



*Shirlee Green Preschool*  
PARENT HANDBOOK

*“Real learning gets to the heart of what it means to be human. Through learning, we re-create ourselves. Through learning, we become able to do something we never were able to do. Through learning, we perceive the world and our relationship to it. Through learning, we extend our capacity to create, to be part of the generative process of life. There is within each of us a deep hunger for this type of learning.”*

– Peter M. Senge, educator and author

Welcome to Shirlee Green Preschool at Congregation Shaare Emeth. Today we invite you to embark on a unique journey that will color the many days of your child’s young years and your early life as a parent of this littlest learner of yours. With joy and reverence, it is our privilege to walk beside you as your child develops their sense of awe, transcendence, confidence in their strength and knowledge, and capacity to love and care and empathize. Guided by a Jewish early childhood experience like no other in the country, the children of Shirlee Green Preschool revel in the challenge of new learning, the fulfillment of leadership, and the joy of creative thinking.

In the years your child will share with us, the faculty of Shirlee Green Preschool will work hand-in-hand with you to support the loves and dreams of your child in preparation for life and learning beyond preschool. Our focus on Jewish virtues and days filled with the rhythms of Jewish values and traditions builds a culture of strength in community and purpose in belief that enhances the learning experience of all of our young students.

To help orient you to the rhythms of our school, let this Parent Handbook be your guide. You may feel the need to reference it throughout the year for contact information or to refresh your understanding of a certain protocol.

For more than 50 years, Congregation Shaare Emeth has supported a beacon for early learning in the community. With your support and the brilliance of your child’s spirit, Shirlee Green Preschool will remain a pillar of Jewish early education for many years to come.

Shalom,

A handwritten signature in black ink, appearing to read 'Brandi', with a small black dot above the end of the signature.

Brandi Cartwright, Director  
Shirlee Green Preschool

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## WHO'S WHO AT SGP

A school is no easy effort. And a school for young children is no different. It is our endeavor to create a magical, transformative experience for every child who sets forth in our preschool. The team at Shirlee Green Preschool works collaboratively to give you the gift of an expertly crafted Jewish early childhood education. To help you along the way, you can reach out to our administrative team with questions, concerns, and musings.

BRANDI CARTWRIGHT

Director of Early Childhood Engagement

[bcartwright@sestl.org](mailto:bcartwright@sestl.org)

Brandi works with the administrative staff and faculty to develop a learning approach for the children of Shirlee Green Preschool founded on the most recent cognitive research and learning science. She directs the teaching and learning experiences while overseeing faculty training, research, and community outreach. Feel free to reach out to Brandi for questions about preschool operation, curriculum, and happenings at SGP.

KAYLA ADAMS

Assistant Director and Director of Camp Micah

[kadams@sestl.org](mailto:kadams@sestl.org)

Kayla directs Camp Micah, works with parents to select the camp sessions that are best suited for their child's interests and their summer needs, and is your one-stop source for everything you want to know about camp.

ANGIE LAMPERT

Aftercare Supervisor

[alampert@sestl.org](mailto:alampert@sestl.org)

Angie coordinates enrollment and staffing for after school clubs and care and serves as the primary contact point for parents regarding aftercare happenings. Reach out to Angie if you have questions about aftercare at SGP, if your kiddo will be absent from aftercare, or to clarify aftercare events.

JESSICA BURNETT

Administrative Assistant

[jburnett@sestl.org](mailto:jburnett@sestl.org)

Jessy assists with student paperwork, State compliance, and helping us maintain high standards in all that we do. Jessy works with parents to ensure all student paperwork is updated throughout the year.

## **WHERE WE'VE BEEN and WHERE WE'RE GOING**

1963 marked the first year Congregation Shaare Emeth welcomed young children to a nursery school on its beautiful campus. Surrounded by lush green landscapes and a generous spirit of Judaic dedication and community action, the nursery school provided more opportunity for families to enrich their Jewish rhythms all year.

At first a few half-days a week, the small nursery soon found more and more families wishing to join the early Judaic experiences offered to young children. To meet the need, more classrooms were opened, days were added, hours were expanded, and educators were hired.

After more than 50 years educating and caring for young children of our community, Shirlee Green Preschool has become a pillar of Jewish education and early childhood education in St. Louis. From the installation of a Nature Explore Classroom to the establishment of a new approach to teaching and learning, SGP has remained at forefront of early education.

