

Temple Sinai Preschool

Family Handbook

2025 - 2026



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School Information

Temple Sinai Preschool

Temple Sinai Preschool operates year round, Monday through Friday. As a licensed facility, we offer programming from 8:00 - 5:30 PM and serve children ages 8 weeks to 5 years.

Temple Sinai Preschool is closed on federal holidays, major Jewish holidays, and on certain days for professional development and school breaks. A comprehensive calendar of school closures can be found at the end of this handbook. As a general rule, Temple Sinai Preschool follows the Fulton County Public School calendar and closures.

Application and Admission

Enrollment at Temple Sinai Preschool is based on an application process and opens in January of each year for both summer camp and the following school year. Registration takes place in three waves: priority is first given to returning students and siblings of current students; registration then opens to Temple Sinai members; finally, it opens to the community at large. Enrollment is accepted on a rolling basis as long as spots are available. Age level assignments are based on your child's age as of September 1.

For the school year, a \$200 per student enrollment fee is due upon completion of the registration form, which is **non-refundable and non-transferable**. This enrollment fee is subject to change each year at the discretion of the Temple Sinai finance committee. Once your child has been offered a spot at TSPS, you will have two weeks to confirm your enrollment by paying a tuition deposit and setting up scheduled tuition payments. The tuition deposit will be in the amount of 10% of your chosen program tuition and is non-refundable. If you do not submit a deposit and set up scheduled tuition payments within the two week window, we will offer the spot to a student on the waitlist.

If you are registering for camp, there is a maximum enrollment fee of \$75 per camper, based on the number of weeks the camper is enrolled. Changes to camp schedules must be made by April 30 each year and tuition must be paid in two installments, due on May 1 and June 1. If a family requires more than two changes to the camp schedule or must make a change after April 30, an administrative fee may apply.

Our registration takes place within the Temple Sinai portal. While you do not need to be a member of Temple Sinai to attend TSPS, you will need to set up an online account to access the registration portals and set up tuition payments. The initial application will be submitted through this portal. Additional student information may be required through Brightwheel, our daily parent communication app, before your child's start.

You will receive a confirmation email of your enrollment at Temple Sinai upon admission and follow up correspondence before school starts with your class assignment and age-level/class specific information.

While Temple Sinai Preschool is a Jewish preschool, we are committed to being an open and inclusive learning center and welcome students and families regardless of religion, race, sex, gender identity, ability, or other protected identities.

Curriculum

The curriculum in each age group is focused on the development of each whole child by way of learning through play in a warm and welcoming environment. We believe that this approach fosters a strong foundation for social, emotional, academic, physical and spiritual growth: skills that form the basis for success in early elementary school and beyond. Our youngest classrooms use the Creative Curriculum while our 3s and Pre-K students work on kindergarten readiness with the Get Set for School program as they develop pre-reading, pre-writing, and numeracy skills needed to thrive as they graduate into elementary learning.

Tuition

Once enrollment is confirmed, you will be required to set up scheduled payments by card or ACH draft through our online portal. Our school year tuition payments are billed monthly July 1 - April 1 for service August - May.

We offer discounts for families with more than one child enrolled at Temple Sinai Preschool. The sibling/twin discount is 10% off the second child's tuition rate and applies to any additional siblings thereafter. We also offer tuition discounts for Temple Sinai members in good standing.

If you choose to leave TSPS for any reason during the school year, we require a 30 day notice by email. Tuition will not be refunded due to days missed for illness, vacation, etc. We are unable to accommodate make-up days due to illness.

Extended Day Programming and Fees

At this time, we will not be offering drop in options. If you are interested in extending your hours at TSPS, you may choose to enroll in our Boker Time (Early Morning), Plus Day, or Full Day options.

Hours of Operation

Our hours of operation are 8:00 AM - 5:30 PM.

We have three programs available: Half Day (9:00 - 2:00), Plus Day (9:00 - 3:30), and Full Day (8:00 - 5:30). Students enrolled in the Half or Plus Day programs may enroll in Boker Time (8:00 - 9:00 AM) to their schedule if they need to extend their day.

