

# CHEDER CHABAD GIRLS AND PRESCHOOL PARENT HANDBOOK



**NEW INFORMATION INCLUDED**

**תש"פ**

**2019-2020**

Cheder Chabad of Monsey  
Pre-School and Elementary Girls  
25 South Monsey Road  
Airmont, NY 10952  
P.O. Box 1164  
*Office Tel: 845-356-1213 ext. 3*  
*Office Fax: 845-503-2322*  
*E-mail: [girls@chedermonsey.org](mailto:girls@chedermonsey.org)*

## Table of Contents

School Contact Information .....	3	Lateness .....	17
Letter from the Principals .....	4	Detention.....	18
Our Mission Statement.....	5	Early Pickup and Carpool Changes .....	18
<b>Cheder Standards.....</b>	<b>5</b>	Snow Days .....	19
School Uniform .....	6	<b>Let's Stay Healthy .....</b>	<b>20</b>
Student Dress Code .....	7	Infections or Illness.....	20
Parent Dress code .....	7	Lice and Nits.....	20
Going Out.....	8	Immunization.....	20
Internet/Media.....	8	Medication.....	20
TV,Video, Secular Reading .....	9	<b>The School Day .....</b>	<b>21</b>
Technology Policy .....	9	Daily Schedule .....	21
Bas Mitzva Celebrations and		Breakfast, Lunch, & Snack .....	21
Guidelines .....	10	NUT FREE POLICY .....	21
Birthday Farbrengens .....	10	Meet the Teacher Night.....	22
Kashrus .....	11	Parent Teacher Communication .....	22
Derech Eretz.....	11	Whatsapp Groups.....	22
<b>Arrival and Dismissal.....</b>	<b>12</b>	PTC.....	22
Arrival .....	12	Homework.....	22
Carpool Arrivals .....	12	Interpersonal Relationships.....	23
Dismissal .....	14	School Grounds .....	24
Carpool Dismissal .....	14	Lost and Found.....	24
After School Childcare.....	14	Textbooks – General Studies .....	24
Bus Transportation .....	15	Vital Information.....	24
<b>Attendance and Punctuality .....</b>	<b>17</b>	In conclusion .....	24
Attendance .....	17		

## School Contact Information

### **Pre-School and Elementary Girls**

Cheder Chabad of Monsey  
25-27 South Monsey Road  
Airmont, NY 10952

*Office Tel: 845-356-1213 ex. 3*

*Office Fax: 845-503-2322*

*[girls@chedermonsey.org](mailto:girls@chedermonsey.org)*

### **Elementary Boys'**

Cheder Chabad Boys' School  
15 Widman Ct.  
Spring Valley, NY 10977

*Office Tel: 845-356-1213 ex. 2*

*Office Fax: 845-503-2322*

*[Chederchabadboys@chedermonsey.org](mailto:Chederchabadboys@chedermonsey.org)*

Founder	Rabbi Shusterman	Ext. 2124	<a href="mailto:yshusterman@chedermonsey.org">yshusterman@chedermonsey.org</a>
Executive Director	Rabbi Brawer	Ext 2100	<a href="mailto:rabbibrawer@chedermonsey.org">rabbibrawer@chedermonsey.org</a>
Girls Principal Kodesh	Mrs. C. Rosenbluh	Ext. 1101	<a href="mailto:Crosenbluh@chedermonsey.org">Crosenbluh@chedermonsey.org</a>
Girls Principal, General Studies Elementary Grades 1-5	Mrs. P. Friedland	Ext. 1102	<a href="mailto:pfriedland@chedermonsey.org">pfriedland@chedermonsey.org</a>
Middle School Grades 6-8	Mrs. M. Klyne	Ext. 1102	<a href="mailto:mklyne@chedermonsey.org">mklyne@chedermonsey.org</a>
Preschool Director	Mrs. C. Light	Ext. 1103	<a href="mailto:clight@chedermonsey.org">clight@chedermonsey.org</a>
Secretary	Mrs C. Browd	Ext. 1105	<a href="mailto:cbrowd@chedermonsey.org">cbrowd@chedermonsey.org</a>
Secretary	Miss. S. Zeiger	Ext. 1000	<a href="mailto:girls@chedermonsey.org">girls@chedermonsey.org</a>
Girls Administrative Assistant	Mrs. E. Markowitz	Ext. 1104	<a href="mailto:emarkowitz@chedermonsey.org">emarkowitz@chedermonsey.org</a>
Boys Principal Kodesh	Rabbi L. Kaplan	Ext. 2101	<a href="mailto:menahel@chedermonsey.org">menahel@chedermonsey.org</a>
Boys English Curriculum Coordinator	Mrs. A. Karash	Ext. 2102	<a href="mailto:akarash@chedermonsey.org">akarash@chedermonsey.org</a>
Bookkeeper	Mrs. Katz	Ext. 2105	<a href="mailto:zkatz@chedermonsey.org">zkatz@chedermonsey.org</a>
Executive Assistant	Mrs. Roth	Ext 2104	<a href="mailto:sroth@chedermonsey.org">sroth@chedermonsey.org</a>
School Nurse	N'tina Kamenseky	Ext. 1106	<a href="mailto:nurse@chedermonsey.org">nurse@chedermonsey.org</a>



Dear Parents, עמור"ש

Welcome to another new year at Cheder Chabad of Monsey! As always, our Cheder strives to provide for your child a quality, well-rounded *Chabad Chassidishe* education. On the following pages, you will find the guidelines and procedures that help unite students, teachers, parents and administrators in our efforts to provide our children with a secure and happy environment in which they will learn to “navigate the seas” of childhood.