### **MISSION**

**Shirlee Green Preschool is a Jewish school for young children where young children develop personal agency and a natural character of justice through community engaged projects in service to things larger than themselves.**

### **PHILOSOPHY**

**The first of its kind in the country, the faculty of Shirlee Green Preschool have created a new approach to teaching young children – The Pedagogy of Unquiet Thinking. Unveiled in the fall of 2021, and in response to the social and political turbulence of the communities our children were living in, The Pedagogy of Unquiet Thinking harnesses the power of Design Thinking, Service Learning, and Project Based Education to give the gift of an empowerment, leadership, creative thought, and Jewish virtues to young children.**

### **GOALS AND OBJECTIVES FOR EVERY AGE**

With access to the sprawling green campus of Congregation Shaare Emeth, children of all ages expand their experience in all developmental domains. Filling each day with dance and singing, dirt and rolling down green hills, and challenging academic encounters, SGP celebrates the magical and the practical of raising reverent, confident, courageous, loving, intelligent, innovative solutionaries. Joyfully starting with children's strengths, the heart, hands, and mind of every child is activated in preparation for successful learners and fulfilled young citizens.

## AGES and STAGES OF EXPERIENCE

Every child's learning journey at Shirlee Green Preschool ensures every aspect of development is activated and deepened. As the years progress, so does the complexity the learning encounters. In a personalized approach, young children explore all areas of personal development.

**DESIGN THINKING and INNOVATION:** Creative thought is the ability to use a wide range of idea creation techniques to come up with new and worthwhile ideas. It's not only knowing things, but knowing what do to with the information you have. Creative thought is the basis for all learning at SGP. Using Stanford's d. School Design Thinking and models for gifted learners, project work builds each young learners capacity to think creatively with innovation and confidence while learning to work collaboratively and persuasively.

**PRACTICAL LIFE SKILLS:** Through practical life learning, children at SGP learn about their culture, religious values, and what it means to be a contributing human in a community. Practical life skills revolve around four areas: caring for the self, caring for the environment, grace and courtesy, and ownership and responsibility. You will see children engaged in practical life skills as they join in morning school cleaning, setting their lunchtime table, gardening in the Outdoor Kitah, and so much more.

**LEADERSHIP:** To know and to lead reveals the proactive nature of SGP kids. Within the Pedagogy of Unquiet Thinking, leadership is a greatness that is grown in our classrooms. From practicing public speaking, heading classroom initiatives, and adding articles for parents in Daily Newsletters, children learn the beginning steps of being a leader and proactive member of a community while learning to respect the effort of themselves and others.

**COGNITIVE DEVELOPMENT:** This area involves the emergence of a child's thinking skills, reasoning, progressing knowledge and ability to understand fact-based concepts. To enhance these skills and ways of thinking, we invite each class to create collaborative solutions to challenges and problems in their community and guide them to apply their burgeoning knowledge to solve them. All domains of academic learning are developed every year, including: the arts, mathematics and sciences, public speaking and literacy.

**CONATIVE DEVELOPMENT:** The way the attitude children have influences motivation, actions, and behavior. Conative development happens daily as educators build experiences to enhance intrinsic motivation drive in young learners. Within The Pedagogy of Unquiet Thinking, each young child learns to set big and small goals, ways to accomplish the goals they set, and techniques for harnessing the support of others to make their goals happen. Over and over again, they see the benefits of focused, purposeful work toward their goals and in developing personal talents.

**AFFECTIVE DEVELOPMENT:** Emotional intelligence and self-concept is a primary determinant of human success. At SGP, interpersonal skills and intrapersonal skills are practiced with high standards. We encourage appropriate ways for children to interact with both peers, adults, and in consideration of themselves. Throughout the challenging and inspiring classroom projects, children learn to identify their varied emotions and how to cope with difficult feelings within themselves and from their interactions with others. Problem-solving and reflection are the heart of every classroom. We provide children with a sense of empowerment, self-confidence, and understanding of self.

**GROSS MOTOR DEVELOPMENT:** Large muscles are activated during motor experiences utilizing bike riding, climbing and balancing equipment both indoors and out. The Nature Explore Classroom at the Outdoor Kitah, the great grassy field, pocket forest, and outdoor courtyard offer endless nature explorations while children learn body awareness, take safe outdoor risks in a variety of natural environments, and learn a sense of space.

