THE GAN
PARENT HANDBOOK
2018 - 2019

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Dear School Family,

We are excited to welcome you to the new school year. As the Gan evolves and grows, we are always making positive changes to our curriculum and schedule to better our program.

We are very proud of how far we’ve come, succeeding in creating a perfect blend of both Reggio and Montessori inspired classrooms. Our facility is constantly being improved and changed to match our enthusiastic approach to keeping up with the latest findings and studies of best approaches towards to Early Childhood Education.

Education is a partnership between parents and teachers and as the relationship strengthens the child benefits. Our teachers invest themselves in your child’s success and want nothing more than to provide a safe, nurturing, warm and loving environment. Ask your children what they have learned, follow their educational journey, and take pleasure along with them as they retell their classroom events.

Share your feedback; let us know what is working, and what you think can be tweaked. We’d like to hear, and look forward to discussing growth opportunities with you.

To a year of learning, growth, laughter and success!

Sincerely,

Chanie Kaller
Director
OUR MISSION:
‘The future of the world, is in our classrooms today’

The Gan is a project of The Chabad Russian Center of S. Florida founded and directed by Rabbi Alexander and Chanie Kaller. Our school was established to meet the educational needs of our growing Jewish Russian community. Chabad Russian Center’s The Gan preschool, the first Russian Jewish early childhood program in the area, is committed to providing a superb educational experience to young children in the Jewish community in the South Florida area. We work with our Gan families to facilitate the social, physical, intellectual, creative, emotional, and spiritual development of their children. The Gan strives to enable each child to thrive as an individual, and to be a contributing member in a caring community. Russian Language and culture is an integral part of our school, as we work to encourage the Jewish Russian Community with an opportunity for Jewish education for their children in a familiar setting.

The Gan seeks to create a stimulating and enriching educational environment for each and every child. Our center is devoted to helping children learn socialization skills, building their self-confidence and teaching them the preliminary skills to explore and experience the world independently from their parents. In addition, we seek to spark in each child a curiosity about Judaism, and share the special values of our Jewish heritage. Through the dedication of our teachers, we seek to commit each child to a lifetime passion for learning.

OUR PHILOSOPHY:
‘Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment’

Through developmentally appropriate practice, we work to implement the curriculum focusing on the social, physical, intellectual, creative and emotional development of each child. Our curriculum is geared to giving your child the chance to grow and develop during these important years of their lives socially, physically and academically. Based on a combination of both the Montessori and Reggio Emilia teaching methods, our program was designed to ensure the personal growth and advancement of each and every student.
Inspired by the Reggio Emilia Approach, The Gan proudly interprets and adapts this theory throughout our day. **The Reggio Emilia Approach is an innovative and inspiring approach to early childhood education** which values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it.

Using Montessori materials and methods, we encourage our students to explore academic subjects in a hands-on and individualized manner. Creating tangible learning opportunities for the children help them succeed in mastering important math and language concepts. Understanding the different ways that each child learns, and respecting their individual pace of learning is an imperative part of our teaching approach.

Above all, we are proud to be on our journey to becoming a Conscious Discipline school. Conscious Discipline is a longtime leader in integrating classroom management and social-emotional learning. It utilizes everyday events rather than an external curriculum, and addresses the adult’s emotional intelligence as well as the child’s. Staff respond to daily conflict in a way that transforms it into an opportunity to teach critical life skills enabling every aspect of our classroom life to improve!

The philosophy behind our curriculum is that children learn best by doing. Learning requires active thinking and experimenting to find out how things work, and to learn firsthand about the world in which we live. Children are given the opportunities to explore, using all their senses, and using real materials to try out their ideas about size, shape, color and the relationship that exists between things. By moving from the concrete to the abstract, play provides the foundation for academic learning.

**OUR STAFF:**

*‘Teachers who love teaching, teach children to love learning’.*

Our staff is made up of teachers, all of whom are chosen for their professionalism, as well as their caring and compassionate personalities. Our teachers delight in unlocking your child’s natural curiosity through providing the stimulation necessary for and experiential learning process. All staff participates in annual in-service training in order to remain alert to the ever-changing needs of today’s families and to the findings of current
research. Staff development is ongoing throughout the year. All of our lead teachers are fluent in Russian and English providing the children with an opportunity to be in a multilingual setting. All of our staff holds First Aid and CPR cards and have all necessary teaching certifications mandated by the Department of Children and Families.

