



# PROVIDENCE HEBREW DAY SCHOOL

*450 Elmgrove Avenue \* Providence, RI 02906 \* 401-331-5327 \* Fax: 401-331-0030*



# PRE-K HANDBOOK

*Updated Summer 2023*



This handbook has been prepared for parents. Its goal is to answer some of your questions and give insight into the unique Pre-Kindergarten program of Providence Hebrew Day School. For more information, please refer to the Parent Handbook.

## **PRE-K TEACHERS**

Mrs. Lynn Jakubowicz  
lynnj12@gmail.com

Miss Caraline Connor  
cconnor@phdschool.org

## **GENERAL INFORMATION**

Requirements:

- Birth certificate
- Immunization records
- Health forms completed by family doctor

## **Communication/Weekly Newsletter**

Open communication between home and school is a pivotal part of your child's education. Feel free to share any particulars from your child's life that may impact him/her. Please see the contact information below the teachers' names above for the best way to reach each of them. You may also send a note with your child asking a teacher to contact you. If doing so, please indicate which number she should call and what time of day is best, and she will call you.

The morning teachers send home weekly news bulletins, typically on Fridays. The goal of these bulletins is to briefly share both what transpired in the classroom during the previous week and to inform you of upcoming events. Please read these notices weekly. If you have any questions about anything in the bulletin, please do not hesitate to contact the teachers. While the teachers love to schmooze with you, please be reminded that, during school time, they are supposed to be with the students, so anything that requires more than a short answer is best asked as detailed above. If you leave a message for a teacher or send an email, she will endeavor to get back to you as quickly as possible. As with any other relationship, the clearer the communication, the more enhanced will be the teacher-parent partnership.

In particular, please notify us of any significant change in your child's life so that we can be sensitive to your child's behavior.



## School Hours

Half Day	Monday–Friday	8:15–12:00
Full Day	Monday–Thursday	8:15–3:15
Full Day	Friday	8:15–1:00/3:00



## Arrival & Dismissal

Please do not bring your child to school before 8:00 a.m. Upon arrival your child should go directly to the Pre-K classroom. Children who arrive late disrupt the morning group. Often, the “late child” is also upset that he or she has missed something. If it does happen that you must be late, please be fair to the rest of the class and do not enter the classroom with your child.

Every student has a regular dismissal plan (i.e., specific bus, regular pick-up, etc.). Please be on time and wait outside when picking up your child. Dismissal will be from the front door of the school. Once you (or your designated individual) arrive, your child will be dismissed. Please do not enter the building to pick up your child at dismissal. Please do not send an older child to get your Pre-K child from the classroom. If your child is going home with another parent or child, we need written permission; without that permission we will not be able to release your child. This is for your child’s safety, and absolutely no exceptions will be made.

If you need to pick up your child during the school day, please make sure you notify the office and teachers in writing. We ask that you come to the office and your child will be called. Please do not enter the classroom during the school day to pick up your child so as not to disrupt the other children.

A primary goal of our program is to help ALL children develop self-confidence and self-sufficiency. Arrival and dismissal times provide opportunities toward this goal. Do not fear – we are watching your children and will step in to assist as needed.

## Clothing



Preschool students, both boys and girls, may wear pants, shorts in warm weather, and T-shirts. Girls may also wear skirts, dresses, or jumpers. Boys must wear tzitzis and a yarmulka.

Please send your child to school in comfortable, casual clothing that can be easily put on and taken off in the bathroom. Clothing should be appropriate for messy art activities.

## Outer Clothing

Your child will be going out to the playground daily, except during inclement weather. Please dress him/her appropriately. We feel it is important that your child experiences the tactile sensations of various seasonal elements. It will be most helpful if your child has an easy-to-fasten coat, jacket, raincoat, snowsuit, and boots. Your child should practice dressing, as s/he will need to dress him/herself two or three times each day (for recess and dismissal).



## Absences



If your child is ill, please keep him/her at home! Send a note when your child returns and include reasons for the absence. If your child has an infectious illness, please call the school so that we may alert other parents. School policy is that children who have vomited or had a fever need to stay home for 24 hours. Children may not return to school until they are fever-free, without the use of fever reducing medications, for 24 hours. The same is true for contagious illnesses being treated by antibiotics, as per doctor's instructions.

If your child needs to take medication in school, we require a doctor's note.

If we become aware of multiple children in the class with the same infectious illness, we will make every effort to notify all parents.

## Allergy Alert

Please inform the teachers in writing of any known allergies, as well as steps to be taken in the unlikely event of an allergic reaction at school. A letter will be sent home before the start of school detailing any food restrictions due to classmates' allergies.



## Labels



Be sure to clearly label your child's backpack, lunch bag, and each article of clothing s/he wears to school.

## Other Necessities

Your child will need a complete change of clothing to be left in the classroom. This should include shirt/pants/dress, underwear, socks, and old shoes. This is to ensure that your child will have dry clothes if s/he gets wet. Please put all these items in a clearly labeled bag and replace as needed.

