



Olam

Jewish Montessori
- Early Childhood Center -
Grow, Explore, Discover

Family Handbook School Year

2023-2024

August 2021

*Policies and procedures may be updated during the course of the year.
The school will make every effort to keep you posted of such changes.
Notifications will come via notes sent home with your child or emails sent directly to parents.*

“Free the child's potential, and you will transform him into the world. “

Maria Montessori

Olam Jewish Montessori Preschool of Beth Jacob

"חנוך לנער על-פי דרכו, גם כי יזקין לא יסור ממנה" (משלי כ"ב, ו')

Proverbs 22:6

"Educate each child according to his own way, and even when he is old, he will not depart from it"

Welcome to Olam Jewish Montessori Preschool of Beth Jacob and thank you for entrusting us with the wellbeing of your children. Integrating the Montessori educational philosophy and weaving the rich cloth of our Judaic heritage, children learn how to celebrate and observe the Jewish holidays, increase Hebrew language skills, understand the meaning of *mitzvot* and *middot*. The word *Olam* in Hebrew means *world*, which is derived from the root "*alam*" meaning hidden or concealed. Together as your partner we will strive to motivate your child to unlock that hidden potential within him or her and create a warm, caring and loving community.

Philosophy

The founders of Olam Jewish Montessori believe that each and every child is special and unique and deserves the opportunity to reach his or her full potential. We consider it a privilege to serve your children while instilling in them a sense of independence and self-reliance. Our goal is to infuse each child with a passion for learning, a sense of curiosity and a feeling of *menschkeit* within a happy environment based on the teachings of the Torah. We strive to attend to the emotional, physical and spiritual needs of every child.

Mission Statement:

"Prepare future Jewish generations by providing an education based on critical thinking, empathy and Tikun Olam"

Montessori Approach

The Montessori method of teaching is based on the philosophy of Italian educator and physician Maria Montessori (1870-1952) and recognizes the child's natural desire to learn from his or her environment. According to Dr. Montessori "education is a natural process spontaneously carried out by the human individual and is acquired not by listening to words but by experiences upon the environment." She observed that young children learn best in an environment that allows for hands on experiences in which the child practices using his five senses. The teacher acts as a link between the child and the classroom environment, which is designed using child-sized and developmentally appropriate activities that can be done individually or in small groups. Freedom of choice in the classroom allows the child the liberty to choose an activity to work on what he or she is naturally drawn to. The educational materials found today in a Montessori classroom allow children to develop the tools needed for creative learning

as well as stimulate mental and manual agility. Made from real materials such as wood, the Montessori activities are child sized and aesthetically pleasing. Each activity is designed for multi-level learning, allowing the child to progress at his or her own individual pace. Maria Montessori believed that learning should occur naturally and joyfully at the proper moment for each individual child. The Montessori classroom is comprised of multi-aged groups of children where younger children can learn from older peers and older children, in turn, can act as leaders creating a cooperative community of learners.

The Olam Jewish Montessori Lead Teachers have completed Montessori teacher training. We are fortunate to have expanded our staff with certified, highly experienced teachers. Our founding teachers received Montessori teaching certificates through the Montessori Teacher Academy of Dana Point California, which is affiliated with the American Montessori Society and accredited by the Montessori Accreditation Commission for Teacher Education. In addition, our teachers completed training from the Center for Jewish Montessori, enhancing their skills to integrate the Montessori curriculum with the values and practices of Judaism.

Application and Enrollment

Enrollment is open to any child six weeks to 6 years of age, provided the child will benefit from the program offered and not pose a threat to the health, and safety of other enrolled children or our staff. Enrollment priority is generally given to re-enrolling families, siblings of children currently enrolled, Beth Jacob members and Non-Beth Jacob members. Applications for all children must be submitted with a non-refundable fee and deposit as specified by the fee schedule.

