



## **TABLE OF CONTENTS**

<b><u>Topic</u></b>	<b><u>Page Number</u></b>
Welcome .....	2
Entrance Requirements.....	3
Our Mission.....	4
Introduction, Aims & Goals .....	5
Curriculum.....	6
Orientation.....	6
Security.....	7
Arrival Procedures.....	7-8
Dismissal Procedures.....	9
Hand to Hand Policy.....	9
Transportation .....	10
Checklist of items needed for school.....	11
Supplies.....	12
Food.....	13
Snack.....	14
Mishloach Manot.....	14
Birthday Party Guidelines, PreN, N, PreK.....	15
Birthday Party Guidelines, Kindergarten.....	16
Attendance at ELC Sibling Events.....	16
Attendance at Elementary School Events.....	16
Health.....	17
Dress Code.....	18
Separation.....	19



August 2009

Dear Parents,

Welcome to Hillel Yeshiva's Early Learning Center, an exciting and invigorating place where children are introduced to the religious and academic principles they will carry with them their entire lives. An integrated General Studies and Judaic Studies enable our youngest children to develop an appreciation for their heritage and culture, while creating a framework for academic success.

The Early Learning Center services children ages two to five years in its pre-nursery, nursery, pre-kindergarten and kindergarten classes. The halls and classrooms are replete with colorful art and the sound of cheerful singing. Classrooms are furnished with state of the art equipment and learning tools which encourage curiosity, experimentation and growth. Children exercise and play in the Chira\Sultan Indoor Playground, a 4800 square foot gym which contains a two story play zone. The Jeffrey and Juliette Saka Outdoor Playground was dedicated this past fall and has enhanced our program immensely.

Hillel Yeshiva's rich curriculum includes an introduction to Balanced Literacy for all of its preschool students. The focus of this program is to create an environment of phonemic awareness as well as the exposure to a print rich environment in every classroom and hallway in the building. Hebrew words and phrases are introduced to our youngest students. As their vocabulary grows so does their comfort level so they can enter the first grade program with ease and proficiency. A Hebrew literacy collaborative teacher enhances the Hebrew immersion experience for our students.

The atmosphere at Hillel Yeshiva Early Learning Center is conducive to dramatic play and creative expression, which help build each child's self confidence and imagination. Art, music and movement are an integral part of our program. Children are introduced to the technology that will shape their lives through computers located in each classroom. Lessons that focus on Chesed and Derech Eretz help shape each student's character and foster "Midot Tovot." As a family-centered program, parents and grandparents regularly participate with the children in hands-on lessons and stimulating activities.

Working hand-in-hand with you will ensure a rich and rewarding educational experience for your child. Wishing you a year filled with success, health and joy.

Sincerely,

Handwritten signature of Ruth Katz in blue ink.

Dr. Ruth Katz  
Head of School ELC-8<sup>th</sup> Grade

Handwritten signature of Ruchie Czermak in blue ink.

Mrs. Ruchie Czermak  
Director, Early Learning Center



**Hillel Yeshiva Early Learning Center**  
**1025 Deal Road, Ocean, NJ 07712**  
**Phone: 732-493-9300 ext. 218**  
**Fax: 732-493-2119**

### **Entrance Requirements**

In order for your child to be able to attend school on the first day, the following registration procedures **must be** completed:

1. Tuition payment arrangements must be made with the Business Office - signed contract, etc.
2. Immunization records must be up to date and submitted to the Health Office.
3. Current emergency form must be submitted to the Health Office.
4. **For New Students** -Birth certificate must be submitted to the Educational office and the Health History Information sheet must be returned to the Health Office.
5. **For Kindergarten Students:**
  - If you have recently move and have not sent in a B6T Applications for Private School Transportation, please do so immediately.
  - A formal cognitive assessment of your child must be administered by our school psychologist , Dr. Daniel Herrmann , before class placement is determined.
  - Students must submit a new Health History Information Sheet to the Health Office.



## **Our Mission**

Hillel Yeshiva's mission is to provide students with an outstanding Judaic and general studies education so they can achieve success by building the religious, academic and personal foundation that will enable them to possess a loving commitment to Torah and mitzvot, community, the people and the state of Israel.

## **Our Values**

### **Torah**

#### ➤ **We value...**

- the incorporation of *Torah* values, *halacha* and *mitzvot* into one's life.
- inspirational, loving exploration of the diverse approaches within traditional Jewish thought.
- the establishment of a complete Orthodox Jewish life in a challenging secular culture.
- the rich traditions of Sephardic and Ashkenazic Jewry, including customs, liturgy, and reading traditions.

