

TevaTots Preschool

**Parent
Handbook**



PARENT HANDBOOK

WELCOME

Dear Parents,

Welcome to TevaTots Preschool! We are pleased that you have chosen our school as a home away from home for your child. Here at TevaTots Preschool we are committed to excellence in all areas, and we strive to create a warm, friendly and happy environment for your child, while imbuing them with a love of learning.

Our educational philosophy follows the Reggio Emilia approach which is a student-centered curriculum that uses self-directed, experiential learning in relationship-driven environments.

The curriculum at TevaTots Preschool will expose your child to a wide range of experiences; including art, music and movement, pre-reading & writing skills and early math skills, all integrated in our hands-on learning approach. In addition, your child will be exposed to Jewish culture, holidays, and the Hebrew alphabet.

Our caring educators will shower each child with love and affection. We offer a creative and vibrant learning atmosphere where your child's individual style of learning will be valued and nurtured. We will encourage your child to explore the world, to learn to be part of a group and to solve problems in a constructive manner.

To help you and your child get ready for preschool, please take the time to carefully read this handbook as it has important information and answers to common questions. We look forward to a fully cooperative learning experience and a very successful school year.

Sincerely yours,

Chaya Shapiro

Director

I. Our Philosophy

Judaism teaches that the formative years of early childhood are vitally important. A child is viewed as a seed that we nurture with the utmost care, since the seed's every experience will shape and color the quality of its matured self.

As a Reggio inspired school, we view our children as collaborators, who are competent, curious, inquisitive, and creative. We recognize that each child has his or her unique needs, interests and passions, and that they are each endowed with "a hundred languages" through which they can express their ideas. The teacher acts as a facilitator: connecting, observing, guiding, and actively engaging in the child's learning.

TevaTots Preschool believes in an experiential and intentional approach to teaching and learning. This approach fosters children's intellectual development as they are encouraged to explore their environment and express themselves creatively through words, movement, drawing, painting, playing and other natural modes of expression. We strive to create an environment that acts as the "third teacher" where children can develop the critical thinking and problem solving skills for a successful and meaningful life.

II. Tuition

Non-Refundable Registration Fee: \$100

Core Program:

9:00am - 3:00pm \$1,190 per month (includes daily lunch & snacks)

Extended Care:

8:00am - 9:00am \$200 per month

3:00pm - 4:00pm \$200 per month

3:00pm - 5:00pm \$400 per month

If your child is not registered for extended care but you need to use this service occasionally, you may reach out in advance to verify that space is available. Drop off rate for extended care is \$20 an hour and should be paid within 24 hours. There are no discounts for half hours or quarter hours.

The yearly tuition amount can be spread evenly over 11 monthly payments due on the first of the month. Tuition is not prorated for shorter months or for vacation, illness, and so forth; the same amount is due each month.

All major credit cards are accepted for a personalized payment schedule or payment can be made with post dated checks provided in advance.

III. Withdrawal Policy

Please be aware that if you withdraw your child within one month before the start of the school year or at any time during the school year, a penalty equivalent to one month's tuition will apply. This policy is in place to ensure that we can cover our operational costs, which remain constant regardless of enrollment changes. When we reserve a spot for a child, we must turn away other families who are also seeking a place. If a spot becomes vacant on short notice, it is challenging to fill. We ask that you respect this policy to ensure stability and effective planning for our school and students.

III. Arrival and Dismissal

Key fobs:

For security reasons, the preschool doors remain locked at all times. Each family will receive a key fob that allows access to the building. If your key fob is ever lost or misplaced, please let us know right away. A replacement fob can be issued for a \$20 fee.

Drop-Off:

School begins at 9:00 am. Please park and come inside through the preschool entrance to drop off your child. The combination to the outside gate is 4-1-5-2. Please close the gate behind you, and please keep the combination confidential to maintain the utmost safety.

Teachers arrive early to prepare class materials. If you arrive early, even if the teacher is in the classroom, please remain outside the classroom with your child until class begins.

We like to greet the children warmly and individually at the start of the day. Our greeting time extends until 9:15am. 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.