**EXTRA CURRICULAR PROGRAMS:**

‘Learning is more effective when it is active than when it is passive’

- **Musical movement:** Together with the talented Danit, an accomplished musician, and her instruments, the children explore music in a child friendly manner. Using a variety of unique instruments, they discover beats, rhythms and the different sounds and tunes of instruments.

- **Gardening:** Morah Ilana, with the help of our child-size gardening tools and beautiful plot of land, gives the children a hands on lesson on botany each week. Together, they plant fruits and vegetables, and flowers. The students love to dig and plant and water the seeds. The joy on their faces when the fruit of their labor start to blossom is a sight to behold! Teaching children about healthy eating habits starts by learning where our food comes from!

- **Art:** Our oldest group enjoys learning about the history and styles of famous artists with Morah Sara weekly. They work with different materials, exploring a variety of techniques in creating all types of beautiful masterpieces.

- **Sports:** Coaches from Super Soccer Stars, who have been coaching children for over ten years, gives the children the opportunity to develop their gross motor skills in a most fun and exciting way. Loaded with different sports equipment, the coaches supervises a variety of sports activities on our spacious landscape. Sportsmanship and teamwork are a strong value in Super Soccer Stars curriculum.

- **Challah Baking:** Each Friday, the children have a delightful opportunity to braid Challah dough for Shabbat to bring home freshly baked. This is a highlight of the week and all the children look forward to it!
**HOW TO REACH US:**

**Phone:** 305-692-8814  
**E-mail:**  
Office: Sheva@thegan.com  
Director: chani@thegan.com

**Address:** 18831 N.E. 25th Ave.  
North Miami Beach, FL, 33180

**Billing Questions:**  
Admin@thegan.com  
Rabbi Chezky: 541-870-1376

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**ARRIVAL & DISMISSAL:**

*The greatest present you can give your child, is to be present*

**BRINGING YOUR CHILD TO SCHOOL – THE FIRST DAY AND BEYOND:**

There are two entries to the building. The entry on the left under the awning is used ONLY for the Montessori group. The back entrance, accessed from the right hand pathway, is used for the Toddler and Pre-Nursery group. The office is located right outside the Main Entrance under the awning. The stepping-stones are placed for your comfort; please use them to help us keep our classroom floors grass and mud free.

**CARPOOL and GATE OPEN HOURS:**

For the safety of our children, the gates will remain closed and locked during school hours and open for carpool hours only. Carpool hours are as follows:  
Monday–Thursday  
8:30 – 9:00 am*  
3:30 – 4:00 pm  
Friday  
2:30–3:00 pm

*Early drop offs are required to walk their children into the facility.*
If you need to go the office or need access to the building during school hours, the guard will ask for identification and allow you walking access in. If you choose to walk your child in, only one adult should accompany the child to the classroom. Plan on a relaxed drop off. Your child should not feel hurried while you are here; but you want to keep it short but sweet.

**PARKING – AND THE DRIVEWAY:**

Each parent MUST pull up into the carpool lane. Enter from the right and pull out from the left. YOU MAY NOT BLOCK THE DRIVEWAY IN ANY OTHER DIRECTION. None of the surrounding grass areas are private; you may park across the street or down the block, so long as you don’t block any entrances or exits. However, according to safety code, especially during drop off and pick up times, parents must pull into the driveway. Parents should exercise extreme caution in the driveway; drivers should be alert to little children. When walking with your child in the parking lot, hold hands at all times. You may pull up into the driveway area to park, if you need to walk your children. Please do not use this spot for more than a few minutes.

**WHEN YOU BRING YOUR CHILD INSIDE:**

Arrival Procedure: Please follow the Drop-Off Routine (see below) for your child’s classroom. All messages for the teacher should be left in the communication app. The children need the full attention of the teachers: if you have an urgent question, please see Morah Chanie or leave a note.

