Torah Nursery Inc.



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Policies and Procedures

Parent Handbook

Updated July, 2026

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1980 South Green Rd.
South Euclid, OH 44121
Phone- 216-381-3900 Fax- 216-381-3904
www.torahnursery.com
admin@torahnursery.com
Chemda Jacobs - Administrator

TORAH NURSERY INC. is a private, nonprofit, licensed Child Day Care Center. The center's tax ID number is available upon request. The child care center is licensed to operate legally by the Ohio Department of Child and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12.

Administrators and each employee of the center are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center is permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parent or guardian is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit https://childrenandyouth.ohio.gov/for-families.

For more information on Medicaid health screenings and early intervention services for your child, please visit https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/ and https://ohioearlyintervention.org.

For information on cash food assistance, please visit https://jfs.ohio.gov/cash-food-assistance.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number, or email of any parent/guardian who requests that his/her name, telephone number, or email not be included.

The Center is equipped to care for a total of 171 children, which includes 71 children under 2 ½ years of age.

Philosophy

TORAH NURSERY strives to provide an atmosphere of warmth and acceptance, as we try to build each child's self esteem and nurture each one to be self-motivated and happy in his/her early childhood experience.

Knowing the impurity in the world around us and the need for protecting our children, we surround them with holiness and purity. Whether in books, pictures, stuffed animals, or games, we use kosher animals and holy objects. Every act that we plan is connected with a holy, Jewish theme. An event even as mundane as a birthday party is utilized as an opportunity to improve our *Middos* and take on good resolutions in serving Hashem.

As caregivers who are entrusted with the care of your children, we feel a tremendous responsibility. Nurturing, educating, and raising the future generation is a great privilege, and at the same time an enormous task. Therefore, we believe:

1) A good caregiver should bestow on the children his/her unconditional love and instill in the children a belief in themselves, that they are important, capable people who can access their full potential.
2) A good caregiver should provide a safe, clean, positive environment where all of the children's needs (physical, emotional, social, and intellectual) are met.
3) A good caregiver should realize that, even though discipline is important for a child to develop properly and be a responsible adult later in life, it must be reinforced in a positive, loving way. Severe punishments, especially in ways which would damage the child's self-esteem, are NOT choices for a good caregiver.
4) A good caregiver knows that in order to ensure that the environment is a safe, comfortable place where children can learn and grow, he/she must work hard and be dedicated. He/she also realizes that this can best be done when the caregiver and the parents work hand in hand.

Goals and Purposes

The goals and purposes of TORAH NURSERY are to:

- Instill in the children a love for Torah and Yiddishkeit
- Teach the children Jewish values and traditions in a way that they can internalize them and make them part of their lives
- Maximize the children's potential, helping them grow in all areas – physically, socially, spiritually, academically, and emotionally
- Encourage frequent and ongoing communication between parent and staff
- Enable the children to make their own decisions, helping them gain independence and self-confidence
- Teach the children responsibility for their actions and proper social skills

Admission

There will be a pre-admission interview for the parents or guardian of the child that will be attending our Center. During the pre-admission, our program will be explained to you. We will be happy to answer any questions you may have regarding the Center. This is also a good time to begin good communication between parents and staff.

Upon admission to the Center, the parents will be asked to fill out, date, and sign an emergency medical form, which will be updated yearly.

A child is considered to be enrolled in the Center only after the registration form and a deposit has been received, the administrator confirms the availability of space, and the required paperwork is received, viewed, and approved by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that the current information is always on file. This is for the safety of your child. A medical form, signed by a physician or certified nurse practitioner, is required to be submitted within 30 days of admission. **This medical form must be updated every 13 months.** A report of immunizations is required for each child.

Enrollment is separate for each year and for the summer. The fact that your child is currently enrolled does not guarantee that he/she is enrolled for the summer or for the coming year. Please be sure to confirm with the directors regarding enrollment for the summer and for the coming year.