Much of this manual is familiar to those who have been with the Cheder for the past few years. However, there are a number of changes and new policies included in this year’s manual.

Please review the manual carefully to familiarize yourself with Cheder’s procedures, standards and expectations. **All parents are expected to sign the form indicating that they have read through the handbook and understand what our standards, policies, and guidelines are.** The signed form should be handed in by nit checking together with the supply fee.

We look forward to a meaningful and productive year.

With wishes for **הצלחה רבה**,

Mrs. C. Rosenbluh  
*Limudei Kodesh Principal*

## CHEDER CHABAD IS DEDICATED TO:

Cheder Chabad of Monsey is a growing, vibrant educational facility that meets both the Limudei Kodesh and Limudei Chol needs of each individual child. Established in 1999, our mission has been to lay the necessary and proper foundation and training for today's children to meet the challenges of the future, by connecting the values of Torah, Halacha and Chassidus with the world around us.

The uniqueness of our school is the fervor and flavor of Chabad Chassidus, as inspired by the teachings of the Lubavitcher Rebbe, with particular emphasis on ahavas yisroel, and serving Hashem with simcha, infused and ingrained in all aspects of the school program!

### **CHEDER CHABAD STANDARDS**

**Cheder Chabad strives to educate Chassidishe children with proper middos, dedicated to Torah and Mitzvos. This obviously requires a strong partnership between home and school. It is therefore our goal to uphold a respectful and cooperative relationship between both. It is imperative that our children receive a clear and unified message. We trust that the standards and expectations in the home reflect that of a Chabad mosad.**

## **CHEDER STANDARDS**

The dress of students must reflect a Torah environment. The following guidelines clearly identify the decorum and essential Chassidishe standards.

According to the *Shulchan Aruch*, a girl must dress in accordance with the *Halachas of Tznius* from the age of three (*Likutei Sichos*, Vol. 18, p. 448).

## **SCHOOL UNIFORM**

Students in Cheder must dress in a way that mirrors the atmosphere in a classroom where Torah is being taught. The following guidelines are in place to help maintain the decorum and Chassidishe standards that are essential in Cheder.

### **GRADES 1- 5**

**JUMPER:** Grades 1 & Grade 2 Navy blue jumpers only. **Jumpers must cover the knees fully.**

Grades 3 - Grades 5 Jumpers are optional. **Jumpers must cover the knees fully.**

**SKIRT:** ~Grades 3 - Grade 5~ Navy blue pleated skirt. All skirts must be longer than knee length to cover the knees fully.

**SHIRT:** Hunter green or white; button-down blouse or polo shirt with collar.

**SWEATERS:** There are 3 Cheder Chabad school sweaters options you can choose from, they can be ordered from Lands End with our school logo. [Click here](#) for the website. Our preferred school number is **900120700**.

**TIGHTS:** Only Black, navy, grey or white solid colored tights.

**SHOES:** Solid color shoes, no sneakers.

**HAIR:** Hair needs to be pulled back in a pony or braid. Short hair (above shoulder) may be worn down if pulled back with a headband or pin.

**EARRINGS:** Earrings should be close to the ear. No hoops, and no dangling earrings.

**No Nail Polish or Make up may worn to school.**

### **MIDDLE SCHOOL FOR GRADES 6 -8**

**SKIRT:** Navy blue pleated **mid calf length** skirts .

**SHIRT:** Hunter green or white; button-down blouse or polo shirt with collar.

**SWEATERS:** There are 3 cheder chabad school sweaters options you can choose from, they can be ordered from Lands End with our school logo. [Click here](#) for the website. Our preferred school number is **900120700**.

**TIGHTS:** Only Black, navy, grey or white solid colored tights.

**SHOES:** Solid color shoes, no sneakers .

**HAIR :** Hair needs to be fully pulled back. Short hair (above shoulder) may be worn down if pulled back with a headband or pin.

**EARRINGS:** Earrings should be close to the ear. No hoops, and no dangling earrings.

**No Nail Polish or Make up may worn to school.**

## **PRESCHOOL**

*Nursery and UPK* do not have an official school uniform.

-Please ensure your daughter's clothing reflects the Cheder Chabad Tznius standards.

-Tights and shoes (no crocs or sandals) need to be worn at all times.