**DROP OFF ROUTINE and TRANSITION POLICY:**

Routines and systems are an integral part of our curriculum. Helping the children visualize expected behaviors and providing them with sufficient predictability is key to a successful classroom. To help smoothen morning transitions, we have created a drop off routine for each classroom and a carpool drop off routine for those families choosing to use the carpool. Each child will receive a copy of their book before the start of school so they may review it with their families. **Time slots to stage photos for your child’s book will be available the week before school begins, while staff is undergoing in-service week.** Please e-mail Chanie to arrange a time that would be convenient for you to come with your child. This will take approximately 5 minutes! A generic book will be made for those unavailable but we strongly suggest that you make the time to come for photo session so that we may individualize the book. **Personalized books are a must for the younger two divisions and all new incoming students.**
Transitioning from a home to school environment can be challenging for some children. First time students will be asked to attend for short periods of time and slowly increase in hourly increments for the first week of school, or as the teacher sees fit. Parents need to be available to pick the child up upon request of the teacher for the first week of school within 15 minutes. While it is okay for some crying, consistent hysteria lasting for hours can be traumatic. If you feel your child will benefit from having Mom nearby for the first few days, please reach out to us to create a plan that will work for everyone.

A NOTE ON GREETING: Parents want to see their child greeted warmly and individually at the start of the day - and rightfully so. Our greeting time extends until 9:00 am. After that, we start activities and the focus of the staff is on the group as a whole. For your child to have that warm one-on-one beginning, it is important that you arrive on time. If you are late, we will do our best to smooth the way, but please understand the limits of the situation.

DISMISSAL: Dismissal will be done via carpool. Should you need to walk into the building, please park outside of the facility.

TARDINESS AT PICK-UP TIME:
Late pick-ups are difficult for children and unfair to staff. Children who are not picked up on time must wait in the office; this is upsetting to them and can ruin a perfectly fine day! So please be sure to be prompt. Parents will be given a 20-minute grace period per year. Once the grace period has ended, you will be charged a dollar a minute past the official pick up time. You will receive the late fee bill at the end of the month to be charged with the new month’s tuition.

CHANGE OF DISMISSAL PLANS:
IF YOUR CHILD’S END-OF-DAY ARRANGEMENTS ARE DIFFERENT FROM THE USUAL, BE SURE TO SEND IN A WRITTEN NOTE. (E-mail, text or Tadpole note is fine). This includes changes in car-pool arrangements, play dates, etc.
ORIENTATION:

‘Predictability prevents anxiety’

Our Orientation will be taking place on Friday preceding the first week of school. Orientation is an important time to bring supplies, set up your child’s cubby and familiarize your child with the classroom and schedule. To keep our first day of school smooth, please use our orientation time to communicate with the teachers about your child’s specific needs.

You will receive via e-mail your child’s time slot the week before orientation. Please arrive only in your child’s appointed time. (Slots will be between 9-11am).

*If for some reason, you will not be able to attend orientation, supplies must be dropped off before the first day of school.

Every child in the Gan is required to undergo a short and free screening by an OT and speech therapist, before the start of the year. The screenings will take place at the conclusion of the current school year in our facility. The therapists will contact you to let you know if they feel further evaluation is needed. If such is the case, you will need to complete the evaluation within four weeks. You do NOT need to use the therapist conducting the screening and may request a list of other recommended therapists. A consent form will be available at the time of screening, or you may e-mail for a copy. These screenings will enable us to create a successful individualized learning plan for each child.

WHAT YOUR CHILD NEEDS IN SCHOOL:

‘Being organized, is being in control’

a) Clothing: In order for your child to have the most fun at school your child’s clothes should be comfortable, washable and easy to take off for toileting. Also, rubber soled and tennis shoes are best, and closed toe shoes are a must. Sandals and jellies are not encouraged because dirt from the playground gets into them. Open back shoes are not allowed for best safety practices. Jewelry (real or play) should not be worn at school. Kippot and tzitzit should be worn by boys three years and older.

Please do not send your child to school in clothing that cannot get dirty.
While the Gan uniform is not mandatory, we request that each student own at least one shirt with our logo and encourage you to use them as often as possible.

Shirts can be purchased at:

Aventura Kids
19090 W Dixie Hwy, Miami, FL 33180
305-405-6100

b) A complete change of clothing to be kept in school: Each item (including socks) should be marked with your child’s name. Remember to keep extra clothing in school during toilet training, and to change the clothing with the seasons.

c) Toddlers not yet toilet trained should have a supply of diapers and wipes sufficient for several weeks in school, to be replenished as needed. We do not initiate toilet training, but we will support your efforts as much as possible. (See toilet training policy).

d) Bedding: Please send a cot sheet (which you MUST purchase through school), and a blanket. Even if children don’t have a particular favorite, they seem more comfortable with some cover. The bedding will be sent home bi-weekly to be laundered. The cost of the sheet is $15 and may used from year to year.