Enrollment and Tuition – 2023-2024

School enrollment is from **August 21st - June 21st, 2024**. Upon acceptance to our program, the following forms must be turned into the office prior to the first day of school:

- Identification and Emergency Information – Lic 700
- Physician’s Report – Lic 701
- Child’s Preadmission Health History- Lic 702
- Person Rights – Childcare Center- Lic 613A
- Consent for Emergency Medical Treatment- Lic 627
- Child Care Center Parents Rights-Lic 905
- Notification of Parents Rights- Lic 995
- Caregiver Background Check Process- Lic 995E
- OJM Consent Form
- OJM Signature Page- Social Media/Photo Release Form
- Tuition Express Parent Application
- Family and Security Procedure Acknowledgement Form

Initial Visit:

Prior to applying for admission, we ask that the parents and child visit and spend time to allow the child to explore the school environment. During this time, the parents and the Early Childhood Director can discuss the preschool’s curriculum, and philosophy, the particular needs of the individual family and whether the program meets the child’s needs.

Tuition and Preschool Hours:

Olam Jewish Montessori determines fees for tuition on an annual basis. There is an annual enrollment and re-enrollment fee of \$250 (for BJ members) or \$300 (for BJ non-members) per family.

Tuition payment: (Select one of the three options)

1. single annual payment;
2. 2 semi-annual payments;
3. 10 monthly payments. Please refer to the Admissions Agreement for details on payment schedules for each option. Late payments/ returned checks will result in a \$25 handling fee.

Monthly Security Fee:
\$195 one child/ \$275 family rate

The Half and Full Day Programs are available either three, or five days per week. The Full Day Plus Program is offered as a Five Day Program only. If you would like to discuss different day(s) options, please speak to the Early Childhood Director. Tuition for the different programs are shown in the chart below:

Preschool Program	Beth Jacob Members	Regular Non-Member Rate
3 Half Days (8:30-12:30)	\$690	\$730
3 Full Days(8:30-2:30)	\$990	\$1115
5 Half Days(8:30-12:30)	\$910	\$1010
5 Full Days(8:30-2:30)	\$1195	\$1455
5 Full Days Plus(8:30-6:00)	\$1410	\$1590

Early Care begins at 8:00 -8:30 am and is available to all enrolled students for an additional charge of \$150.00 per child/per month. (member) \$160(non-member)

Infant/Toddler Program	Beth Jacob Members 5 days, M-F	Regular Non-Member Rate 5 days, M-F
Full Day Plus (8:00-6:00)	\$1970	\$2140

****Introductory Special: Become a new Beth Jacob member. Membership allows you to take advantage of the member tuition rates!**

MONTHLY SECURITY FEE: \$195 ONE CHILD/ \$275 FAMILY RATE

Sibling Discount:

A 5% discount off the lowest monthly tuition will be given to families with more than one child enrolled concurrently.

Daily Policies and Procedures

Admissions:

Applications are welcomed from all Jewish families within the greater Jewish community. Our staff considers all applications, to determine if our program can meet the child’s specific needs and developmental goals. Parents/legal guardians and the child must meet with our staff in person at the preschool facility before admission can be approved. Priority enrollment is given to members of Beth Jacob Congregation of Irvine and to families who already have a child enrolled at Olam. All other children will be admitted on a first come, first served basis upon the opening of registration each year. Space permitting, a child can enroll in the program at any time during the school year. Registration is dependent on the receipt of all appropriate forms and fees. For more information email admin@olamjewishmontessori.com.

Arrival and Dismissal Protocol:

Parents must accompany children directly to a teacher and sign them in and out each day without exception, as specified by California State Licensing. When dropping off your child, please allow time to communicate to the teacher any information pertinent to your child’s day, or email ahead of time.

Please refrain from cell phone use during drop off and pick up.

AS PER CALIFORNIA STATE LICENSING, YOU ARE REQUIRED TO SIGN A FULL LEGAL AND LEDGABLE SIGNATURE (NOT INITIALS), IN BLUE OR BLACK INK. A \$50 FINE can be imposed for failure to do so. Under no circumstances may a parent leave a child at the preschool: (1) Prior to opening; (2) Prior to

the child's scheduled arrival without the prior approval of the Preschool Director; or (3) Without making sure that the child has been properly received by a teacher. **No parents or children are allowed in the classrooms or outdoor environments before or after school without staff present and notifying the Preschool Director.**

A \$25 late fee will be charged to parents for each 15-minute increment that they are late to pick up their child. Children will not be released to any person (including parent or guardian) who appears to be under the influence of drugs or alcohol. In case of an incident such as this an emergency contact will be called. If there are special custody arrangements for your child, you must provide the preschool with court papers indicating who has permission to pick up your child.