Carpool

Our carpool hours for these programs can be found below. These are the times that there are dedicated staff to receive your child in the carpool line and walk them to class. Outside of these times, we ask that parents park and walk their child into the building.

Full Day Drop Off: 8:00 - 8:30

Plus and Half Day Drop Off: 9:00 - 9:30

Half Day Pick Up: 1:30 - 2:00

Plus Day Pick Up: 3:00 - 3:30

Full Day Pick Up: 5:00 - 5:30

Late Pick-Up Policy

If your child is picked up late more than 3 times after their designated time, a late fee will be charged to your account. A late form will be filled out and signed by both the child's parent and the Temple Sinai staff member on duty at the time of each late pick-up.

Late fees will be charged as follows: (after the third late pick-up)

1st late pick-up Warning

2nd late pick-up Warning

3rd late pick-up Warning

4th late pick-up \$10.00 charge

5th late pick-up \$20.00 charge

6th late pick-up \$30.00 charge

Each additional late pick-up will increase in increments of \$10.00

Measures taken in case of delayed pick-up:

Parents/guardians should notify Temple Sinai Preschool by telephone (404-255-6200) if they know they will be late for pick-up. This will not excuse the late pick-up policy.

If no one arrives to pick up the child by dismissal, a Temple Sinai Preschool staff member will call the parent/guardian at home, work and any cell phone numbers on file.

Parents/guardians agree to advise Temple Sinai Preschool immediately of any changes regarding their personal contact information, including addresses and phone numbers for home and work. Parents/guardians also agree to provide immediate notice to Temple Sinai Preschool of any changes in their emergency contacts.

If a parent/guardian can't be reached after 10 minutes, emergency contacts on file will be called.

After 3 paid late pick-ups, a meeting will be scheduled with the Director to discuss a solution.

Temple Sinai Preschool will never hold the child responsible for the situation. Any and all discussions of late pick-up will be with the parent/guardian and never with the child.

Transportation

Temple Sinai Preschool will not provide transportation to/from school. At times, transportation is offered for our oldest students for field trips on school buses. All buses meet safety requirements and seat belt laws.

Carpool Policies

- Please have your carpool number hanging from your rearview mirror.
- Please **discontinue the use of cell phones** prior to drop-off or pick-up.
- Children must stay in car seats at **ALL** times and are not permitted to hang out windows or sunroofs as this creates a serious hazard.
- **Please turn off your engine when stopped in front of the building. This is to ensure the safety of our students and staff during carpool.**
- For morning carpool, please remain in your car and wait until a teacher comes to get your child out of the car.
- For afternoon carpool, the driver is responsible for buckling children into their car seats and putting in any car seats if necessary. **PLEASE stay in the car until**

your child is brought to you. All students **must** have a car seat or booster seat appropriate for their height and weight in accordance with GA Code 40 - 8 - 76 found below. We are unable to release children without an appropriate car seat or booster.

Every driver who transports a child under eight years of age in a passenger automobile, van, or pickup truck, other than a taxicab as defined by Code Section 33-34-5.1 or a public transit vehicle as defined by Code Section 16-5-20, shall, while such motor vehicle is in motion and operated on a public road, street, or highway of this state, provide for the proper restraint of such child in a child passenger restraining system appropriate for such child's height and weight and approved by the United States Department of Transportation under provisions of Federal Motor Vehicle Safety Standard 213 in effect on January 1, 1983.

- **Do NOT pull around the car in front of you unless you are directed to by security staff.**
- There is **NO** parking in the fire lane at **ANY TIME**.
- Posted speed limit is 5 mph.
- There is **NO** parking in reserved spots at any time.
- Please keep the carpool line moving. If you need more time to get situated, please pull into the lower parking lot into a parking space.

Release

It is essential that you call the preschool office and provide written consent when having someone other than you or your carpool members pick up your child. For your child's protection, only authorized individuals with proper identification will be permitted to leave with your child. You can update your authorized pick ups in your Brightwheel profile at any time or you can contact the preschool office to let us know of any changes to authorized pick ups.

