

Bender JCC

Early Childhood Center

Family Handbook

2026–2027

6125 Montrose Road, Rockville, MD 20852
preschool@benderjccgw.org | 301-348-3839

Welcome to the Bender ECC

Dear Families,

Welcome to the Bender JCC Early Childhood Center! Whether this is your family's first early childhood experience or you've been part of our community for years, we are so glad you're here.

The early childhood years are filled with extraordinary moments. A child who was hesitant yesterday proudly pours their own water today. A conversation about a bird outside becomes a week-long classroom investigation. Two children who couldn't solve a disagreement on Monday are making plans together by Friday.

These moments may seem small, but they are the foundation of confidence, curiosity, resilience, and lifelong learning.

At the Bender ECC, we believe childhood should never be rushed. Children deserve time to wonder, create, imagine, solve problems, build relationships, make mistakes, and discover who they are. They deserve teachers who truly know them, families who are valued as partners, and a community where every child feels safe, capable, and loved.

This handbook is designed to help you understand how our school operates, what you can expect throughout the year, and why we make many of the decisions we do. We hope it becomes a helpful resource that you return to often. While we work to meet the needs of each individual child and family, our policies are also designed to support the collective well-being of our entire community. Balancing these priorities is at the heart of our work.

After reading the handbook, please **sign and return the Acknowledgment of Receipt on the final page**. And as always, don't hesitate to reach out with questions.

We're so glad you're here.

Alex Band

Senior Director of Early Childhood

Our Commitment to Every Family

The Bender ECC welcomes and serves all children and families without discrimination. It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with: (1) Title VI of the federal Civil Rights Act of 1964; and (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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The Bender ECC at a Glance

Everything you need, on one page



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Emergency: JCC Front Desk 301-881-0100

Daily updates: Brightwheel app

Our Day

Core school day: 8:00 a.m. – 4:00 p.m.

After care: 4:00 – 5:30 p.m.

Carpool: 8:00 – 8:30 a.m.

Address: 6125 Montrose Road, Rockville

✱ **Arrive by 9:00 a.m.** — settling in on time lets children join morning activities alongside their friends.

SECTION 1

Our School

Who we are, what we believe, and how children learn here

Every Child Is Capable

Children deserve more than an early childhood center. They deserve a place where they are known. Where curiosity is celebrated. Where relationships come before routines. Where teachers listen as much as they teach. Where Jewish values are lived with joy. Where families are true partners. Where childhood is honored.

Everything we do begins with one simple belief: every child is capable.

How Children Learn at the Bender ECC

Children learn best when they are active participants in their own learning. Throughout the day, our teachers observe children's interests, ask thoughtful questions, introduce new experiences, and create opportunities for children to think, investigate, collaborate, and solve problems.

Our curriculum is intentionally aligned with the Maryland Early Learning Standards while remaining responsive to children's developmental needs and natural curiosity. A child's interest in shadows, birds, or worms after a rainy day can become an opportunity to explore literacy, science, mathematics, art, and problem-solving. The goal is not simply kindergarten readiness, but helping children become confident learners, caring friends, creative thinkers, and capable problem-solvers.

Inspired by Reggio Emilia

Our approach is inspired by the schools of Reggio Emilia, Italy, recognized worldwide as a model of excellence in early childhood education. At its foundation is the belief that children are competent, full of potential, and active in constructing knowledge through their relationships with the people and world around them.

In practice, this means our curriculum is driven by projects that emerge from children's own questions and theories. Children and teachers become researchers together, looking for materials and ideas that help them test hypotheses, share perspectives, and build new understanding. Teachers document children's work and words so that their thinking is visible to children, teachers, and families alike.

What Makes a Bender ECC Teacher?

Our teachers do much more than teach lessons. They build relationships. They notice the child who needs encouragement, the child who is ready for a new challenge, and the child whose question might spark a classroom investigation.

Our teachers listen carefully, prepare engaging environments, encourage independence, and partner closely with families. They are lifelong learners who receive ongoing professional development throughout the year. Most importantly, they believe children deserve to be known before they are assessed.

When a teacher is absent, our substitute teachers — who go through the same hiring procedures as our permanent staff — step in so that classrooms continue to run smoothly.

Jewish Life at the Bender ECC

Jewish life is woven naturally into each day through Shabbat celebrations, Hebrew songs, holiday experiences, stories, and values such as kindness, gratitude, responsibility, and caring for others.

Every Friday, classrooms welcome Shabbat with candles, grape juice, and challah — a ta'am shel Shabbat, a “taste of Shabbat.” Families are warmly invited to join their child's Shabbat celebration and our all-school Shabbat Sing; your child's teacher will share dates, times, and ways to participate. Every Monday morning, the whole school gathers for Havdalah, the ceremony that welcomes the new week.

Families come from many different Jewish backgrounds and experiences, and many of our families are not Jewish. All are welcomed, respected, and valued members of our community. Section 6 describes our holidays, food traditions, and celebrations in more detail.

The Sheva Framework

Our work is also guided by the JCC Association's Sheva Framework. Sheva — the Hebrew word for seven — names seven core elements of exemplary early childhood practice, rooted in the latest research in child development as seen through a Jewish lens: children as constructivist learners, directors as visionaries, teachers as professionals, families as engaged partners, environments as inspiration for inquiry, Discover CATCH as Shmirat HaGuf (caring for our bodies), and Israel as the story of the Jewish people.

Rather than serving as a curriculum, Sheva offers a set of Jewish values that shape the way we think about relationships, community, learning, and the dignity of every individual. In 2017, the Bender ECC was chosen by the JCC Association as a Sheva Lab Community, serving as an example of cutting-edge early childhood education for visiting educators. The seven Jewish lenses of the Sheva Framework appear in Appendix C.

Our Classrooms

Our classrooms are named for animals in Hebrew and organized into three age bands:

Aretz (Land Animals)	Mayim (Water Animals)	Shamayim (Sky Animals)
Toddlers & Twos	Threes turning four	Fours turning five
Dubim – Bears	Dagim – Fish	Yanshufim – Owls
Pandot – Pandas	Meduzot – Jellyfish	Nesharim – Eagles
Shualim – Foxes	Dolfinim – Dolphins	Orevim – Ravens
Peelim – Elephants		
Soosim – Horses		
Arayot – Lions		

Spaces Designed for Children

Walk into a Bender ECC classroom and you'll notice calm, inviting spaces where children can access materials independently, collaborate with friends, and see their own work displayed with care. In the Reggio tradition, we consider the environment “the third teacher.” Walls, furniture, and carpeting are kept neutral to highlight the work of the children, and materials are open-ended — wood, natural items, real-life props, and repurposed treasures — to encourage creative thinking. (Families can help! See Appendix D for materials we love to collect.)