### **Tzelem Elokim**

#### ➤ **We value...**

- the uniquely divine worth, potential, and differing perspectives of all people.
- the essential contribution of our staff members including teachers, administration, and support staff.
- the dignified treatment of all people.

### **Hesed**

#### ➤ **We value...**

- acts of generosity, benevolence, and loving-kindness.
- the creation of an environment of kindness amongst students and members of the entire school community.
- our responsibilities to our immediate community, to fellow Jews in America, Israel and worldwide, to American society and to humankind.

### **College education and life-long learning**

#### ➤ **We value...**

- each student's unique passion, creativity, and natural tendency to become life-long learners.
- critical thinking skills and an environment of open inquiry in a safe setting, as preparation for college, a profession, and life-long Jewish and general education.
- life-long Torah learning.

### **Student-centered approach to education**

#### ➤ **We value...**

- child-centered curricula that take into account students' varying talents, abilities, and learning styles.
- educating the whole child.
- each student's personal exploration of self, society, Torah, and the physical world, as part of one's search to lead a true, purposeful, and meaningful Jewish life.

### **State of Israel**

#### ➤ **We value...**

- Zionism and the State of Israel as the Jewish homeland.
- a commitment to the state and culture of Israel and an understanding of its history.
- the study of the spoken and written modern Hebrew language as a gateway to participating in modern Israeli culture.
- post-high school Israel year-abroad programs.

### **Parent participation**

#### ➤ **We value...**

- strong bonds between home and school to create the support system integral to student motivation and achievement.
- parents' ongoing involvement in their children's education.
- parents' active participation and financial support of our school.



## **Introduction**

Jewish tradition places a high value on social, intellectual, emotional and physical growth of children. We have developed a curriculum designed to reflect these concerns. The Early Learning Center Program includes: constructive play, both inside and outside, open-ended art activities, language arts, Hebrew language, science, music, creative movement, reading and math-readiness activities. Jewish values, customs, and holiday traditions are interwoven into the entire curriculum.

We believe that a preschool program should provide a warm and nurturing environment in which each child is free to explore his or her unique talents, abilities, and interests. The children are exposed to a stimulating environment that fosters social, physical, emotional and intellectual growth. We feel it is important to aid the young child in developing a healthy self-image, self-confidence, and the ability to work and play well with others.

Our ELC program encourages parental involvement in their child's preschool experience. Parents and teachers gain valuable insights and techniques from each other, and at the same time, share their talents and interests to maintain the excellent quality at Hillel ELC.

## **Aims and Goals**

It is our intent, as a preschool facility, to provide each child with the best possible tools for self-discovery and the understanding of his/her environment. The goals of our program are:

1. To provide an environment which will serve as a foundation of concrete Jewish experiences, knowledge of the Jewish way of life, values, customs, traditions, and involvement in the synagogue, upon which learning in later years can be built.
2. To explore, discover, and build upon the child's physical and intellectual abilities.
3. To instill a positive self-image in the child.
4. To promote concern of others and feelings of mutual respect.
5. To foster in the child assertive, positive, and cooperative social behavior.
6. To nurture within each child respect and love for his/her family.
7. To stimulate imagination and curiosity.
8. To expose each child to new experiences in a safe and supportive environment.



## Curriculum

Children are full of wonder and curiosity. At Hillel ELC, the environment is the curriculum. The social and physical world invites many possibilities for stimulating creative development. The surroundings are designed to make children want to explore and discover.

The room is carefully prepared with interest areas to stimulate a joy for learning and to enable children to gain confidence by succeeding. Through a balance of individual and group play, free choice and structured learning, we hope to foster responsibility, self-discipline and confidence. The ELC curriculum has been carefully designed to cover all appropriate themes without being repetitive throughout the preschool years.

## Orientation

### ▲ ELC Orientation

In order to make the transition to school an easy one for you and your preschooler, there is an orientation process which includes the following:

1. **Wednesday, September 9, 2009** - ELC Orientation Day is usually held on the day before school starts. Children and parents are invited to spend time in the classroom getting to know the teachers, the classroom environment and some of the other children in the class. The Chira/Sultan Playground is open for free play under parent supervision.
2. **Thursday, September 10, 2009** – Adjustment Day for PreN, Nursery and PreK. On this day, our PreN, Nursery and PreK students will attend their first day of school with a shortened schedule to ease their transition. Kindergarten students will attend their first full day of school on this day. *There is no bus transportation on this day*
3. **Sunday, September 13, 2009** – ELC Welcome Back Event will take place on campus. An exciting program is planned. Details are forthcoming.
4. **Monday, September 14, 2009** - First full day of class for the entire ELC. Private transportation begins on this day for those who have signed up for it. Bus transportation for eligible Kindergarten students begins as well.
5. **Wednesday, September 16, 2009** – ELC Back to School Night at 7:45 P.M. is a chance for parents to meet each other and to meet their children's teachers. At this time, teachers will outline educational goals, review planned units and answer any questions parents may have.