Attendance/Absences:

In order for the child to benefit the most from the preschool experience, we strongly encourage consistent and punctual attendance in the classroom. **It is important to have your child arrive to school by 8:30 a.m. so that he/she is participating in all morning activities.** Please notify the early childhood office, the Preschool Director, and /or the child's teachers by telephone and or/email in the event your child will be absent or will be arriving at school after the program has already started for the day.

Credits will not be given on days the child is absent from the preschool, including vacation time. There are no tuition reductions or make-up days due to absences, vacations or holidays.

Child must attend on their scheduled days and may not substitute one day for another unless you have prior approval from the Preschool Director. Approval must be within the same week.

Behavior Responsibility:

Self-discipline is the key to a child's success. When self-control comes from within the child and is not imposed externally it is a lasting discipline. Freedom of activity is of paramount importance in a Montessori classroom. However, children are taught that the rights of others need to be respected at all times and their behavior needs to be aligned with this expectation. At Olam Jewish Montessori discipline will be carried out in a manner consistent with the Montessori Philosophy that preserves the self-esteem of the child, promotes the development of his or her own self-discipline, and respects the rights of the whole classroom community. Children's behavior will be redirected in a firm but positive manner. Should a serious incident arise, children will be removed from the classroom and parental intervention may be deemed necessary. At any time, the school may request that the child be withdrawn from the program if behavior is consistently unacceptable.

Birthdays:

Birthdays are special moments in a child's life, and we would be honored to celebrate this milestone with your child in our classroom with a birthday circle and a **special simple, kosher snack brought in by the family**. Please be advised that the snack brought in must be pre-packaged, certified kosher and cannot be home made.

Please consult with your child's teacher to plan your choice of snack in advance and check whether any ingredients need to be avoided due to an allergy issue. If you would like to sponsor an event/program in honor of your child's birthday, please contact Lynne Pinto at director@olamjewishmontessori.com.

We look forward to celebrating this simcha (celebration) with you and your child. Birthday invitations can be distributed to the class on your behalf as long as: the whole class is invited; the event does not fall on Shabbat or a Jewish holiday; and kosher food is served at the party.

Biting:

Biting is never an accepted behavior, however, it may happen when children participate in group care. Children bite for many reasons including the development of autonomy, communication, frustration and oral stimulation. Biting occurs when children are frustrated as well as excited. When biting does occur, the teacher helps the child that is bitten as well as attends to the child who did the biting. The bite is washed and ice applied, while reassuring and comforting the child who was bitten. When responding to the child that bit, we let him/her know, in an age-appropriate manner, that biting hurts and it is not okay. All parents concerned and the director are notified and an incident report is filled out. We document the incident to determine whether there is a pattern and take further action if necessary.

Classroom Visitations

For the safety and security of all our children, parents must first contact the director if they wish to visit any classroom. The director will make arrangements with the teacher for a time that is mutually convenient.

Communication

At Olam Jewish Montessori we believe that an education is a partnership between the parents and the school. We urge you, our parents, to communicate with us at the school frequently. The teachers are experienced and qualified educators, highly motivated and committed to excellence. We are devoted to open communication. The staff asks that parents communicate to them any unusual situations or changes at home, such as a sick family member, a parent going out-of-town or the imminent arrival of a sibling or grandparent. You can contact the Olam office or via email at the numbers listed in the handbook.

Our main office phone number: 949-537-3777

Our email: director@olamjewishmontessori.com
Our website: [www. olamjewishmontessori.com](http://www.olamjewishmontessori.com)

Teachers are available to discuss a child's progress or needs at any time. However, because of the teachers' responsibilities in the classroom, parents are asked to make an appointment for discussions that will require more than a few minutes. Monthly newsletters will be emailed to the parents. Twice a year, progress reports will be completed by the teacher for each student and then discussed at parent-teacher conferences.