Classes are formulated based on age. From year to year, children may be switched from one group to another. If you have a preference or concern regarding which class your child will be part of, please discuss it with the directors well in advance, as classes are formed months before the first day of school, and it might not be possible to change a child's class once it has been established.

We realize that some children may experience some separation anxiety, especially at the beginning. Please allow ample time for your child to get used to his new surroundings. You are required to stay until your child feels comfortable.

The Center reserves the right to disenroll any child if the Center deems that the parents are not subscribing to the policies set within this Policies and Procedures booklet.

The Center does accept children regardless of whether or not the parents give permission to secure emergency transportation in the event of illness or injury which requires emergency treatment.

Assessment on Enrolled Children

We do not conduct formal assessments on enrolled children or report child level data to ODJFS.

Attendance

Regular attendance at Torah Nursery is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time.

Arrival and Departure

Upon arrival, parents must:

- Make sure that a staff member enters your child's arrival time on the tablet
- Make personal contact with a staff member
- Put all extra clothing and diaper bags in the child's cubby or bin, or give to staff member
- Put any food that needs to be kept cold in the refrigerator, or give to staff member
- Take time to settle your child in, as necessary, and say goodbye

Upon departure, parents must:

- Make sure that a staff member enters your child's departure time on the tablet
- Make personal contact with a staff member

Drop off in the morning and pick up in the afternoon is according to the tuition contracts. Dropping off before the arranged time and staying later needs to be cleared in advance with the office, and is subject to extra charge.

Please be prompt in picking up your child. If the parent/guardian is more than one hour late picking up the child, we will make every effort to contact the two people mentioned on the emergency pick-up list. If, by the time the Center closes, they cannot be reached, the police will be contacted, and a note will be posted on the door of the Center to notify the parent that is late. If there is an emergency, please call us.

If a child comes to the Center by someone other than the parent, guardian, or preapproved individual, and that child is late, the Center will contact the parents by phone.

When entering and exiting the parking lot with your car, please obey all of the posted signs. Enter only from the north end of the parking lot, and exit only from the south end, as posted, and follow the arrows indicating the traffic flow counterclockwise. The speed limit in the parking lot is 5 M.P.H. Please park your car in one of the parking places. If there are no parking spaces, you can park your car next to the building. Pull forward until the sidewalk or right behind the car in front of you. Do not park in the handicapped spaces unless you have authorization to do so. Do not block the driving areas.

Absence

If your child will be absent, contact the Center by phone at (216) 381-3900 before 10 A.M., if possible. A note signed by the parent may also be left in the office notifying us of an absence. It is the parent's responsibility to notify the office. Staff are not expected to convey messages about absences to the office.

ADA Compliance

The building is ADA compliant. We refrain from discrimination on the basis of disability. We provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

Child Release

If a parent would like to release a child from the Center to any person other than the parent or guardian of the child, there must be a written note from the parent or guardian to the Center with the full name of the person who will be picking up the child. In the case of an emergency, the parent can call the Center with the full name of the person. The person who will pick up the child must be at least 16 years of age and show one form of identification.

If a child is under the custody of parents who are divorced or legally separated, the Center will need a copy of the court's custody decision on file. If at any time a parent comes to pick up a child and that parent does not have custody at that time, the Center will only release the child to that parent if the Center has written consent from the parent who has custody.

Hours and Days of Operation

TORAH NURSERY hours are Monday through Friday, 8:30 A.M. – 5:00 P.M. A schedule of holiday closings will be provided upon registration.

School Cancellation Policy

Our school may be closed any time the public schools in our district are closed due to bad weather. We will notify the parents through email as soon as we know that school will be closed or delayed.

State-Required Staff to Child Ratios

Classroom		Maximum Group Size
Infants (0-12 months)	1:5 or 2:12	12
Infants (12 months-18 months)	1:6	12
Younger toddlers (18 months-2 ½ years)	1:7	14
Older toddlers (2 ½ - 3 years)	1:8	16
Preschool (3 years)	1:12	24
Preschool (4 years)	1:14	28

Class Transition Policy

If the Center feels the need to transition a child into the next age group, the administrator shall meet with the parents or legal guardian to discuss this possibility. If the parents agree, they will set up a time for the child to visit the new class periodically for a week in order for the child to become familiar with the new room, new classmates, and teachers. Before the final transition, the parents will be required to sign the transition letter.