### ELC Regular School Hours

<b>Pre-Nursery:</b>	9:30AM – 1:00PM 9:30AM – 3:00PM
<b>Nursery and Pre-K:</b>	9:30AM – 3:00PM
<b>Kindergarten:</b>	9:00AM – 3:00PM



## Security

### ▲ Visitor's Pass

Any person who wishes to remain in the school building for any amount of time (including lunch duty), must sign in at the security booth located at the high school entrance and receive a visitor's pass for the specific division he/she would like to enter. You may sign in/out your child from the ELC office. Please adhere to these procedures to insure your child's well being.

## Arrival

Important  
policy!

**Kindergarten: 9:00AM**

**Pre-Nursery, Nursery, Pre-K: 9:30AM**

Children should arrive promptly at 9:00AM (K) / 9:30AM (PreN, N, PreK). The teachers have a daily routine planned for the children. Late arrivals not only disrupt the class, but also prevent the latecomers from fully participating in the program. Children are disappointed when they miss an activity due to a late arrival. If a child is late, please bring the child to the office. The secretary will page the child's teacher or assistant to bring him/her to class. This is crucial so as not to interrupt the classroom routine.

***PLEASE HELP UP MAXIMIZE THE TIME YOUR CHILD SPENDS IN SCHOOL!***

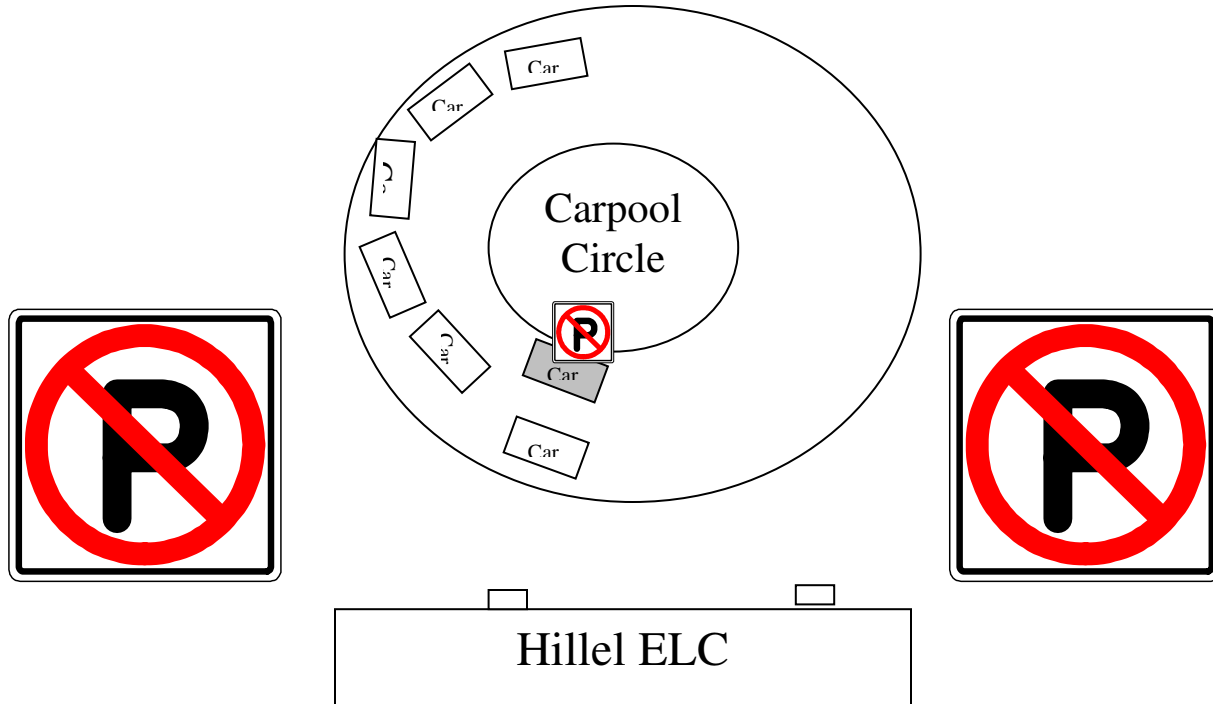
Parents are responsible for seeing that their child and other children in their charge are received at the carpool circle. For safety reasons, children may not enter the building without a teacher, assistant or parent. In the event that a parent is bringing a child to school late, **please do not drop the child at the curb. Please park your car in the parking lot and walk your child into the building. Dropping off a child and driving away or even dropping off a child and attempting to watch from the car as a child approaches the door are unsafe practices.**

