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Cheder Chabad Girls' and Pre-School
Parent Manual

UPDATED INFORMATION INCLUDED

**Pre-School and Elementary Girls
Cheder Chabad of Monsey**



**25 South Monsey Road
Airmont, NY 10952
P.O. Box 1164**

Office Tel: 845-356-1213 ext. 2

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Note: ERCSD = East Ramapo Central School District

School Contact Information

Pre-School and Elementary Girls

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Dear Parents, עמו"ש

Welcome to another new year at Cheder Chabad of Monsey! As always, our Cheder strives to provide a quality, well-rounded *Chabad Chassidische* 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 Cheder for the past few years. However, there are a number of changes and new issues included in this year’s manual. Please look for the **NEW!** logo highlighting these new points. The **NEW!** logo will let you know of a change in procedure or policy needing your extra attention.

With wishes for הצלחה רבה,

Mrs. C. Rosenbluh
Principal Limudei Kodesh

OUR MISSION STATEMENT

Cheder Chabad of Monsey is a growing, vibrant educational facility that meets 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 of today's children to meet the challenges of the future, by forging links between our traditional and uncompromising Jewish values and 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*, interjected into all aspects of the school program!

Our teachers create an atmosphere of excitement and stimulation due to their passion and dedication to Jewish life and learning, thereby, instilling a love of learning in our *talmidos*. Our *Limudei Kodesh* Program includes the highest level of Hebrew/English learning in *Chumash, Novi, Halacha, Tanya, Parshas HaShavuah, Yomim Tovim, Chassidus, Tales of Tzadikim, Nigunim, etc.*

Our General Studies curriculum interweaves Torah values into its program creating an integrated tapestry of an up-to-date secular knowledge and an authentically Jewish worldview. Above all, we are dedicated to educating the *shluchim* of tomorrow...today!

Our school is affiliated with the Board of Education of New York State. Our Universal Pre-Kindergarten program is supervised by Childcare Resources of Rockland. ERCSD administers the Federal Title I-V programs that fund many of the special services we receive: Bus Transportation; School Nurse; Tutor/ Mentor Program; ESL Tutoring; Psychologist; Occupational Therapy, Speech Therapist; Resource Room, etc.

CHEDER CHABAD STANDARDS

Cheder Chabad is dedicated to raising Chassidische children with proper Middos (refined character), dedicated to Torah and Mitzvos. This obviously requires a strong partnership between home and school. Our goal is to create a respectful and cooperative relationship between home and school. For this to be achieved, the children must receive a clear and unified message from the home and school. We expect that the standards and expectation in the home reflect that of a Chabad institution, which includes adherence to the Shulchan Oruch ("Code of Jewish Law"), respecting Chabad customs and observances, as well as carefully following the rules in this manual.

BAS MITZVAH CELEBRATIONS

Bas Mitzvah celebrations should be relatively small and *tzniusdik*. A school or home *farbrengen* or a *Melave Malka* at home for the classmates are appropriate ways to celebrate. Any מצוה בת מצוה celebration that Cheder girls are being invited to **must be discussed with Mrs. Rosenbluh before invitations are sent out.**

BIRTHDAY FARBRENGENS

If you wish to make a birthday *farbrengen* at school, kindly notify the *Morah* a few days in advance to arrange a date and to discuss appropriate refreshments. A cake or cupcakes, one nosh and a drink are appropriate. No home-baked items may be brought to school! Please contact the office to arrange the details. 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 for more than two friends on a school night are inappropriate. When having a birthday *farbrengen*, invite either two friends or the entire class. Parties in public places (e.g. ice-skating, bowling, etc.) should 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.

DAVENING

Shabbos – Students grades 5 and up, are expected to *daven* with a *minyan* all of the Shabbos *tefilos* including *krias hatorah*. If however they are unable to spend so much time *davening* in *shul* they should rather stay at home and *daven* at home and come to *shul* only for a short period of time.

DERECH ERETZ

Parents should encourage their children to adhere to the *Derech Eretz* standards enumerated 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.

