

Program Guide



*Give your child
the best
start in life!*



Beth El Center for Early Childhood Education

1118 West Glendale Avenue • Phoenix, Arizona 85021
602-944-2464

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Following the guidelines of the
National Association of Early Childhood Programs

2011/2012

5771/5772

Beth El Center for Early Childhood Education

1118 W. Glendale • Phoenix, AZ • Phone (602) 944-2464 • Fax (602) 944-4584

אין העולם מתקיים אלא בשבילי הבל תינוקות של בית רבן.

What Children experience in school determines the quality of the world. - - Tractate Shabbat 119b

WELCOME TO BETH EL

Registration Procedure: Complete registration form and submit with deposit — registration forms will be processed only if accompanied by a full deposit. (A deposit is refundable only if we are unable to place your child.) **For Beth El members, all synagogue accounts must be current before registration will be processed.**

Membership Status: Child's parent or legal guardian must be a member of Beth El Synagogue to be eligible for member rate. The member discount is available only while Beth El membership is current.

Tuition Adjustments: A 10% discount will be applied to a family with 2 or more children. The discount will be applied towards the pre-school tuition only. Tuition adjustments are available to Beth El members in good standing only. Partial scholarships are available to Beth El members in good standing through the Michael S. Schwartz Memorial Scholarship Fund. Applications may be obtained in the school office. D.E.S. clients are also accepted.

Registration Process: Applications will be processed according to the following schedule:

March 11: Beth El members

March 11: Non-member continuing students

March 18: Siblings of non-member continuing students

March 21: Community-at-large

Cancellations: **A one month notice must be given** if you choose to remove your child from the program. If we have not received a month's notice, you will be charged for that month.

Kabbalat Panim and Gradual Entry: This year, our teachers will again meet all incoming students through Kabbalat Panim (Greeting Day). Each child will have the opportunity to meet with his/her teacher on a one-to-one basis. **New students** will receive a Shabbat bag.

Parent Participation: We welcome parents to participate in school activities and programs throughout the year. These activities include: parent-teacher conferences, family Shabbat services, holiday programs, field trips, classroom volunteering and fundraising. In addition, we request that our parents participate in providing snacks to our classes on a rotating basis.

Beth El Center for Early Childhood Education provides a happy, stimulating and nurturing environment in which young children can grow and learn. The school emphasizes the creation of a positive self-image and the fostering of Jewish identity within each child. The curriculum is based upon developmentally appropriate academic learning so that each student can become an independent, problem solving and caring child.



OUR MISSION STATEMENT

We are committed to providing your child with an innovative, high quality program that allows the opportunity for play, exploration, curiosity and to help support their insatiable desire to learn and grow.

Our work environment provides professional growth for our staff as they attend professional development days, workshops and seminars.

We provide an opportunity to collaborate between parents, children and the community, and to integrate our Jewish traditions and beliefs into our daily programming. We strive to make our environment a place of comfort, security, and family-like atmosphere. We welcome all faiths.

STAFFING

We believe the most important asset of our school is the quality of teachers. We have staff comprised of dedicated, loving educators who are carefully selected for their early childhood education backgrounds, teaching experience and sensitivity toward the needs of the children and their families. We have some staff members who have been with the program for 10 years or longer. Strong emphasis is placed on professional development. In order to continually improve the high quality of our program, we keep abreast of the latest research in the field of early childhood education. This includes membership in NAEYC (National Association for the Education of Young Children), workshops, seminars, and conferences.

Our Student – Teacher Ratios are:

4:1 (2:9) Infants	6:1 (13:2) Toddlers	7:1 Twos
8:1 Threes	9:1 Pre-K	





WHAT HAPPENS IN THE INFANT ROOM EACH DAY?

PLAY TIME

Our infant room is arranged to enable learning and exploration with safety first. We provide age-appropriate toys for our "snuggle bugs" that enhance cognitive development along with large muscle development and fine motor skills.

Through play, babies begin to understand themselves, others and the outside world. They also develop their ability to communicate with others.

