Redness and swelling of the membranes of the eye with burning or itching matter coming from one or both eyes or crusts on the eyelids. Your child should remain home from school until he/she has received 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, using good hand washing practice, using individual washcloths and towels, and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

Ringworm: **Scalp:** Scaly patches of temporary baldness, with brittle infected hairs which break easily. **Skin:** Flat, ring-like rash, inflamed, may itch or burn. **Feet:** Scaling and cracking of skin especially between toes, blisters filled with watery fluid may be present. Children who have scalp or skin lesions must be kept home until 24 hours of anti-fungal treatment has been completed.

Skin Rashes: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

Strep Throat and Scarlet Fever: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat, as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. **Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and has been without fever or vomiting for 24 hours.** Most physicians will advise rest at home 1-2 days with a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

Vomiting and Diarrhea (Intestinal Viral Infections): Stomachache, cramping, nausea and/or diarrhea, possible fever, headache, and body aches. **Your child should remain at home until he/she is without vomiting, diarrhea or fever for a full 24 hours.** If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

Parent Notification of Injuries

- a) In the event of an injury to a preschool child, the nurse (or in her absence, the classroom teacher and other staff) will determine the severity of the injury. If the injury is deemed mild, the child will be treated and returned to class and a written notification will be sent to the parent with a copy placed in the child's file per Ohio Revised Code 3301-37-08 Section D.
- b) If the injury is more severe, the nurse (or in her absence, the classroom teacher and/or other staff) will call the parents/guardians to inform them of the nature of the injury, treatment provided, and determine whether the child will be immediately released to a parent for further treatment by the child's own doctor. A detailed written injury report will be filled out and filed in the child's health record. A copy may be provided to the parents/guardian at the time of the event if requested or otherwise after completion of the report, usually within 24 hours.
- c) In the event of a life-threatening emergency, the nurse (or in her absence, the classroom teacher and/or other staff) will call 911 to summon advanced medical professionals and then notify the parent that an ambulance has been called. A detailed written injury report will be completed and filed in the child's health record. A copy may be provided to the parents/guardians after completion.

Health Screenings

According to the Ohio Revised Code, yearly vision and hearing screenings are to be conducted in schools for children in preschool (PS2 is exempt.) The vision and hearing screenings will be administered during the fall. Additionally, students in grade six will be screened for scoliosis.

Why is it important to have your child's vision screened?

To identify if your child has vision problems or might be at risk for vision problems.

Vision screening will consist of any of the following tests:

1. Observation
2. Monocular Distance Visual Acuity
3. Ocular Muscle Balance test
4. Stereopsis test
5. Color Deficit test (males only, in kindergarten or first grade).

Why is it important to have your child's hearing screened?

- Hearing is important for speech, language development, reading and learning.
- A hearing screening can detect if your child needs further hearing testing.

- Even if your child has passed a hearing screening previously, his/her hearing can change.
- Hearing problems can be related to medical problems.

Hearing screening will consist of the following test:

Audiometry: Screening of hearing acuity.

Vision and hearing screenings provide only a snapshot of how your child performs on the day the test was administered and is not a substitute for an ear exam by an audiologist and a complete eye exam by an optometrist or ophthalmologist. If your child passes the vision screening, you will not be contacted by the school nurse. However, if your child fails the screening, you will be informed of test results.

Discipline

At Rockwern Academy we strive to provide a safe, peaceful, and nurturing learning environment for all children. Each child will be respected for the unique individual he/she is. Guidance will be provided to each child in a positive manner intended to help the child develop self-control and promote self-esteem and respect for others. Guidance and discipline will be fair and will be applied in a consistent, timely manner.

Since children learn by example, adults will serve as positive role models. Adults will develop positive relationships with children by expressing interest in each child and his/her activities.

The staff will reinforce appropriate behavior. Encouragement and praise are the basis of our discipline policy.

When a child misbehaves, the teacher will talk to that child quietly to explain why the behavior was inappropriate. All teachers will frame these conversations within the context of Jewish values. An example of appropriate behavior will be given. Limits will be consistent, firm, and equitable.

If a child continues to display inappropriate behaviors, he/she will be asked to move to a chair that is apart from the group, but not out of sight or hearing of the teacher. Time will be set for one or two minutes. A child will not be required to sit for more than five minutes. The teacher will explain to the child why he/she is being required to sit apart from his/her friends.

Teachers will always make clear to the child that it is his/her behavior that is wrong. No child will be called bad or made to feel that he/she is somehow flawed.