DRESS CODE

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

DRESS CODE

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

1. Our school uniform includes a plaid jumper/skirt or navy blue pleated skirt or jumper, choice of button-down blouse (white or hunter green) or long-sleeved polo (hunter green or white, with a collar) school uniform sweater.



Oxford Shirt must have *Tznius* Button!

2. Halacha requires that the leg be covered at all times. Skirt must cover knees at all times, because our older girls are required to have outdoor active recess twice daily, tights must be worn at all times in all seasons. **Only navy blue, black, white, brown or grey tights may be worn in grades Pre 1A – 8. The Cheder will not provide a change of tights!**
3. Our pre-school are actively jumping, climbing and swinging in the playground and in the gym throughout the day and therefore should wear tights at all times, as well.
4. On Rosh Chodesh and Chassidische Yomim Tovim, girls should wear a white blouse.
5. Earrings: Earrings should be close to the ear. No costume jewelry, no hoops, and no dangling earrings.



6. Make-up, nail polish, and Accessories (necklaces, Scarves, etc.) are not allowed at any time. If a child comes to school with nail polish, **Parents will be called to remove the nail polish. THE OFFICE WILL NOT PROVIDE NAIL POLISH REMOVER.**

7. Hair below the shoulder must be tied back in a pony or braid.



8. Shoes: Only **Solid Colored** shoes may be worn. No strappy sandals and no sneakers are allowed. Rain boots may NEVER be worn in school! If you wish to wear rain boots TO school, a change of shoes must be brought to wear in class.

AFTER SCHOOL HOURS DRESS CODE:

At all times a student's dress, which may reflect personal style, in general, must also reflect the inner dignity and refinement of a Bas Chabad, specifically.

1. Elbows and knees should be covered at all times.
2. An appropriate neckline one in which the collar bone is covered.
3. The entire leg should be covered with appropriate leg wear. Socks like bobby socks, ankle sock, and slouch socks do not adequately cover the leg.
4. Form fitting or tight clothing are not appropriate. Tops and skirts must overlap.
5. *Rabbonim* of our community have *paskened* that slits should not be worn.
6. No attention-drawing or improper graphics on the shirt or bold lettering across the front of shirt should be worn.

Visitors: To show respect for your child's *mosad*, all parents, participating in any school function, whether on or off Cheder premises, including carpool, must be properly dressed according to *Halacha*. For women, this includes skirt length below the knee (no slits or gym pants under the skirt); stockings or tights; necklines above the collarbone; sleeves covering the elbow; married women must have their hair completely covered. Men must wear *yarmulkas*, a shirt and pants (No shorts). Friends or relatives who wish to participate in school functions should be asked to be respectful of our school policies as well.

GOING OUT בלכתך 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. Students should dress in a dignified and modest manner. The dress must conform to *Chassidische* standards also while not in school.
3. Shopping malls contain many stumbling blocks to *Chassidische* girls. Students may go only with parental approval and an adult. Malls should not be visited just to pass time.

INTERNET – VERY IMPORTANT!

The *Torah* says, “Do not place a stumbling block before the blind.” The internet is today’s generation’s greatest stumbling block. Children should be discouraged from using the internet

1. It should never be used to randomly “surf the web” or to “kill time.”
(If using the internet is necessary make sure to adhere to the guidelines below)
2. Students who use the internet should do so only when supervised by an 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 so that children are unable to access unacceptable and inappropriate websites. K-net is considered a good option.
5. Email – Parents need to be aware of their children’s email accounts and read them regularly.
6. Limit your child’s time on the computer to no longer than 15 minute a day.
7. We would like to make parents aware that many *Rabbonim* are opposed to the presence of Internet in our homes.
8. FACEBOOK, buzz, twitter and other social networking sites are not acceptable
9. If your child is found to have a facebook or other social network account, she will not be allowed to return to Cheder before a parent meeting with the principal has taken place and necessary changes were made.

TV, VIDEO, SECULAR READING

1. 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, creates insensitivity to issues of *tznius* and violence and destroys 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*.
2. **No electronic equipment is allowed in Cheder!** (cell phones, i-pods, game boys, cameras, palm pilots, etc.). Any item deemed inappropriate will be confiscated for one month upon first offense and is to be picked up by parents, and confiscated for good upon second offense.