We provide a fun and loving environment that will nurture your baby's development and needs. Here is a sample of some of the fun activities we do each day:

- We sing and play age-appropriate games and fingerplays
- We read books to the babies
- We have tummy-time for the younger babies
- We play happy music (nursery rhymes, Jewish music, etc.)
- We play with blocks, pop-up toys, etc.
- Once a week music specialist
- Older babies have the opportunity to take part in sensory experience (play)
- They learn sign language

FEEDING TIME

We will ask you to fill out a feeding schedule telling us what and when your baby eats. We want to follow a schedule that meets your wishes, but most importantly, meets the demands of your baby. Your baby will be held during each bottle feeding unless you instruct us otherwise. When your baby starts to eat table food, please refrain from sending in any nut products, as we are a nut-free school. Grapes or raisins will not be allowed in the infant room.

SNUGGLE TIME

There are lots of times throughout the day for your baby to experience “snuggle” moments with their teacher. Our teachers love the babies and find these moments with each child priceless.





Full-Time Toddlers

Toddlers must be able to walk, handle finger foods, drink from a sippy cup and nap in the afternoon on a mat. The full-time toddler program is designed to promote a toddler's physical, emotional, social and intellectual development. Both the indoor and outdoor environments are stimulating and safe.

Two nurturing adults in our full-time toddler room guide and encourage learning by giving individual attention to each child. Toddlers learn through their own sensory experiences. There will be opportunities for trial and error, repetition and imitation. The program incorporates active exploration, play and movement. Language is enhanced through conversation and storytelling. Art activities, music, t'fila (prayers), Hebrew, dance, fingerplays, gross motor activities, water and sand play and manipulatives are part of every child's day. Each week they will also learn a word in Hebrew as well as sign language based on the curriculum theme of the week.

Our teacher/child ratio for the toddlers is 1:6.

See Fees and Extended Services for tuition rates.





3/5 Transition

Our pre-school classes have a three or five-day option. Children enrolled for three days are able to add additional days, space permitting, at any point during the year. Classes are open to all pre-schoolers.

In order to stay in the afternoon, children must be enrolled for the core 9:00 a.m. to 1:00 p.m. program.

The 3/5 transition classes offer pre-school experiences, which help make the transition from home to school. Social interaction, exploration and manipulation of creative materials, Hebrew and English language development and building a positive self-image are the foundation of these classes. Throughout the morning, the children have the opportunity to experience art and music activities, blocks and manipulatives, dramatic play, playground activities, sign language and t'filot.

Our teacher/child ratio for the 2's is 1:7 and for the 3 year old program the teacher/child ratio is 1:8.

See Fees and Extended Services for tuition rates.

5 Day Pre-school

The 5 day a week classes emphasize the exploration of the five senses, integration of Judaic and secular materials and concepts, and building a positive self-image.

Each day the children have an opportunity for free play during which they can choose materials and activities including art, puzzles, dramatic play, manipulatives and blocks. Besides developing fine motor and cognitive skills, the children are enhancing social and emotional skills as well. On the playground, gross motor skills are advanced, as well as creative social interaction. Daily circle time is more structured and develops listening skills through activities such as sharing, music, t'filot, Hebrew, sign language, games and enjoying quality children's literature.

See Fees and Extended Services for tuition rates.





Open to children 4 years old by September 1.

Our Pre-Kindergarten program provides an appropriate and Jewish environment for 4 and 5 year olds to grow, learn, play and express themselves.

A print-rich, stimulating classroom is created through centers including art, puzzles, math manipulatives, listening, blocks, books, dramatic play, cooking, calendar and science. The developmentally appropriate academics are based on various secular and Judaic units that hold particular interest for this age.

Field trips and special guests may be included to help enhance certain units. The children are given an opportunity to use their creative input to help expand on the weekly themes.

Other activities during the school day include circle time, t'filot, Hebrew, sign language, Spanish, playground and specialists.

Our teacher/child ratio is 1:9.

See Fees and Extended Services for tuition rates.

CAMP YAD B'YAD

Camp begins Tuesday, May 31st, 2011

A stimulating camp environment for children ages 12 months (Toddlers) through first grade. Waterplay, specialists, special guests, Hebrew, indoor playroom, music, Shabbat and t'filot will be integrated into the program. See the separate camp brochure for more details.

HOLIDAY CAMP FOR YOUR PRE-SCHOOLER

When school is not in session, we offer a program to help benefit those working parents. This is an additional price. A minimum of 10 children is required in order to fund the program. This occurs during the winter break, and possibly other times throughout the year.