***Please note: Leaving your vehicle unattended for any amount of time in the carpool circle is unsafe. Police will ticket any vehicle left without a driver behind the wheel, even if you are only "dropping off" your child. Please be sure to park your vehicle in the parking lot in the event that you must enter the building. This will help insure the safety and security of our students and staff at all times.***

For Pre-Nursery parents only: If a parent chooses to accompany the child to the classroom, the parent should say good-bye to him/her at the classroom door, where teachers will be ready to welcome them. Please leave immediately. The staff does expect that some children will cry. However, the teachers have found that the crying time is shorter when all parents leave promptly. For this reason, it is the school's policy that parents not enter the classroom at arrival time. The Director of Early Childhood will be available in person or by phone to provide you with information regarding your child's adjustment and progress. A staff member will contact the parent of a child who is unduly upset for an excessive length of time.



# ***IT'S 9:30 AM..IT'S 3:00 PM...*** ***WHICH CAR IS YOURS?***



Please be aware that cars parked alongside the inside lane of the carpool circle prevent other cars from getting through.

***Please do not park at the inside lane of the carpool circle!***

Our staff members are waiting to take your child/ren into the building. If you need to come in, please park in the main parking lot. Please be considerate of other adults and children. Thank you!

### **IMPORTANT SAFETY ISSUE**

Do not leave your car running while children are inside the car, even for a moment.



## **Dismissal**

### **Monday – Thursday**

Pre-Nursery: 1:00 PM  
3:00 PM

Nursery, Pre-K and Kindergarten: 3:00 PM

### **Friday**

Pre-Nursery: 1:00 PM

Nursery, Pre-K and Kindergarten: 1:00 PM

***Please do not enter your child's classroom to pick up your child. Parents who arrive early for pick up are asked to remain in the ELC Link until your child's class is brought there.***

### **Dismissal Procedures**

1. The small circular driveway in front of the ELC wing doorway is reserved for carpools and private pickup.
2. The large circular driveway in front of the main entrance is reserved for buses.
3. Every effort is made to minimize the amount of time a parent waits in the circle. We direct cars in and out as quickly as possible to make room for the next set of cars.
4. Teachers bring carpool students to the link by 2:50 PM. All students will be settled at their designated spots. Dismissal begins at 3:00 PM.
5. We use a walkie-talkie system to call out the names of the students. We also teach each child, his/her carpool number.
6. When a student's name and carpool number is called, the child is brought out by one teacher, while another teacher supervises the remaining students inside the link.
7. Although it may be difficult, please keep socializing with the teachers to a minimum. Please understand and respect that the teachers need to return inside to the remaining students.
8. Parents are asked to wait by their cars and not to enter the building at dismissal.
9. Please park cars as close to the curb and as straight as possible so that other cars can get through.

## **Hand-to-Hand Policy**

At dismissal time, children will be brought from the link to the awaiting parent or designated driver by an ELC staff member. The staff member will hold onto each child's hand. When more than two children are being brought out, the teacher will hold onto two of the children and those children will hold onto others. The children will be transferred from the hands of the staff member to the hands of the parent or driver. Elementary school and high school siblings or friends may not bring ELC students to a waiting car. Once the children are in your hands, please proceed to your car immediately and secure your children in the car. Please do not tarry in the circle. Please explain to adults that you meet that you can't talk now because you have to watch the children. Also, please realize that although your child's teacher would love to give you a detailed daily report, she must return to the link immediately so that she can supervise the rest of the class. Want more information about your child's day? The teacher will gladly call you at home. Please help us keep your children safe!