### ***Pre 1A Girls***

-Navy Jumper

-White or Hunter Green button down blouse or long sleeved polo shirt with collar

-School uniform sweater with logo

-Solid colored tights and Solid Colored shoes (no crocs or sandals)

### ***Pre 1A Boys***

-White or light blue button down shirt or polo shirt

-White button down shirt for Rosh Chodesh

-Navy blue or black pants (no large pockets)

-Solid colored shoes or sneakers (no lights)

## **STUDENT DRESS CODE**

The following are guidelines for after school hours. At all times a student's dress, which may reflect personal style, must be tznius according to Halacha. As such, our students will reflect the inner dignity and refinement of a Bas Chabad and a student of Cheder Chabad.

1. Elbows and knees should be covered at all times.
2. An appropriate neckline, one in which the collar bone, sides and back of the neck are properly covered.
3. Skirts must cover the knees at all times.
4. The entire leg should be covered with appropriate leg wear. Ankle socks or leggings with socks are inappropriate and may not be worn.
5. Form fitting or tight clothing are not appropriate.
6. Slits may not be worn.
7. No attention-drawing or improper graphics on the shirt or bold lettering across the front of shirt should be worn.
8. Hair should be refined and pulled together.

**If it comes to our attention that a student is not conforming to these standards outside of school, Parents will be asked to meet with the principal to discuss and rectify the situation.**

## PARENT DRESS CODE

All parents are expected to adhere to the following Halachic standards at all times.

- **Necklines need to cover the collarbone.**
- Sleeves need to be **covering the elbow.**
- Skirts needs to **cover the knee at all times.**
- **Stockings or tights need to be worn.** Leggings and socks are not acceptable.
- Married women must have their hair **completely** covered.
- Men must wear *yarmulkas*, a shirt and pants (*No shorts*).

All parents participating in any school function, including carpool, whether on or off Cheder premises, **must be properly dressed according to *Halacha*. Please do not enter Cheder if you do not adhere to the standards outlined above.**

**Visitor Dress Code:** Friends or relatives who wish to participate in school functions should respectfully comply with our school dress code.

## GOING OUT- ובלכתך בדרך

1. Students can only attend functions with a מחיצה. Students may not participate in any “mixed” functions or activities, i.e. parties, ice skating, ballgames, shows, etc.
2. Shopping malls contain many stumbling blocks to *Chassidishe* girls. Students may only go with parental approval and an adult. Malls should not be visited just to pass time.

## INTERNET/MEDIA

The *Torah* says, “Do not place a stumbling block before the blind.” The internet is today’s generation’s greatest stumbling block from a halachik and chassidishe point of view. There are many Rabbonim who are opposed to the presence of internet in our homes. Therefore, children should be discouraged from using the internet in general. If using the internet is necessary, please make sure to adhere to the following guidelines:

1. Internet should never be used to randomly “surf the web” or to “kill time.”
2. Students who use the internet should do so only when supervised by a responsible adult.



3. A computer that has internet access should be in a public area of the home and must be password protected. (e.g., the kitchen, family room, etc.) Passwords should be changed regularly.
4. Parents must install filters and monitoring software on all devices that have access to the internet.
5. Email – Parents need to be aware of their children’s email accounts and read them regularly.
6. When friends come over to play or to work on a project on the computer, it is imperative that the internet is not available for use.
7. Limit your child’s time on the computer.
8. Students may not have access to any social media accounts such as Facebook, WhatsApp, YouTube or the like. Having such may be reason for dismissal from Cheder.

## TV, VIDEO, SECULAR READING

Exposing our children to television and/or secular videos is ABSOLUTELY NOT PERMITTED. Most TV Programs include material that is prohibited to be seen, according to *halacha*. It is general knowledge that watching TV and secular videos is *bitul Torah*, dulls the minds of children, develops insensitivity to issues of *tznius* and violence and tampers with the *aidelkeit* of our children. Children who watch TV imitate the improper language and behavior they hear and see. As a result, they relate disrespectfully to their peers and their elders. Experience has shown that exposure to this form of entertainment “fills the head” of a child with information that directly hampers the child’s ability to fill his/her head with *Torah* and *Chassidus*.

1. Children should not be permitted to share or download from ipads, cell phones or other technological devices without parental permission.
2. Secular reading material must be carefully checked by the parent for appropriateness (clean language, *tzniusdik* pictures, etc.). Any inappropriate secular books brought to Cheder will be confiscated. Secular books should not be brought to school. If it is necessary for a school project, the book must be approved by the morning teacher.
3. Parents should be sensitive to guidelines of other families regarding modern technology. Therefore, before allowing a child to be invited to your home to use the internet or view any video, parents should obtain permission directly from the parent of the child.

We strive to inspire our children to be involved in *Torah-d’ike Chassidishe Inyonim*, even in their spare time. We all want the best *Chassidishe Chinuch* for our children. Please eliminate any exposure of your children to the above-mentioned secular influences.