Beyond the classroom, our children enjoy the full Bender JCC campus: a gymnasium, art and dance studios, walking paths, the indoor Mercaz playspace, gardens, and large grassy areas. Our Atelier (arts studio) hosts small groups for project work, and the multigenerational, multicultural community of the JCC enriches our children's learning every day.

The Outdoor Classroom

We have two playgrounds and many outdoor learning spaces — fields, gardens, hills, and our back patio. Our natural playground invites imaginative play, digging, and construction, with a seasonal water pump that feeds the sand pit and mud kitchen. When children engage in messy sensory play, they learn to wonder, solve problems, take risks, and understand the world.

Our children plant, tend, and harvest from the ECC garden, living the Jewish value of Shomrei Adamah — caring for our earth. We recycle in every classroom, use real plates and cutlery at snack, and choose natural and repurposed materials in our art.

Our goal is to be outdoors every day, even when it is cold, hot, rainy, or snowy — for shorter periods in extreme weather. Please send weather-appropriate clothing daily, including snow gear in winter and rain gear on wet days.

Please keep a pair of rain boots at school at all times. Rainy-day play is some of our best play!

Swim & Water Play

Being part of the Bender JCC means access to wonderful indoor and outdoor pools. Children in our four-year-old (Shamayim) classes have weekly instructional swim during the school year — a half hour of Red Cross-based instruction with Bender JCC swim instructors. On swim days, children need a bathing suit and towel; water shoes, goggles, and ear plugs are optional, and floaties are not used during instruction. During the summer months, Mayim and Shamayim children have instructional swim while our youngest (Aretz) children enjoy water play. Throughout the year, families may also register children for individual or group swim lessons as an after-school experience.

A Day at the Bender ECC

Although no two days are exactly alike, children benefit from a predictable rhythm that balances exploration, outdoor learning, community gatherings, small-group experiences, rest, and joyful discovery. A typical day includes:

- Morning arrival and choice experiences
- Morning Meeting — planning with the children, project discussions, stories, songs, and Jewish life
- Project work and small-group learning, including visits to the Atelier and around the JCC
- Outdoor learning and gross motor play
- Snacks and lunch
- Rest time
- Afternoon exploration and enrichment
- Dismissal or After Care

The exact schedule varies by age group and classroom, but every day includes opportunities for play, investigation, outdoor learning, Jewish life, creativity, and relationship building.

Parents Often Ask...

What makes the Bender ECC different? Our school combines joyful Jewish living, strong relationships, thoughtful Reggio-inspired teaching, and a deep belief that every child is capable.

Will my child be ready for kindergarten? Yes. Our curriculum intentionally develops academic, social-emotional, and independence skills while fostering a lifelong love of learning.

Why does so much learning look like play? Because play is how young children make sense of their world. Through play they develop the skills they'll use throughout school and life.

Does my child need to be toilet trained? No. Children do not need to be toilet trained to attend, and we partner with families when children show readiness (see Section 4).

SECTION 2

Partnering with Families

How we communicate, connect, and work together

Partnering with Families

One of the greatest predictors of a child's success in the early childhood years is a strong partnership between home and school. At the Bender ECC, we believe parents are a child's first and most important teachers. Our role is to build on the love, values, and experiences children bring from home while working together to support their growth.

Open communication, mutual respect, and shared trust help create the best possible experience for every child. This section explains how we communicate, how families can stay connected, and what you can expect from us throughout the year.

How We Communicate

We are committed to communicating openly, professionally, and proactively. Families can expect timely responses, regular classroom updates, and opportunities to discuss their child's development. Throughout the year we communicate in several ways:

- **Brightwheel** for daily communication, announcements, and school information.
- **Email** for school-wide updates and important reminders.
- **Phone calls** for urgent matters.
- **Formal and informal parent-teacher meetings.**

Please read school communications promptly, as many include important deadlines and reminders.

A few things to know about reaching teachers:

- Teachers are caring for children during the day and may not respond to messages until children are dismissed.
- Please do not call your child's classroom directly — this helps us keep full attention on the children. For a quick response, contact the main office at preschool@benderjccgw.org or 301-348-3839.
- In an emergency, if the office is unavailable, call the JCC Front Desk at 301-881-0100 and ask them to contact the ECC.

Brief messages about your child's daily care can be shared at drop-off, through Brightwheel, or by email. If you'd like to discuss something at length, please email your child's Lead Teacher to set up a phone call or meeting — teachers cannot step away for extended conversations while the program is in session.

Questions or Concerns

Questions are a normal part of any school experience, and we encourage families to reach out early. In most situations, your child's classroom teachers are the best place to start — they know your child best and can often address questions quickly.

If talking with the teacher hasn't resolved a concern, please reach out to the Senior Director or Assistant Director. If you require further assistance, you may speak with the JCC's Chief Programming & Innovation Officer. We are committed to addressing concerns respectfully, collaboratively, and with the shared goal of supporting your child.

We are all part of one community, with responsibilities to one another. We ask that families share feedback in a productive manner and refrain from conversations or behaviors that undermine the integrity of the school.

Conferences

Formal parent-teacher conferences are scheduled twice each year, with written conference forms based on developmentally appropriate objectives. See the school calendar for dates. Additional conferences may be requested by families or teachers at any time — conferences are an opportunity to celebrate progress, discuss goals, and partner on strategies to support each child's continued growth.

Absences & Family News

We care about your child and your family! Please notify both your child's teachers and the school office whenever your child will be absent, and let us know in advance about extended vacations or travel. We also appreciate knowing about significant family events — good or challenging — that may affect your child's experience at school. (And we love new baby photos!)

Confidentiality

Protecting children's privacy is essential. Information about children, families, and staff is treated confidentially and shared only with those who have a legitimate educational or operational need to know. We also ask families to respect the privacy of other children and families in our community.