*We do our best to keep your child’s belongings in an organized fashion, but cannot promise that items may get displaced. Children are allotted a cubby for their belongings and we put effort into ensuring their belongings are returned. Items that are not labeled are difficult to keep track of and we take no responsibility for those items. There are sharpies available for your convenience in each classroom.

SCHOOL SUPPLIES:

- Please be sure that all clothing sent to school is clearly labeled. Labeling items allows us to be sure that the correct clothes are sent home.
- 2 boxes of gallon sized Ziploc bags
- 1 box diapers and wipes if child still needs
- 1 box of facial tissues
SPECIAL STUFF:

‘The most important things in life, aren’t things’

Children like the idea of bringing their own things to school, but in our experience we have seen that this often causes problems – things break or get lost, children have a hard time sharing personal belongings. Play dates at home with one or two other children are a much better format for sharing special toys. Therefore, we ask that things from home stay at home. Fridays are our special day for sharing, during Share and Tell Fridays. Please encourage your child to save their special items for Friday. If your child is using ‘stuff’ for security feelings, then please know that we can’t be held responsible for their wellbeing.

MEALTIME IN GAN:

‘A healthy outside, starts from the inside’

a) Breakfast: Gan provides breakfast between 8:00-9:00 am. If you wish for your child to be fed breakfast, they need to arrive in a timely manner.

b) Snack: Gan provides a.m. and p.m. snacks, including a variety of fruits (always for an AM snack) and vegetables and an assortment of “dry snacks” – i.e. crackers, rice cakes, breadsticks or cereal. We are very mindful of healthy eating habits in our Gan and do our best to serve whole grains and sugar-less snacks.

c) Lunch: The Gan serves hot nutritious lunches daily.

Our menus will be posted at the start of each month on our website.

ALLERGY ALERT: In any classroom in which there is a child with a severe food allergy, the food will not be allowed in the room at all. The Gan will take responsibility for accommodating the allergic child with the necessary supplements or replacements in collaboration with the parents.

FRUIT NINJAS:

As part of our menu we offer fresh fruit for snack in the morning. This is an important part of our day and beneficial for the kids; but cutting fruit is time consuming and takes the teachers away from the classroom. We’ve instituted the Fruit Ninjas program! Moms, Dads or Grandparents sign up to volunteer to cut up the fruit of the day at drop off. It only takes 15 – 25
minutes, and helps our program run smoothly. Let us know when you’re available and we’ll be thankful for your help!

**BIRTHDAYS IN SCHOOL:**

*‘The day you were born, is the day G-d said “I need you”.*

**We love to celebrate birthdays!** At The Gan we learn about our Hebrew birthdays, as well. We look up everyone’s Hebrew birthday, as well as the English birthday and office will provide you with a certificate in the weeks leading up to your child’s birthday month. School celebrations are small scale and are celebrated during lunchtime. Parents are welcome to join in the birthday celebration in school. Birthday options are:

1) Sponsoring a pizza lunch in honor of the birthday
2) You may bring parve cupcakes or birthday cake from a Kosher/Shomer Shabbat bakery. Ask Chanie for suggestions of kosher approved bakeries.

**Decorations:** You may supply special cups and napkins.

**Favors and gifts:** Please do not distribute birthday favors. Instead of these, we suggest that your child present the class with a gift for the classroom in honor of his/her birthday. Talk to your child’s teacher about items on their wish list. Giving school a gift helps develop the value of giving, and not just the usual birthday “getting”.

**Parties outside of school:** Invitations to a party outside of school may be distributed in school only if all of the children in the class are invited to attend the party, and if the party in not held on Shabbat or a Jewish holiday and will provide Kosher food. This is a great opportunity to teach your child about consideration and thoughtfulness.

**BEHAVIOR & CLASSROOM MANAGEMENT:**

*‘Discipline is not something you do to children, it something you develop within them’*

All of our staff receives ongoing training from professionals of Dr. Becky Bailey’s Conscious Discipline program. It is a wonderful program that has brought much insight into a child’s behaviors and emotions. We recommend
you read her book geared for parenting, ‘Easy to Love, Difficult to Discipline’ by Dr. Becky Bailey.