## TECHNOLOGY POLICY

- **Electronic Devices**

Cameras, electronic games, music players, MP3/4 players, flash drives etc. may not be brought on the bus or to school. Any of the above devices brought to Cheder will be confiscated. They will not be returned until the end of the semester and will need to be picked up by a parent.

- **Cell Phones**

Students may not own a cell phone. They may NOT bring a cell phone to Cheder regardless if it's a smart phone or not.

Bringing any type of cell phone to school is grounds for suspension.

- **I-pods and I-pads**

Ipods and I-pads are fully accessible to internet. Giving your daughter such a device is the equivalent of having full internet capabilities in a private room. As such, Cheder deems it inappropriate and unnecessary for a student to own an I-pod, I-pad or smartphone.

If your daughter already owns an I-pod or I-pad it is imperative that a proper filter is installed and there is parental supervision involved.

A cell phone, ipod or ipad **may never** be brought to school or even on the bus. If a device was brought on the bus or school, it will NOT be returned to your daughter.

## BAS MITZVAH CELEBRATIONS AND GUIDELINES

### CHASSIDISHE FARBRENGEN

- a) The רבי has specifically said that one should have a פארברענגען on their birthday.
- b) A פארברענגען means a gathering of family and friends to discuss דברי תורה.
- c) It does not have to be a large celebration. The פארברענגען can be just with the family, a few neighbors or a class פארברענגען.

### When you plan a Bas Mitzva פארברענגען :

- a) The פארברענגען should be held within the girl's home for **women only**. The entire program should be supervised.
- b) A game or activity for the class is encouraged, **however a DJ is unacceptable.**
- c) Serving a סעודה is acceptable, however food preparation should be simple whether it is nosh or a meal. Do not make a "fancy menu". Keep it simple and inexpensive.
- d) Inviting female teachers, staff and משפיע is encouraged.


Your program must be approved by Mrs. Rosenbluh **before** the distribution of invitations to your classmates.

## **BIRTHDAY FARBRENGENS**

If you wish to make a birthday *farbrengen* at school, kindly notify the *Limudei Kodesh* teacher a few days in advance to arrange a date and to discuss appropriate refreshments. A cake or cupcakes, one nosh and a drink are sufficient. No home-baked items may be brought to school!

- If you wish to have a birthday *farbrengen* at home, please contact Mrs. Rosenbluh for ideas of how to make this special day even more meaningful.
- Sleepovers on a school night are not necessary. Sleepovers should never be more than two friends, so as not to cause Ahavas Yisroel issues.
- When having a birthday *farbrengen*, invite either two friends or the entire class.
- **Parties in public places (e.g. ice-skating, bowling, etc.) need be discussed with the *hanhala* of the Cheder prior to making such arrangements.** Cheder will not participate in making transportation arrangements for parties in private homes. All arrangements must be made in advance.

## **KASHRUS**

All food sent to school must have a chassidishe hechsher or an . Food needs to be Pas Yisroel, Bishul Yisroel, and Cholov Yisroel.

All drinks, with natural or artificial flavoring must have kosher supervision. Home baked goods may never be shared with classmates.

## **DERECH ERETZ**

Parents should encourage their children to adhere to the *Derech Eretz* standards outlined in the student handbook. Under no circumstances should a parent criticize any member of the Cheder staff in front of a child. Any grievance should be privately and respectfully directed toward the teacher or principal.

## ***ARRIVAL AND DISMISSAL***

### **ARRIVAL**

Cheder Girls Campus – Pre-School (Nursery, UPK and Pre-1a) and Elementary Girls begin at 9:00 am, Monday through Friday.