Family Involvement

Families enrich our school community in many ways. Throughout the year there are opportunities to participate in celebrations, classroom experiences, family events, Shabbat Sing, and school-wide programs. We encourage you to:

- Attend Back to School Night and read all classroom communications
- Share your child's interests, ideas, and comments about class projects
- Share your own skills and talents with the classroom
- Add your perspective to long-term projects and send in interesting repurposed and natural materials
- Reach out to other families and build new relationships

While participation is always welcomed, we recognize that every family's schedule is different. There are many ways to be an engaged member of our community.

Early Childhood Parent Committee (ECPC)

The ECPC advises and supports policies and procedures for ECC programs. Its Executive Board plans fundraising, tzedakah (charitable) projects, and special events for the school. Joining the ECPC is a wonderful way to shape the life of the school.

Room Parents

We need you! Room Parents serve as an important point of contact for the families in your child's class and receive support from the ECPC. It's a great way to get to know other families and make a difference. Let your child's teacher know at Open House or Back to School Night if you're interested.

Field Trips

Our classes take regular walks through the neighborhood, and periodically travel farther afield to enrich their curriculum — a separate permission form is sent for each field trip. Parent and guardian volunteers are needed for supervision and sometimes transportation; it's a wonderful way to be actively involved. When chaperoning, please follow the teachers' instructions, and please do not purchase anything — including food — for your child or any other children during the trip.

Volunteer Opportunities

Volunteer opportunities are offered throughout the year in accordance with school policies and safety procedures. Any requirements related to background checks or supervision will be communicated in advance. To ensure the safety and smooth operation of the school day, classroom volunteering may be limited at certain times of year.

Working Together

Children benefit most when the adults in their lives work together with kindness, honesty, and mutual respect. We ask families to assume positive intentions, communicate directly when questions arise, and partner with us as we navigate both the celebrations and challenges of early childhood. Together, we create the caring community that makes the Bender ECC such a special place for children to learn and grow.

SECTION 3

Health, Safety & Wellness

Keeping every child healthy, safe, and ready to learn

Our Approach to Health & Safety

The health and safety of every child is one of our highest priorities. Young children learn through close relationships, shared materials, and active play — which also means they naturally share germs. Our health policies are designed to protect every member of our community while allowing children to learn, explore, and grow. We ask families to partner with us by following these guidelines in good faith.

The detailed policies below provide guidance for the most common situations. A quick-reference illness chart appears in the Quick Reference Guide at the back of this handbook. The Director reserves the right to determine whether a child is well enough to participate safely in the school day.

Required Medical Forms

Before your child's first day, the following must be on file in the school office:

- Maryland-required health and immunization forms, completed by your child's physician
- One signed Emergency Form, a Family Information Form, and a Child Information Form
- Blood-lead screening documentation
- Any allergy, medication, or medical action plans

Children may not begin school until all required documentation has been received. Families are responsible for keeping all health information current throughout the year. All information is confidential and will not be released to outside sources without written approval from parents.

Immunizations

For the health, safety, and welfare of both children and staff, the Bender ECC follows all State of Maryland vaccination requirements, consistent with the standards of the American Academy of Pediatrics and the Centers for Disease Control and Prevention. Documentation of compliance must be provided upon entry, and the school monitors ongoing compliance for all children.

There are no religious or personal exemptions to this policy. Medical exemptions are reviewed by the Director with medical consultation as necessary. If your child is missing a required immunization, your child's physician must submit a written explanation.

When to Keep Your Child Home

Whether to keep a sick child home is not always straightforward. As a general rule, please keep your child home if they are:

- **Contagious** — their presence would pose a health risk to other children;
- **Too uncomfortable to participate** — illness can make a child miserable, and if their emotional and physical needs can't reasonably be met at school, home is the kinder place to be; or
- **In need of one-on-one care** beyond what staff can safely provide while caring for the group.

When a child's degree of contagiousness is unclear, please seek advice from your pediatrician. Some conditions, such as allergies and asthma, can be difficult to distinguish from infectious illness; in these situations, written documentation from a pediatrician may be required. We are sympathetic to how hard it is to miss work for a sick child, and we count on every family to honor these guidelines in good faith — repeated disregard of them may jeopardize your child's continued participation in the program.

Fever

A child with a fever (100°F+ rectal or 99°F+ underarm) should remain home. Children may return only after they have been fever-free for at least 24 hours without fever-reducing medication. Children sent home with a fever may not return the following day.

Vomiting & Diarrhea

Vomiting and diarrhea generally indicate an active intestinal infection. Children should remain home until they have been symptom-free for at least 24 hours, are feeling well, and bowel habits are returning to normal. Children who vomit during the night (other than for allergy or food-related reasons) should be kept home even if they appear well in the morning, and children sent home with these symptoms may not return the following day.

Runny Nose, Cough & Pink Eye

Minor congestion or an occasional cough does not require exclusion. However, excessive nasal discharge, frequent coughing, or significant eye drainage that interferes with participation or suggests a contagious illness requires that a child stay home until symptoms have significantly improved. For children with asthma or allergies, a pediatrician may need to clarify the situation or provide general assessment guidelines. Please note that antibiotic treatment alone does not guarantee a child is no longer contagious — symptoms must be improving.

Strep Throat

Strep infection results in exclusion. If a strep culture was taken, the child should remain home until results are known. Children may return after at least 24 hours on antibiotics, once fever-free with significant improvement in all symptoms. If a child is not improving after 48 hours on antibiotics, please raise the question of antibiotic resistance with your pediatrician.

Hand, Foot & Mouth Disease

Children may return after being fever-free for 24 hours and when open mouth or skin blisters have healed.

Head Lice

School staff may examine any child suspected of having head lice, and children with a suspected infestation will be sent home. A child may return after their hair has been treated with an appropriate shampoo and all eggs/nits have been combed out; exclusion continues until the child is nit-free. Families who find an infestation at home must notify the classroom teacher or Director so we can take steps to prevent further spread.

If Your Child Becomes Sick at School

If your child becomes ill during the school day, we will contact you or your emergency contacts promptly. Children who are not well enough to participate comfortably will need to be picked up as soon as possible. While they wait, they will be cared for in a comfortable setting with appropriate supervision.

Allergies

Supporting children with allergies is a shared responsibility between families and the school. After enrollment but before the first day of school, all physicians' medical reports and health history forms are

reviewed, and families of children with allergies — even allergies that are not life-threatening — complete our allergy protocol. Children whose allergies require medication may not start school until all forms and the physician's allergy treatment protocol are on file; an earlier deadline applies so we can build the child's plan and train staff.