Dress Code and Supplies

Children should wear washable and comfortable play clothes to school. Children should wear shoes that protect their feet. We discourage children from removing their shoes for safety reasons. **Boys are encouraged to wear kippot and tzitzit.** All clothing should be marked clearly with the child's name. An extra set of clothing (including shoes) should be brought at the beginning of the year and kept at the school. If your child is not potty trained yet, please make sure that you supply the school with a box of wipes and a bag of diapers marked with his or her name. Additional changes of clothing should be supplied for a child during toilet training. Please let your child's teacher know that you have started potty training your child at home. Communication is the key to your child's success.

Special Toys

We strongly recommend that aside from a special transitional object during an adjustment period, children leave personal belongings such as toys and dolls at home as these can get lost at school and can interfere with the child's ability to work with the materials offered. There will be designated share days when your child can bring a special object from home.

Emergency and Security Procedures

The school has developed safety and emergency procedures so that in the event of an emergency our staff will know what to do and parents will be aware of how the school is managing the situation. Please see the Emergency and Security Procedures document attached to this handbook for detailed guidelines.

At Olam Jewish Montessori, security, safety and well-being of our children is a priority. While we hope that it will never be necessary to put any of our emergency plans into effect, it is our obligation to be as prepared as possible and to partner with you to provide as safe of an environment as possible for our children. Professionals train our staff in security, emergency, earthquake preparedness and response. Ultimately, we are all responsible for ensuring a safe place for our children. As parents and guardians, you can often sense when something is not right. Please do not be afraid to point out anything out of the ordinary to our staff.

We ask your cooperation to:

- Wait patiently outside the building in the morning until the staff unlocking the facility has thoroughly checked the building and the grounds.
- Make sure you walk your child into the building and sign your child into the class and out of the class every day.
- Under no circumstances should you let someone you do not know into the parking lot or into the building. Please make sure you shut the gate door and front door after you enter to prevent anyone from coming in behind you unnoticed. Do not worry about not being polite. Notify our staff immediately.
- If there is someone trying to get into the parking lot or building that you do not know, or loitering near our facility, please let our staff know immediately. Whenever possible, please take note of the person's physical appearance, license plate numbers, color/make/model of their car.
- If anything looks like it is out of place, even a bottle, plastic bag or a lunch bag left outside unattended, please do not touch it and notify our staff immediately. Please keep your belongings with you at all times.
- Please obey directions from our security personnel and staff at all times.

(A) Communications During an Emergency

After a major widespread disaster, you may not be able to get to the school right away due to blocked roads or other hazards. Phone service may be down, and you may not be able to contact someone else to pick up your child from school. Out-of-area phone service is more likely to be available, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information on other family members. Here are tips for creating an effective communications plan:

- Ask three or four people who are usually home during the day to be responsible for picking your child up from school if you will not be able to get to the preschool immediately. These people should be listed on your child's emergency card.
- Make certain that your designees know about the school's evacuation and student release procedures. Remind them that they will need to show ID in order for the child to be released.
- Make sure your designees and the school has your out-of-state contact's phone number. Ensure that the person who picks up the child knows to call your out-of-state contact to tell them that s/he has the child. If your child is not picked up within twelve (12) hours, the school will attempt to call your out-of-state contact to determine your status.

(B) Evacuation

There may be circumstances when we need to evacuate the preschool facility. The children and staff will conduct evacuation, fire, emergency, and earthquake drills periodically during the year. Depending on the severity of the circumstance, we have two evacuation destination sites in the following priority:

1. Beth Jacob Congregation's Main Building – 3900 Michelson
2. Congregation Shir Ha-Maalot – 3652 Michelson

(C) Major Disaster - In case of a major disaster, do not call the school. Telephone lines may be needed for emergency communication.

Olam Jewish Montessori has established an out-of-state contact for post disaster information. After a major disaster local phone lines may be down. You may call **Ami Petter-Lipstein of the Jewish Montessori Society at (917) 494-3253 after an emergency to get updated information regarding the children, staff and their location.** Parents and designees MAY NOT pick up children until all students and staff are accounted for and the director approves the release of students. **NO EXCEPTIONS.**

Help us protect your child during a disaster, please be patient with the student release procedure.

(D) Student Release Procedures During an Emergency

Bring picture ID or your child will not be released to you.