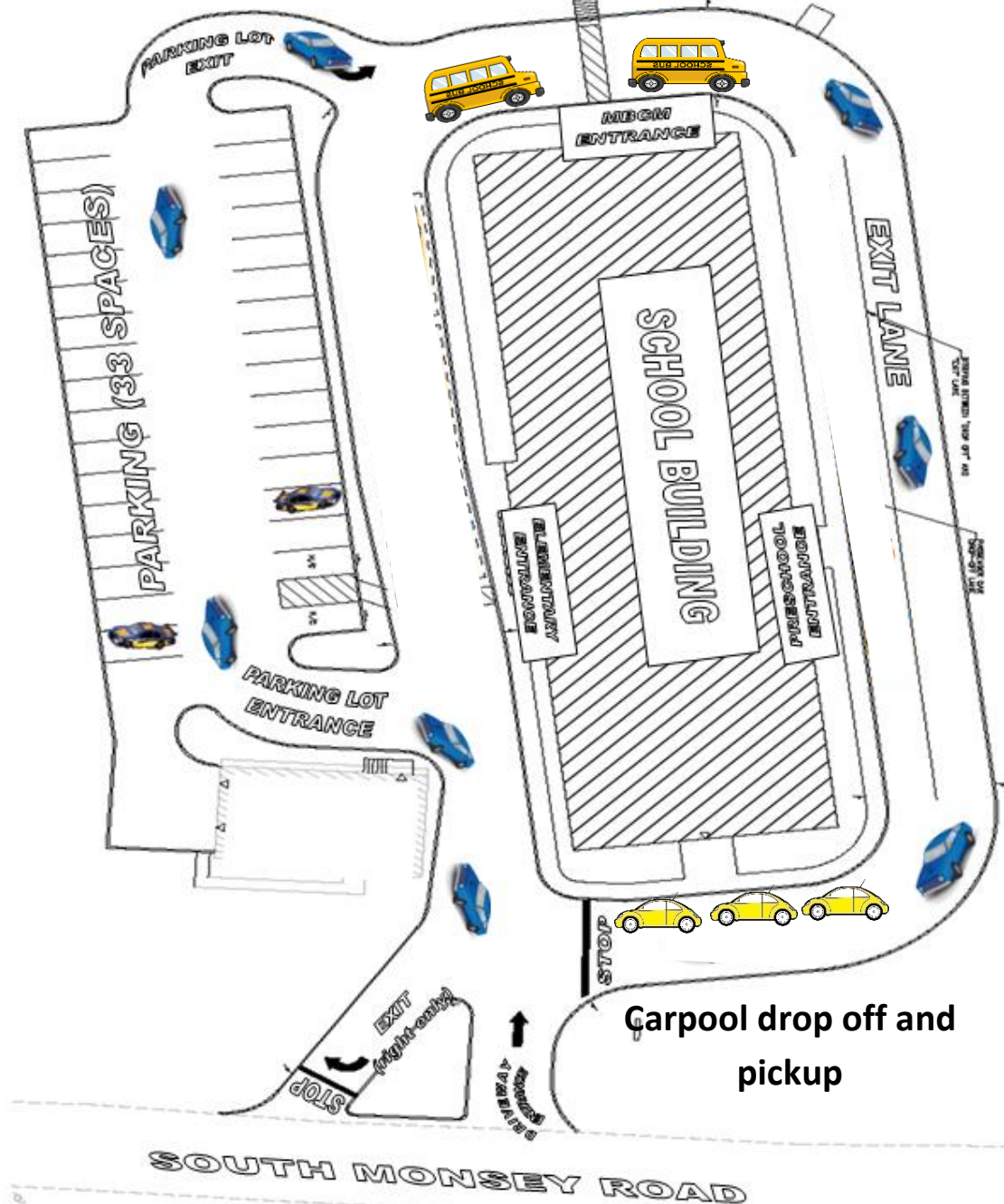
Buses entering the site will stop at the lunchroom door. All children will proceed directly in to the lunchroom for breakfast. Please note breakfast for elementary girls will only be served up until 9:10. If your child will be coming later, please ensure she eats breakfast at home.

### **CARPOOL ARRIVALS**

Carpool Children may not be dropped off before 8:50 am.

Cars entering the site that want to drop off without parking, **should drive through the parking lot** and continue all the way around the building to the designated car drop-off area, **by the doors facing the street.** Once the children exit, the cars will shift to the “exit” lane, and leave the building.

## Bus Drop-off and Pickup



- Never park or leave your car in the drop off zones or anywhere in the fire lane. Cars will be towed at owner's expense.
- To Exit, follow the road to the exit. Remember that all traffic must exit to the right on South Monsey Road. No left turns are allowed by local ordinance.

**DISMISSAL:****Nursery and UPK:**

<i>Monday – Thursday</i>	<i>2:55 -3:10</i>
<i>Friday</i>	<i>12:00 pm</i>

**Pre-1a through Eighth Grade Girls:**

<i>Monday – Thursday</i>	<i>4:00 pm</i>
<i>Friday</i>	<i>12:00 pm</i>

Teachers begin dismissing their classes at 3:55. However buses only begin loading at 4:00 pm and will leave at around 4:05 pm. Please take this in to account as to when to expect your child's arrival home.

**CARPOOL DISMISSAL:**

Please exercise extreme caution when driving through the parking lot. NO U-TURNS ALLOWED at any time in the driveway.

**On time pickup**

We urge parents to be considerate regarding picking up children *ON TIME*. Parents who consistently pick up more than 10 minutes late will be charged \$5 per incident. If an *UNUSUAL CIRCUMSTANCE* prevents you from picking up your child on time, the school office must be notified of your alternative arrangements at least one hour before dismissal time.

Please note that the ERCSD **will not allow children to alter their bus routes or go on a friend's bus**. Please take that in to account when arranging a play date after school. See bus Transportation for additional rules.

**AFTER SCHOOL CHILDCARE**

For out of town Nursery and Upk students who carpool with older siblings at 4:00, Cheder will accommodate them and provide aftercare from 3:00-4:00 pm, with a minimal fee of \$5 per day.

Please contact Mrs. Light at [clight@chedermonsey.org](mailto:clight@chedermonsey.org) to sign up.

**Aftercare is no longer available for local parents.** Dismissal for Nursery and Upk is from 2:55-3:10 Please ensure you are on time to pick up your preschool child/children. Parents will be charged a \$10 fee for late pickup per occurrence.