**FINE MOTOR DEVELOPMENT:** Working small hand and wrist muscles is essential for future literacy tasks. Writing demands strong hand muscles and practice begins early. Fine motor experiences include are embedded in children's creative work as they challenge themselves to make practical and creative works that emphasize cutting, gluing, drawing, painting and other pre-writing skills.

**JUDAIC DEVELOPMENT:** We share our Jewish heritage and identity with the children in order to develop an awareness and love of Judaism through art, music, literature and prayer. Our curriculum includes a weekly Shabbat celebration and special activities at Jewish Holidays. Our children have many opportunities to interact with our Rabbis and Cantor.

**SCREENINGS:** As your child progresses through each age and stage, your little learner will be screened at least once each year. Screening is a quick and effective way to look at your child in comparison with other children his/her age. It can determine whether or not your child is developing within the normal range for his/her age. Screening is not an IQ test and does not measure intelligence.

**HUMANE EDUCATION:** A dog on campus does wonders for the development of young citizens. We work carefully with our young students to welcome our school dog into the community, learn to treat animals well, and work to help care for this furry companion.

## CLASSES AT SHIRLEE GREEN PRESCHOOL

### K'TANIM "Little Ones"

6 weeks - walking

The youngest at Shirlee Green Preschool, our K'Tanim are infants 6 weeks old until they begin to walk. Following a Reggio baby approach to inspiring the very young, the little ones of SGP explore pillars of experience to prepare their bodies and minds for the adventures ahead.

### PARPARIM "Butterflies"

young walkers

Mastering all the fun of walking and running, youngsters of this class are not quite toddlers but not babies any more. Enjoying the newfound freedom of creativity and body expression, our Butterflies master language, movement, decision-making, and arts as they learn ownership, practice choice, and begin using their voices with purpose.

### M'TUKIM "Sweet Ones"

1 year old at August 1<sup>st</sup>

This is the year that young learners begin to take on more responsibility. They join the big kids in morning cleaning and begin to dive deep into longer explorations within the classroom and outdoors. Practical life skills direct the rhythms of their day as teachers help each practice purposeful, more precise ways to speak to those around them, emotions are explored as a form of self-expression, and children begin to put jackets on by themselves, set their table, and help each other accomplish early goals.

### GINNAH "Garden"

2 years old at August 1<sup>st</sup>

Project work begins in full this year as these spunky, spirited learners share their goals and questions, and decide what they want to learn and what they aim to accomplish. Artistic expression also flourishes as children in Ginnah begin examining the ability of art to tell a story and share feelings and ideas.

### TZIPPORIM "Birds"

3 years old at August 1<sup>st</sup>

The magic of childhood is preserved for these very accomplished young people. During this year, our preschoolers begin putting all of their rhythms together for grand accomplishments. They now understand fully the task of learning and leading and take on bigger and more influential projects to truly make a difference in their community. Writing skills and the habits of good readers are highlighted as they prepare for the work of pre-k.

### CHAVERIM “Friends”

Pre-kindergarten. 4 years old at August 1<sup>st</sup>

Kindergarten is not far away and these learners can't be more excited. With festivals and celebrations, they joyfully take on the role of leader and mentor of the preschool and share all they know through speeches, writing, artistic representations, and presentations.

***Children in this class are required to attend 5 days*** a week as they prepare for their grandest adventure yet .... kindergarten.

## SPECIAL PROGRAMS

### BABY N ME

Ages 6 weeks to 24 months with parent or caregiver

*free*

As parents and caregivers, we want to nurture our young children and offer them every opportunity possible to learn and grow. Baby 'n Me is our first step in nurturing your child's development. During this class, your baby or young toddler can play with other children his or her age while exploring music, movement and other fun activities. As a parent or caregiver, you will meet other parents and caregivers.

### TAKE HOME TEACHING SERIES

3 years old – pre-K

*free*

For parents looking for new ways to keep their child thinking and moving at home, Take Home Teaching sessions are here to help. During these monthly classes, you and your preschooler join other preschoolers and their parents at SGP to learn through play...together. And through it all, each child will pick up extra skills to help prepare them for their elementary adventure.