Families of children with allergies provide:

- A photograph of your child (for the master allergy list posted in each classroom)
- Two copies of the physician's allergy treatment protocol, including your child's history of symptoms and reactions — one for the classroom and one for the student folder
- A bottle of Benadryl with dosing instructions (kept in the administrative office)
- Two EpiPens if prescribed — one kept in the office as backup, and one that travels with the staff member in charge of your child wherever they go
- All food your child will eat during the day — lunches, snacks, and celebration treats — if your child cannot safely eat the food provided by the school

An individualized school/classroom plan is developed for each child with allergies. Staff who care for your child receive specific training (for example, how to administer an EpiPen), maintain current First Aid and CPR certification, and have access to properly stocked First Aid kits. When a child with allergies is identified in a classroom, a letter goes home to all classroom families outlining the community's shared responsibilities, and individual plans are shared only with staff who need the information — always protecting every child's privacy.

Medication

Prescription and over-the-counter medication may only be administered when a signed Physician's Medication Form is on file in the school office.

- Medication must be in its original container, with prescription labels matching the child's name.
- Medication must be handed directly to school staff — never placed in a child's backpack.
- Medication is administered only according to the physician's instructions and Maryland licensing requirements.

Daily Health Practices

- **Handwashing:** Children wash hands throughout the day — before eating or handling food and after toileting or diapering. Please help your child wash hands upon arrival each morning. Per state licensing regulations, hand sanitizer is not used on children.
- **Sunscreen:** We go outside daily, so please apply sunscreen each morning before school. Staff will reapply during the day only if the Maryland-required permission form (provided at the start of the year; no doctor's signature needed) has been signed.
- **Water:** Please send a labeled reusable water bottle every day.
- **Clothing:** Send weather-appropriate clothing so children can enjoy outdoor learning year-round.

Injuries & Incident Reports

Scrapes, bumps, and other minor injuries are a normal part of childhood. Staff provide first aid as needed and will communicate with families whenever an injury requires more than routine care. When an incident meets our reporting criteria, an Incident Report is completed and shared with the

appropriate family — on the same day if a child was hurt by another child. To protect the privacy of all children, reports include information only about your own child.

Emergencies

If emergency medical care is needed, staff will call 911 immediately and then contact parents or emergency contacts. It is essential that emergency contact information remain current throughout the year.

In any emergency, our first priority is ensuring that the children and staff are safe. Once everyone is safe, parents will receive updates via text notifications through Brightwheel and/or email from a member of the ECC or JCC's leadership team.

Reporting Suspected Abuse or Neglect

Maryland law mandates that educators who suspect a child is being mistreated report the matter to Child Protective Services. Any person who in good faith makes a report of abuse or neglect is immune from civil liability or criminal penalty. Our staff take this responsibility seriously as part of protecting every child in our care.

Security & Building Access

When you become a member of the Bender JCC, you will be issued a FOB. Please have it with you at all times — you will scan it to enter the building and again to enter the Early Childhood wing. If a caregiver, grandparent, or other non-member will regularly drop off or pick up your child, visit the membership desk together and they will be issued a non-member FOB.

For security, all families must enter and exit through the **front door of the Bender JCC**. Please do not open or hold secure doors for anyone you do not know — even when it feels impolite. The safety of our children depends on it.

Parking Lot Safety

The Bender JCC parking lot is busy. For the safety of our children:

- Keep your eye on your child in the parking lot at all times.
- Never park in a spot that blocks another car, and never park in the fire lane.
- Use extreme caution when driving within the lot.
- The 20-minute spots in front of the playground are for pick-up and drop-off only.
- Please do not leave your car in the lot when you are not using the Center.

Keeping Our Community Healthy

Childhood is full of runny noses, scraped knees, and the occasional stomach bug. We know following health policies is not always convenient, especially when work and family schedules are busy. Thank you for partnering with us to keep our classrooms healthy, safe, and ready for learning.

SECTION 4

Daily Operations

Arrivals, departures, rest, and the rhythms of the school day

School Hours

Program	Hours
Core School Day	8:00 a.m. – 4:00 p.m.
After Care	4:00 p.m. – 5:30 p.m.

Children should arrive **no later than 9:00 a.m.** unless prior arrangements have been made. Arriving on time allows children to settle into the classroom, participate in morning activities, and begin the day alongside their classmates — it is genuinely difficult for a child to enter a group already deep in an experience.

Arrival & Drop-Off

Mornings set the tone for the day. We encourage families to establish a consistent goodbye routine that is warm, confident, and brief.

Morning carpool runs from 8:00 to 8:30 a.m. — pull into the carpool line and our staff will help your child out of the car and into the building. If you enter the lot at or after 8:30 a.m., please park and walk your child in.

- If arriving after carpool, park in a designated space and escort your child in through the main entrance of the JCC.
- Help your child wash their hands upon arrival.
- Check your child into the classroom and connect briefly with a teacher if needed.
- Say goodbye before leaving — please do not “sneak out.”
- Share important information with the teacher or office at drop-off, keeping conversations brief so staff can supervise the children.

Helping with Separation

Separation can be emotional, especially at the beginning of the year — and it is completely normal. A few things that help:

- Create a goodbye ritual with your child and stick to it — maybe one kiss and one high-five.
- A comfort item from home is welcome.
- Always say goodbye, and don't ask your child for permission to leave. Be confident but warm — your child picks up on your confidence that this is a good place to be.
- If your child cries or clings, prolonging the goodbye only makes it harder for both of you.

Once you leave, our teachers comfort children with empathy (“I know it's hard to say goodbye”) and engage them in the life of the classroom. Most children settle quickly — usually within minutes. If your child continues to struggle after a reasonable period of time, we will contact you so you know how they're doing.

Rest Time

Rest is an important part of every child's day at the Bender ECC. A full day of learning requires children to use tremendous mental, social, emotional, and physical energy. Research shows that rest and sleep support children's overall development, including language acquisition, emotional regulation, memory, attention, physical growth, and executive functioning. While some children need to sleep during the day, others simply benefit from quiet time to relax their bodies and minds.

Because of these developmental benefits, and in accordance with Maryland licensing regulations, **all children rest on their cot or nap mat for a minimum of 30 minutes each afternoon.** Children who fall asleep are allowed to continue sleeping naturally — we do not wake sleeping children, nor do we force children to sleep. Children who remain awake transition to quiet activities such as books, drawing, or puzzles on their cot.

