



# **PARENT/STUDENT HANDBOOK**

**(August 2022)**

## **About Dr. Chaim Cember Shaarei Chinuch Day School**

Dr. Chaim Cember Shaarei Chinuch Day School combines Judaic and secular education to provide a comprehensive, hands-on learning approach. The multi-age classroom provides a unique opportunity for children to learn from one another. Children of varied ages, developmental levels and Jewish backgrounds thrive in this type of classroom. The approach allows for teaching each child in his/her own way. As Shlomo HaMelech said: “*Chanoch l’naar al pi darcho gam ki yazkin lo yosur mimeno* (Educate a child according to his/her way; even when he is old he will not turn from it).” This is both at the core of Judaism as well as the core of the Montessori philosophy. We find that when doing this, children learn to love learning in an unparalleled way.

Each child is viewed as an individual to be nurtured and respected as a whole person, not just academically. Children are not only given the opportunity to grow and develop at their own pace, both emotionally and academically, but they learn the skills needed to become the directors and teachers of their own intelligence.

Shaarei Chinuch Day School is a Montessori learning environment open to children ages three through six as well as early both lower elementary (grades 1-3) and upper elementary (grades 4-6 for girls only at this time) with varying developmental levels and unique learning styles. The Montessori curriculum model has much to offer Jewish children. Love of learning, an inner sense of responsibility and motivation, and a deep connection to Torah, spirituality and the Creator are intrinsic to the life of a Jew and are the intentions upon which Dr. Montessori’s method focuses. The method works for all children at all times, because it begins with the idea that each child is a unique and special being with the capacity to construct himself and reach his highest potential.

The Montessori curriculum was developed based on comprehensive studies of children, and how they learn best. Based on the planes of development, the classrooms and curriculums run on a three year cycle (age 0-3, age 3-6, age 6-9, etc.). Your child will gain the most from the program if he/she remains in the Montessori classroom for the full three year cycle. Content regarding this and other Montessori principles will be addressed during parents’ nights. It is imperative that you join us in order to gain a broader understanding of this philosophy.

### **Governance**

Shaarei Chinuch Day School is fully recognized by the Illinois State Board of Education and agrees to comply with any applicable State or Federal law or regulatory requirement. The facility and program is considered DCFS Exempt.

Our school is governed by our two co-directors/heads of school, Daniella Adar and Mushky Kulek, who are responsible for creating and implementing all day to day school policies. SCDS is further governed by our newly founded board of directors, who are tasked with supporting and guiding the heads of school in facilitating growth and success of the school. Staff

and parent surveys are collected regularly, and feedback is considered in all policy-making decisions. Parents are welcome to contact both Daniella Adar and Mushky Kulek with any questions and concerns with regard to policy..

**Director of Elementary Education:** Daniella Adar, M.Ed.

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**Director of Early Childhood Education:** Mushky Kulek

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## **Our School Philosophy**

- *We believe that each child was created as a unique individual full of amazing potential.*
- *We believe in nurturing the soul and heart of the child.*
- *We believe in challenging the intellect of the child.*
- *We believe in an individualized Jewish Montessori curriculum.*
- *We believe in the promotion of self-esteem and self-motivation.*
- *We believe in respect and caring for the individual, classroom, community and world.*
- *We believe that we (teachers, parents and students) are all part of a team working together to help our children work toward reaching their G-d given potential.*

### **Religious Instruction**

Each day, we daven (pray) with the children in the morning, as well as recite grace before and after meals and snacks. Each week we discuss the weekly Parsha (Torah portion), and encourage participation in related activities. We celebrate all Jewish holidays, by learning about their history and observances, and participating in related activities. In our elementary class we have a fully comprehensive dual curriculum.