Behavior Management

Temple Sinai Preschool believes in and utilizes positive discipline and redirection with its students. Teachers will encourage children to follow the rules of classroom behavior through clear expectations, positive reinforcement and by providing a warm classroom environment. If a child behaves in an unacceptable manner that is disruptive or physically or emotionally harmful to themselves or others, the child will be redirected

from the activity for a brief period. In the event a child continues to be disruptive or harmful, the teacher will seek partnership from the parents, support staff, and director in finding the best course of action for the student and classroom.

Sometimes classrooms dealing with behavioral issues need a little extra support and TSPS is proud to have both a learning resource specialist and child development coordinator on staff to help work through challenges.

Bitting

Bitting is, unfortunately, a behavior that we see in preschool from time to time and is developmentally appropriate for children who do not yet have the skills to communicate or regulate big emotions. That being said, it is our job as educators and childcare professionals to help children build the skills needed to overcome biting and to keep all of our young learners and staff safe.

In the event of a bite, the families of both the child that bit and the child that was bitten will receive a phone call and incident report to let them know about the bite without any identifying information.

When a bite occurs, we give attention and first aid care to the child that was bitten. We redirect the child who bit to a different part of the room and speak to them about biting and try to offer other solutions for their frustration.

If the biting is not an isolated incident, our educators work hard to pre-empt future bites by determining what type of situations seem to trigger the child in question to bite and we work to catch and redirect the behavior just before it happens, allowing the child in question to work on making better choices or giving children the language to express their concerns.

We handle biting on a case by case basis because every child is different and responds differently. Some instances may require that we have an additional staff member to shadow the child working through biting, others may require that the child be picked up for the day. We will always work hard to communicate with the families dealing with biting and work as a team to come up with a solution.

Meals and Snacks

Please send lunches that are easy for the children to handle and mark your child's name on his/her lunch bag, box, thermos, etc. Please note that Temple Sinai Preschool is NOT a peanut-free school. However, we do reserve the right to deem a class **allergy aware** depending on a child's needs. Please advise the office and the classroom teachers if your child has specific allergies or dietary needs.

Morning and afternoon snacks are provided by Temple Sinai Preschool following Bright From the Start and federal guidelines and include a variety of whole grain items, fruits, vegetables, dairy, and dairy alternatives. The menu is posted in Brightwheel each week.

As part of our licensing, the following items may not be served to children under 4 years of age: peanuts, hot dogs, raw carrots, popcorn, fish with bones, and grapes. no cubed cheese, must be shredded. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. If these foods are sent with your child and are not age appropriate, Temple Sinai Preschool will not be able to serve that particular food item.

Please keep in mind when sending food that Temple Sinai and Temple Sinai Preschool are kosher-style facilities. As such, we discourage items containing pork (ham, bacon, pepperoni, etc.) or shellfish (shrimp, crab, etc.). We understand that sometimes exceptions may need to be made: we want to make sure your child eats well at school.

Allergies

If your child has a food allergy, please make sure to communicate this with the office and your child's teachers. We will need to have an allergy action plan on file and will work on communicating allergy awareness with your child's class on your behalf. In cases of severe allergies, we will designate certain classrooms allergy aware. School provided snacks will be safe for each classroom and we will send parents a list of items to avoid when packing lunches.

Our staff are trained in allergy safe protocols as part of their professional development and check student lunches for allergens, seat students strategically, and thoroughly clean surfaces after snack and meal times to avoid cross contamination.

Infant Feeding

Parents of infants (children less than 1 year of age) should provide a signed, written feeding plan for their child to be kept in the classroom. This written feeding plan should

include the amount of formula, breast milk, or solid food to be given, feeding schedule, etc. This feeding plan should be updated **any time** there is a change in the schedule or amount of food given.

Diapering

The diaper changing areas shall be sanitized after each use. Proper diaper changing procedures shall be followed as outlined:

- Staff use diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason). All diapers should be provided by the family. Temple Sinai provides wipes.
- Cloth diapers and clothing that are soiled are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. IF the parent gives permission, soiled underwear will be discarded.
- Staff will check children for signs that diapers or pull-ups are wet or dirty (a) at least every two hours when children are awake and (b) when children awaken from naps.
- Diapers are changed immediately when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is located at least three feet from other areas that children use and is used exclusively for one designated group of children.
- At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
- Staff post and follow changing procedures.