### CAMP MICAH

Ages 6 weeks – pre-k

Each summer, classes break for summer fun. Focused to fill summer months with all the joys of warm weather, Camp Micah helps children continue to develop leadership skills and creative thinking with a twist. Every summer is a new surprise adventure as campers frolic on the sprawling campus of Congregation Shaare Emeth with our summer specialists.

**Registration for Camp Micah opens every January.** Enrollment is binding and may not be refunded due to non-attendance.

## AFTERNOON CLUBS, PRE and POST CARE PROGRAMS

Morning Care

7:30 A.M. - 8:00 A.M

Monday – Friday

Families must pre-register for morning care. Options are listed in your enrollment documents.

Aftercare & Clubs

4:00 P.M. - 6:00 P.M

Monday – Friday

Families must pre-register for aftercare. Options are listed in your enrollment documents. Aftercare Clubs are offered for children remaining on campus after school. Options vary each year as children share with us their passions and interests. Lead by educators and specialist, clubs have a wide range of themes: gymnastics, yoga, cooking, soccer, painting, origami and more. We follow the children's lead in creating aftercare options and clubs.

## POLICIES and PROCEDURES

*Please note: policies and procedures are subject to change. As changes are made, notification will be sent via email of new updates to be aware of.*

COMMUNICATION: Keeping parents up to date on preschool happenings is a priority of our preschool. There are several ways we keep you informed: Tidbits, Classroom Newsletters, Coffee Talks, email and Brightwheel.

- Tidbits – Every Friday, our weekly newsletter is emailed to you. It will share with you upcoming things to remember, dates to know, and a review of things happening in our classrooms.
- Classroom Newsletters – Each day in Upper School (weekly for our littlest learners in Lower School), our faculty share a peek into the learning of our students. In these emailed updates, you will learn of the project work underway, celebrations that have taken place, songs that have been learned, and see pictures of kids in action.
- Coffee Talks – happening once a month at 9am, during the school year, these live chats with Brandi Cartwright provide a chance to speak with and meet other parents, ask questions about the ins and outs of SGP, and get an inside look of things that have happened or are in the works.
- Email – Our primary form of communication, when not in-person, is email. Classroom Newsletters, weekly Tidbits, and all updates are shared via email. If your email changes, please be sure to update it with the preschool office. If you stop receiving our weekly communication, be sure to alert the office to avoid missing important announcements.

- We ask that parents not contact SGP faculty on staff personal cell phones. When wanting to contact your child's teacher, please be sure to call the preschool phone number or email your teacher directly with their SGP email address. You may also send teachers messages on Brightwheel.
- Brightwheel - Shirlee Green Preschool utilizes the app Brightwheel. Brightwheel can be downloaded to your smartphone and grants you access to your child's day with images, messages, and easy communication with the staff in your child's classroom. Please note, while your child's information is private (only those assigned to your child can see any information relating to your child), **messages through the app are not private**. The entire staff can view all messages. If you are relaying any details pertaining to your account or private information relating to your child, please contact the office at 314.569.0048 or [kadams@sestl.org](mailto:kadams@sestl.org).

**CLOTHING:** Dress your child for play in all weather, every day. Your children will benefit if you dress them for play and in clothes that he or she can learn to manipulate. We encourage a child to learn independence at potty time, therefore buckles, belts or bib overalls can be difficult for little fingers. Also, please keep in mind that sandals or shoes with slick bottoms present problems when it comes to climbing on the indoor or outdoor equipment; tennis shoes provide the best support for these activities. All shoes must be close-toed and may not have a heel higher than ½ inch. All clothes must be appropriate for outdoor play. Children at SGP play in rainy, snowy, and hot weather.

We ask that you send an extra set of clothing with your child including socks, shirt and pants. It is extremely important for you to label everything that you send to school with your child. Children often do not recognize their coats, particularly as the seasons change.

Please leave umbrellas at home or in the car. If you bring your child in the building with an umbrella, please take it back to the car with you. We will have umbrellas to keep the children dry as we load or unload the cars. Children's umbrellas often do not fit in the cubbies or cause other items in cubbies to get wet.

**CHILD PLACEMENT:** We adhere to the State of Missouri cut-off date of August 1 each year. Occasionally we find it necessary to re-evaluate a child's placement during the school year. If the situation arises in which a change is necessary, parents are consulted, and a joint decision is made in the best interest of the child.