What Rest Time Looks Like by Age

Age Group	Rest Period
Toddlers	Up to 2½ hours (approx. 12:30–3:00 p.m.)
Twos	Up to 2 hours (approx. 1:00–3:00 p.m.)
Threes	Up to 1½ hours (approx. 1:00–2:30 p.m.)
Fours	Up to 1 hour (approx. 1:00–2:00 p.m.)

Children's rest needs change as they grow. Teachers carefully observe and assess individual needs while remaining in compliance with state regulations and staffing requirements. We welcome ongoing conversation about your child's sleep at home and school, and will partner with you to support healthy rest habits.

Pick-Up

A smooth dismissal helps ensure every child's safety.

- Park in a designated space and enter through the main entrance of the JCC. Children not enrolled in After Care must be picked up by 4:00 p.m.
- Tell your child's teacher before leaving with your child.
- Once your child has been picked up, the accompanying adult is responsible for supervising them — in the classroom, hallways, and on the playground. Please plan to leave program areas soon after pick-up.
- If a class is engaged in an experience, please pick up as quietly as possible.
- Siblings who come along at drop-off or pick-up must stay under your direct care and supervision.

Authorized Pick-Up

Children will be dismissed only to adults authorized in your family account — please keep your authorized pick-up list current. Anyone picking up must be at least **16 years old**. If someone different is picking up, or your child's schedule changes for the day, notify the school in writing: email preschool@benderjccgw.org and cc your child's teacher. Children will not be released to anyone without written or verbal permission from a parent or guardian.

Late Pick-Up

We understand that unexpected situations arise. If you will be late, call the office at 301-348-3839 as soon as possible. Imagine how a small child feels when all the other children have been picked up — timely pick-up matters for children and staff alike. No child will ever be left unattended. Late pick-up fees are outlined in Section 7 (Administrative Policies).

What to Wear & What to Bring

Children should wear comfortable play clothes and closed-toe, rubber-soled shoes that fit well. Daily activities include active and messy play — children should never have to worry about their clothes. Please avoid jewelry (a safety concern), and consider your child's independence in the bathroom when choosing outfits. Outdoor clothing, including boots, should be easy for children to manage themselves.

- **Label everything** — sweaters, jackets, coats, hats, boots, mittens, extra clothing — with permanent marker, or purchase labels through the ECPC.
- **Extra clothes:** Keep at least one complete, labeled change of clothing at school, refreshed each season. If the extras come home worn, send a new set the next day. Children who are toilet training may need several sets.
- **Rain boots** stay at school in your child's cubby for rainy-day play.

A complete list of what to bring appears in the Quick Reference Guide.

Diapering & Toilet Training

Children do not need to be toilet trained to attend the Bender ECC. If your child wears diapers, please provide diapers and wipes (and cream, with a doctor's note) and replenish as needed. When a child shows interest in using the toilet, staff work collaboratively with families to support the process. If your child has a toileting accident, soiled clothing will be bagged and placed in their cubby — please send a fresh set of clothes the next day.

Personal Items from Home

We believe children benefit from sharing what is important to them with friends and teachers. Teachers welcome special items from home but may set limits on when and where they are shared; check with your child's teacher about your classroom's approach, which may change if issues arise. A few school-wide guidelines:

- No toy weapons.
 - If a toy becomes a source of disruption or conflict, children will be asked to stow it in their cubby.
 - Label all personal items, and encourage your child not to bring anything precious or hard to share.
- The Bender JCC and the Bender ECC are not responsible for lost or damaged personal belongings.**

Our Shared Responsibility

Daily routines may seem simple, but they create the consistency children need to thrive. Thank you for helping us begin and end each day safely, calmly, and with a focus on what matters most — supporting children as they learn, grow, and enjoy each day at the Bender ECC.

SECTION 5

Guidance & Positive Behavior

How we help children learn to be part of a community

Our Guidance (Discipline) Philosophy

Young children are learning how to be with others in the world, and at times have mistaken behaviors. Impulse control is a major area of growth: some children learn quickly how to direct anger or frustration productively, and some need more time and practice. We believe children learn by being involved in resolving conflicts, by expressing their feelings with words, and by thinking about what it means to be part of a community. Learning not to hit or bite is part of what children have the opportunity to practice at school — within a culture of empathy and understanding.

What We Do

- All staff model positive behavior by treating children, families, and one another with friendliness, care, and courtesy — and we ask families and visitors to do the same.
- Staff use positive strategies for handling conflict — prevention, redirection, offering choices, and conflict resolution — appropriate to children's ages and stages.
- When children behave in unacceptable ways, we engage in dialogue to help them learn more appropriate ways of being with others.
- We work with families to address recurring behaviors, using objective observation records to respond appropriately.
- Our Developmental Support Coordinator provides support to staff and families regarding behavioral and developmental questions.

What We Never Do

- We do not use punitive strategies such as “time out,” and we never send children out of the room by themselves.
- We never use physical punishment or touch children in punitive ways.
- We do not shout or raise our voices in a threatening way.
- We do not single out, threaten, bribe, or humiliate children.

You may notice that we also don't require children to say “I'm sorry” after a harmful action. Being sorry means contemplating the impact of what you've done and feeling regret — an understanding young children are still developing. A forced “sorry” can become a magic incantation of absolution, as though the words alone free a child from responsibility. Instead, we help children see the impact of their actions and find ways to make things right.

When a Child Is Hurt

Details of any event in which a child hurts another person are brought to the Director's attention and recorded in an Incident Report. The family of the child who was hurt is informed the same day. The privacy of all children involved is preserved. An incident report is not written for the child who caused the hurt unless the behavior was purposefully aggressive or part of a pattern.

Biting

Biting is a behavior sometimes seen in young children, particularly toddlers and twos. While not all children bite, it is developmentally common and rarely intended to cause harm.

When a biting incident occurs, staff immediately care for and comfort the child who was bitten. The child who bit is responded to calmly and firmly and is helped to develop more appropriate ways to

communicate needs and feelings. Families of both children are informed, and the confidentiality of all children is maintained.