Potty Training

We believe in following each individual child's lead and readiness for potty training, therefore it is not a goal or requirement for any particular age level at TSPS. That being said, most students are ready for potty training at some point in their 2s level year, while a smaller number may be ready toward the end of their Toddler level year.

It is up to the parent to decide which method of potty training they would like to pursue and we will work with you to support whichever method you choose. If you believe your

child is ready for potty training and you're not sure where to start, please feel free to reach out to your child's teacher for recommendations -- we're here to help!

We have a few guidelines in place to help make this transition as smooth as possible for your family and our classes when the time comes:

- We will ask you to give your child's teacher some information about trends you notice about your child's potty habits: are there certain times of day they've been successful on the toilet? When do they typically have a bowel movement?
- Students will use classroom toilets. We do not allow the use of portable training toilets or "little potties" at school for health and safety purposes.
- If you have specific language you would like us to use, please share that information with your child's teachers.
- When you begin potty training, we recommend trying to find a time with a few days at home that you can dedicate to training with few distractions -- school breaks are a great opportunity to get started!
- Make sure to send in more complete sets (socks and shoes included) of back up clothes each week when your child is early in their potty training. Accidents happen -- especially at school -- and we want your child to feel dry and comfortable.

Religious Celebrations

Temple Sinai Preschool is committed to providing an enriching Jewish environment for its students. As such, students will learn about and celebrate Jewish holidays and attend a weekly preschool wide Shabbat service which families and caregivers are always welcome to attend. Once a year your child's class will be the "Shabbat Stars". During preschool Shabbat that week, your family is encouraged to attend with your child and will receive a special blessing from the clergy. Families will make and decorate challah together after Shabbat.

Mandated Reporting

In the State of Georgia, any person may report a case of suspected child abuse. By state law, school administrators, school teachers, school psychologists, school social workers and child service organization personnel are “mandated reporters” and must report suspected child abuse or neglect to the Department of Family and Children Services (DFCS) or local police department immediately.

A report of child abuse should be made when a person has “reasonable cause to” believe that a child under the age of 18 has been abused by a parent or caretaker. “Reasonable cause” means a suspicion founded upon circumstances sufficiently strong to warrant a reasonable person to believe that something is true.

In Georgia, any person who is required by law to report and who knowingly willfully fails to report shall be guilty of a misdemeanor. The State grants immunity for any civil or criminal liability for the making of a report based on the requirement that the report is made in good faith.

Additionally, all Temple Sinai and Temple Sinai Preschool staff are trained in Darkness to Light through Stewards of Children to identify and report child sexual abuse.

Childcare Outside of TSPS

We have a wonderful, tight-knit community and know that families ask TSPS staff to babysit from time to time. TSPS and Temple Sinai are not liable or responsible for any childcare arrangements that occur outside of your child’s selected program or Temple Sinai organized programs.

Daily Communication

We use the Brightwheel app for daily communication. Here, you will sign your child in and out each day so that we have accurate attendance records.

Our staff will share photos and age-appropriate updates. Our younger classes (infants and toddlers) will have the most communication by nature: feedings, diaper changes, and naps are all logged. As students grow (2s+), updates are more photo based as these classes are busier with learning and hands-on activities and focus less on care and feeding.

We try our best to be responsive to all parent messages, but keep in mind that our priority is being present and engaged with our students. The best time to reach staff is during your child's rest time or just after lunch. Staff schedules vary and our teachers will let you know what the best time to reach them is.

If you need to contact staff outside of preschool hours, we will do our best to respond in a timely manner, but may not respond until business hours.

Social Media Etiquette

We share a lot of fun moments on Brightwheel and you may receive photos that feature other students in your child's class. If you are resharing photos from your child's day at TSPS on social media, please be mindful that other families may not be comfortable having their child posted online. We request that you do not post photos of children other than your own unless you have permission from the other child's family (we know that many of our families are very close!). You might also choose to crop or otherwise edit a photo so that other children are not identifiable. We appreciate your partnership in respecting all families' social media preferences.