In accordance with state law and our own deeply-held beliefs, discipline will never be delegated to another child. Physical restraints will never be used to confine a child by any means other than holding a child for a brief period of time, such as a protective hug, so the child may regain control.

Children will never be placed in a locked room or confined in an enclosed area.

No child will be subjected to profane language, threats, derogatory remarks about him/herself or his/her family, or other verbal abuse. Discipline will not be imposed on a child for failure to eat, failure to sleep, or toileting accidents. Discipline will never include withholding food, rest, or toilet use.

Parent Conferences

Teachers conduct parent-teacher conferences twice a year, once in the fall and again in the spring. In the ECEC, both the teachers and the director are available to meet with parents to discuss any issues they may have regarding their child at any time throughout the year. Rockwern Academy works in partnership with parents to help their children have the best possible experience. At times, teachers may have a concern about a child and a meeting will be scheduled to discuss the concerns. There may be a time when a teacher may make a recommendation for a child to complete a grade again, always with the child's best interest in mind.

Class Placement

We understand some parents may wish to express a preference for a particular teacher. While parents are entitled to make such requests, it is discouraged because there are many factors that we must take into consideration when deciding where to place your child. When creating class lists, the teachers and director of the ECEC look at the wide range of ages in the grade, at the boy/girl ratio (to have a balance), and at personalities of both the child and the teachers.

We also look at children to see who their friends are and (if needed) separate children who may have difficulty together. As a result, parent requests to have their child with a certain teacher often cannot be met. We ask that parents trust that whichever class your child is assigned to, it will be a wonderful, fun-filled year of learning.

Arrival and Dismissal

All children must enter through the main entrance. These doors open at 7 am. When you bring your child, please park in a designated parking space and not in the fire lane. All children must be accompanied into the building by an adult. If you arrive before 8 am, please check in with the adult supervising early arrivals in Room 210. ECEC students will be escorted to their classrooms at 8 am by the TA working in the before-school program.

All classes begin at 8:15 a.m. and we encourage consistent punctual arrival so that your child can get the maximum benefit of our program. Children must be brought to their classrooms by an adult.

There are many possible pick-up times for ECEC children:

- Car line or park in space in front of office in parking lot and come inside.
- 3:15 p.m. for children who attend the Afternoon Program. Please pick up your child either by parking in the front parking lot and walk in to get your child, or drive around the circle near the dumpsters (near Eden Hall) and your child will be brought out to you.

If parents wish to make alternative arrangements for their child to be picked up at a different time, a request needs to be made in writing and given to one of our office staff. We will then inform the teacher.

Snacks & Kashrut

A snack is provided daily in the morning classes and in the Afternoon Program. Parents should consult with the classroom teacher for a specific time and date when the birthday can be celebrated in the class.

Nut & Allergy Policy (2015 Revision)

The Rockwern kitchen is Food Allergen Sensitive, as well as kosher, of course.

- The kitchen may serve products that contain nuts or traces of nuts, and will clearly indicate these items.
- Children's packed lunches may contain any dairy or parve items, including those that contain nuts.
- There is a designated table in the cafeteria that is nut free.
- Lunches will not be checked. Students may sit together, regardless of whether they pack or not.
- Students who pack must use disposable trays and cutlery.
- All students will be encouraged to wash their hands before and after lunch.
- Snacks provided by the school may contain nuts, and accommodations will be made for students with a documented allergy.
- Snacks sold in Shuk and by students for fundraisers may contain nuts or traces of nuts.
- All ECEC students will have a personal placement with their picture and any food allergies/sensitivities on it so they can be easily identified by all teachers and staff.
- There is absolutely NO SHARING OF FOOD between students at school.

Insect and Food Allergy Policy

Keeping our children safe is of utmost importance here at Rockwern. Allergies to food and insects can be life-threatening and are taken seriously. Since allergies and reactions differ from person to person, it is important to treat every child individually. In order to keep children with life-threatening allergies safe, an Individualized Healthcare Plan (IHP) and Emergency Care Plan (ECP) will be developed using a collaborative and multidisciplinary team approach with the student (if appropriate), parents, the nurse, teachers and administration/staff. This plan will be consistent with federal and state laws and safe practices in accordance with evidence-based information.

Please follow these guidelines so we can keep your child safe:

- As soon as a student is determined to have a significant insect or food allergy, "Medication Administration Record- General form" and the Emergency Care Plan—Allergy should be sent to the parents for completion by the physician and parents. These completed forms are to be on file at the school. Appropriate

medication (usually an EpiPen) as ordered by the physician is to be supplied by the parents and available at the school. The location of the student's emergency medication is listed on the Emergency Care Plan, as this may depend on the location of the student's classroom and the severity of the allergy. There are two undesignated EpiPens (adult and pediatric doses) located in Eden Hall. The School Nurse, Administrators, and Administrative Assistants have access to medications in the nurse's office. Emergency medication will be sent on all field trips that take place during the school week.