## **Fees and Payment for 2022-23 school year**

### **Annual fees, divided over 10 months**

#### **Preschool**

Half Day (Mon-Fri, 8:45 AM - 1:00 PM) \$ 6,250.00

Extended Care (Mon-Thurs, 1:00 PM – 3:45 PM) \$ 3,500.00

Sporadic P.M. service for half-day children \$ 25.00

#### **Kindergarten**

Full day program (Mon-Thurs, 8:45 AM – 3:45 PM. Fri. until 1:30 PM) \$9,750.00

### **Elementary**

Full day program (Mon-Thurs, 8:30 AM – 3:45 PM. Fri. until 1:30 PM) \$11,000.00

### **Additional Fees (one time fees to be paid at the prior to the beginning of the school year - non refundable)**

\$150.00 Registration fee, due with application (\$100.00 for returning students)

\$75.00 School supply fee (preschool and kindergarten have the option of purchasing supplies instead)

\$25.00 Workbook fee, kindergarten

\$50.00 Workbook fee, elementary

### **Sibling Discount**

10% discount on lowest tuition(s) if two or more children are enrolled in school.

This discount is only applicable on full payments and payments made on time.

### **Tuition Costs and Third Year Discount**

General tuition pricing for the following year will be determined and published prior to the opening of registration for that year. Inflation and other cost considerations will be some of the determining factors as to what that increase will be. Students who are enrolling for their third year in the preschool or third year in the elementary will be eligible for the previous year's tuition pricing.

### **Tuition Payment**

Tuition will be paid through the Brightwheel system.

### **NSF Checks**

If a check is returned by the bank, please submit a new check within 5 days, along with a \$12.00 fee.

**All fees and deposits are non refundable.**

## **Scholarship Tax Credit Program**

Shaarei Chinuch Day School families are eligible to apply for scholarships through the Invest in Kids Scholarship Program run by the State of Illinois. This program is for students in kindergarten and elementary. The program is designed to help low-income and working-class families afford high quality private education while offering a large tax credit to the individuals that contribute to our school's scholarship fund. Our funds are run by two Scholarship Granting Organizations (SGOs), Empower Illinois and Big Shoulders Fund. In order to determine your eligibility to receive a scholarship, please visit their websites <https://empowerillinois.org/apply/> &

<https://bigshouldersfund.org/how-to-apply/>. Families should begin applying in January for the following school year. Scholarships are awarded in the order that applications are received, and the amount is determined by the contributions made to our fund.

Individuals and businesses can make donations to our school's funds and receive a 75% tax credit in return. If you are interested in making a donation, the first step is to register for a [MyTax.Illinois.Gov](https://www.mytax.illinois.gov/) account, check your state tax liability, and then make a donation to SCDS through either of our two SGOs.

### **JUF Right Start Tuition Vouchers**

JUF Right Start provides a financial voucher for families enrolling their children during the academic year in a Jewish infant, toddler or preschool program for the first time. If a child is the first in a family to attend a Jewish early childhood program, that child is eligible for the \$2,000 JUF Right Start Signature Voucher. A child who is not the first in the family to attend a Jewish early childhood program is eligible for a \$500 JUF Right Start Sibling voucher. To learn more about eligibility and applying for vouchers visit <https://www.juf.org/youngfamilies/JUF-Right-Start.aspx>.

### **Non-Discrimination**

Shaarei Chinuch Day School is a religious Jewish school dedicated to the teaching of Torah values, Jewish culture and religious observances and practices in the Orthodox Jewish tradition. All students and faculty will be expected to respect and/or adhere to these practices during school. Subject to the aforementioned, Shaarei Chinuch Day School is committed to a policy of non-discrimination on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school administered decisions. Shaarei Chinuch Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

## Day-to-Day at Shaarei Chinuch Day School

### Daily Schedule

Time	Preschool	Kindergarten	Elementary
8:30 AM			Arrival
8:45 AM	Arrival	Arrival	Tefillah
9:00 AM	Tefillah, community time	Tefillah, community time	
9:15 AM			
9:30 AM			
9:45 AM			
10:00 AM			
10:15 AM			
10:30 AM	Work Period	Work Period	Work period
10:45 AM			
11:00 AM			
11:15 AM			
11:30 AM			
11:45 AM	Lunch	Lunch	
12:00 PM			Community time
12:15 PM	Outdoor play	Outdoor play	Lunch
12:30 PM			
12:45 PM			
1:00 PM	Dismissal 1		Outdoor play
1:15 PM	Nap time		
1:30 PM			
1:45 PM		Work period	
2:00 PM			
2:15 PM	Snack, Play time		Work period
2:30 PM			
2:45 PM			
3:00 PM			
3:15 PM	Outdoor play	Outdoor play	
3:30 PM			Closing circle
3:45 PM	Dismissal		