- Parents should remain in their car. Please enter the school/evacuation destination through the main entrance.
- When you pull up, our staff will check your ID against the info we have on your child's emergency card, and, if you are listed, will alert your child's class that you are here to pick up your child.
- You will then pull forward into the safety lane, turn off your car and get out to properly fasten your child into their car seat.
- Once y
- our child is fastened securely, you may exit the campus.
- Students WILL NOT be released to an individual not listed on their Emergency Card unless the individual knows the Family Password. **NO EXCEPTIONS.**

- After you or a designee has picked up your child, remember to call the out-of-state contact as soon as the child is in a safe location.

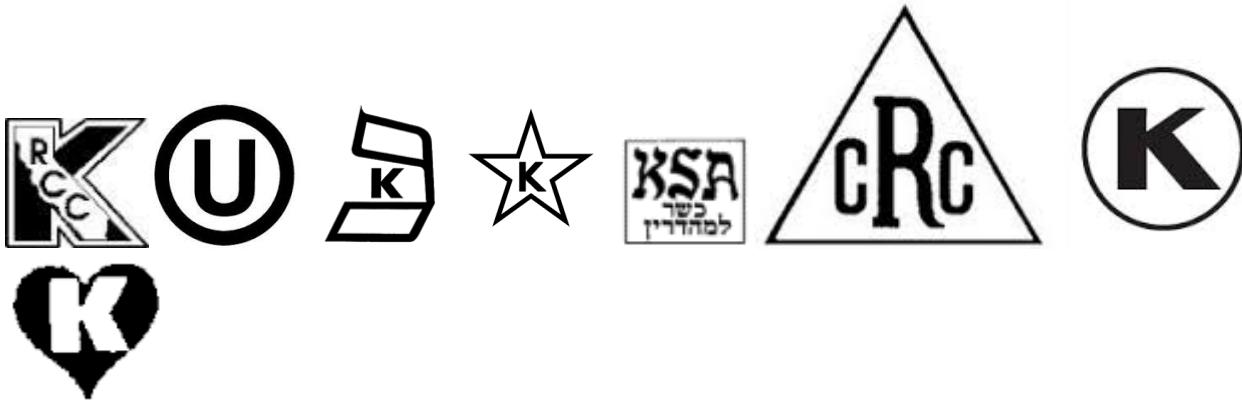
Bring picture ID or your child will not be released to you.

(E) Emergency Contact Information

- Ambulance 911
- Fire 911
- Irvine Police Department 911 or (949) 724-7000
- Office of Emergency Services (949) 724-7042
- Red Cross (714) 481-5300
- Child Protective Services (714) 940-1000
- Poison Control 1-800-876-4766

Fire Drills

Fire drills are conducted as prescribed by the regulations of the Fire Department. The signal for a fire drill is an extended ringing of the fire alarm. When the alarm sounds, all students must line up quickly and quietly. Students must follow the teacher’s instruction to begin walking along the designated route from the classroom. Upon arriving at the designated waiting area outside the building a designated adult will take roll to make sure that all students are accounted for.



Kashrut/Lunch/Snacks

Eating kosher food is an important part of Jewish observance. Only kosher dairy or kosher pareve food may be brought onto the school premises. Due to reasons of hygiene, possible allergies and the differing kashrut standards used by our families, children will not be allowed to share open lunches or snacks. Parents are responsible for sending a nutritious and ready to eat lunch with their child to school each day. Please do not send candy, soda and chocolate as part of the lunch package. Any food not

eaten by your child at school will be sent home so you can be aware of what your child is not consuming. We will provide a healthy snack every morning and afternoon.

We are not a peanut free school, however, please do not bring any peanut products to school as a precaution to those children who have not received a note from their pediatrician.

Licensing

Olam Jewish Montessori of Beth Jacob is fully licensed by the State of California Department of Children Services. Parents must adhere to the regulations from the Licensing Bureau. Parents (or designated person as indicated on student paperwork) must sign in and sign out their child before leaving preschool. All personnel meet the requirements for working in a preschool. Background checks have been completed on all staff.