Pick-Up:

Dismissal time is 3:00 pm. It is very important that you arrive on time. Should you find yourself in an emergency, please reach out to let us know that you are delayed. Your child will only be released to a parent or an adult designated by the parent in writing. If there is a change in the child's normal pick up procedure, please let the director know as soon as possible. We will not release your child without written notification and picture ID.

Absence:

Please let us know as early as possible if your child will be absent. If your child has an infectious illness that requires us to warn other families, it is imperative that you inform us of this. If your

PARENT HANDBOOK

child will be away for personal reasons (travel etc.) please let the director know in advance. There are no refunds for any absences.

Calendar, Holidays and Days off:

Please review the Teva Tots Preschool Calendar. This will allow you to plan ahead for the days we are not in school. Although we take off for some Jewish Holidays, we make up for it with a later end date, and by taking off less at other times. There is no credit for days when school is closed; this is averaged into the tuition cost and balances out with the longer months.

Severe Weather:

For snow days, Teva Tots typically follows the Flagstaff Unified School District Schedule. If the public schools are closed or have a delayed start, usually Teva Tots Preschool will as well. However, we do our best to stay open whenever possible, and will send an announcement if staff is able to come in, allowing us to stay open.

IV. Communication between Parents and School

A child's educational journey encompasses the unique qualities of his/ her family as an integral part of the learning experience. In our pursuit of excellence, we welcome your questions, concerns, suggestions, and ideas. We aim to keep you fully informed and updated with the happenings of the school, and your child's development in particular. We do this via the following:

***Kaymbu app:** We use the Kaymbu app as our main tool for parent communication. You'll receive messages, reminders, and important announcements directly through the app, as well as a weekly storyboard, helping you stay connected to your child's experience at Teva Tots.

***Storyboards:** Every week, we share a carefully curated storyboard via the Kaymbu app that provides a window into your child's time at preschool and helps us share the process of learning that is taking place in the classroom. This engaging update includes photos, a synopsis of your child's experiences, and highlights the core advantages of our curriculum in practice. You'll see how our planned units are woven into daily activities—demonstrating intentional learning through rich interactions in language, literacy, math, science, art, music, and movement.

***Unit Plans:** Throughout the school year, our dedicated teachers develop detailed unit lesson plans designed to create intentional and engaging learning experiences. These plans guide a variety of activities across key developmental areas and ensure every child receives balanced exposure to different aspects of early education. Your child's weekly storyboard serves as a practical snapshot of how these plans come to life in the classroom.

***Parent Partnership Meetings:** Held twice a year, these meetings offer a meaningful opportunity to connect with your child's teachers and receive an in-depth view of your child's growth, development, and unique strengths. You'll also receive your child's portfolio—a thoughtfully documented collection

PARENT HANDBOOK

that highlights their learning journey and progress throughout the year. A sign-up sheet with time slots will be available about a week in advance.

***Family events** such as Shabbat dinners and holiday celebrations are held throughout the year. This is a wonderful opportunity to connect with fellow Teva Tots families and create a sense of community.

***Teacher Communication:** During school hours, our teachers are completely involved with supervising and engaging with the children, and will therefore be unable to respond to any calls or texts. If you need to get an important message to your child's teacher during the day, please call the school office.

We understand that you may want to hear about your child's day at pick up, and the teachers will attempt to be available to provide a brief overview. However, please understand that pick up time can be hectic, and the supervision and safety of the children are the first priority. If you have any concerns about your child that require further discussion, please reach out to the director to set up a time to meet.

Open communication with parents is extremely important to us, and the director is always happy to hear from you and help ensure that you and your child have the best possible preschool experience.

Our office number is:

Phone: (928) 255-5756

Director cell number: (928) 310-0270

Email: info@tevatots.com

Important:

Please advise the teachers if parents are going to be away from home for any length of time. This is especially important if the absence is caused by unexpected conditions, such as hospitalization, which may be upsetting for your child. When teachers are aware of such conditions, they can be of great support and help in alleviating your child's distress.

V. School Food Program

We are excited to have implemented lunch program at Teva Tots! Delicious, hot kosher lunches are served daily, as well as morning and afternoon snacks. The meals are freshly prepared by our in-house chef, Tony Strupeck, and are nutritious, kid friendly, and well balanced.