## **Transportation**

### **▲ PreN- Kindergarten Transportation:**

1. A carpool list will be formed based on the attached form. During the first week of school you will be given a carpool number. Please call our ELC secretary with any corrections or revisions. Please familiarize yourselves with your child's carpool number and always display your colored carpool sign on your vehicle's windshield when carpooling. (Carpool signs will be distributed during the first week of school as well.)
2. Pre-Nursery, Nursery and Pre-K have the same daily schedule and you may carpool with students of any one of these grades. In your planning, please make sure that each child will have a child safety seat.
3. On Friday, Pre-Nursery, Nursery, Pre-K and Kindergarten students are dismissed at 1:00 PM. If you are picking up an elementary and preschool student, please arrive at the proper time for your preschool student at 1:00 PM and then wait for your elementary school student until 1:30 PM.
4. Private transportation must be arranged by each parent individually. Please contact Seman Tov at 732-493-8888 or Mr. Armando Behar at 732-483-4206 to make the necessary arrangements.
5. If you are planning a play date for your child, please make sure to send a clear note with him/her in the morning, indicating the **date**, your child's **first and last** name, teacher, the name of the child to whose home he/she is going, and what transportation will be used. If written permission is not given, your child will be sent home via his/her regular means of transportation. For the safety of all our students, we will not take a child's word for dismissal arrangements.
6. If there is a last minute change in arrangements, calls to the ELC office must be received ***before 1:30 PM.***
7. If you are a custodial parent and your former spouse does not have permission to pick up your child at school, you must notify your child's teachers and the ELC director in writing.
8. If your child attends after-school programs (ex. sports, Fantastic Friday), outside of school or on Hillel premises **you must notify the office. Please do not rely on the JCC to notify us as to which children have signed up for after school programs.** Please make sure to send a note indicating your child's **first and last** name, teacher, the place to which your child is going, the means of transportation, and **until what date** the activity will continue.

### **▲ Kindergarten Transportation:**

- New parents or anyone who has changed their permanent address over the summer must update their transportation form in the ELC office.
- Reimbursement for kindergarten students will be provided by your township.



## **Checklist of Items Needed for First Day of School**

Please bring the following items to school with your child on Orientation day:

- A Change of Clothing
- Please label the clothing by writing your child's name on each item with a laundry marker or with sew-on nametags. A change of clothing is needed for the kindergarten children as well since they may soil their clothes during lunch or art. This includes underwear, socks and seasonally appropriate outer clothing.
- PreK and Kindergarten must have a bag of 10 Kippot and 10 Kippot clips.
- Tzedaka
- Please bring a small purse with a few pennies for the first week of school. Tzedaka is collected in each class every day. Please replenish your child's purse each Monday with a week's atonement of change.
- A Smock  
A plastic smock with sleeves or an old shirt of Daddy's. Please dress children in clothing that can be easily washed.
- A large backpack or book bag that is big enough to fit a 2-pocket folder. Please label the bag with your child's name.

***PLEASE LEAVE ALL VALUABLE ITEMS AT HOME!***

Please note: Electronic games and devices may **not** be brought to school.

## **Supplies**

Supplies should be brought to school on or before Monday, September 14, 2009. Once again, we stress that all items sent to school with your child be labeled with your child's name. This includes smocks, backpacks, clothing, and lunch boxes. Each June, we are left with a pile of belongings whose owners cannot be identified. Please help us prevent unnecessary loss of clothing and other items.



## Supply List for September 2009

Back  
to  
School

Early Learning Center

Back  
to  
School

**Please label all supplies with your child's name.**

### Pre-Nursery

- 5 boxes of Baby Wipes
- 2 **super size** packages of diapers
- plastic smock with sleeves or oversized t-shirt
- 1 change of clothes for summer and 1 change of clothes for winter (*complete sets*)
- see-through storage box for change of clothes (shoe box size)
- 3 boxes of tissues
- large backpack
- lunchbox
- 1 box of sandwich sized Ziploc bags
- 2 crib sheets for resting mats – size 28” x 52” or larger (labeled with child’s name) for children staying until 3pm.



### Nursery

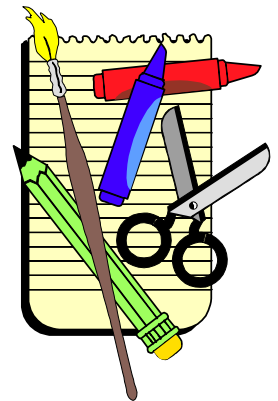
- 1 long sleeved plastic Crayola smock with Velcro closures
- 2 boxes of tissues
- 1 change of clothes for summer and 1 change of clothes for winter (*complete sets*)
- Large backpack
- 5 containers of Baby wipes
- 1 large plastic storage box (shoe box size)

### Pre-Kindergarten

- bag of 10 kippot and 10 kippot clips to be kept in school (bag should be labeled)
- Plastic** smock **with** sleeves
- 2 boxes baby wipes
- Fiskar’s scissors for children- metal beginners
- Elmer’s glue- 2 4oz bottles
- 2 folders (labeled with child’s name)
- purse for Tzedaka
- 4 glue sticks
- Plastic storage box (shoe box size) for change of clothes for summer and 1 change of clothes for winter (*complete sets.*)
- 2 box of tissues

### Kindergarten- Judaic and Secular

- bag of 10 kippot and 10 kippot clips to be kept in school (bag should be labeled)
- 2 white Elmer’s glue- 8 oz.
- 1 Fiskar’s scissors- blunt metal blade
- 2 two-sided folder (bottom pocket)
- 1 package of 8 fat markers
- 1 box 24 Crayola crayons
- 1 package of 8 thin markers
- 1 plastic smock with sleeves (with Velcro closure)
- 6 large glue stick
- 1 scotch tape
- purse for Tzedaka
- 2 boxes of tissues
- Clear plastic box – size 12”L x 6 ½ “ W (Sterilite or similar brand)
- Large backpack – preferably not on wheels.