Medical Records Protocol & Illness and Accidents

Olam Jewish Montessori strives to provide your child with a safe, clean and healthy environment. With this in mind, we ask that parents not bring their child to school if he or she has fever 100 degrees or higher, green nasal discharge, diarrhea, vomiting, skin rash, **head lice (see policy)**, eye redness with discharge, severe coughing, sore throat or any other physical symptom that would indicate contagious illness. Children who present with any of these symptoms will be immediately isolated from the rest of the class and the parents will be called to come pick them up as soon as possible. **A child should be symptom free for 24 hours before returning to school.**

Medical Records

In order for the staff to administer medication to a child the parent/guardian is required to complete a Request for Medication form. Prescription medications must be in their original container and will be administered as instructed on the label. Documentation signed by a physician must be provided for any changes to the prescription. Any allergies, including those to food, must be indicated on the health form. The preschool will work with the family to develop an appropriate strategy to avoid contact of the child with the allergen.

Medication Policies

When it is necessary for your child to take medicine while at School, you will need to follow these guidelines set by the State:

- Only current prescription medication will be dispensed at School.
- Bring the medicine in its original container, clearly marked with your child's name.
- Fill out and sign an **Administration of Medication/Authorization form**. Clear times and dosage must be stipulated.
- Make sure to pick up the medication at the end of the day.

Health and Safety - Illness

As per California State Licensing, a daily health check will be conducted upon the child's arrival to the preschool to ensure that health-related guidelines are enforced. The staff is not authorized to diagnose or recommend treatment for illnesses. If any of these symptoms are apparent upon this brief screening, **YOU WILL BE ASKED TO TAKE YOUR CHILD HOME.**

If you leave before this screening is complete and your child is sick or if your child gets sick during the day, and has a fever **100 degrees Fahrenheit or above**, you will be asked to return from work to pick up your child. Parents will be notified by their child's teacher via a phone call or text if their child is exhibiting symptom of being sick, and informed if their child is being sent home.

Sick children must be picked up within one (1) hour of receiving the phone call by a parent or another authorized person.

Child may return to school after being symptom free for 24 hours.

Illness Policy

The school encourages safeguarding the health of young children and staff members by requesting parents to follow these guidelines when deciding if a child is well enough to attend school. Your child should not be brought to the school if one or more of the following symptoms are present:

- Fever above 100 degrees Fahrenheit
- Runny nose with yellow/green discharge
- Rash all rashes must have a doctor's note stating that child is not contagious
- Red watery eyes (pink eye)
- Draining sores
- Communicable disease
- Head lice
- Vomiting
- Diarrhea or upset stomach

Sending home sick children

Please pick up your child within an hour.

Bringing children back

When you are called to come and pick up your sick child for any of the above symptoms, they may not return for 24 hours after all symptoms are gone.

Common sense applies to bringing your child back to the center after an illness.

- Chicken pox 7 days

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Pink eye or conjunctivitis..... ▪ Respiratory illness ▪ Fever ▪ Vomiting ▪ Head lice | <p>Until the eye is no longer red, and they have had prescribed eye medicine for at least 24 hours</p> <p>Until fever is gone, and child is on medication for 24 hours.</p> <p>Until child is fever free for 48 hours.</p> <p>With or without fever for 48 hours</p> <p>Nit free</p> |
| <ul style="list-style-type: none"> ▪ Rash, draining sores or communicable disease | <p>Only with doctor’s note</p> |

Contagious Diseases

Parents need to notify the Director or Staff immediately when the child contracts a contagious disease. We will notify you when we know that your child has been exposed at school. Parents must notify the preschool office immediately if your child comes down with a communicable disease.

Examples include but are not limited to:

- Hand, Foot and Mouth
- Head Lice
- Strep Throat
- Impetigo
- Chicken Pox
- Whooping Cough

If the preschool is not notified immediately, the health of the other children, staff and parents may be compromised.