## **BUS TRANSPORTATION:**

Parents are urged to encourage observance of all safety rules pertaining to busing:

1. Be at the bus stop 10 minutes early, when coming to Cheder;
2. Enter the bus quickly and find a seat;
3. Remain seated at all times, when the bus is moving;
4. Keep head and arms inside the bus;
5. Speak in a low voice; no shouting;
6. Leave the bus in an orderly fashion; no pushing;
7. Obey all directions of the bus driver;
8. Help keep the bus clean and in good condition;
9. Be courteous to other students; no fighting;
10. Be courteous to the driver.

Misbehavior on the bus is a serious offense. After the first incident, the student will receive a warning notice. After 2 incidents, the student will be suspended from the bus for 2 days. After 3 incidents the student will be suspended for a week. After 4 incidents the student will be suspended for a month. A fifth incident will invite permanent suspension from the bus for the remainder of the school year.

Please remember at all times to make a Kiddush Hashem.

- All children who are residents of the East Ramapo Central School District (ERCSD) and Ramapo Central School District (RCSD) are eligible for free bus transportation. Families residing in ERCSD need to complete a Transportation Request Form and bring it to the ERCSD Transportation Office, 557 New Hempstead Road, with proof of age (birth certificate) and residence (rent contract, deed, utility bill, etc.). For more information, please contact the bus transportation office directly at 845-577-6490.
- Families residing in RCSD need to complete a Transportation Request Form and bring it to the RCSD Transportation Office, 45 Mountain Avenue, with proof of age (birth certificate) and residence (rent contract, deed, utility bill, 8 etc.). For more information, please contact the bus transportation office directly at 845-357-7783.

For any families residing out of these two districts, please inquire about transportation for your district, as you may be eligible.

- A bus pass will be mailed to every student directly from East Ramapo. Please have you child bring it to school so it can be attached to his/her knapsack.
- There is no bus transportation on Sundays or on Public Holidays, as indicated in our school calendar. Please arrange your own carpools accordingly.
- As per district policies, children are permitted to ride only on their designated route. *If a child will not be taking his/her regular bus a temporary bus pass must be obtained from the Transportation office.* Children not residing in the ERCSD may not use the buses at any time. **Alternate transportation arrangements must be made in advance.**

## **ATTENDANCE & PUNCTUALITY**

### **ATTENDANCE**

The continuity of a child's learning is disturbed as a result of a child's tardiness or absence and therefore grades suffer. Below are important guidelines to ensure proper attendance.

- Parents are expected to make sure that children are in school each and every school day.
- Just as it is of utmost importance for every child to be in Cheder the first day of school, so too, it is of equal importance that every student be in school the day following Succos, Pesach, Chanukah, or mid-winter break.
- Family vacations **should not** be scheduled during school days. Please keep the school calendar handy and use it to help you plan vacations, so that your child's education is not disrupted.
- In the event that a student is absent due to a simcha or other event, she will be held responsible for the class material missed.
- Permission from a principal is required before a planned absence from Cheder, especially for an extended period of time.
- Teachers are concerned when a child is absent without explanation. Please communicate when a child is absent for any reason (e.g., illness, travel, family simcha, etc.).



- Medical and dental appointments should be scheduled after school hours. If it is necessary for your child to leave during school time, **please send a note with your child addressed to the teacher, with the time your child will be leaving.**

## **LATENESS**

Children who arrive late disturb the routine of the entire class. They miss out on the important morning structure in the class, as well social interactions with classmates before class begins. Please ensure your daughter's on time arrival and refrain from latenesses that can be avoided.

- In the event of lateness, a note from the parent must be presented. All students who arrive late must sign themselves in late and then proceed to their class with a late note from the office.
- Students in grades 6-8 who arrive after the completion of shacharis must complete davening before they come to Cheder. Parents must send a note indicating that their child has already davened.
- As soon as school begins, our teachers must give their undivided attention to the children. All conversations with teachers must be reserved for after-school hours, except in cases of emergency.
- **Parents are not permitted to enter any of the classrooms at any time, unless they receive permission from the Cheder Office.**

## **DETENTION**

Our Middle School Students – Grades 6, 7 and 8 must show their responsibility by being diligent about school attendance.

- If a student has 4 unexcused lateness, be it morning lateness or lateness to class, she will have to serve detention.
- If a student misses or fails a test, she will be held responsible to make it up.