- A meeting must be initiated by the parents with the School Nurse as soon as possible and before the beginning of school to discuss the student's needs and care during the school day. All faculty are to be notified as soon as possible regarding students with allergies. Copies of the completed "Emergency Care Plan—Allergy" are to be given to each teacher in the student's grade. Copies are also kept in the office, in the EpiPen box in Eden Hall as well as in each student's health file. All teachers are to be trained by the school nurse at the beginning of each year in the use of the EpiPen as well as other first aid procedures.
- A child who has had an allergic reaction, however minor it may appear, will be sent home with a parent or a guardian for the remainder of the school day and needs to return with a physician's note and treatment plan (when necessary) in order to resume school activities.

For Students with Food Allergies:

According to a student's Individualized Healthcare Plan, the following accommodations can be made:

- Most families whose children have significant food allergies prefer to pack their child's lunch. However, lunch is available for purchase but it will be the parent's responsibility to discuss their child's food allergy with the School Nurse and Food Services provider (noted in the Insect and Food Allergy Protocol) and check the ingredients of food items. Parents of an allergic child are responsible for informing the school staff of all precautions to be taken at lunchtime.
- Ingredients of school-provided food must be checked by the parent for safety. The school lunch menu will indicate when nuts, eggs, dairy, and gluten are being used.
- During lunch, a child with a documented allergy will have the option to sit at the "Nut-Free table."
- Students will be instructed to wash their hands before and after meals to reduce allergen-residual in the classroom.
- Students with life-threatening food allergies should wear a medical identification bracelet or necklace.

- Other accommodations can be made based on the student’s age, type of allergic reaction and safe practices based on evidence-based information.

Food supplements/modified diet: In the event that a child needs a special diet, a written plan must be on file in the nurse’s office. Dietary supplements, such as Lactaid, require a physician’s order per out OTC medication policy. All children’s dietary needs will be accommodated in accordance with a physician’s order and our kashrut policies. Please see the attached list of “Approved Kosher Certifications and Suggested Snacks.”

Weather Policy

Daily outdoor play is very important for young children, so we play outside every day as long as the temperature is above 32 degrees and there is no precipitation. Children should wear labeled outer clothing appropriate for the weather. This includes hats and mittens on days that are chilly. On inclement weather days when we cannot go outside, children will enjoy gross motor activities in our well-equipped indoor Muscle Rooms.

School closings and delays are based on concern for the safety of students, parents and employees, and most school closings occur during winter months. During inclement weather, Rockwern Academy has two plans in place.

Plan A:

- School is closed for day
- AfterCrew will not operate.
- All after-school activities will be cancelled, unless otherwise notified.

Plan B:

- School will run on a 90-minute delay
 - Morning Drop-In will not operate.
- Dismissal times will remain the same.
- Afternoon Preschool and Head Start classes will operate as usual

If school is delayed or closed, Rockwern will inform all media and place an announcement on our website (www.rockwernacademy.org), and the Rockwern’s Facebook page (www.facebook.com/rockwernacademy). Please see the “Instant Communication System” section in this handbook on for information on how notification messages regarding school closings or delays due to inclement weather are sent. The use of our instant communication system, SchoolMessenger, ensures that an email, text message, and phone call can be activated in the case of a school closing, delay, or early dismissal.

Once school is in session, it is the School’s practice to continue to hold classes for the remainder of the school day. Only under extreme circumstances will school be closed once students have arrived. If we find it necessary to close during the day, the same

protocol will be followed using our instant communication service. If necessary, we will also start a phone tree so parents, guardians, or those listed as Emergency Contacts will know to come and get their children. Rockwern Academy does not generally close early for weather emergencies (predicted snow, tornado watch, etc.). In all cases, students picked up early from school must be signed out by the parent or by someone the parent has designated on the School's Emergency Medical Authorization form.

Download our App

We are using the SchoolMessenger app to keep you involved in what is going on at our school. If you have not downloaded the SchoolMessenger app already, do it today! SchoolMessenger is available for Apple, Android, and any other device with the ability to access the internet! Contact Jennifer Grubbs with questions:

je grubbs@rockwernacademy.org

Instant Communication System: Positive outreach and interaction are essential elements of a thriving school. With that in mind, Rockwern uses an instant communication system that enables administrators to record a voice message, schedule the message delivery time, and deliver the message via a telephone call or email to parents.