Outdoor Play

As specified in the below daily schedule, every class has outdoor play everyday. Please be sure that your child comes to nursery with appropriate clothing for the weather. Outdoor play will be limited when the weather is too hot or too cold, at the Center's discretion. Children will not be taken outside when the temperature (wind chill and heat index factored in) goes below 30 degrees or above 90 degrees. On the days that outdoor play is not possible, the children will have indoor gross motor activities such as exercising, dancing, obstacle courses, etc. in the gym or classrooms.

Water and Swimming Activities

In the summer months, we provide wading pools and other water activities for the children. Parents are required to give written permission for water and swimming activities. The following are the requirements to ensure the safety of your children:

- Swimming pools, wading pools, and other swimming/wading sites are be made inaccessible to the children when not in use
- We use wading pools less than eighteen inches in wall height regardless of the amount of water put into it
- Wading pools are sanitized daily or more often if needed

- We supervise children at all times while a wading pool is in use and we make sure to clearly see all parts of the wading area.

Meals and Snacks

The Center provides breakfast, lunch, and afternoon snack each day. Lunches are catered by Issi's Place four days a week. The menu can be found posted in the lobby. Please refer to the schedule below for the meals and snacks times. **IMPORTANT**: Please do not send any food with your child to school. We supply breakfast, lunch, and afternoon snacks.

Modified Diet

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Napping

Each day after lunch will be rest time. The length of naps depends on the individual child. Naps are not mandatory. Children who have outgrown naps will have quiet time, read books, do puzzles, or do other quiet activities.

Infant Care

Our environment is set up to meet the needs of each individual child as much as possible in a group setting. Infants are fed, diapered, and napped according to their needs. We ask parents to provide us with information about their child's routines, before their first day, to help us become familiar with the child's schedule. We are aware that children's schedules change as they grow, and we make adjustments as needed. Please feel free to discuss with teachers any questions that you may have.

Bottles and formula needed for your child are to be brought daily, labeled with your child's name and date. The bottles are to be taken home at the end of each day to be washed and sanitized.

Children's diapers are checked every 2 ½ hours, and changed as needed. At every diaper change, staff members use disposable gloves. We also use disposable paper on the changing table that gets thrown out after each change. Furthermore, the changing pad is sanitized after every change.

Each infant has his or her own designated crib. The infants are put to sleep on their backs, unless the Center has a letter from a physician indicating otherwise. The parents are asked to provide 2 sets of sheets for the crib. Please remember to label the sheets. The sheets are sent home weekly to be laundered and should be brought back the following Monday.

The teachers maintain a daily written record for each infant that is provided to the infant's parent or person picking up the infant on a daily basis. The record includes the following information:

- Food intake
- Sleeping patterns
- Times and results of diaper changes
- Information about daily activities

Support for Breastfeeding

- Mothers are welcome to breastfeed their children or express milk in the infant classroom
- We provide employees with reasonable break time to nurse their babies
- Staff communicates a baby's schedule (i.e., feeding, napping, etc.) so that the mother can adjust her schedule for visiting to feed her baby

Toilet Training Policy

Our Moros are available to assist your child in mastering the art of toilet training once:

1. Your child is aware of the sensation of having to go to the bathroom and will indicate such to the Morahs.
2. Is comfortable sitting on and using the toilet/potty.
3. Inform the Morahs before bringing your child to school that he/she is in the process of toilet training.

Once your child has achieved the above, please bring the following supplies to nursery:

1. Three changes of clothing including pants/skirts and socks/tights
2. Three pairs of underpants
3. A package of Pull Ups.
4. Take your child to see and preferably use the Torah Nursery bathrooms for the first time.

Please call the Morah to inform her of how the process is working at home including any specific wording your child uses to indicate he/she needs the bathroom and the routine.