3. It is unnecessary and inappropriate for a student in Cheder Chabad to own an i-pod touch, i-pod with video screen, cell phone with texting or any other similar devices.
4. Children should not be permitted to share or download from ipods, cell phones or other technological devices without parental permission.
5. Secular reading material must be carefully checked by the parent for appropriateness (clean language, *tzniusdik* pictures, etc.). All secular books brought to school must be approved by the morning teacher. Any inappropriate secular books brought to Cheder will be confiscated
6. Parents should be sensitive to guidelines of other families regarding modern technology. Therefore, before allowing a child 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.

ARRIVAL AND DISMISSAL

Bus Transportation:

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.

ARRIVAL:

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

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

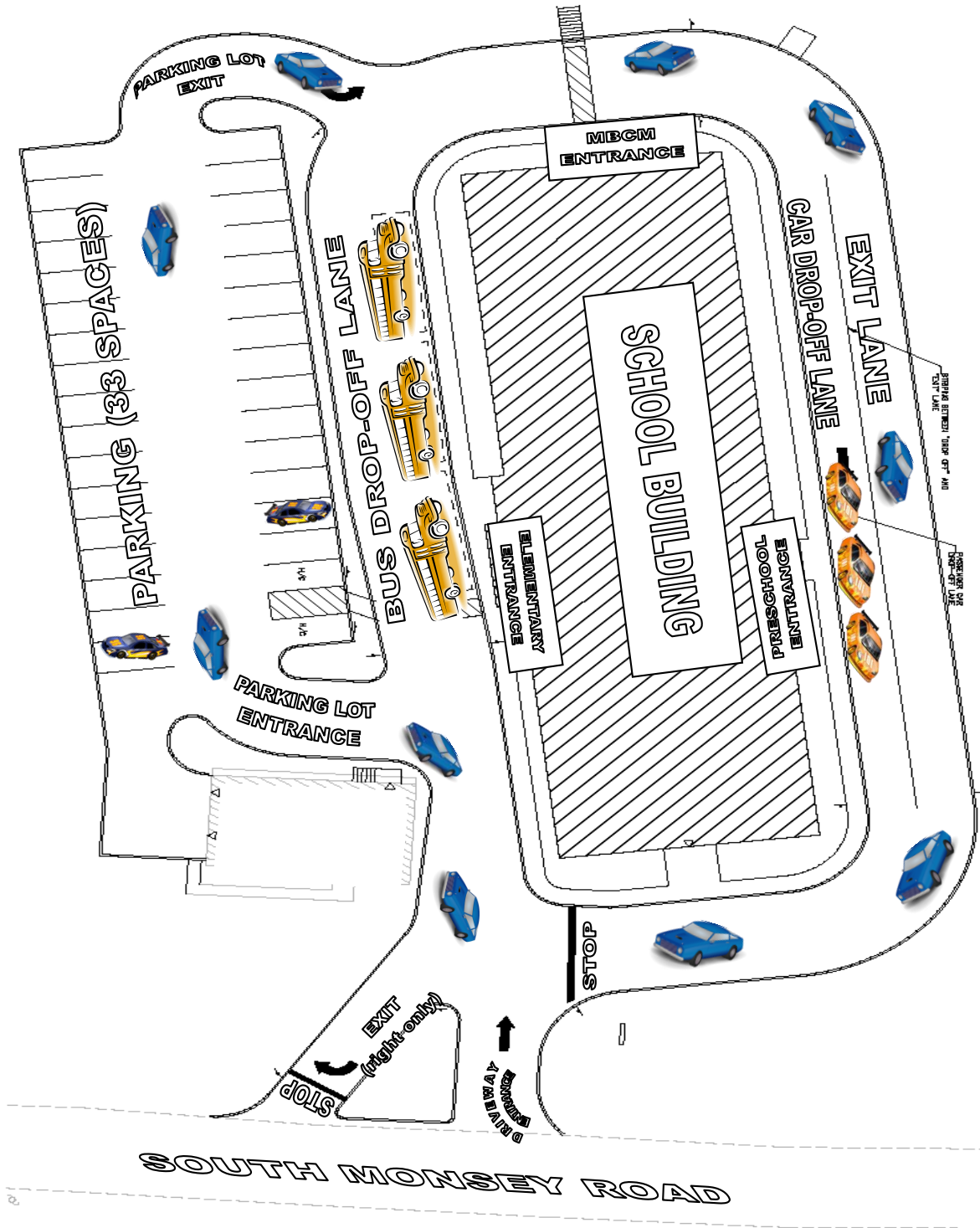
Buses entering the site will stop at one of the three designated bus drop off spaces in the front of the building (see dashed lines). Once the children exit, the buses will continue in a clockwise direction, around the building, and exit, heading south on South Monsey Road. The buses will be required to shift to the outside “exit” lane as they loop around the building, so cars may use the inside lane for drop off (see next item).