Understanding the child’s state of brain, and emotional status, can help us better help our children through challenging moments. Our goal as caregivers, is to help our children feel safe and confident in our environment. Learning to recognize our own brain states, helps ensure we are approaching our children from the right frame of mind and heart. During orientation, you will hear of specifics to our disciplining techniques and we encourage you to join in our quest to being constantly aware and understanding of our children’s emotional needs.

*Please read the Discipline Policy for State record.
Discipline will take the form of positive classroom management Emphasis is placed on the behavior and not the individual child. Our goal is for the child to learn self-regulations skills and inner control, participation in a safe, loving and well planned environment. Children are provided with consistent routines and realistic limits and expectations. Children shall not be subjected to discipline which is severe, humiliation or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any form of physical punishment is prohibited.

**TOILETING AND DIAPERING:**

‘Let me love you a little more, before you’re not little anymore’

We do not require a child to be toilet trained in order to participate in the toddler programs, and the timing for initiating toilet training is up to parents to determine. (Children do need to be toilet trained to enter the Researchers Class). There are, however, certain guidelines that we must follow in order to fulfill our mandate to provide a quality program for all of the children.

1) A child is considered to be trained when they initiate trips to the bathroom, and go almost every time they initiate the trip. However, a child who needs regular reminders is still at the beginning stages of training, and should still be in a diaper in school. (Of course, even after a child is trained occasional accidents do happen, and when they do we treat them in a calm, matter-of-fact manner that preserves the child’s self-respect).
2) We are in the bathroom very often for hand washing. Children are asked if they need to use the bathroom. We encourage them, but we will not force the issue.

3) **Children in diapers should be checked by their parents/caregivers on arrival at school, and changed if necessary.** The staff will check the children on a regular basis, and change diapers as needed. Pamper changes and newly potty trained visits are marked in the communication app.

4) We assure you we will work with you to help train them. No one person has all the answers, but if you feel like you are not getting anywhere please remember every child functions differently and what is good for one is not necessarily good for another.

**Note:** We request that only children who are completing toilet training should wear pull-ups so as to minimize changing time.

**BITING:**

‘**My job is to keep you safe. Your job is to help keep it that way**’.

There are many reasons toddlers may bite. Sometimes the biting is related to teething. Sometimes toddlers bite to express feelings they cannot express with words yet. We have seen children bite when they are frustrated, and we have seen them bite in excitement of a happy moment. No one can predict which children may bite, but we are ready to help toddlers who do bite, learn other behavior. And of course, we are ready to give treatment, sympathy and advice to children who are bitten. Here are the ways we work to prevent biting and how we respond to it when it does happen:

1) We try to program the day so frustration levels are kept to a minimum by providing a calm and cheerful atmosphere, stimulating and soothing age-appropriate activities and multiples of favorite toys. We also work to model acceptable and appropriate behavior for the children. Lots of visuals are used and posted throughout the day depicting appropriate behavior.
2) If a bite does occur, we help the child who was bitten. We reassure him or her and care for the bite. If the skin is not broken, we wash it with soap and water and use a cold pack. If the skin is broken, we follow medical advice, clean the bite with soap and water, if it is likely that the bite may get dirty, we will also cover it to keep it clean. If your child is bitten, we will send a note home to let you know about the bite. The teachers fill out an accident report, has it signed by the director, and records a note in the app. We also respond to the child who did the biting. Our specific response varies depending on the circumstances, but our basic message is to help the child learn an appropriate way to express his/her emotion.

3) The teachers and director try to analyze the cause of consistent or pattern biting. We work to develop a plan to address the cause of the biting, and put all our energy into keeping children safe and helping children who are stuck in biting patterns. When we need to develop such a plan, we share the details with parents so they know specifically how we are addressing this problem. If necessary, a therapist may need to be called in for further evaluation or a shadow requested to help the child relearn the necessary behavior.