If, during the process, your child has two accidents in one day at nursery school the Morah will put a Pull Up on your child for the remainer of that day. If the child continues to have daily toilet accidents, then the issue will be rediscussed with the parent.

If your child has a BM accident at nursery school, the Morah will change and put a Pull UP on your child. If the parent does not want a Pull Up to be used, then the parent will come to Torah Nursery to change their child when their child has a BM.

Children entering the 3 and 4 year old classes are required to be toilet trained.

We are happy to partner with you to help your child achieve success, feeling confident and proud throughout the process.

Discipline Policy

Our Center considers discipline to be a form of guidance to help children learn to make correct choices and become responsible adults later in life. We are careful to be clear and appropriate in our expectations.

- DISCIPLINE IS NOT A PUNISHMENT
- We always try to be consistent
- We speak to the children in a positive way
- We redirect the child and/or offer choices
- For the safety of the children, repeated aggressive behavior is not tolerated, and we will need to speak to the parents to find a solution

The childcare staff member shall:

1) Use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances, such as, but not limited to:
    a) Setting clear limits
    b) Redirecting the child to an appropriate activity
    c) Showing children positive alternatives
    d) Modeling the desired behavior
    e) Reinforcing appropriate behavior
    f) Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out
2) Intervene, when needed, as quickly as possible to ensure the safety of all children
3) If centers use developmentally appropriate separation from the situation the separation shall last no more than one minute for each year of age of the child and shall not be used with infants. When the child is to return to the activity childcare staff members must review the reason for the separation and discuss with the child what behavior is expected.
4) Communicate and consult with parents or guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.

All employees and childcare staff members shall not:

1) Abuse, endanger, or neglect children

2) Utilize cruel, harsh, unusual, or extreme techniques
3) Utilize any form of corporal punishment
4) Delegate children to manage or discipline other children
5) Use physical restraints on a child
6) Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control
    a) Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position
    b) Prone restraint includes physical or mechanical restraint
7) Place children in a locked room or confine children in any enclosed area
8) Confine children to equipment such as cribs or highchairs
9) Humiliate, threaten, or frighten children
10) Subject children to profane language or verbal abuse
11) Make derogatory or sarcastic remarks about children or their families
12) Punish children for failure to eat or sleep or for toileting accidents
13) Withhold any food, including snacks and treats, rest, or toilet use
14) Punish an entire group of children due to the unacceptable behavior of one or a few
15) Isolate and restrict children from all activities for an extended period of time

These rules apply to all employees of the Center.

Expulsion Policy

Repeated behaviors that threaten the safety of staff and children or parents will result in the child being expelled. When a child is expelled from the center for a behavioral reason, the expulsion will be reported in OCLQS as a serious incident.

Abuse Policy

The staff members of TORAH NURSERY are required by the State of Ohio to report any suspected child abuse and/or neglect. Forms of child abuse are: physical, sexual, verbal, mental, emotional, and neglect. The teachers are to report the suspicion of abuse to 800-422-4453. CONFIDENTIALITY WILL BE STRICTLY ENFORCED

Safety

We feel that it is of the utmost importance to keep our children safe. Our safety policies include:

- No child shall be left unattended at any time. Staff will always be actively supervising the children.
- There will be a working telephone in the Center at all times.
- There will be a monthly fire drill.
- There will be a fire emergency plan and tornado alert plan posted in each classroom with diagrams showing evacuation routes. The Center's primary emergency evacuation location will be at the sidewalk at the southeast side of the building. If this area is not safe, the secondary emergency evacuation location will be the building next door, 2004 S. Green Road.
- In case of a gas leak or a bomb threat, the primary evacuation location will be on the grass area at the northwest corner of the parking lot. The secondary emergency evacuation location will be at the next-door building, 2004 S. Green Road.
- In case of an evacuation where children are unable to return safely to the Torah Nursery building, children will be evacuated to the building next door, 2004 S. Green Road, where they can safely remain when evacuated until parents are notified to pick up their children.
- Torah Nursery emergency contact information: Rabbi Elly Jacobs 216-577-3167.
- The Center will notify the parents of the emergency situation via telephone or email. If neither telephone nor email are possible, a sign will be posted on the Torah Nursery building, 1980 S. Green Road, as to our exact location and the nature of the emergency.
- In case of a medical or dental emergency, the center will administer the first aid, and contact the parents. If necessary, the center will call for an ambulance to transport the child and send along a

teacher to accompany the child. The parent will be notified, and requested to meet the child at the medical facility.