Head Lice Policy

Olam Jewish Montessori maintains a stringent “no nit” policy meaning any child with nits will be sent home from school and will not be readmitted until all nits are gone from the child’s hair. A signed letter from a Lice Specialist that your child is clear from nits is required for your child to return to school. **For more information please review the American Academy of Pediatrics - Head Lice.pdf publication (pages 1-15).**

Physical Examinations

California State law requires that all children receive physical examination as a part of the admission process (Physician’s Report Form LIC701). Proof of immunizations (Yellow card or equivalent) must be on file at the time of enrollment. If immunizations are not up to date, the parents will be contacted to comply with the state requirements. Parents will also provide health history stating special needs of the

child, allergies, and general health records (Child's Preadmission health history – parents report Form LIC702)

CPR and First Aid

Staff members are all trained in CPR and in basic first aid. In the case of minor injuries, the staff will administer first aid to the child. In the case of a more severe injury first aid will be administered and the parents will be contacted immediately to determine the course of action. If any illness or injury is life threatening, 911 will be contacted immediately, parents will be notified, and a teacher or staff member will accompany the child to the hospital in the ambulance with all available health records. For dental emergencies, the staff will contact the child's dentist on file. Injury reports will be completed and given to the person picking up the child in the following cases: child has an injury that requires first aid, child has a head injury, or child has an accident requiring 911 support.

Hospitals

1. Kaiser Permanente - Irvine Medical Center - 6640 Alton Parkway, Irvine, (949) 932-5000
2. Irvine Hoag Hospital - 16200 Sand Canyon, Irvine (949) 517-3000
3. CHOC (Children's Hospital of Orange County in the City of Orange) - 455 South
4. Main St., Orange (714) 997-3000

Parent Participation

We have many opportunities for parents to volunteer at Olam Jewish Montessori and we welcome parent involvement. Examples include sharing a favorite hobby or skill with the children, helping teachers with story time, helping to organize an event, or assisting with administrative tasks in the office. Please arrange volunteer opportunities in advance with your child's teacher or the preschool office.

Parent Teacher Organization

Parents acknowledge that a positive and constructive relationship between the parent and school is essential for the fulfillment of our educational purpose. The PTO coordinates opportunities for parent participation and facilitates social interaction among families. It plans a multitude of events over the year. The PTO is highly valued component of the Olam infrastructure. The PTO is run by parent volunteers who give generously of their time.

Olam Preschool Schedule 2023-2024

Olam Montessori of Beth Jacob accepts children 2 – 6 years of age. **Child must be 2 by September 1st.** Children do not have to be potty trained and when the child ready, we will, in collaboration with the parents, assist with the process in a gentle manner.

1. Half-Day Program: Monday-Friday 8:30am-12:30

2. Full Day Program: Monday-Thursday 8:30am-2:30pm; on some events or holidays there will be early dismissal times which are indicated on the school calendar.
3. Five Full Day Plus Program: Monday-Friday 8:30am-6:00 pm except for Fridays and event or holidays (please refer to the school calendar for specific times and dates).

HOURS	Monday	Tuesday	Wednesday	Thursday	Friday (and eves of Jewish holidays)
Half Day Program	8:30 am - 12:30 pm	8:30 am - 12:30 pm	8:30 am – 12:30 pm	8:30 am - 12:30 pm	8:30 am - 12:30
Full Day Program	8:30 am - 2:30 pm	8:30 am - 2:30 pm	8:30 am - 2:30 pm	8:30 am - 2:30 pm	8:30am-3:30pm, 4:30, or 5:30 (depending on Shabbat and Holiday candle lighting times)
Full Day Plus	8:30-6:00 p.m.	8:30-6:00 p.m.	8:30-6:00 p.m.	8:30-6:00 p.m.	*Please refer to calendar for specific dates and times.

Please be advised that the school will be closed for major Jewish holidays including Rosh Hashana, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Pesach and Shavuot. On the eve of these holidays there will be early dismissal. Please see the school calendar for specific times and dates.

**Olam Jewish Montessori Family and
Security Procedures Handbook
2023/2024
Acknowledgement Form**

Please sign and date this page and return to the Olam Jewish Montessori preschool office by August 31st.

I have read the Family and Security Procedures Handbook and agree to abide by the rules and regulations found therein.

Name of Parent/Legal Guardian _____

Signature/Date _____

Name of Parent/Legal Guardian _____

Signature/Date _____

Signature/Date of Director: _____

Please Note: *Policies and procedures may be updated during the year. The school will make an effort to keep you posted of such changes. Notifications will come via notes sent home with your child and the Olam newsletter.*