CARPOOL ARRIVALS:

Cars entering the site that want to drop off without parking, will drive through the parking lot and continue around to the right of the building to the designated car drop-off area. Once the children exit, the cars will shift to the “exit” lane, continue clockwise around the building, and exit heading south on South Monsey Road.

Parking:

Cars entering the site that want to park will make the left turn just beyond the caretaker’s house and park in the parking lot. When leaving, they will travel to the west end of the parking area and then exit through the “exit” lane, clockwise around the building, as above.



- After entering the school property, immediately use the left lane to circle the building (only Buses are allowed in the Bus Lane in front of the building).
- Never park or leave your car in the drop off zones or anywhere in the driveway. 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.

CARPOOL DISMISSAL:

DISMISSAL TIMES

Nursery and UPK: Cheder ends at 3:00 pm Monday through Thursday, noon on Friday.

Pre-1a through Eighth Grade Girls: Cheder ends at 4:00 pm, Monday through Thursday, 12:00 noon on Friday.

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

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.

If your child will be picked up by any means other than the child's regular transportation, a **WRITTEN NOTE OF AUTHORIZATION MUST BE SENT**. For Pre-School children, the note should be pinned to your child's clothing. The ERCSD will not allow children to alter their bus routes. See bus Transportation for additional rules.

AFTER SCHOOL CHILDCARE

In order to accommodate out-of-town parents with children in the Nursery & UPK, we will provide up to 1 hour of after school childcare at a cost of \$5 per hour per day. If other parents wish to avail themselves of this service because of an *occasional* inability to pick up their child at 3:00 pm, there will be a fee of \$3 for up to half an hour or \$5 per hour.

ATTENDANCE & PUNCTUALITY

ATTENDANCE

The continuity of a child's learning is disturbed as a result of a child's tardiness or missing school and grades suffer. Missing children disrupt the class's learning. Therefore, please do not schedule family vacations during regular school sessions. In the event that a student is absent due to a simcha or vacation during regular sessions, she will be responsible for the class material missed. Please get permission from Mrs. Rosenbluh before the child is absent. Please keep the school calendar and use it to help you plan vacations, so that your child's education is not disrupted. In addition, please try to schedule all medical and dental appointments after school hours. If you need to take your child out of school early, please send a note with your child.

When picking up early, please proceed directly to the Cheder Office and the Cheder Staff will bring your child to you. Please make sure to fill out the "early pickup/sign out log" in the Cheder Office.



Teachers are concerned when a child is unexplainably absent. Please communicate when a child is absent for ANY REASON (e.g., illness, travel, family simcha, etc.).

LATENESS

Children who arrive late disturb the routine of the entire class and are deprived of the very important beginning rituals of each day, including important social interactions with classmates. In the event of lateness, a note from the parent must be presented to the teacher.

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 misses or fails a test, she will be held responsible to make it up by coming in on a Sunday to take the test.

If a student has 4 unexcused latenesses she will have to come in on a Sunday to serve detention.

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.

Medication will only be administered by the School Nurse, according to written directions from a physician.

Lice and Nits: Children entering Cheder from out of the country must be checked for lice and nits 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, 2nd, 4th and 7th 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.