- There will be a plan for safety whenever children are transported by vehicle away from the center for field trips.
- There will be a person in the center at all times that is trained in first aid, and there will be a first aid kit available.
- Use of spray aerosols is prohibited when children are in attendance at the Center.
- The telephone number for Poison Control Center will be posted in every classroom.
- TORAH NURSERY is a smoke-free environment. No smoking is allowed in the vicinity of our building.
- Torah Nursery complies with ADA, including administering medication and care procedures to children with disabilities.

There will be an incident report completed by a staff member of the Center in the case of an accident, or if the child requires emergency transportation. The parent will be asked to sign the report and will receive a copy. Copies are also placed in the child's file in the director's office.

Medication

The Center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed, and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or bookbag. The only exception to this requirement is for school age children that require the immediate use of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or bookbag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with label instructions. If parents request any different dosages of uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Communicable Disease Policy

Signs and symptoms of illness and proper hand washing and disinfection procedure will be reviewed with all staff members. This review shall be given to each new employee and periodically at staff meetings.

There will be at least one person in the Center at all times who has completed a course in first aid and in prevention, recognition, and management of communicable diseases which is approved by the State Department of Health.

Children will be observed every day from the moment they enter the building. For any child that is suspected of having a communicable disease, the Center will contact the parent immediately, explaining the signs and symptoms that the Center has observed.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:

1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the auxiliary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use
2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4) Difficult or rapid breathing
5) Yellowish skin or eyes
6) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
7) Untreated infected skin patches, unusual spots or rashes

8) Unusually dark urine and/or gray or white stool
9) Stiff neck with an elevated temperature
10) Evidence of untreated lice, scabies, or other parasitic infestations
11) Sore throat or difficulty in swallowing
12) Vomiting more than one time or when accompanied by any other sign or symptom of illness

The child will be re-admitted to the Center with a written permission slip from the doctor. The medical return slip must clearly state that the child is well enough to return to the Center.

In the case of noticing any of the symptoms below, the child will be isolated and observed, and provided with a cot, sheet, and blanket in a designated area within the sight and hearing of an adult. No child shall ever be left alone or unsupervised. After each and every use, the cot, sheet, and blanket will be disinfected. Decisions regarding the discharge of the child will be decided by the administrator and the parents.

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Evidence of lice, scabies or other parasitic infestation

A child with the following symptoms will be watched within a group and observed for worsening of condition:

- Minor cold symptoms alone (runny nose, light coughing)
- Not feeling well enough to participate

A note will be sent home to all parents, or a call will be made concerning the exposure of their child to a communicable illness.

Our Center has a written policy concerning the management of communicable disease in the director's office and will be available to all parents upon request. There will be a communicable disease chart posted in every room of the center.

Tuition

Please refer to the tuition schedule on page 17 for the tuition fees. Payment is due on the first of each month, voucher co-payments will be due approximately 5 days after receiving the invoice. The parents will receive an invitation to open an account in Brightwheel and add their payment information. All payments will be processed through Brightwheel using autopay. If a payment is made by credit card, there is a surcharge. If the credit card charge is disputed, the charge will not be refunded. Invoices will be posted 5 days prior to the due date and will be automatically deducted on the due date. To reserve a spot for your child, you need to give a non-refundable registration fee of $500, which will be credited towards your tuition and fees or voucher co-payments, and to sign a contract. Our tax ID number is available upon request.

The Center does accept payments through the publicly funded child care program (vouchers) and can assist you in applying for them. Please ask in the office if you are interested in applying.