Accidents/Injuries

In the unfortunate event of an accident, we will send parents an incident report through Brightwheel. Depending on the severity of an accident, we will call you first before sending an incident report. In the event of a bite, an incident report will be made via the Brightwheel app to both parties without identifying information.

Medical Emergency Procedures

In the event of a medical emergency, Temple Sinai Preschool will call 911 and emergency personnel will transport the child to Children's Healthcare of Atlanta at Scottish Rite Hospital or to an emergency facility deemed necessary by the transport provider. We will use our best efforts to notify parents. If parents cannot be located, we will leave a message and call the people listed on the child's emergency contact list to ask them to meet us at the hospital. We will remain with the child until an adult (parent or person from emergency contact list) arrives.

Parents are asked to update the preschool office when any critical information changes, such as phone numbers, address, allergies, prescribed medications, medical needs, and emergency contact information.

Safety Drills

Throughout the school year, we conduct fire, severe weather and intruder drills teaching students our safety procedures in a non-frightening manner. During drills, we practice evacuating to a safe location.

Temple Sinai Preschool has comprehensive security and evacuation plans for each type of emergency we practice drills for. These procedures are available for you to look through in the preschool office at any time.

Severe Weather and School Closures

Decisions regarding delays or closing will always be in favor of caution and safety. A decision about delayed opening or closing of Temple Sinai Preschool due to inclement weather will be made as early in the morning as possible, if not the previous evening.

Temple Sinai Preschool reserves the right to remain with the published school calendar and not make up time due to cancellations or delays caused by inclement weather or other emergency situations.

Parents will be notified via Brightwheel and any closings will also be posted on the Temple Sinai public social media pages.

Parents will be contacted in the rare event that children must be picked up during school hours due to early closing.

Illness Policies

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as their classmates and teachers. If your child has a contagious illness, please contact the preschool office so that we are able to send an illness notice to the class.

Children who are mildly ill, under the weather, or not up to participating in all school activities should remain at home.

If your child requires medication upon returning to school, please stop by the Temple Sinai Preschool office to complete a Medication Authorization Form.

We always appreciate it if you let your child's teachers know if your child will be absent on any given day (due to illness or any other reason).

If your child becomes ill during the school day, the parent(s) will be contacted by phone to make a plan to pick up the child as quickly as possible. Sick children will be sent to the office to wait with the preschool director or administration for early pickup.

Guidelines for Keeping Your Child Home

Please expect that your child will become ill as they start school. They are being introduced to so many more children and germs as they build their immune systems.

If your child has been diagnosed as having a communicable disease such as: COVID, hand foot and mouth, pink eye, etc. please notify the school immediately so that we are aware of the situation and can send the necessary communications. **Do not send out a notice yourself. If you are unsure if a notice needs to be sent about an illness, please check in with the office.**

Below, you can find information on specific measures to take with different illnesses:

Respiratory Symptoms: If your child is showing any of the following symptoms: cough, shortness of breath, or difficulty breathing please remain at home until they improve or have been cleared by your child's doctor.

Fever: Your child **must** be without fever for **24 hours (100.3 or less) without the aid of fever reducing medication.** Keep in mind that fevers are lower in the AM and spike in the PM.

Vomiting and Diarrhea: Your child **must** be without vomiting and diarrhea for **24 hours.** If your child has two instances of diarrhea during school hours, they will need to be picked up and stay out of school for 24 hours.

Runny Noses: Clear runny noses are acceptable **WITHOUT OTHER SYMPTOMS.** Yellow, green or pus-like runny noses may be related to an infection. In this case, we will need a note from your child's doctor if they are to attend preschool.

COVID-19: Child may return to school when fever-free and symptoms are improving.

Rashes: Must be cleared by a physician before attending school.

Hand, Foot, Mouth (HFM): Child may return to school when fever free without medication for 24 hours and blisters are dry/healing.

