

## Daily Arrival Schedule

We put great emphasis on beginning Cheder on time each morning. Please try your utmost to ensure that your child does not lose valuable moments from each day by arriving late.

### Boys Division:

**8:30 AM** Line up for all students.

**8:35 AM** Boys should be ready to begin in their classrooms.

### Girls Division:

**8:35 AM:** Line up for all students.

**8:40 AM** Each grade will begin Tefillah in the classroom.

To maximize your children's learning experience at school, **it is of vital importance that your child arrives on time.** *No student will be allowed into class without a note from the parents justifying late arrival. Students in grades 1 and up must first go to the office for a late note before entering the classroom.*

Middle School students with more than three instances of unexcused tardiness per marking period will have recess or early morning detention.

## Dismissal Procedure

Boys Vision (Grades 2 and up)-  
4:00PM

Girls Division-3:55 PM  
Preschool and parent pickup will be at the side entrance, near the circle in front of the steps to the Cheder building. For the safety of the children, we will walk the children to the cars only once the car has reached the side door. On 'no bus

days,' all students will be dismissed at the side entrance of Cheder, near the circle. A teacher will be on carpool duty until 4:10 PM.

**At no time** will any student in the Girls Division be allowed to be picked up in front of the yeshiva (unless we inform you otherwise).

Alternate arrangements for your child's after school pickup should be made through the office no later than 11:00 AM. This enables that all teachers and your child may be informed of how he/she will get home in a timely fashion.

## Carpool Procedure

Parents bringing children in the morning are required to drive around the circle and drop children off at the door near the steps. A teacher will greet the children there. Please do not pull your car into the parking lot unless you pull into a parking space and leave before 8:40 AM. Parents dropping off only Preschool children after 8:40 AM should park in the main Cheder parking lot and accompany the child to the classroom. For the safety of our children, we request that at no time should the parents pull into the inner parking lot. On snow days, when there are no buses, children should be dropped off at the lower parking lot. We also ask that you not tie up traffic by stopping to talk.

## Nursery Dismissal

Nursery & Pre-N dismissal is at 12:30 PM promptly. Nursery children should be picked up at their classroom. Parents picking up and dropping off children should park in the main Cheder parking lot, and not

in the parking lot near the Preschool classrooms.

### **Parking Lot**

The Cheder parking lot is for teachers only. Parents are to use it only when visiting or picking up a child from school.

### **Transportation**

Students must be five years old before October 1<sup>st</sup>, in order to ride the bus. Boys in grades 3 and up are to be brought to and from school by their parents. You should receive a card for each child registered to ride the bus with an approximate pickup time. Allow at least 10-15 minutes before and after this time, particularly during the first few weeks when the driver is becoming familiar with the route. If you did not receive a card for each child who should be on the bus, please call the school office.

Please be advised that proper behavior is required on buses and on bus lines at all times. The drivers inform the school office in writing when students do not behave, and disruptive children are not permitted to ride the bus.

Please make sure that on 'no bus days' your children know how they will be going home.

If you qualify for transportation reimbursement, please call the school office and pick up the forms. You are responsible for returning these forms to your school district.

### **Emergency Procedures**

Should it be necessary to close the school once it is in session, you will

be contacted via the phone number and e-mail address you provided the Cheder office with which reach you at. We request you leave us as many contact numbers as possible to ensure that you will be reached in case of an emergency. In case of school cancellations and delayed openings due to weather, the Cheder website and the school voice mail will be updated. Your class mother will call you in case of any cancellation not due to weather.

### **Taking a child home early**

Parents should make an effort to schedule medical and other appointments outside of school hours. *Children should not be taken out of school to shop or baby-sit.* This is extremely disruptive to the learning process. If it is necessary to take a child home prior to the end of the school day, please follow this procedure:

- 1) Send a note with your child informing the teacher and the office of the time your child will be leaving.
- 2) At the scheduled time, come to the office, sign your child out and we will call your child. ***At no time should a parent take a child directly from the classroom or playground without signing out in the office.*** If you are bringing a child back to school in the afternoon, you must bring him/her into the office to sign in.
- 3) Your child is responsible for any work missed or any assignments given after he/she left class.