Parents receive notification messages regarding school closings or delays due to inclement weather through our instant communication service, School Messenger. Phone calls will not be made between 10 p.m. and 5 a.m. If a parent does not wish to receive these messages, they must opt out every year by contacting Renee Deborde, Registrar. For technical assistance, contact Jennifer Grubbs, Director of Communication & Outreach. Parents who do not wish to receive these messages via telephone can receive them via email and can obtain school closing or delay information via the radio, television, school website, or Rockwern's social media channels (Facebook, SchoolMessenger app).

The ability to contact parents successfully relies on the school having current parent contact information. To update contact information, parents should speak with Renee Deborde at (513) 513-984-3770 ext. 3114 or rededorde@rockwernacademy.org.

Contact Jennifer Grubbs, Director of Outreach and Communication, with questions: je grubbs@rockwernacademy.org.

Dor L'Dor Program

Our school teaches the values of caring, respect and Tzedakah – values which guide our children throughout life. Dor L'Dor literally means “generation to generation.” Some classes are visited by an older volunteer once per week. These seniors come from the Jewish community and are adored by the children who “adopt” them as sabas and saftas (grandmas and grandpas).

Special Celebrations

Once a year, families are invited to join their ECEC children for a Shabbat Breakfast. This is a joyous occasion when the children perform songs and dances they have learned in Hebrew class on stage in Eden Hall. Following the performances children join their families for breakfast. This is an early dismissal day.

During the week prior to Passover, families are invited to join their children in their classrooms or designated venue for Passover festivities which may be a program pertaining to the holiday or mini-seder.

Parents are always welcome to come to class to share a special skill, lead a project, or assist with a field trip. Of course, these special visits should be discussed ahead of time with the classroom teacher.

Approved Kosher Certifications and Suggested Snacks

These are all acceptable symbols for use in the Rockwern Academy building. Items with just a “K” should be checked with the Food Service Director as each item has different production circumstances. Fresh fruits and vegetables never require a kosher certification or “hechsher” (in Hebrew). It is preferred that all fresh items be cut in the Rockwern kitchen. Please remember that in addition to being a kosher facility we are nut free and no items brought into classrooms should contain nuts. See nut policy for more details.



Suggested snacks/brands:

- Cheez-its (not goldfish)
- Nutri-grain bars
- Wheat Thins, Triscuits, Saltines
- Applesauce
- Hunts and Jello pudding
- Many Nabisco and General Mills products are Kosher, including Oreos, Chips Ahoy
- Cereals-Most Brands including Cheerios, Chex, Kix, Rice Krispies,

- Pretzels, Chex Mix, Potato Chips (not cheese flavored)
- Popcorn- Skinny Pop, Orville Redenbacher (consider choking hazard)
- Pretzel Crisps, Stacy's Pita Chips, Sabra Hummus
- Graham Crackers, Animal Crackers, Vanilla Wafers
- Yogurts: Chobani, Gogurt, Yoplait, Dannon (others must be checked for gelatin)
- Almost all Hershey and M&M Mars products (but must be checked for nuts or marshmallow)
- Items containing Marshmallows or Marshmallow products are usually NOT kosher unless they come from a Kosher section of a supermarket or kosher store.

Do not hesitate to ask if you have a question- New Kosher Products appear in supermarkets every day!

Important Phone Numbers

The following is provided for your convenience:

Main Office	513-984-3770
Fax	513-984-3974 temporary number
David Finell Head of School	984-3770, ext. 3119
Elaine Kaplan Assistant Principal/Teacher	984-3770, ext. 3120
Jenny Wethington Business & Operations Manager	984-3770, ext. 3130
Nancy Mendelson Director of ECEC	984-3770, ext. 3112
Tamar Smith Director of Marketing	984-3770, ext. 4096
Jennifer Grubbs Director of Admission & Outreach	984-3770, ext. 3230
Shary Levitt Director of Development	984-3770, ext. 3205
Jennifer Rubin Guidance Counselor	984-3770, ext. 3202
Suzanne Wick Speech & Language Pathologist	984-3770, ext. 3204
Gail Sperling Resource Teacher	984-3770, ext. 3206
Polly Freeman, RN School Nurse	984-3770, ext. 3135
Renee DeBorde Registrar	984-3770, ext. 3114
CHHE (Center for Holocaust & Humanity Education)	513-487-3055

Revised 11.09.2015