If biting becomes recurring, teachers and administrators partner with the family to identify patterns, implement strategies, and develop a support plan. When persistent biting continues beyond what is developmentally expected or significantly impacts others' safety, consultation with outside professionals may be recommended. In rare circumstances, if the school cannot safely meet a child's needs despite appropriate interventions, alternative placement options may need to be considered.

When the School Cannot Meet a Child's Needs

There are occasions when the ECC is unable to support the needs of a child or family — for example, learning or behavioral challenges that impact the child's learning or the classroom in an ongoing manner. Before any final decision is made, many strategies are employed, with ongoing communication among teachers, parents, and outside professionals as needed.

SECTION 6

Food & Celebrations

Kashrut, lunches, snacks, birthdays, and holidays

Kashrut (Jewish Dietary Laws)

The Bender JCC and ECC observe the laws of kashrut. Our policy is intentionally inclusive, so that community members at all levels of observance can feel comfortable eating in our facility.

No meat or shellfish may be brought into the JCC or the ECC.

Any food sent to school for class consumption must bear a supervised kashrut seal — a plain K or P (pareve) is not accepted. No home-baked items may be brought to school, except within your own child's lunch. Check with the school office with any questions.

More about what keeping kosher means appears in Appendix B. When planning gatherings outside of school, please be sensitive to the fact that many of our families observe kashrut and that some children have food allergies.

Lunch

Children may bring **dairy or vegetarian lunches only**. Fish (not shellfish) is also an excellent choice. **Lunches must be free of meat, pork, and shellfish**, in accordance with the JCC's rules of kashrut for public spaces. Lunches are refrigerated in the classroom. Milk or water is offered with lunch. No candy, please.

A note about heating lunches: beginning this summer, we will no longer be able to heat lunches brought from home. We know this may be an adjustment for some families. If your child enjoys warm foods at lunch, many families find that a thermos or insulated food container does a great job of keeping meals warm until lunchtime. Thank you for your understanding.

Snack

Nutritious snacks are provided each day — one around 10:00 a.m. and one around 3:00 p.m. Snacks typically include a produce item and a carbohydrate, such as cereal, milk, and bananas. The weekly snack menu hangs on the snack shelf near the office.

Please do not send children to school with candy, lollipops, gum, or soda.

Nut Allergies & Food Sharing

While our school is not designated nut-free, we make every effort to serve nut-free items. Some classrooms are designated Nut Free — your teacher will let you know, and a sign will be posted. In a nut-free room, peanut butter and other nut products may not be sent in lunches. If a child in a classroom is diagnosed with a nut allergy during the year, that room becomes nut-free and families are notified. In every classroom, nut-free or not, children are not allowed to share food, and any whole-class treat must be nut-free.

Birthdays

Birthdays are important milestones. At the Bender ECC, we celebrate each child's special day in ways that honor the child and strengthen the classroom community — focused on the child's interests, experiences, and contributions to the class rather than on food or sweets.

Families are warmly invited to join the class to read a favorite book, share a special story, or take part in another meaningful activity. Teachers will help you plan a celebration that works for the classroom.

Due to kashrut and allergy considerations, **families may not bring food, snacks, cupcakes, cakes, or other treats from home for birthday celebrations.** Balloons, goodie bags, performers, and candy are also not permitted during in-class celebrations.

When planning birthday parties outside of school, please be mindful of the diverse traditions in our community. Parties scheduled on Shabbat (Saturday) may exclude Shabbat-observant families; we encourage scheduling that allows as many classmates as possible to attend. Teachers will distribute party invitations only if the entire class is invited.

Holidays We Celebrate

We are pleased to offer a program rich in Jewish culture, tradition, and values. Throughout the year, we explore many Jewish holidays — through hands-on, sensory experiences — as well as American holidays. Families are invited to join the children for Shabbat celebrations and special family events. Descriptions of each Jewish holiday appear in Appendix A.

We do not celebrate Halloween, Christmas, Valentine's Day, Easter, or St. Patrick's Day. Diversity is an important value in our school, and we respect the many cultures, religions, and life choices in our community — children are always encouraged to share their own family traditions and rituals, whatever their religion or culture, and are never discouraged from celebrating outside the school day.

SECTION 7

Administrative Policies

Enrollment, tuition, attendance, closings, and other essentials

About This Section

This section is a reference for the administrative procedures that support the day-to-day operation of the Bender ECC. While you may not need these policies often, they provide important information about enrollment, billing, attendance, school closings, and other operational matters. If you ever have questions, please reach out — we're always happy to help.

Enrollment & Program Changes

Your Enrollment Agreement reserves your child's place in the program you selected. Requests to change schedules or programs are welcomed whenever possible, but must balance the needs of all enrolled families.

- Requests for schedule or program changes must be submitted in writing.
- Changes are subject to classroom availability and staffing.
- Thirty (30) days' written notice is required for schedule changes unless otherwise stated in your Enrollment Agreement; without prior written notice, you remain responsible for the month's tuition.
- Changes are not finalized until confirmed by the school.

Withdrawal from the Program

We understand that family circumstances sometimes change. If you need to withdraw your child, please notify the school in writing as soon as possible. Tuition obligations and required notice periods are governed by your signed Enrollment Agreement.

Tuition & Billing

Tuition allows us to maintain exceptional teachers, low ratios, beautiful learning environments, and enriching experiences for children.

- Tuition is billed according to your Enrollment Agreement, with payments made through the school's designated payment system (an Automatic Payment Form is required).
- Please notify the school immediately if your payment information changes.
- Questions about tuition, billing, tax receipts, or dependent care documentation should be directed to the Director.
- To request a statement, complete the request form at www.benderjccgw.org/registrar.

Returned Payments

A \$25.00 fee will be assessed for each returned electronic payment or declined credit card transaction. Families are responsible for maintaining current payment information throughout the school year.

Attendance & Absences

Consistent attendance helps children build routines, friendships, and a sense of belonging. Notify both your child's teachers and the school office whenever your child will be absent, and let us know in advance about extended vacations or travel whenever possible.

School Closings & Weather

The safety of our families and staff always comes first. The Bender JCC makes every effort to remain open during inclement weather. Weather-related delays, early dismissals, and closures are communicated through Brightwheel, email, the JCC website (benderjccgw.org), and text alerts — sign up for Bender JCC text alerts at www.benderjccgw.org. Whenever possible, decisions are made as early as practical. Please ensure your contact information remains current.