Strep: Your child must be on antibiotics and have no fever for a full 24 hours after the first dose of medication.

Ear Infections: If the child can actively participate in activities, child may return to school if no other symptoms are present.

Chicken Pox: Your child may return to school 6 days after the rash first appears, or when all lesions are crusted over. It takes approximately one week for mild cases.

Head Lice: Your child may return to school after we have received a letter of treatment and after all individual eggs have been removed.

Conjunctivitis (Pink Eye): Your child may return to school when discharge from the eyes has stopped. You should consult a doctor to determine if your child has a viral or bacterial case (which may be treated with drops).

Should your child have a cold, cough, fever, or nausea, please keep them home. If you are unsure of whether to keep your child at home, you should keep them at home. This is for your child's protection as well as others. Many contagious and more serious ailments begin with these symptoms.

We are unable to allow for make-up days if your child misses school due to illness.

Administering Medication

If your student requires medication, please fill out a medical authorization form at the preschool office indicating dosage amount and times (and prescription, if applicable). All forms and medication must be submitted to the preschool office. We will make sure your child's medication is properly stored with the appropriate instructions for administration.

Temple Sinai Preschool will contact parents via phone if there are noticeable adverse reactions to medication at any time.

Parent Involvement at Temple Sinai

Class Visits

Parents are welcome to visit Temple Sinai Preschool at any time during school hours to observe or check in on your child. While it's not necessary, we appreciate it if you can coordinate with your student's teachers so that it is not disruptive to their class schedule. When visiting during the day, please check in at the preschool office.

Room Parents

Each class has a room parent or two that coordinate different things throughout the year (class parties, teacher birthday gifts, etc). They also serve as the contact liaison between PTO and the other class parents to share information about PTO initiatives and opportunities. We ask for volunteers at the beginning of each year.

Birthdays

We are happy to help you celebrate your child's birthday in class! Please reach out to your student's teachers to schedule a time that works for both you and the class and to double check allergies to keep in mind if/when planning class-wide treats.

Mystery Reader

Depending on age level, most classes offer parents and other special adults to visit the class as a mystery reader. Teachers will send out sign ups as they become available.

Playground Patrol

In order to facilitate age-level teacher meetings, we ask for parents volunteers to help out on occasion during your child's playground time. This allows our age-level teams to hold productive and valuable team meetings. Our teachers will send out sign ups at the beginning of the year.

PTO

Temple Sinai Preschool is lucky to have a very involved PTO. Please ask the preschool office for contact information for the current year's leadership information and meeting times.



2025-2026 School Calendar

JUNE						
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JULY						
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AUGUST						
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NOVEMBER						
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DECEMBER						
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MAY						
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June 2	Summer Camp Begins
June 19	Juneteenth (No Camp)
June 30-Jul 4	NO CAMP
Jul 31	Last Day of Camp
Aug 12	First Day of School
Sep 1	Labor Day (No School)
Sept 22-23	Rosh HaShanah (No School)
Sept 24	(No School) - Full day Camp
Oct 1-2	Yom Kippur - (No School)
Oct 7	Sukkot (No School) - Full day camp
Oct 14	Simchat Torah (No School) - Full day camp
Nov 3-4	Fall Conferences (1 day virtual, 1 day in-person)
Nov 24-28	Thanksgiving (No School)
Dec 22-23	Winter Break (No School) - Full day Camp
Dec 24-Jan 2	Winter Break (No School)
Jan 5	Professional Development (No School)
Jan 19	MLK (No School)
Feb 16	Professional Development (No School)
Mar 16-17	Spring Conferences (1 day virtual, 1 day in-person)
Apr 2	Passover Break (No School)
Apr 6-7	Passover Break (No School) - Full Day Camp
Apr 8	Passover Break (No School)
Apr 9-10	Passover Break (No School) - Full Day Camp
May 21	Last Day of school

First and Last Day of School
Summer Camp Sessions
Holiday- No School or Camp All Programs
Professional Development-No School
No School for Half & Plus Day (Camp Day Included for Full Day)
Last Start (School Day Begins at 10 am)