Media

Torah Nursery media policy is to take photos and/or videos of Torah Nursery children to be used in newsletters, classroom displays, on the school website, and/or for promotional purpose. Should any parent not want their child's photo to be used as per the above, the parent should contact the director in writing and sign, date, and submit the statement to the office.

Withdrawal

In the event that the child will need to be withdrawn from the program, please give two months advanced notice. In the case of an unexpected, prolonged absence, please contact the director if you plan to have your child still attend the Center.

Supply List

There are a few items that the child should bring on the first day of school or summer camp:

- A complete change of clothing in a zip-lock bag LABELED CLEARLY with the child's name
- Box of tissues
- Diapers and wipes (if not trained)
- Sheet and blanket (for classes that have nap time)
- 3 rolls of pennies or nickels for Tzedakah
- A recent picture of the child

Additional Summer Supply List

- Bathing suit
- Towel
- Swim shoes or slippers

Please label everything including extra clothing, sunscreen, baby bottles, pacifiers, etc.

PLEASE DRESS YOUR CHILD CASUALLY, activities can be messy.

EVERYTHING MUST BE LABELED WITH YOUR CHILD'S NAME

Transportation

The Center does not provide transportation to and from the Center.

Transportation will be arranged for field trips. Rules and regulations for field trips are:

- Each child is required to have a permission slip that is signed and dated by the parent.
- There will be at least one person trained in first aid accompanying us on the trip.
- There will be a first aid kit available in case of an emergency.
- Each child will have a name tag attached to them with the Center's name, address, and telephone number in case a child gets lost.
- An emergency transportation authorization form and health record are to be taken on all field trips.

Parent Participation

In order to accomplish the tremendous task of providing the children with a safe, comfortable place where they can play, explore, and learn, we must work hand in hand with the parents. Parents have a wealth of information about the child. When we, as caregivers and parents, work together, this gives the child a great sense of security. Below are some suggestions of how parents can be involved in program activities:

- Volunteer to be part of Parent-Teacher Association (PTA). PTA entails:
    1) Arranging extra-curricular activities before holidays for the children
    2) Arranging for gifts of appreciation for staff
- Volunteering in school during programs and events, such as birthday parties, holiday celebrations, picnics, field trips, etc.
- Please feel free to bring to our attention any suggestion or comment that you have by placing a note in the suggestion box, located by the entrance.
- Newsletters and information will be sent home to keep parents up to date on the news and issues concerning their child, the Center, and Early Childhood Education.
- Aside from the parent-teacher conference that takes place yearly, please feel free to notify the caregivers at any time regarding any concerns that you have by leaving a message at the director's office. The caregiver will get back to you, and if necessary, set up an appointment.
- The administrator will be available to speak with parents every day between 1:00 p.m. and 2:00 p.m. She can also be reached in the evenings by phone, at 216-321-6937.

We hope that together, we will be able to raise happy, healthy, and caring children.

Daily Schedule

At TORAH NURSERY we are committed to care and educate the "total child". Our activities and programs are planned to benefit the child in all aspects of his/her development (physical, social, emotional, and intellectual). Therefore, our program consists of a balance of the following activities:

- Group and individual activities
- Indoor and outdoor play
- Quiet and active times
- Child-selected and teacher-directed activities

The following are sample schedules. For a more detailed and accurate schedule please speak directly to your child's Morah.

Daily Schedule for toddler classes (18 months-3 years old):

9:00-9:30	Free choice activities (children choose from various small motor-skills activities around the room, i.e. coloring, painting, dramatic play, manipulative toys…)
9:30-9:45	Cleanup, diaper check, wash, breakfast
9:45-10:00	Circle time (davening, songs, games, discussions)
10:00-10:45	Gym / outdoor play / gross-motor activities in classroom, or music (developing cognitive and physical abilities through dance and music)
10:45-11:15	Art projects, activities (related to the subjects discussed during circle time)
11:15-11:30	Open-ended activities
11:30-12:00	Cleanup, wash, lunch, bentching
12:00-12:15	Diaper check, story time, finger play
12:15-1:45	Rest time
1:45-2:15	Diaper check, wash, snack
2:15-3:00	Recap the day's activities, quiet activity (play dough, coloring, etc.), dismissal