:



## **Food - We are a Nut Free School !!**

Nuts or any derivatives of nuts are never to be sent to school with your child. The life of a child who is allergic to nuts is threatened at any time by the presence of nuts within his/her classroom.

We all want our children to enjoy their meals and snacks, and to develop healthful eating habits. Mealtime should not be a struggle. Please keep this in mind as you plan your child's meals for school. Including your child in planning lunch menus may help your child's eating habits.



### **▲ Lunch**

Children may bring lunch or receive pre-paid school lunch. Please see separate mailing, for menu, payment information and registration deadline. Please feel free to call our office for registration forms or menus.

If you choose not to sign up for the school lunch program, please follow the DAIRY and MEAT schedule listed below so that all the children may eat together:

**Dairy: Monday, Wednesday, Friday**





**Meat: Tuesday, Thursday**

Parve items, such as tuna fish, egg salad, or jelly may be brought any day.

**Please be reminded that Hillel Yeshiva is a Peanut Free School**

### **▲ Hillel Yeshiva Policy Regarding Kashrut (Rabbinical supervision of food)**

All food items and box drinks brought to school for personal or group use must have one of the following approved symbols on the package:

- a.  The Orthodox Union
- b.  "OK" Laboratories
- c.  "Chaf- K" Laboratories
- d.  - "Star-K" Rabbi Heineman
- e. JSOR - The Shore Area Orthodox Rabbinical Supervision.

Although there are many supervision symbols on the market, school policy requires that only these symbols be used. We will be unable to distribute foods bearing any other Kashrut symbol. If you have questions regarding any kosher certified product, please consult with Rabbi Saul Kassin (ext. 303.)



### ▲ Snack

All preschool students should bring snack to school. Healthy snacks are encouraged. We appreciate your cooperation. If you would like to coordinate a snack program in your child's class, please notify your child's classroom teacher.

In some classes, parents may be asked to provide snacks for their child's class on a rotating basis throughout the year. A snack schedule will be distributed for each class at the start of the school year.

Parent participation makes it possible for the children to enjoy a variety of fresh and wholesome foods during the year. There are three requirements for snacks brought to the ELC. They must be kosher, either dairy or pareve and they should be healthful.

Parve snacks include fruit and vegetables. Dairy snacks include anything prepared with milk or a milk product – butter, cheese, etc. Crackers and other baked goods can fall into either category. Thus, it is important to read labels carefully when shopping for class snacks.

\*On Orientation Day , there will be a posted list of foods to which children in the class are allergic. Please avoid these foods for snack. If your own child is allergic to a particular food or drink, it would be helpful to provide a supply of a substitute food or beverage. Please make sure that you indicate any food allergies on your child's medical and emergency forms.

***Gum, hard candy, lollipops, beverages in glass containers, marshmallows, carrots, popcorn, nuts or grapes (unless cut into quarters) are not permitted in school at any time. These types of foods present as safety hazards. Help us help your child!***

### School Policy Regarding the Exchange of Mishloach Manot

As Purim approaches, please note that the exchange of Mishloach Manot among friends should be restricted to home delivery. We are making every effort to be vigilant and protect our students who are allergic to foods of varied ingredients.



## **Birthday Party Guidelines- PreN, Nursery & PreK**

Birthdays are joyous events in your child's life and in yours as well. They are memorable, fun and exciting. We are happy to share these wonderful occasions with you and your child in school.

Please adhere to the following procedures and guidelines as we strive to insure the highest Kashrut and safety standards for our ELC students.

### **▲ In school parties**

#### 1. **Birthday Party Guideline Form**

After arranging the date and time of the party you will be provided with a birthday guideline form that must be signed and returned to the teacher before the scheduled party date. We suggest that you keep the parties simple.