## Backpack

Please send a large, labeled backpack or tote every day so that all projects and papers come home safely.



## Show and Tell

# Show and Tell

Wednesday is “Show and Tell” day, and this is the only time that children may bring in toys from home. More information will follow.

## Tzedakah and Mitzvah Notes

Please send *tzedakah* (charity) every day so we can do this *mitzvah* as part of *davening*. A penny a day is fine. Children may also bring *mitzvah* notes every day. We will keep a “Mitzvah Tree” bulletin board to display these notes.



## Snack



Children are required to bring fruit and/or vegetables for snack every day. You may send a drink from home. Glass containers are not allowed and please do not send water bottles larger than eight ounces. If we find that your child seems to need additional snacks, we will send home a note to notify you.

## Lunch

For children who attend the full day at Pre-K, please include bread as part of your child’s dairy or pareve lunch so that we may enjoy the *mitzvah* of washing hands and making *brachos* together. Children will eat lunch at noon. All packaged food brought to school must have a kosher symbol.



## Birthday Celebrations



We welcome you to celebrate your child's birthday in school. Please discuss the arrangements in advance. We are happy to distribute invitations in school for a home celebration, as long as all the children are included. All food and beverages brought to school for a special occasion must bear a *hashgacha* that is approved by the school (for more information, please contact Mrs. Weiner) and be checked by a member of the Judaic Studies staff.

## Reports and Conferences

We have formal reports once a year and conferences twice a year. These dates are on the school calendar. However, if at any time you have concerns, please contact us to set up an appointment when we can all devote our full attention to discussing your child.

## Health and Hygiene



As part of our discussions about various topics, we will be reviewing some hygiene rules with the children. This includes talking about our obligation to make a *kiddush Hashem* with a clean and neat appearance. As parents, it is important to recognize that a first view of you and your family can be through your child(ren). Some reminders for parents include:

- Have your child shower or bathe with warm water, soap, and shampoo several times a week.
- Change all clothes every day.
- Brush teeth at least twice a day.
- Keep nails short and make sure they are clean.
- If night dryness is an issue for your child, please be sure your child is clean for school, and does not smell. A helpful hint is to use wipes in the morning for a quick fix. If the pull-up did not contain the wetness, a short bath may be in order and fresh bed linen will be necessary. Be sure to change pajamas every day if your child requires a pull-up.
- Children's faces and hands should be washed frequently and be checked for cleanliness after meals and before leaving the house.
- Hair should be brushed every morning and be tidy for school.



The development of a concept of personal hygiene is a process that begins with very young children. With your guidance, as your child matures, s/he can begin to take increasing responsibility for the above tasks. Another notion that can be presented to children is that it is necessary to approach school showing *kavod haTorah* (respect for Torah). This can even be

used as a prompt to help them sit properly while learning. We want to educate them to plan thoughtfully for school. They need a healthy lunch and snacks, a backpack, appropriate and clean clothes, etc. A clean body is a part of this mindset of showing respect for the learning environment.

## Orientation



Open School Night, as indicated on the school calendar, allows parents to learn even more about our program. In addition, you will receive an invitation over the summer to a short orientation for new Pre-K students and their parents before the start of school. We look forward to seeing you at these programs.

### FIRST DAY OF SCHOOL CHECKLIST

- Box of tissues
- Backpack or tote that is large enough to hold big projects and labeled with your child's name.
- Change of clothes to leave at the school in a labeled bag.
- You may choose to send in a Ziploc bag of spoons for snack or lunch use as needed. Your child can also bring a bag or purse of coins (pennies) for tzedakah. Both of these items are stored in his/her cubby to be used as needed. Please label the bags with your child's name.
- A note informing us of any known allergies.
- Full-day students should bring dairy or pareve lunch. Please enclose it in a labeled container. Also, please make sure your child has appropriate utensils as needed.
- Please remember to inform us in writing of any changes in dismissal.
- Please check and empty your child's backpack daily. This is one way for you to know more about your child's day and for the teachers and administration to communicate effectively with parents.



## Closing Thoughts

We enjoy and encourage parent participation in our program. If you have a special talent (e.g., playing a musical instrument), we would love to invite you to the classroom.

Arts and crafts materials that you no longer need at home, such as cloth, wallpaper, yarn, and old magazines, are always welcome in Pre-K. Dress-up clothes are also greatly appreciated. (No hats, please.)

We consider it a privilege to have your child with us each day. Working together, we can make the Providence Hebrew Day School Pre-K experience meaningful and enjoyable for both you and your child. We hope this handbook has been helpful. Should you have any further questions, please don't hesitate to contact the school. Thank you.



***WE WELCOME YOU AND LOOK FORWARD TO SHARING A WONDERFUL YEAR  
WITH YOU AND YOUR CHILD!***