**ABSENCES:** Please contact the Preschool Office if your child is not attending school on any given day. Make-up days are not offered for days missed during the year.

**"POTTY" POLICY:** As your children progress in their self-help skills and toilet training, please communicate with your child's teachers so we can be a part of the "team" helping your child's success. The expectation is that by the end of their GINNAH year, children are diaper/pull-up

free. All preschoolers (children 3 at August 1<sup>st</sup> of the school year) entering the Tzipporim year are required to be toilet-trained.

**BUILDING SECURITY:** The building is kept locked at all times. To enter, press the bell outside the Main Preschool Entrance. Please do not hold the door open for someone you do not know. For security reasons, occasionally, you will be asked to identify yourself. Please speak clearly into the speaker.

**SNOW DAYS:** Due to the number of school districts that we accommodate, we do not go by any specific district's Snow Day decision. We will determine whether school is to be cancelled based upon the conditions of the roads and/or our parking lot. In case of school closure, will use the Brightwheel app to notify parents by Brightwheel message, as well as email.

**ENCOURAGING POSITIVE BEHAVIOR:** We acknowledge the safety, welfare, and healthy social development of our children as our primary concerns. As we respect the dignity and individuality of each individual child, we encourage other children to do the same.

Our staff directs and encourages children to solve their problems independently. With assistance from their teachers, the children learn to use words and discuss feelings to settle disputes. We encourage and acknowledge positive and acceptable behavior while allowing the children many free choices and freedom of movement. We are consistent in our rules and expectations.

Should inappropriate behavior occur on the part of an individual or group, the behavior and its consequences are discussed. We actively teach cause and effect and recognition of others' feelings. Verbal praise and other positive reinforcement techniques are an important part of our program. We also help children learn self-regulating skills.

**BITING POLICY:** Biting is a natural developmental stage that many children experience. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the preschool is our primary concern. The preschool's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. As toddlers are developing their verbal skills, they can become impulsive with little self-control. Shirlee Green Preschool staff will encourage the children to "use their words" if they become frustrated. The staff will maintain a close and constant supervision of the children.

SGP has adopted the Positive Behavioral Interventions and Support strategies and techniques as the basis for handling classroom management and behavior problems. The following steps will be taken if a biting incident occurs at the preschool:

- the biting will be interrupted with a firm, "Teeth are for eating!"

- staff will stay calm and will not overreact
- the bitten child will be comforted
- staff will redirect the biter
- the affected area of the bitten child shall be assessed, cleansed with soap and water, and a cold boo-boo pack placed on the bitten area
- parents of both children will be notified by email
- confidentiality of all children involved will be maintained
- the bitten area should continue to be observed by the staff

INJURY and ACCIDENT GUIDELINES: Although every attempt is made to avoid them, accidents and injuries do occur at Preschool. Most teachers have been trained in CPR for Infants and Children as prescribed by the American Heart Association and the American Academy of Pediatrics. There is a defibrillator located in the Preschool hallway.

ILLNESS: Please do not send your child to school when he/she is not feeling well and unable to participate. We insist that parents keep children home when they show any sign of illness and until they are free of fever (without the aid of medication), vomiting, or diarrhea for 24 hours. This will assist in preventing the spread of germs. If a teacher has concerns about a child's health, the child will be removed from the classroom and the parents will be contacted.

In case of an accident or injury the teacher and the director will make a determination as to the severity of the injury. Minor scrapes and bruises are handled in the office. Our policy is to clean scrapes/cuts with soap and water.

In the case of more serious bumps or cuts, the teachers will contact the child's parent via phone to determine a course of action. If the school is unable to reach a parent and it is the judgment of the staff that the child needs immediate attention, the school will contact either the child's doctor or 911 to have the child transported to the nearest hospital. In case of a life-threatening emergency, the teacher will call 911 first and then contact the parent(s).

Permission for emergency treatment is kept in the child's file. Written records of parent and other emergency phone numbers are kept in an Emergency File Box. It is extremely important that parents keep emergency information up to date -- particularly the cell phone numbers.

FOOD ALLERGIES: With the prevalence of food allergies, we have adopted the following procedures:

- Parents are asked to notify us of any or all food allergies or food intolerances.
- A *"Food Allergy Action Plan"* form, medication form and a *"Permission to Administer Medication"* form must be completed for children with food allergies.
- Teachers will review labels of all snacks sent to school by other parents. Children with allergies should have a supply of safe snacks in the classroom at all times.
- Any children requiring an EpiPen should have at least 2 EpiPens at SGP for emergency use.