#### 2. **Kashrut Guidelines**

- Symbols: When shopping for a cake or cupcakes, please keep in mind that although there are many different types of Kashrut symbols, the school accepts only the following: OU, OK, Chaf K, Star K, and JSOR.
- Home Baked Goods: As per school policy, home baked cakes and other home baked goods may not be served at school.
- Meat Days: Cakes, cupcakes, ice cream cakes, ice cream and any refreshments served after lunch on a meat day, **must be parve**. Dairy cakes will not be served on meat days. If a dairy cake is mistakenly brought on a meat day, it will be served to the children the next day.

#### 3. **Safety Guidelines**

- Peanut/Nut allergy Alert: When purchasing bakery cakes, ice cream cakes, or cupcakes please confirm that these items are free of nuts as well as traces of nuts.
- Choking Hazards: Hard candies and lollipops are choking hazards. Small hard taffies and the like can also get stuck in a small child's throat. These types of treats may not be distributed. Balloons are choking hazards as well. They may not be brought (even fully blown) as decorations.
- Healthy snacks: In general, we encourage students to avoid treats that are excessively sweet, "gooey" and unhealthy for teeth.
- Toys and Prizes: "Goody bags" may not be distributed at school. Our suggested alternative is that the child presents a birthday gift to the class. This is a treat that the whole class can share and appreciate during the entire year. Please feel free to call for suggestions as to what the class will enjoy.

#### 4. **Sibling Attendance**

- ELC students will be permitted to attend an ELC sibling's birthday party for a limited amount of time as determined by his/her teacher. In an effort to ensure quality instructional time and a minimum of distractions, cousins, neighbors and friends from other classes will not be permitted to attend. Please do not send a note or promise your child that he/she will be excused to attend these parties.

### **▲ Out of school parties**

If you decide to celebrate your child's birthday with a party at home or at a special location, please bear in mind the following points so that all of your child's friends can enjoy the celebration:

- ♪ It is Hillel Board of Education policy to have parents invite the entire class, or all the boys and/or all the girls. Even at this young age, children are sensitive to being left out of the group.
- ♪ Invitations will be distributed in school only if this school policy is complied with.
- ♪ Please do not have the party on Shabbat.
- ♪ Please be sure that the establishment that you choose for a party meets all Kashrut requirements.



## **Birthday Party Guidelines - Kindergarten**

### **▲ In school parties**

♪ Kindergarten birthdays will be celebrated on Fridays at our “Oneg Shabbat” program. The birthday child will be chosen as “Shabbat Ima” or “Shabbat Abba” and will sit at our beautiful Shabbat table. All birthday children will be acknowledged and featured through song and dance.

♪ Parental participation is welcome but not required.

♪ The birthday child may bring a snack for his/her classmates and distribute it at the lunch table after the children have finished their lunches. When shopping for snacks, please follow the snack guidelines on page 16. Keep in mind that although there are many different types of Kashrut symbols, the school accepts only the following: OU, OK, Chaf K, Star K and JSOR. As per our school policy, home baked goods may not be served at school.

♪ *“Goody bags” will not be permitted under any circumstances.*

### **▲ Out of school parties**

If you decide to celebrate your child’s birthday with a party at home or at a special location, please bear in mind the following points so that all of your child’s friends can enjoy the celebration:

♪ It is Hillel Board of Education policy to have parents invite the entire class, or all the boys and/or all the girls. Even at this young age, children are sensitive to being left out of the group.

♪ Invitations will be distributed in school only if this school policy is complied with.

♪ Please do not have the party on Shabbat.

♪ Please be sure that the establishment that you choose for a party meets all Kashrut requirements.

## **ELC Policy Regarding ELC Student Attendance at ELC Sibling Events and Functions**

In an effort to ensure quality instructional time and a minimum of distractions, ELC students will not be permitted to attend their sibling’s events or performances. Please do not send a note or promise your child that he/she will be excused from class to attend a sibling’s function.

## **School Policy Regarding ELC student Attendance at Elementary School Events**

In an effort to ensure quality instructional time and a minimum of distractions, ELC and Elementary students will not be permitted to attend each other’s events or performances. Please do not send a note or promise your child that he/she will be excused from class to attend a sibling’s function.



## **Health**

### **▲ Illness**

If your child contracts any communicable illness or condition (e.g. pink eye, chicken pox, head lice, pinworms, etc.), we require that you notify the nurse immediately. If any such illness or condition becomes apparent in school, you will be called and requested to take your child home.

### **▲ Medication**

1. If your child must receive medication at school, an adult must deliver the medication to one of our nurses in the health office.
2. The medication must be in an original pharmacy bottle with the original label.
3. We must also receive a **note from the doctor** with the dosage instructions and a **note from a parent**.
4. **Please do not give your child medication to bring to school, even if it has a safety cap.**

### **▲ Allergies**

If your child is allergic to anything, such as foods or bee stings, make sure to indicate this on the medical form. Also, please notify your child's teacher at the beginning of the year. If you have an antidote that should be administered, please bring it to the nurse with full instructions at the beginning of the year. If your child needs to bring the antidote on a school trip, please advise the Health office.