4) Parents are notified if their child starts to bite. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if your child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

We wish we could guarantee that there would never be any biting in our program, but we know there can be no such guarantee. We will support your children whether they bite or are bitten. We want the best for all the children in our program. If you want more information on biting or have any questions or concerns, please let us know.
COMMUNICATION:

“Teamwork; coming together is a beginning, keeping together is a process, working together is success”

We believe very strongly that smooth communication between school and home is in the best interest of children, staff, and parents. The following policies will facilitate this:

a) Tadpole App: Using the app allows us to communicate with the parents on a daily basis. You will receive an update with notifications regarding your child’s meals, naps, activities and other pertinent information including some photos. You may leave a note for the teachers in the app as well. It is your responsibility to check the app on a daily basis to keep yourself informed of the daily activities and information.

b) Parent’s lecture and/Back to School Night is scheduled for the first Sunday after the start of school at 8:00 P.M. THIS IS MANDATORY FOR ALL PARENTS. Each year, we focus on a new element and strive to provide an educational and meaningful time for the parents.

c) Parent’s Visits: Parents are always welcome in school. We also plan classroom activities that will give you the opportunity to enjoy special times with your child. We try to give as much advance notice as possible, to enable you to join us. In order to minimize disruptions, please let us know if/when you would like to observe a class in session. Classroom visits are only allowed on a planned and scheduled basis, so please make sure to be in touch with your child’s teacher when planning a visit.

d) Conference Days are scheduled to begin February 1. Parents will be given a choice of time slots to meet with the teachers.

e) Talk to the teacher: To speak to your child’s teacher, call during school hours and leave a message for her. Your call will be returned at her next break. Arrival and dismissal times are not appropriate times for meaningful conversation with teachers – they need to be involved with the children. Please do not call your child’s teacher at home unless she has specifically requested you to do so.

g) Talk to us: Morah Chanie is always available for you! She can be reached at the office desk, her cell phone or her e-mail.
h) Absences: Please mark your child absent on the Tadpole app by clicking the appropriate reason. If your child has an infectious illness that requires us to warn other families, it is important that you inform us of this.

i) Keep us informed, as well: If both parents are out of town, the school must be informed. As with all changes in arrangements, this should be **in writing**. It is also extremely helpful if you let us know when things are unusual at home – stress can come from even positive situations, and teachers who are aware of the home situation are better able to help the children.

j) Suggestions: Put your ideas in writing, and share them with us. We love joint collaborations for the betterment of our Gan.

k) Email: Email is an easy way for our office to send important reminders. Please make sure your email address is on file with us. Look out for our weekly newsletters and Friday e-mails. They are always chock full of information.

l) If either Mom or Dad has a special talent they would like to share with us, please speak to the teacher or Chanie. We encourage parent involvement in our school and enjoy these special visits!

**HEALTH:**

“*Your body is your temple. Keep it pure and clean for the soul to reside in’*

We certainly hope that everyone stays healthy, but we must state our health policy for the record. Our primary consideration is for the wellbeing of all students and staff. So while it is normal and even healthy for young children to be sick in the early years (it helps develop a strong immune system), communicability remains an important consideration in deciding if a child is well enough to be in school. Written communication from a physician must be provided regarding a child who has a condition that poses no threat to himself or herself or anyone else, in order for that child to remain in school.

**Keep your child home if he or she has:**
- acute diarrhea, characterized as twice the child’s usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours
- one or more episodes of vomiting within a period of 24 hours
● elevated temperature over 100.5 F within 24 hours
● sore throat or constant cough
● red eyes with a discharge – often a sign of conjunctivitis (“pink eye”), and highly contagious. When these symptoms accompany a non-contagious condition, we must have a doctor’s note.
● skin rash, excluding diaper rash, lasting more than one day
● runny nose, particularly for children unable to wipe their noses on their own
● begun an antibiotic for a contagious condition less than 24 hours ago
● been fussy, cranky or out of sorts for the last 12 hours
● had very little sleep the night before

Children too sick to participate in full program activities, including outside play, should be at home. **Please call school when your child is absent due to illness.** If your child becomes ill in school, we will call you to take him/her home. If we can’t reach you, designated emergency numbers will be called. Any other arrangements for the care of a sick child must be given to the office in writing. **The school reserves the right to determine if a child is well enough to be in school.**

**MEDICAL FORMS:**

a) Your child’s health form must indicate a physical exam by a doctor **within a year’s period.** By State regulation, current forms must be on file in order for children to be present in school.
b) The emergency form, with contact numbers, must be kept up to date.

**MEDICATION:** The Gan does not administer medication (note exception below). Parents should give medication before and after school. Parents will be required to come to school to administer the medication if necessary.

**OVER THE COUNTER OINTMENTS, ETC.** The ointment, etc. must be marked with your child’s name; you must complete the authorization form in the office.

**Allergies:** If any child has a serious food allergy that child’s classroom will be free of that food. You will be notified in this case.
Welcome to the Gan Family, we’re so glad you’re here!