LICE: Pediculosis, or head lice infestation, is a recurring problem in children. Recommendations by the Missouri Department of Health and the National Pediculosis Association have resulted in the adoption of a “no nit” policy in order to reduce the risk of transmission to and re-infestation of others in our school setting.

When a case of head lice is reported in our building, we immediately follow a protocol that includes notifying parents as well as removing pillows, dress-up clothes, stuffed animals, etc.

At all times, it is the responsibility of the parent to perform periodic lice checks on their own children.

**STUDENT RECORDS:** Many records kept by the preschool are open to parents at any time upon request. Our records are kept digitally and include: accident and injury reports, student report cards, student progress reports, materials required for Missouri Voluntary accreditation, and information regarding child to staff ratios and other components of children’s developmental records (available only to the custodial parent).

**PHOTOS:** We take photos of our students frequently. On occasion, we will include these photos in articles for our bulletin, Facebook, the *Jewish Light*, and even the *Post-Dispatch*. Photos may also be used (without names) on Congregation Shaare Emeth’s website or in its on-line “*Shaare Mail*” communication. If you do not want us to include your child’s photo in any of the aforementioned situations, please contact the Preschool Office @ 314.569.0048. A permission form is provided for you to grant or decline authorization.

**OUR SCHOOL DOG:** We have a dog on campus. Please be sure to inform SGP if your child has a dog allergy. Our school pup is hypo-allergenic, no-shed. We are proud that our school dog has completed training and passed Canine Good Citizen Testing.

**ARRIVAL AND DISMISSAL PROCEDURES:** Morning carpool begins at 8:00am until 8:30am. All children should be in class, to start their day together with classmates by 9:00 a.m.

- Arrival: You may pull into the carpool line (at the main Preschool Entrance). We will help your child(ren) out of the car, ON THE CURB SIDE ONLY. Parents/caregivers should not get out of the car in the carpool lane. Carpool Greeters will be available until 9:00 am. and will see that children get to their classrooms. After 8:30am carpool, parents may bring their child in at the front door of Preschool.
- Dismissal: Afternoon carpool begins at 3:30pm-4:00pm. Before and after carpool times, adults may pick up their child from inside our Preschool building. Adults picking up are to seat belt and secure children in their car seats prior to moving their car. If additional time is required, please pull into a parking space in the preschool lot. Details of carpool

procedures will be given to you prior to the beginning of school. In order to provide a safe environment for all, please adhere to these procedures.

- Early Dismissal: For your child's safety, please stop by the Preschool Office to pick up your child. If someone other than a parent picks up your child, we must have your authorization. Proper identification will be requested from such a person.
- Late Fee: Parents arriving after scheduled pick up time will be charged a fee of \$10.00 per for each 5 minutes they are late.

PARENT/STAFF CONFLICT RESOLUTION: It is our intention to avoid problems or misunderstandings through good communications. However, there is always potential for problems or misunderstandings. Any conflicts between staff and parents need to be handled as quickly as possible. Parents should contact Brandi Cartwright to assist in resolving any conflict or concern that arises during the year.

PARENT ADVISORY COUNCIL (PAC): If you have a child in the Preschool, you are a member of the PAC! PAC members play an integral part in our programs and assume many important roles such as sponsoring parent education programs and special children's activities, fundraising and advising the Director on programs and policies. EVERYONE IS WELCOME. Through PAC you may volunteer to help out during class activities. The staff and the children always appreciate participation by parents. PAC meetings are listed on the preschool website.

FUNDRAISING AND SPECIAL FUNDS: Please consider celebrating life cycle events by making a tax-deductible contribution to any of the following funds from which our preschool benefits:

Shirley Solomon Play Yard Fund  
Anthony B. Lake Scholarship Fund  
Audrey Montague Preschool Fund  
Lisha Gayle Enrichment Fund  
Shirlee Green Preschool Fund  
Marshall C. Weisman Fund for Preschool Special Needs Children  
Marty and Kathy Zigler Endowment Fund for Preschool  
Alan Greenberg Early Childhood Fund

SNACKS and LUNCHES: Children eat snack in the morning, lunch each afternoon, and an afterschool snack after 3pm. There are 2 options for meals at SGP.