## **Telephone**

Unless it is an emergency, please refrain from calling the office with messages for your child. Children are not allowed to use the telephone except for an emergency. It is not good practice to disrupt a child in class with a message or to allow children easy access to the telephone. **Students are not allowed to bring cell phones to school.**

## **Electronic Devices**

Students may not bring in IPODS, Game Boys, Play Stations or any other electronic games. If any of the above listed items are brought to Cheder, they will be confiscated by the administration. Digital cameras may only be brought in with prior permission from the administration.

## **Visitors**

All visitors must report to the office upon entering the Cheder. *No one is permitted to go to a classroom first.*

## **Attendance**

If a student is absent, for any reason, a note explaining the reason of absence must be presented to the morning teacher on the first day of return. *No student will be allowed into class without a note.* If you anticipate a prolonged absence, please notify the office. In such cases, students must take previously scheduled tests before leaving. Students are always responsible for the work they missed the day they return to class. Students in grades 6-8 who exceed 15 absences per school year (5 per term), will have

“make-up days” at the end of the school year.

## **Weather Memo**

In case of inclement weather, parents should call the school before driving out. Messages will be left and updated on the Cheder voice mail and website.

## **Uniforms**

Every boy and girl in grades K-8 is required to wear his/her uniform every day unless otherwise notified.

### **Boys Division K-7**

Light blue collared button down shirt, dark pants (navy or black as opposed to white / gray) and dark shoes.

Bar Mitzvah age boys (beginning with putting on Tefillin) including those in younger grades will assume the 8th grade uniform (i.e. white shirt as opposed to a light blue one).

Sweaters: Navy sweatshirt from Lands End with Cheder Logo. No other sweatshirt will be allowed.

### **Boys Division 8**

White collared button down shirt, dark pants (navy or black as opposed to white / gray) and dark shoes.

## **Girls**

### **Elementary K-5**

#### **Skirts:**

Grades K-3: plaid jumper

Grades 4-5: plaid jumper or skirt

Blouses K-5: yellow, white or blue, button-down, long sleeve blouses

with *collar*. (No trim or ornamental buttons and no T-shirts).

Shirts: only white shirts under blouses.

Oxford shirt: yellow, white or navy;  
Peter pan shirt: yellow or white. Girls may wear a collar button-down polo shirt *only under jumpers* in the following colors: white, yellow or blue.

### **Middle School**

Grades 6-8

Shirts: White uniform blouse from Lands End with embroidered CLM.

Skirts: Green uniform skirt.

### **All girls K-8**

Sweaters: Green sweatshirt from Lands End with Cheder Logo. No other sweatshirt will be allowed. (We will allow the Old Navy sweatshirt.)

Leg wear: All grades: Knee highs that stay up, or tights. No short socks on top of tights. Shoes should be *aidel* looking.

Not Permitted: High-top, "light-ups," skates, high platform sneakers and shoes, slippers, clogs, and crocks.

Nail polish is not permitted.

Earrings – Only stud earrings are permitted.

### **Nursery and Pre-K**

Although there is no set uniform for the younger grades, we do require all girls to come dressed in a *tzniusdike* way at all times.

### **Health Forms and Regulations**

Federal Health Regulations require all children entering kindergarten to have had a minimum of four doses of DPT and Polio Boosters. One of these must have been administered on or after the child's fourth birthday. Records must show two measles vaccinations after the child's first birthday, information on MMR vaccination, and a minimum of three doses of oral polio vaccine, one of which was administered after the child's fourth birthday. There should be a record of Varicella (Chicken pox disease or vaccine and 3 doses of Hepatitis B vaccine.

Parents *must* fill out immunization forms for all new students (and other pertinent information regarding your child). This information is necessary for registration of all new students and is required by law. These forms are inspected yearly and fines may be imposed if the information is not up to date.