Late Pick-Up Fees

All children have a designated pick-up time: 4:00 p.m. for the core school day, 5:30 p.m. for After Care. If you anticipate being late, call the office at 301-348-3839 as soon as possible. No child will ever be left unattended. To ensure appropriate staffing and supervision, late fees are assessed beginning five (5) minutes after your child's scheduled pick-up time:

Time	Fee
First 5 minutes late	\$25
Each additional minute	\$5

Late fees are billed to family accounts at the end of each month. This policy also applies to early dismissal days. Repeated late pick-ups (more than three) may result in a meeting with administration and re-evaluation of the child's continuation in the program. If a child has not been picked up and we cannot reach a parent, guardian, or emergency contact, we will follow Maryland licensing requirements, which may include contacting local authorities or Child Protective Services to ensure the child's safety.

Babysitting by Staff

Bender JCC personnel shall not provide babysitting, nannyng, or other childcare services for Bender JCC campers, ECC students, or their families during the term of their employment with the Bender JCC.

Student Records & Confidentiality

Student records are maintained in accordance with Maryland licensing requirements and privacy laws. Information is shared only with staff who have a legitimate educational need to know. Families may request access to their child's records in accordance with school policy.

Our Staff: A Note on Personnel Matters

It is our priority to employ experienced, talented staff who meet our high standards, and to support them with ongoing professional development, observation, and feedback. Occasionally a staff member's contract must be terminated or not renewed. These decisions are never easy, may be based on considerations not visible to families, and are always made in the best interest of the school. Personnel details are governed by human resources protocols and are not shared publicly; we will inform families of staffing changes as appropriate.

Licensing & Policy Changes

The Bender ECC is licensed by the Maryland State Department of Education and complies with all applicable state licensing regulations. As regulations and school practices evolve, this handbook may be updated during the school year. Families will be notified of any significant policy changes.

We're Here to Help

Administrative policies are intended to create consistency, fairness, and transparency for every family. If you are ever unsure about a policy or need help navigating a school procedure, please contact us. We value open communication and will always do our best to answer your questions and support your family.

Appendix A: Jewish Holidays at the Bender ECC

The Jewish holidays are an integral part of our program, celebrated through hands-on sensory experiences.

Shabbat: The Jewish Sabbath begins at sundown every Friday and lasts until sundown Saturday. The Torah tells us the world was created in six days, with rest on the seventh — giving us Shabbat. Each classroom celebrates on Friday mornings with challah (twisted bread) and “wine” (grape juice), and each age level joins Shabbat Sing with our music teacher in the lobby atrium. Families are welcome!

Rosh Hashanah: The two-day Jewish New Year, a time of reflection on our past and future. The children enjoy apples and honey, symbols of hope for a sweet year.

Yom Kippur: The Day of Atonement, the most solemn day of the year — an adult fast day and day of prayer. We talk with the children about being the best we can be.

Sukkot: Recalling the journey from Egypt when the Jewish people lived in sukkot (booths), and celebrating the harvest with the lulav (palm branch) and etrog (citron). We decorate our sukkah and enjoy a snack inside it at the front of the building.

Simchat Torah: On this joyous holiday we finish reading the Torah for the year and immediately begin again. Children march around the Bender JCC singing songs and carrying flags.

Chanukah: The Festival of Lights celebrates the Maccabean victory and the miracle of the Jewish people's survival. For eight days we light the chanukiah (eight-branched candelabra), say the blessings, prepare potato latkes, and enjoy special activities.

Tu B'Shevat: The New Year of the Trees. Trees are a symbol of life and of the Jewish people; children plant and sample a variety of fruits.

Purim: The jolliest holiday, commemorating how Queen Esther and her uncle Mordechai saved the Jews of Persia. We eat hamantaschen (triangle cookies), shake groggers (noisemakers) at Haman's name during the Megillah reading, and prepare mishloach manot (gifts) for friends and those in need.

Passover: Pesach commemorates slavery in Egypt and the Exodus. Classes prepare their own model Seders — with prayers, songs, and foods from the Haggadah — and invite families.

Lag B'Omer: Recalling the Jewish struggle for independence, today celebrated as a day of Jewish survival — we celebrate with outdoor activities.

Yom Ha'Atzmaut: Israel's Independence Day. We celebrate by making gifts for Israel and presenting them to the JCC's Israeli emissary.

Appendix B: Blessings We Say at the ECC

Mezonot (grain foods that are not bread): *Baruch atah A-donay, Elo-heinu Melech Ha'Olam borei minei mezonot.* Blessed are You, Lord our God, Ruler of the Universe, Who creates various kinds of sustenance.

Hamotzi (bread): *Baruch atah A-donay, Elo-heinu Melech Ha'Olam Hamotzi lechem min haaretz.* Blessed are You, Lord our God, Ruler of the Universe, Who brings forth bread from the earth.

Hagafen (grape juice or wine): *Baruch atah A-donay, Elo-heinu Melech Ha'Olam borei pri hagafen.* Blessed are You, Lord our God, Ruler of the Universe, Who creates the fruit of the vine.

Pri Ha-Aitz (fruit): *Baruch atah A-donay, Elo-heinu Melech Ha'Olam borei pri ha-aitz.* Blessed are You, Lord our God, Ruler of the Universe, Who creates the fruit of the tree.

Pri Ha-Adama (vegetables): *Baruch atah A-donay, Elo-heinu Melech Ha'Olam borei pri ha-adamah.* Blessed are You, Lord our God, Ruler of the Universe, Who creates the fruit of the earth.

Shabbat Candles: *Baruch atah A-donay, Eloheinu Melech Ha'Olam, asher kidshanu b'mitzvotav v'tsivanu l'hadlik neir shel Shabbat.* Blessed are You, Lord our God, Ruler of the Universe, Who sanctifies us with His commandments and commands us to light the candles of Shabbat.

About Kashrut

The laws of kashrut (keeping kosher) are based on verses from the Torah and later Rabbinic literature, and continue to be interpreted today. Practice varies by denomination and personal choice — for many, keeping kosher is a way to connect to Jewish history, culture, and identity. Our ECC's kashrut policy is intentionally inclusive so that community members at all levels of observance can feel comfortable eating here. To learn more, visit myjewishlearning.com or kashrut.com.

Appendix C: The Sheva Jewish Lenses

The following seven Jewish values of the Sheva Framework help us focus our intentions and serve as “lenses” through which we see our curriculum and the life of our school community.