### **▲ Head Lice**

Please help prevent an outbreak of lice by checking your child's hair frequently. It takes a minute and it can easily be done while combing your child's hair. Any child who is found with lice will be sent home and must receive the full treatment for lice. All instructions for the household must be followed exactly. The child will not be permitted to go back to class until the school nurse checks him/her. Lice check for ELC students will take place on Thursday, September 4, 2008.

### **▲ Ticks**

Although we try to keep the grassy area treated and mowed, we still advise that you check your child each night during the season to be certain that he or she doesn't have any ticks. Anti-tick spray can be used as well, **on clothing only**. You may want to send your child to school in long pants or tights and closed shoes for added protection.



## **Dress Code - Students**

### **▲ Dress**

Preschool dress code is more relaxed than other grades. Girls may wear pants and all children may wear T-shirts. In the warm weather, it is important that the children be dressed safely and appropriately for school and not camp. Walking shorts that cover the knees are accepted. Our school health office recommends that tank tops, sleeveless tops and short shorts not be worn to school. If your child is wearing short sleeves or shorts on a bright sunny day, please apply sunscreen before your child leaves for school.

### **▲ Footwear**

In order to avoid ankle and foot injuries as a result of improper footwear, please do not send your child to school wearing inappropriate footwear. Inappropriate footwear includes platforms of any kind (including sneakers), jelly shoes, open toe shoes, “flip-flops” and any shoe without a back strap. However fashionable these shoes are, they are definitely not safe for the playground or the gym where children are running, jumping, chasing and the like.

If a child arrives at school wearing flip flops or a sandal without a back strap, his/her parents will be called and asked to bring proper footwear to school.

### **▲ Kippot**

***Note to PreK and Kindergarten parents: Please see PreK and Kindergarten supply lists requesting a labeled bag with 10 kippot and 10 kippa clips to be left in school as a backup.***

Please send your son to school with a kippah every day. With the morning rush it may be hard to remember, so here are some suggestions:

- A. Have a note by the door saying “kippah” or a picture of a kippah so that your child can remind himself.
- B. At night when you and your child choose clothing for the next day, make sure a kippah is prepared as well.
- C. Have a kippah basket hanging on a table near the door.
- D. Put a few extra kippot in your child’s bag - with his name on them.
- E. Large kippot - the Bucharian embroidered ones or soft velvet ones stay on the best.

### **▲ Tzitzit (sisit-fringed garment for boys in Pre-K and Kindergarten.)**

Please encourage your child to wear Tzitzit daily. The Beracha is recited each day during Tefila.

## **Dress Code - Parents**

When entering our Yeshiva, all parents and visitors are requested to dress in accordance with Jewish Tradition. Men are required to wear a Kippot at all times while in the building.



## **Separation**

Here are some tips on how to help your child adjust to the beginning of school:

**Remember: Separation is a PROCESS, not a problem.**

1. Talk about school with your child a few days before school begins. Discuss the enjoyable activities that he/she will do at school and the children he/she will play with. Remind your child of the "fun things" he/she did last year and show your child pictures from school last year.

Talking about “feelings” helps children adjust to new situations. If your child expresses fear or worry, be sure to acknowledge those feelings and talk about times when you were worried and how things worked out well.

2. As the first day approaches prepare your child by reviewing what will happen on the first day. Children like to hear a step by step plan, such as, “You’ll wake up in the morning, get dressed, eat breakfast, wait for the bus...” Reassure your child that the teacher and Mrs. Czermak will meet him/her as soon as he/she gets off the bus. Also, review with your child the plans for going home.
3. At bedtime, spend quiet time reading and speaking to your child. Make sure that he/she gets plenty of sleep (10-12 hours for this age) the night before school begins **and every night!**
4. Wake the child up a bit earlier so that there is enough time for a relaxed morning, including a good breakfast. Keep the atmosphere as calm as possible.
5. Make sure your child is ready for the bus or carpool. This helps the day start off well.
6. A dose of extra TLC (tender loving care) can always help when starting something new.
7. Reiterate procedure of pre-nursery separation at the door. Kisses and hugs of a long nature are for before entering school. **Quick** good-byes work best at the door. We are trained professionals who will take good care of crying children.
8. We are here for your child and for YOU as well. So if you need anything or have any questions, please feel free to call.

**We look forward to sharing a wonderful year together!**