According to the health regulations, we are not permitted to give your child any medication, including Tylenol, unless parents sign an official medical permission slip available through our school nurse.

The nurse will be checking all girls for lice on the first day of school.

### **Preparedness**

Our goal is to teach each student responsibility for school-related work. However, we acknowledge that the student needs guidance. In school, the responsibility to encourage the students to greater effort and mental growth is ours. At home, this same responsibility belongs to the parents. Please see that your child brings the

required supplies to school and completes all homework assignments. Please supervise the packing of school bags so that nothing important is misplaced or left at home, and that students do not bring inappropriate items to school. Do not send electronic games and expensive items to school with your child.

A homework notebook for grades 2 and up will be mandatory, and supplied by the Cheder. All homework and communications from teachers will be in the notebook. Be sure to review it daily. Please see the list of *seforim* and other school supplies necessary for your child's class, listed at the end of this handbook.

### **Birthday Parties**

Birthday parties should be arranged with the teacher at least one week in advance. All baked goods for birthday parties, as well as Shabbos parties, must be ordered from a bakery. **All products must have acceptable hechsherim (Liebers, Blooms, etc.).** *No home baked goods will be permitted at parties.*

We strongly encourage that all birthday parties that take place at home should be run in a Chassidische way by a teacher or an older student for no longer than two hours.

**Sleepover parties are not allowed during the school year. Parties should be scheduled for Sunday only!**

Parents arranging their Sunday parties must make sure that all classmates are informed of the party. Please be sensitive to the out-of-town classmates who may need extra planning time to arrange

transportation and possible sleeping arrangements.

### **Food**

**Snacks:** We encourage children to bring healthy snacks (only Cholov Yisroel and Pas Yisroel). No gum is allowed on the premises, not even for parties.

**Lunch:** Hot, nutritious lunches are served daily for students in Nursery through Grade 8. Pre-Nursery students should bring in their own lunch. No student in N-grade 8 may bring their own lunch. For students with food allergies a doctor's note must be sent if the student has specific dietary needs.

The canteen and soda machine are absolutely off limits at all times for any student in the Girls Division. *For safety reasons, please do not send soda cans or bottles. Also, do not send instant soups to school. There is no hot water available to the students.*

No student sales of food (or any item) are permitted unless it is a pre-authorized fundraiser.

### **Report Cards**

These are an important means of communication between the school and parents and are distributed three times during the school year. Please look them over carefully and return the note as soon as possible.

### **Transcripts**

**New Students:** Registration will be processed for new students only after receiving transcripts from the previous school. Parents are

responsible to call the school and have them transferred.

Cheder Students: If you need transcripts sent to another school, please send your request in writing along with \$10 and we will send your transcripts to the school of your choice. Please note: there will be an additional charge each time you request the transcripts.

### **Parent-Teacher Cooperation**

Any necessary communication with a teacher should take place with a written or voice a message through the school office. Teachers will reply to all messages in a timely manner, once their classes are finished for the day. Please demonstrate your support and interest in the education of your children by attending all Parent-Teacher Conferences and scheduled programs throughout the year.

Please arrive to all school events promptly and make every effort to leave your younger children at home. Small children can be very distracting and disruptive and can detract from the programs. *Your presence is very important to your child.* Please make every possible effort to attend these important school events.

### **Respect and Discipline**

*All students are expected to act, speak, and dress in a respectful way at all times, as is appropriate for a Talmid in the Rebbe's Mosad.*

Students are expected to keep the Cheder clean. Fines will be imposed in the event of scribbling on walls or desks, etc., and if textbooks are lost or ruined.

Detentions will be given to any student who does not adhere to the Cheder discipline policy after being given warnings by a teacher.

### **Website**

The Cheder Website will be updated on a regular basis. Please make sure to check the alerts for school cancellations, early dismissal and lunch updates. The website address is: [www.chedermorrstow.com](http://www.chedermorrstow.com)