In order to make the lunch program work and in an effort to keep our facility 100% kosher, the lunch program is compulsory, and is included in the annual tuition.

VI. General Information

Clothing

Please send your child dressed appropriately for preschool! We do a lot of painting and provide plenty of sensory material for the children to discover and feel - creams, water, sand, putty, etc. We encourage the children to explore and get messy. Please do not send your child to school in special clothing and accessories that you do not want ruined or misplaced. We also ask you to please send your child in clothing that encourages toileting independence. Elastic waist pants are encouraged for children learning to use the toilet, as well as for children who have difficulty with belts, buttons, overalls, etc. Shoes must be supportive, and conducive for active play. Please send at least two extra pairs of labeled clothing to be kept at school, including an extra pair of shoes.

Rest Time

The children have a daily rest period. We provide cots, sheets, and blankets. Sheets and blankets are sent home on Fridays to be washed, and returned to school on Mondays. If your child has a special blanket or stuffed animal that they enjoy using while resting, please feel free to send that to school. A child who cannot sleep will be provided with quiet, restful activities.

Birthdays

Birthdays are a special occasion at Teva Tots preschool! If you would like to celebrate your child's birthday at preschool, Teva Tots offers a \$30 birthday package that includes cupcakes for everyone, and a new book for the class library that will be labeled with your child's name and a birthday message. You are welcome to bring anything extra (besides food) to add to the festivities - special paper goods, party favors etc.

To sign up, please visit birthday.tevatots.com.

A note on the class gift: Birthdays are a special time to reflect and show gratitude for all the blessings in our life. In an effort to teach our children how to express gratitude on their special day, it has become a tradition for the birthday child to present a new book to add to the class library. These gifts are treasured in the classroom and bring such pride to the children in whose honor they were purchased!

Injury

In case of simple injury, we will perform routine hygienic measures such as washing wounds and applying bandages. An accident report will be filled out and sent to the parents through the Kaymbu app. In case of medical emergency, a parent (or other emergency contact if parent cannot be reached) will be called and will be asked to take the responsibility for obtaining the necessary medical treatment.

If circumstances require immediate or professional care, 911 services will be called. We will respond as necessary until emergency services arrive. We will not transport children to an emergency facility. Parents are responsible for all fees related to the transport of their child to a medical facility.

Health Procedures

All children must have a copy of their immunization record at the time of registration. These forms expire, and have to be renewed, usually at the time of your child's annual doctor's visit.

If your child is ill, please be considerate and do not send him/her to school. Illness includes fever, vomiting, persistent coughing, and any contagious illness such as strep throat, pink eye, or flu. Please keep your child home for 24 hours after fever subsides.

If your child becomes ill, gets a fever, or develops symptoms in school, we will call you to pick up your child immediately. Thank you for helping us maintain a healthy and safe environment for all!

Toilet Learning

Children do not need to be able to use the toilet independently to enter our program. Once a child is ready, our teachers are happy to help facilitate toilet learning, but most of the process must be done at home. A child who needs regular reminders and does not initiate trips to the bathroom is still at the beginning stages of training, and must be in diapers (not pull ups) at school. If accidents keep happening, even with reminders from the teachers, we will ask that your child go back to wearing diapers until they are more ready. In order to provide a quality program for all of the children, it is important that this policy is kept.

Guidance & Social-Emotional Support

At Teva Tots, we believe every child is capable and worthy of respect. Our goal is to help children develop emotional regulation, empathy, problem-solving skills, and a strong sense of self and community. We don't punish children for difficult behaviors; instead, we aim to understand the underlying needs and guide them with compassion, consistency, and developmentally appropriate tools.

Teachers use gentle redirection, offer choices, and model self-regulation strategies to help children learn how to navigate emotions and resolve conflicts. We create a nurturing environment where children feel safe, supported, and empowered to grow.

If a child's behavior continues to be challenging despite these efforts, we work closely with families and may recommend additional support, such as a behavioral therapist or classroom aide, to ensure the child can thrive.