If you sign up at the time of school registration, your pre-schooler will be guaranteed a spot at a discounted pre-paid rate (30% discount). This charge will be divided into 10 equal payments and added to your tuition.

The charges will be as follows:

8:00 - 1:00	Additional \$16.50/month
8:00 - 3:30	Additional \$18.50/month
8:00 - 5:00	Additional \$29.00/month

If you choose to wait, your child's spot will not be guaranteed and the cost will increase considerably. If you choose to cancel, **there will be no refunds after December 2, 2011** as by then our staff will be in place.





Our school year begins on August 15th and ends on May 23rd. Fee payments are based on 10 months, and go according to the payment option form.

Camp Yad B'Yad is our exciting summer program. For those families requiring after school care, we have extended hours until 6:00 p.m., **4:30 P.M. ON FRIDAY.**

Early morning drop-off begins at 7:00 a.m. **PARENTS MUST PROVIDE A DAIRY OR PAREVE SACK LUNCH. WE ARE A NUT FREE CENTER.**



The door on the east side of the building is the only acceptable entrance and exit to the school. The locked door on the west side is an emergency exit for our school as well as an entrance and exit for the charter school.

The front entrance is monitored by the office manager and school administration from 8:00 a.m. to at least 4:15 p.m. daily. When the front office closes and other times when the office is not staffed, staff in the extended care room will monitor the doors. A 2-way intercom system between the office and the playground has been installed for effective communication. Each classroom has an intercom to communicate with the office. There is a \$20.00 deposit required for each parents key fob. The deposit will be refunded when the key fob is turned in. Beth El is continuously monitoring the most effective ways to secure the entire campus.

There is a phone in the before and aftercare room (room 105), as well as in the infant room.

Visitors entering the school need to sign in and out and wear a visitor's badge. If a parent from the school is picking up your child, we will need to know this as well or we will not release them.

How to Get Involved

PTO (Parent Teacher Organization) – This is our very active parent support group. PTO activities include sponsorship of fundraising projects, parent education sessions, and coordination of holiday activities. All families are automatically members of PTO. We meet once a month.

Education Committee – The Beth El Education Committee is responsible for creating the vision for all educational programs at Beth El. Join the Education Committee to help with plans for the present and the future. We meet 3 times per year or more if necessary.

Ambassador Program – If you refer a family to our school, once they've been enrolled for 3 months, you will receive a \$100.00 discount off your tuition. Likewise, if you refer a teacher and we hire him/her, you will receive \$100.00 off tuition after they've been employed for 3 months.





Fee Schedule 2011-2012

REGISTRATION

	<u>M</u>	<u>NM</u>
Infant Room/	\$220	\$255

MONTHLY TUITION

	<u>M</u>	<u>NM</u>
7:00 - 6:00 pm	\$895	\$980

ATTENDANCE NOT TO EXCEED 10 HOURS PER DAY.

REMINDER: We close at 4:30 pm on Fridays.

There is a non-refundable registration and materials fee for infants of \$220.00 for members or \$255.00 for non-members.



Late Pick-Up Policy – There will be an extra charge assessed of \$5.00 per 5 minutes when children are not picked up at their afternoon scheduled time or they are dropped off early. **There will be a \$5.00 per minute late fee per child when picked up after 6:00 p.m., Monday-Thursday or after 4:30 p.m. Fridays.** Please keep in mind that the staff have worked a full day and want to get home to their own families.

Fee Schedule 2011-2012

REGISTRATION

	<u>M</u>	<u>NM</u>
Pre-School	\$225	\$260

M = Beth El Member
NM = Non Member

EARLY-BIRD REGISTRATION

	<u>M</u>	<u>NM</u>
Pre-School	\$205	\$240
March 7 - March 21		

MONTHLY TUITION TODDLERS & PRE-SCHOOL

	<u>5 Day</u>		<u>3 Day</u>	
	<u>M</u>	<u>NM</u>	<u>M</u>	<u>NM</u>
9:00 - 1:00	\$446	\$528	\$415	\$466
9:00 - 3:30	\$528	\$610	\$477	\$528