## **EARLY PICKUP AND CARPOOL CHANGES**

- If your child will be picked up by any means other than the child's regular transportation, (I.E. she is going in carpool instead of the bus) a WRITTEN NOTE FROM THE PARENT WITH THE CARPOOL CHANGES MUST BE SENT.
- Your daughter should be told to drop off the note at the office before entering class, so that we have a record of the change. A student that does not have a note will be sent to wait by her regular carpool or bus area. We have had instances where a student assumed she was being picked up or vice versa and then was left without a ride home.
- For Pre-School children, a note should be pinned to your child's clothing, so that the teacher can assure she is waiting in the right place at dismissal time.
- When picking up early, please proceed directly to the office to sign out your child. The secretary will call your child out from class. Please make sure to fill out the "early pickup/sign out log" in the Cheder Office.
- Parents are not to enter the classroom, unless given explicit permission from the Cheder office.
- **All carpool changes and transportation arrangements should be taken care of before school. The school has B"H grown and it is extremely difficult for messages to be conveyed to so many students. The office will not assume responsibility for messages that do not get delivered.**
- **Please avoid calling the office to have messages delivered to your children except in a genuine emergency.**

## **SNOW DAYS**

Since most of the children are bused by the East Ramapo Central School District, consideration will be given when they close school, but the final decision will be made by the Cheder. Following are the procedures in the event of hazardous weather:

- An Email/text will be sent notifying parents of the decision.
- A message will be posted on the Cheder Phone by 6:30 a.m.- 845-356-1213 ext 5
- East Ramapo info line (845-577-6565) will have the latest information regarding their transportation after 7:00 a.m

**Please do not call or text any Faculty members at home or on their cell phones to find out if there is a school cancelation.**

## ***LET'S STAY HEALTHY***

### **INFECTIONS OR ILLNESSES**

The health and well-being of both children and teachers are of utmost importance. Although we understand that an ill child may present difficulties for working parents, please be considerate of other students and faculty. We ask that parents make alternative arrangements for their child in case of such an eventuality.

Children should remain at home if any of the following symptoms have occurred within the previous 24-hour period. Parents are advised to seek medical advice before returning their child to school if there is:

- (1) fever;
- (2) severe diarrhea;
- (3) vomiting;
- (4) infected discharge from the eyes, nose, ears;
- (5) an open wound;
- (6) an unexplained spot or rash;
- (7) breathing difficulty;
- (8) severe or constant coughing;
- (9) pinworms,
- (10) Complaint of feeling generally unwell, such as: lethargy, pain, distress or any unusual behavior, etc.

We ask that parents notify the school IMMEDIATELY, when a doctor confirms an infectious or communicable disease.

**LICE AND NITS:** Children entering Cheder from out of the country must be checked for lice and nits by the school's official Nit checkers, before admission to school. We will be checking for nits at the beginning of the school year and have 6-8 nit checks during the school year.

**IMMUNIZATION:** Up-to-date immunization records must be submitted for every child. Children entering Pre-1a, 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Grades must have a complete physical. The School Nurse is available for consultation on any health-related issues. Eye tests, hearing tests and weight checks will be done by the School Nurse during the school year, as per the county health dept. guidelines. If your medical records are not up to date or complete your child will not be allowed to attend school until this has been corrected.

### **MEDICATION**

No student should be administering her own medication. If medication is necessary during the school day (I.E. epipen, antibiotic), it will only be administered with written instruction from a physician.

Please note that the school and the nurse are not authorized to administer over the counter medicine such as Tylenol or Motrin.

## **THE SCHOOL DAY**

### **DAILY SCHEDULE**

<b>Daily Schedule</b>	<b>Grades 1-5</b>	<b>Grades 6-8</b>
<b>Breakfast</b>	<b>9:00-9:10</b>	-----
<b>Morning Recess</b>	<b>10:45-11:00</b>	<b>10:45-11:00</b>
<b>*Lunch</b>	<b>11:45-12:15</b> <u>Pre1A- Grade 3</u>	<b>12:30-1:00</b> <u>Grades 4-8</u>
<b>Mincha</b>	-----	<b>1:50-2:00</b>
<b>Afternoon Recess</b>	<b>2:15-2:30</b>	<b>2:50-3:00</b>
<b>Dismissal</b>	<b>4:00</b>	<b>4:00</b>

\*Please note that fleishig lunch is served on Tuesday. If sending along lunch with your child make sure to keep note of this.

### **BREAKFAST, SNACKS AND LUNCH**

Breakfast will be served to all students Nursery – Grade 5, Monday through Friday. During the course of the afternoon, all preschool students will be offered a snack.

Students are encouraged to bring healthy snacks and bottled water each day. There are water fountains on each floor of the building.

All snacks must be *Bishul Yisroel, Pas Yisroel and Cholov Yisroel*. Popcorn, pretzels, chips, rice cakes, crackers, fruit and raw vegetables are good snack options. No **שהכל** snacks, such as candies and chocolate, will be allowed.

Monday through Thursday, a nutritious lunch will be served to all of the children. Should you prefer sending along lunch, we ask you to please adhere to the lunch schedule (posted on the website) and refrain from sending milchig foods on a fleishig day and vice versa. Students at Cheder will not be able to attain hot water.

Sharing food among students is not allowed. Due to food allergies that children may have and different levels of Kashrus observance students may not share or trade food.

### **NUT FREE POLICY**

Please be aware that Cheder Chabad is a NUT-FREE ZONE. There are children that are severely allergic and Cheder accommodates their needs. **ITEMS MADE OF TREE NUTS**

(walnuts, pecans, hazelnuts, etc.), PEANUTS, OR PEANUT BUTTER ARE NOT ALLOWED AT ANY TIME.