- OPTION 1: Join the Picky Eaterz club. Sign up is monthly and Picky Eaterz will provide catered morning snack, lunch, and afternoon snack for your little learner. Families using Picky Eaterz are billed monthly and can track their fees in their ShuulCloud account.
- OPTION 2: Bring your own morning snack, lunch, and afternoon snack. Always be considerate and avoid peanut products. SGP is a nut-free campus.

TUITION and BILLING: The preschool is made possible by tuition paid for services. Tuition payments are made monthly and based on the schedule pre-registered for your child's attendance.

- Payments – Credit card and ACH are permitted as forms of payment for tuition. Congregation Shaare Emeth charges a 3% credit card processing fee for all payments made via credit card.
- Sibling Discounts – We value families learning and growing together. For siblings in attendance, Shirlee Green Preschool grants a 10% discount for each addition sibling.
- Closures – Tuition is based on a annual school year rate. Although, we will make every effort to remain open; however, if we find it necessary to close campus at any time, tuition will not be credited or discounted.
- Cancellations and Refunds – If for any reason your enrollment must be cancelled/changed, please advise Shirlee Green Preschool in writing to [kadams@sestl.org](mailto:kadams@sestl.org). All changes must be approved.
  - Cancellations 30 days or more prior to month of attendance will be refunded.
  - Cancellations less than 30 days prior to the month of attendance will not be refunded or prorated.
  - Changes to registered scheduled will be honored if staffing/space is available in the child's classroom. We will do our best to accommodate your needs.
  - No prorated or full refund shall be permitted if the child leaves before the end of the month/camp session for which he or she has been registered.

## CELEBRATIONS

SHABBAT: We strive to instill in our children a love for our Jewish Heritage and a strong sense of Jewish identity by sharing wonderful experiences together in celebration. All classes celebrate Shabbat on Fridays. We incorporate special activities to make Shabbat a day which stands out from the ordinary. Our Shabbat Celebration is also highlighted with special guests (including the Rabbis, Cantor and/or a storyteller). Please have your child wear his or her Shirlee Green Preschool t-shirt for all Shabbat celebrations.

- Family Shabbat Participation: Shabbat celebrations on Fridays at SGP are special. Chaverim families will have an opportunity to schedule a "Special Shabbat" in which the family can participate and take home a prepared Shabbat Basket. At least part of the morning does not look like any other day at preschool. There are songs, special blessings, and we meet together as a preschool community. Preschoolers need time to become familiar with new rituals and celebrations. It takes some time for them to settle into new routines and understand what is expected of them during this special Shabbat experience.

**TZEDAKAH:** literally means righteous giving. It is a custom prior to lighting the candles for Shabbat, to give tzedakah. We have interpreted this as money. For our children to truly understand their role in making the world a better place (Tikkun Olam), we will be asking them to bring a box or can of food to place in the grocery cart on Friday mornings. The food will be donated to The Harvey Kornblum Jewish Food Pantry. This is a tangible way for our children to participate in this wonderful act of tzedakah.

**JEWISH HOLIDAYS:** In preparation for all of the Jewish holidays, we plan special activities which provide experiences for our children to greater understand and enjoy the actual holiday. Our children love to have their parents join in these celebrations, especially Chanukah and Passover. Please mark your calendars now for these special programs. Please refer to the calendar online.

**BIRTHDAYS:** We love to celebrate birthdays! Each classroom celebrates in its own fashion. Be sure to notify your child's teacher to make arrangements to join us! We celebrate birthday without food due to consideration of all dietary concerns.

## **Temple Administration**

JAMES BENNETT, Rabbi

ANDREA GOLDSTEIN, Rabbi

RACHEL BEARMAN, Rabbi

SETH WARNER, Cantor

ROSALIE STEIN, Executive Director

DEBBIE BRAM, Director of Jewish Life and Learning

LORI LEVINE, Rabbi Director of Religious School

BETH KODNER, Director of Camp Emeth

ROBERT COLTON, Director of Operations

HANNAH MICHELSON, Director of Communications

## **SHIRLEE GREEN PRESCHOOL**

**At Congregation Shaare Emeth**

11645 Ladue Road

St. Louis, Missouri 63141

314-569-0048

[www.sestl.org](http://www.sestl.org)