SNOW DAYS

Please call 845-356-1213 and press the * Key, or log onto Chedermonsey.org and click on the “Emergency Closing” icon. This automatic service will be updated on every snow date by 6:30 am Monday-Friday and by 7:15 am on Sunday.

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.

THE SCHOOL DAY

BREAKFAST, SNACKS AND LUNCH

Breakfast will be served to all students Nursery – Grade 4, Monday through Friday. During the course of the afternoon, all preschool students will be offered a snack.

Students are encouraged to bring healthful snacks and bottled water each day. **There are working 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 appropriate. No שנהל snacks such as candies, chocolates or sugary snacks will be allowed.

Please be aware that Cheder Chabad is a NUT-FREE ZONE, in order to accommodate those who are allergic. ITEMS MADE OF TREE NUTS (walnuts, pecans, hazelnuts, etc.), PEANUTS, OR PEANUT BUTTER ARE NOT ALLOWED AT ANY TIME.

Monday through Thursday, a nutritious lunch will be served to all of the children.

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.

BOOK BAGS

Parents should provide a sturdy and durable book bag, so that their children may take books necessary for homework to and from school. It is advisable for parents to look through the bag daily to see that it is kept in a neat and orderly fashion and to retrieve any notes that may have been sent home from school.

COMMUNICATION

To facilitate communication between school and home, Student Progress Reports will be sent to parents three times a year; the report cards represent the teacher's best efforts to evaluate a student's progress. Two Parent-Teacher Conferences will be scheduled through the year. Parent-Teacher Conferences are recognized as the best method for advancing mutual understanding between school and home.

In order to allow both the teachers and parents to gain as much as possible from these conferences, the following suggested guidelines are offered:

- a. prepare a list of items you wish to share with the teacher about your child;
- b. prepare a list of specific questions to ask the teacher about your child.

Examples:

- a. In what subject does my child excel?
- b. In what subject is my child particularly interested?
- c. How is my child's social adjustment to the class?
- d. In what ways can I be of help to my child?

During the conference you may find it helpful to take notes. After the conference, review your notes, discuss the conference with your spouse and review the conference with your child. Stress the positive, strong points brought out by the teacher. Discuss suggestions for areas that need improvement. Always follow up on suggestions made at the conference. If you see a problem developing, contact the teacher immediately. Keep in touch with your child's teacher to monitor progress.

To communicate with your child's Morah or Teacher and for all administrative matters, please call the *Cheder* Office at 845-356-1213. You may also make an appointment to speak with any of the principals or contact them directly.

FIELD TRIPS

To enhance children's understanding of academic subjects and to promote learning through experience, the school will arrange field trips to various places of interest. Before any projected trip, a notice will be sent home with the student.

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: 10-15 minutes per teacher

Grade 3-4: 20-25 minutes per teacher

Grade 5-6: 25-30 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

Every student wishes to feel safe from any form of harm when they are in school. The Cheder has therefore adopted a zero tolerance policy concerning bullying. Bullying can include fighting, hurting another students feelings, not respecting 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 (upon second offense.) Repeated bullying will cause the Cheder to remove the bully from Cheder.

Odds and ends

Mitzva notes for your child are always welcome and always appropriate.

In our Pre-School, children are chosen every week to supply treats for a *Shabbos* party held on Friday, *Erev Shabbos*. Your child’s *Morah* will send a note home on Wednesday, suggesting what to bring.

Please send us your assorted buttons, cardboard rolls from foil, paper towels, or toilet tissue; empty thread spools, beads, egg cartons, etc., to be recycled into works of art!

Trading or selling of toys, food, etc. is not allowed.

Except for a few coins for *tzedakah* or trip and book money (in a labeled envelope), we urge parents to see to it that their children do not bring money, jewelry or other valuables to school. Cheder takes no responsibility for lost money, valuables or other items.

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.

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, *Chassidische* 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 happiness of your child. Therefore, cooperation and communication between parents and staff are vital. We encourage you to feel free to arrange an appointment to speak to your child's *Morah* or Teacher, to the Pre-School Director, the Principals, or the *Menahel*, whenever there is a concern about your child. Please call the *Cheder Office* to arrange an appointment.