## MEET THE TEACHER NIGHT

'Meet the Teacher Night' is held at the beginning of the school year. This provides teachers with the opportunity to present their goals and curriculum, style and homework policies. Parents can ask general questions relevant to the entire class. The date is marked on the school calendar.

## PARENT TEACHER COMMUNICATION

Please communicate with the teacher as per the way they requested at Parent Teacher Night.

## WATSAPP GROUPS

Whatsapp groups can be an accessible means for parents to stay updated on happenings and events in your daughter/s classroom. **Beyond that, a public whatsapp group is not the forum to resolve a personal issue or air a grievance.** It causes unnecessary *loshon hora* and damage that could have otherwise been dealt with in an appropriate manner.

## PARENT TEACHER CONFERENCE

PTC is scheduled during the school year for all grades. We strongly urge all parents to attend. The date of the conference appears on the school calendar.

## HOMEWORK

Homework is an important link between school and home. It helps our children recognize the inter-relationship between teachers and parents. Homework reinforces material learned in class; particularly *Limudei Kodesh* homework emphasizes the importance of *Limud Torah* throughout the day, at school and at home. It is also an opportunity for parents to become involved in their children's learning, as well as a vehicle for communication with the classroom Teacher.

Your child should be encouraged to do homework in a designated place and at a designated time each day. Please make sure that homework is begun early, so that your child's bedtime will not be delayed. He/she should work independently, as this allows the teacher to evaluate the child's true progress. The parent should be available for occasional support;

however, too much parental involvement defeats the purpose of homework. Homework should be supervised by the parent, not completed by the parent.

Homework assignments are to be kept to no more than the following in both the *Limudei Kodesh* and General Studies subjects:

- Grade 1-2: 10 minutes per teacher
- Grade 3-4: 15 minutes per teacher
- Grade 5-6: 25 minutes per teacher
- Grade 7-8: 20 minutes in each subject (not more than 2 hours a night)

If you see your child spending more time on homework than indicated, please write a note to the teacher(s).

Homework sheets must be signed each night by the parent, after ascertaining that the assignments were completed by the child. Unsigned homework will be marked “incomplete.” The homework sheets may be used to record any comments or questions you may have for the teacher. If your child is unable to complete the homework, please communicate with the teacher via the homework sheet.

## **INTERPERSONAL RELATIONSHIPS- NO BULLYING AT CHEDER CHABAD**

Every student wishes to feel safe from any form of harm when in school. The Cheder has therefore adopted a **zero tolerance policy concerning bullying**. Bullying can include fighting, hurting another students feelings, lacking respect for a student’s privacy, threatening others or any other type of behavior that may bother another student. The Cheder will deal with bullying in a very strict manner including suspension. Repeated bullying will cause the Cheder to remove the bully from Cheder.

If your child is dealing with a bully, help her figure out what to do by giving her the tools of TLC:

**T:** TELL PEOPLE ABOUT IT. A trusted adult can intervene, friends can rally around you, and parents and teachers can protect you in the future.

**L:** LOOK CONFIDENT. Stay calm and don’t let the bully know that you are mad or sad. Instead, walk away.

**C:** CHANGE THE COMMUNITY. Work with others to stop the bully behavior.

This method will be implemented, discussed and encouraged by teachers and staff across the school.

## SCHOOL GROUNDS

The School Grounds are private property over which the school exercises full authority in addition to full responsibility for all students. **Leaving the school premises without written permission is a serious infraction for which a student may be suspended from school.**

## LOST AND FOUND

Please label clothing, books and other personal articles brought to Cheder. It is unfortunate how many unmarked articles are placed in the Lost & Found box. Items left unclaimed will be deemed “Hefker”, not owned by anyone, and will be given away after 30 days.

## TEXTBOOKS – GENERAL STUDIES

The East Ramapo Central School District provides General Studies text books for its students, through a program of government grants. It is expected that every book issued to a student will be returned in good condition. In the event a book is damaged or lost, the student will be charged for the book.

## VITAL INFORMATION

Changes of address, telephone numbers, e-mail addresses, employment details, medical conditions, allergies or any other important information must **be given to the school, as soon as possible**. Parents going on vacation, moving to a new home, illness of a family member, birth of a sibling, or any other changes in the household can impact on your child’s behavior and ability to concentrate in class. Please inform the teacher or the Office of any changes at home.

## IN CONCLUSION

Remember, Cheder Chabad is an extension of your home. Your child will be in the hands of experienced staff who work to create a warm, *Chassidishe* atmosphere and are in touch with the needs of young children growing up in today’s world. We, at Cheder Chabad of Monsey, care very much about the well-being of your child. Therefore, cooperation and communication between parents and staff are vital. We encourage you to feel free to schedule an appointment to speak to your child’s *Morah* or Teacher, to the Pre-School Director, or the Principals, whenever there is a concern about your child. Please call the Office to arrange an appointment.