MASA / Journey — Reflection, Return & Renewal. To move forward in a meaningful way, we must reflect upon the past. Our travels are more important than the destination.

TZELEM ELOKIM / Divine Image — Dignity & Potential of Each Person. The image of the child as capable and competent is a core Reggio value. We view children, families, and colleagues with dignity — a lens of accountability, empathy, and self-worth.

BRIT / Covenant — Belonging & Commitment. A bound and trusted relationship allows us to unite with others in pursuit of a shared vision. It enables us to grow, take risks, and share with honesty.

DRASH / Interpretation — The Spirit of Inquiry. To question, to debate, to interpret, and to communicate are essential components of the Jewish tradition — and the drive behind reflection and growth.

HITORERUT / Awakening — Wonder & Gratitude. When we slow down, we become aware of the miracles in every moment, allowing gratitude to flow freely. Young children naturally embrace life with exuberance.

TIKKUN OLAM / Repair of the World — Generosity & Responsibility. We partner with families and children to make a difference in our community, performing “acts of kindness” every day.

KEDUSHA / Holiness — Sacred Time, Space & Intention. We find holiness in Shabbat and holidays — and unearth it in daily experience as we observe children, listen to their voices, and discover life together.

Appendix D: Materials We Love to Collect

Our Reggio-inspired classrooms thrive on open-ended, repurposed, and natural materials. If you come across any of the following, we'd be delighted to give them a second life — and remember, multiples of anything are interesting!

Nature & Texture	Hardware & Parts	Craft & Decorative
Seed pods & interesting nature items	Washers, eyehooks, screws, nuts, bolts	Beads, buttons, notions
Driftwood & interesting wooden pieces	Springs, gears from clocks or appliances	Ribbon, lace, fabric, leather strips
Seashells (big and small)	Old keys, charms, costume jewelry	Colored foils & decorative paper
Beautiful stones	Computer keyboard letters and parts	Rubber stamps, stationery, unused invitations
Silk or dried flowers	Wire, mesh, and screen (all types)	Tape (colored, cloth, metal)
Corks & spools (without thread)	Clean rubber or plastic tubing	Wallpaper samples
Wicker baskets	Dowel rods (clear and wooden)	Old CDs, puzzle & game pieces
Large cardboard tubes (no paper towel/toilet paper tubes)	Plexiglas mirror pieces	Plastic caps & lids (clean)
Metal or wood kitchen items; gently used pots and pans	Thimbles, wooden massage tools	Transparent plastic boxes, Petri dishes, containers
Judaica	Packaging materials, corrugated cardboard	Anything YOU identify as fabulous!

SECTION QR

Quick Reference Guide

Bookmark these pages — the answers families need most often

Important Contacts

Contact	Details
Main Office	preschool@benderjccgw.org 301-348-3839
Emergency (JCC Front Desk)	301-881-0100
Senior Director	Alex Band 301-348-3830 aband@benderjccgw.org
Assistant Director	Kirstin Springer 301-348-3833 kspringer@benderjccgw.org
Curriculum Director	Sharon Goldrich 301-348-3831 sgoldrich@benderjccgw.org
Developmental Support Coordinator	Rachel Assal Albert 301-348-3822 ralbert@benderjccgw.org
Daily Communication	Brightwheel app

Can My Child Come to School?

If your child has...	Come to school?	May return when...
Fever (100°F+ rectal / 99°F+ underarm)	No	24 hrs fever-free without medication (not the day after being sent home)
Vomiting	No	24 hrs symptom-free and feeling well
Diarrhea	No	24 hrs symptom-free; stools returning to normal
Frequent cough / significant runny nose	Usually no	Symptoms significantly improved
Pink eye	Usually no	Symptoms improved; healthcare guidance followed
Strep throat	No	24 hrs on antibiotics, fever-free, feeling well
Hand, Foot & Mouth	No	24 hrs fever-free; open blisters healed
Head lice	No	After treatment; nit-free per school policy

See Section 3 for complete health policies. The Director determines whether a child is well enough to participate safely.

Daily Operations at a Glance

- **Core Day:** 8:00 a.m.–4:00 p.m. | **After Care:** 4:00–5:30 p.m. | **Arrive by 9:00 a.m.**
- Notify teachers and the office of absences.
- Written notice (email preschool@benderjccgw.org, cc teacher) required for pick-up changes.
- Authorized pick-up individuals must be at least 16 and listed with the school.
- Running late? Call the office at 301-348-3839 as soon as possible.
- Enter and exit through the JCC front door; scan your FOB at the building and the ECC wing.

What Should My Child Bring?

Every Day	Keep at School
Labeled backpack	Extra change of clothes (refresh each season)
Labeled water bottle	Rain boots
Lunch (dairy/vegetarian; no candy)	Nap items — blanket, pillow, lovie (Aretz & Mayim; we provide cot and sheet) + large bag for bedding
Weather-appropriate clothing	Diapers, wipes, cream with doctor's note (if applicable)
Sunscreen applied before arrival	Required medications with forms; sunscreen for reapplication
	A family picture and a picture of your child

Before School Starts Checklist

- ☐ Medical and immunization forms submitted (incl. blood-lead screening)
- ☐ Emergency Form, Family Information Form, Child Information Form
- ☐ Emergency contacts updated
- ☐ Authorized pick-up list complete
- ☐ Brightwheel account activated
- ☐ Tuition / automatic payment information verified
- ☐ Allergy forms and medications submitted (if needed)
- ☐ Sunscreen permission form signed
- ☐ Extra clothes and water bottle labeled; rain boots at school
- ☐ Acknowledgment of Receipt (last page of this handbook) signed and returned

Need Help? Who to Contact

Question	Who to Contact
Your child's day or classroom	Classroom Teachers
Attendance or absences	Teachers + Main Office
Billing, tuition, or statements	Director
Enrollment or schedule changes	Administrative Team
Developmental questions or support	Developmental Support Coordinator
Policies or concerns	Senior Director or Assistant Director
Emergency during the school day	Main Office (after hours: JCC Front Desk)

Acknowledgment of Receipt

I have received a copy of the Bender ECC Family Handbook for the 2026–2027 school year. I understand that I am responsible for all the information contained in it, effective immediately.

Child's Name: _____

Signature of Parent/Guardian: _____

Date:

Print Name: _____

We are looking forward to a wonderful year!