Daily Schedule for nursery classes (3-4 year olds):

9:00-9:30	Free choice activities (children choose from various small motor-skills activities around the room, i.e. coloring, painting, dramatic play, manipulative toys…)
9:30-9:45	Cleanup, bathroom, wash, breakfast
9:45-10:15	Circle time (davening, songs, games, discussions)
10:15-10:45	Art projects, activities (related to the subjects discussed during circle time)
10:45-11:30	Gym / outdoor play / gross-motor activities in classroom, or music (developing cognitive and physical abilities through dance and music)
11:30-12:00	Cleanup, wash, lunch, bentching
12:00-12:15	Story time, finger play
12:15-1:15	Rest time
1:15-1:30	Bathroom, wash, snack
1:30-2:00	Recap the day's activities, free choice play
2:00-3:00	Art center, sensory center, dramatic play, dismissal

Daily Schedule for Pre-K class (4-5 year olds):

9:00-9:45	Gym (gross-motor activities), outdoor play or music (developing cognitive and physical abilities through dance and music)
9:45-10:00	Cleanup, bathroom, wash
10:00-10:30	Breakfast
10:30-11:00	Circle time (davening, songs, games, discussions)
11:00-11:45	Music and movement / games in the classroom
11:45-12:30	Art projects, science, pre-math activities, emergent writing in journals
12:30-1:15	Cleanup, wash, lunch, bentching
1:15-1:45	Free choice activities (individual activities, exploration of materials, learning centers)
1:45-2:15	Quiet time
2:15-2:45	Story time, finger play
2:45-3:00	Bathroom, wash, snack, dismissal

Sample Weekly Menu

	Mon.	Tues.	Wed.	Thurs.	Fri.
Breakfast	Whole Grain Corn Chex Cereal	Whole Grain Kix Cereal	Whole Grain Toasted Oats Cereal	Whole Grain Corn Chex Cereal	Whole Grain Kix Cereal
	milk	milk	milk	milk	milk
	Fresh Mandarins	Fresh Mandarins	Canned Pears	Fresh Bananas	Fresh Bananas
Lunch	Sliced Cheese	Scrambled Eggs	Cottage Cheese	Tuna Fish	Pizza
	Canned String Beans	Canned Kernel Corn	Canned Peas/Carrots	Canned Kernel Corn	French Fries
	Enriched Pasta and Whole Grain Sandwiches (Peanut butter or cream cheese)	Whole Grain Sandwiches (Peanut butter or cream cheese)	Enriched Pasta and Whole Grain Sandwiches (Peanut butter or cream cheese)	Whole Grain Sandwiches (Peanut butter or cream cheese)	Whole Wheat Bread
	Apple Sauce	Canned Peaches	Canned Pineapple	Apple Sauce	Canned Pineapple
	milk	milk	milk	milk	milk
Afternoon snack	Canned Pears	Apple Sauce	Canned Peaches	Canned Pineapple	
	Whole Grain Rice Cakes and Peanut Butter	Enriched Pretzels	Whole Wheat Knockers (crackers)	Whole Wheat Tea Biscuits	
	Diluted Apple Juice	Diluted Apple Juice	Diluted Apple Juice	Diluted Apple Juice	
Water is always available					

What is WIC?

The Special Supplemental Nutrition Program for Women, Infants, and Children is a federal assistance program of the Food and Nutrition Service of the United States Department of Agriculture for healthcare and nutrition of low-income pregnant women, breastfeeding women, and children under the age of five.

Ohio WIC Program Eligibility

Pregnant and breastfeeding women; women who recently had a baby; infants birth through 12 months; children age 1 to 5 years; who are:

- Present at the clinic appointment, and provide proof of identity;
- Residents of the State of Ohio;
- Determined by health professionals to be at medical/nutritional risk; and
- Meets income guidelines - 185 percent of Federal Poverty Income Guidelines.