FULL TIME FEES

	<u>M</u>	<u>NM</u>
Pre-School 7:00 a.m. - 6:00 p.m.	\$774	\$861

EXTENDED CARE

Morning - \$108 / month
Afternoon - \$200 Until 4:30 - \$103

PRESCHOOL / HOLIDAY CAMP COMBINED

	<u>M</u>	<u>NM</u>
8:00 - 1:00	\$462	\$544
8:00 - 3:30	\$546	\$628
8:00 - 5:00	\$803	\$890

Tuition is due on the first of the month. After the fifth of the month, tuition is subject to a late fee of \$35.00. Payment can be made by cash or check, VISA, Discover or MasterCard.

ENTIRE SCHOOL CLOSSES AT 4:30 P.M. EVERY FRIDAY.





Advance Reservations are required for all of our extended programs.

Early Morning Care – Our school provides care from 7:00 a.m. - 9:00 a.m. for those parents who need early drop off. Rates are:

\$108 per month or \$15.50 per day.

Afternoon Enrichment – 1:00 p.m. - 3:30 p.m. for pre-school children. We offer extended day programming and your child can register on a daily basis at a rate of \$18.50 per day.

After School Care – 3:30 p.m. - 6:00 p.m. **School closes at 4:30 p.m. on Fridays.** We only accept aftercare and extended care if the child comes for the core day of 9:00 a.m. - 1:00 p.m. Rates are:

\$200 per month or \$20.50 per day.

\$103 per month until 4:30 p.m. or \$12.50 per day.

Daily Rate - Extended Care –

Between 7:00 - 9:00	\$15.50
3:30 - 4:30	\$12.50
3:30 - 6:00	\$20.50
Between 4:30 - 6:00	\$15.00
Extra Day 9:00 - 3:30	\$45.00 extra



Included in the tuition fees, Beth El Center for ECE is proud to offer the following specialties:

Music w/ Miss Shari - Infants - Pre-K
P.E. - Older Toddlers, 2's, 3's, Pre-K
Hebrew

Based on demand, we will offer (for an additional fee) the following extra-curricular classes:

Ballet/Dance • Yoga

We are always open to looking into extra-curricular classes that we may be able to provide based on demand.

REGISTRATION FORM

Beth El Center for Early Childhood Education (602) 944-2464
2011/2012

Date _____

Child's Name _____

Hebrew Name _____

Date of Birth _____ Age as of August 2011 _____

Address _____ Zip _____

Home Phone _____ Email #1 _____

Parent/Guardian #1 _____ Occupation _____

Bus. Phone _____ Cell Phone/Pager _____

Parent/Guardian #2 _____ Occupation _____

Bus. Phone _____ Cell Phone/Pager _____

E-mail #2 _____ Is Child living with: Mother Father Both

Parents' religion: Father _____ Mother _____

Sibling's Name _____ Age _____ Sibling's Name _____ Age _____

Child's Doctor _____ Phone _____

Please give name and phone number of relatives or friends in case you cannot be reached. These must be people that live here in the Valley who have permission to pick up your child. **Please complete all information below.**

Name _____ Address _____

Relationship _____ Phone _____

Name _____ Address _____

Relationship _____ Phone _____

Any information that would concern the school about your child (i.e.-allergies):

PROGRAM DESIRED (Check Program)

	9-1:00	9-3:30	3 Day	5 Day
Toddlers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Circle Days Needed M T W TH F

There is a non-refundable Pre-school Registration and materials fee of \$205.00 for members or \$240.00 for non-members for early bird registration and \$225.00 for members and \$260.00 for non-members.

FOR OFFICE USE ONLY

Reg. \$ _____

Extended Care \$ _____

Monthly Tuition \$ _____

Discounts \$ _____

Holiday Camp \$ _____

Other \$ _____

Beth El Member

Non-member

Infants 5 Day

There is a non-refundable registration and materials fee for the infant program of \$220 for members or \$255 for non-members.

Early Morning Care 7:00 a.m. - 9:00 a.m.

After Care 3:30 p.m. - 4:30 p.m.

3:30 p.m. - 6:00 p.m.

Holiday Camp 8:00 a.m. - 1:00 p.m.

8:00 a.m. - 3:30 p.m. 8:00 a.m. - 5:00 p.m.