WIC office locations:

Cleveland Heights location:
10 Severance Circle, Cleveland Heights, OH 44118
Hours: Mon. - Thur. 8:30 A.M. - 5:00 P.M.
(216) 297-2370

University Hospital location:
5805 Euclid Ave., 1st Floor, #101, Cleveland, OH 44103
Hours: Mon. – Fri. 8:30 A.M. - 5:00 P.M.
(216) 675-6605

Lee Harvard Shopping Center location:
Address: 4071 Lee Rd., #260, Cleveland, OH 44128
Hours: Mon.- Fri. 8:30 A.M. - 5:00 P.M.
Phone: (216) 751-8209

More information on WIC can be found on the following website:
https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/women-infants-children/resources/women-infants-children-description

You can download the WIC Program Application form from the following website:
https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/women-infants-children/media/wic-program-application

Building For the Future

This childcare facility participates in the Child and Adult Care Food Program (CACFP), a federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at childcare homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five components)
Milk Fruit OR Vegetable Grains or Bread* *Meat/Meat Alternate may replace entire grain up to 3x/week	Milk Meat or meat alternate Grains or bread Vegetable AND Fruit or Second Vegetable (If serving two vegetables they must be different foods)	Milk Meat or meat alternate Grains or bread Fruit Vegetable

Participating Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers**: Licensed or approved public or private nonprofit childcare centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes**: Licensed private homes.
- **After School Care Programs**: Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters**: Programs providing meals to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children aged 12 and under,
- Migrant children aged 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

Torah Nursery Inc.
1980 South Green Rd.
South Euclid, OH 44121
(216) 381-3900

Ohio Department of Education

CACFP Program Specialist
25 S. Front Street, MS 303
Columbus, OH 43215-4183
Phone: 614-466-2945
Toll Free: 1-800-808-6235

Nondiscrimination In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail**: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

08/2022



Yearly Tuition Schedule

September 2026 - June 2027

Class	Child's Birthday	9:00 - 3:00	9:00 - 4:00	9:00 - 4:30	9:00 - 4:45
Infants	11/01/25-7/15/26	$10,000	$11,500	$12,300	$12,700
1 year	3/01/25-10/31/25	$9400	$10,900	$11,600	$12,000
18 Months & 2 years	3/01/24-2/28/25	$8900	$10,300	$11,000	$11,300
2 ½ years	9/01/23-2/29/24	$8300	$9600	$10,200	$10,500
3 years and Pre-K	Before 8/31/23	$7700	$8900	$9500	$9800

Security fee - All Ages: $120/year/child

Supply fee - All Ages: $80/year/child

Meal fee - All Ages (unless qualifying for free or reduced meals): $800/year/child

Early drop off - All Ages:

- 8:45 - 9:00 am $150 per year
- 8:30 - 9:00 am $440 per year
- Overtime fee $12 per hour

Scholarships are available, based on financial capabilities.

Torah Nursery Schedule
2026-2027 /תשפ״ז

August ’26

30 Sun.- orientation
31 Mon.- first full day of nursery

September ’26

4 Friday dismissals- **1:15 P.M. - all year**
11 Fri.- Erev Rosh Hashanah-no nursery
14 Mon.- Tzom Gedalia- 9:30 A.M. start – No early care
21 Mon.- Yom Kippur – no nursery
22 Tues.- 9:30 A.M. start – No early care
24 Thurs.- Succos vacation

October

6 Tues.- nursery resumes

December

3-7 Thu.- Mon.- Chanukah break
8 Tue.- nursery resumes

February ’27

3-5 Wed.-Fri.- mid-winter break
8 Mon.- nursery resumes

March

23 Tues.- Purim- no nursery
24 Wed.- Shushan Purim- no nursery

April

19 Mon.- Pesach vacation begins

May

3 Mon.- nursery resumes

June

10-11 Thurs.-Fri.- Erev Shavuos- Shavuos- no nursery
14 Mon.- nursery resumes
16 Wed.- Last day of nursery Have a wonderful summer!!!