### Attendance

It is expected and required that children come to school everyday in order for them to get the most out of the program and curriculum provided. It is best for the child if the only times he/she misses school is when there are no other options. In the event of unexpected school closures, efforts will be made to ensure that distance learning takes place instead. When necessary, days may be added to the calendar to ensure that we meet the mandated amount of school days.

### Arrival at School:

**Elementary drop off time: 8:30 - 8:45 AM**

**Preschool and Kindergarten drop off time: 8:45 – 9:00 AM**

**Location: Front door located on Touhy Avenue.**

Parents who drive to school should approach from the east, and form a car line in front of school. There will be a staff member waiting outside who will escort your child from the car into the school building. A second staff member will be located within the school building to open

the door for the children who have walked to school, and to escort all children to their classrooms.

**Please do not park and get out of your car, as this backs up the line. If you need to exit your car and/or come into the school building for any reason, please park on Washtenaw or on the south side of Touhy.**

### **Dismissal Times:**

#### **Preschool**

Half day: Monday-Friday, 1:00-1:10

Full day: Monday-Thursday, 3:45-3:55. Friday, 1:00-1:10

#### **Kindergarten**

Monday-Thursday, 3:45-3:55. Friday, 1:30-1:40

#### **Elementary**

Monday-Thursday, 3:45-3:55. Friday, 1:30-1:40

### **Dismissal Procedure**

1. All cars picking up will be stopped on Touhy Avenue in front of the school in a carpool line.
2. Students will remain in the classroom until called via communication device.
3. An indoor staff member will bring your child to the front door.
4. A staff member will be outside the school to escort your child from the front door to your car.
5. Parents may then get out of the car in order to help their child buckle. **Please do not park and get out of your car until your child has been brought to you.**

**Please remember that only you or someone you have authorized *in writing* may pick up your child from school. If you need to make updates to your authorized pickup list, please email [office@sccdayschool.com](mailto:office@sccdayschool.com). If you need to make a change less than 24 hours in advance, please call the front office as well, to ensure that the message was received.**

### **Punctuality**

It is important that the children arrive on time to school. Davening and community building activities begin immediately, and coming late can negatively impact not only your child's day, but also that of the other children in their class. Planned change in schedule should be notified to the front office in advance. When school ends, your child will be anticipating your arrival. Please contact the school if you are not going to be on time for any reason. Late fees for picking up your child after the above stated dismissal times are charged at a rate of \$5.00 per every 5 minutes.

## Visitors

In order to keep our children safe and healthy, visitors must ensure that they are feeling well, and free of communicable diseases. Masks are recommended but optional during times of low community exposure. Parents will have the opportunity to observe their child's classroom (by appointment).

## Snacks and Lunches

Each child will bring a clearly labeled lunch, morning snack, afternoon snack, and reusable water bottle. The water bottles will be kept at school, and washed as needed. Pitchers of water will be available to the children at all times. All food brought to school must be:

- Nut-free (including peanuts, cashews, pistachios, walnuts, hazelnuts, brazil nuts, almonds, pecans, etc.)
- Kosher
- Healthful and nutritious (no candy, chocolate, or high sugar treats).

Please try to pair high protein food with any carbohydrates to negate any spike in your child's blood sugar, which would have adverse effects on their ability to focus and work effectively.

## Dress

### Face Masks

In accordance with ISBE and the CDC, face masks are recommended, but **optional** during low community exposure. Reusable face masks should be washed daily.

### Elementary Dress Code

#### **Boys:**

Pants: Navy or khaki

Shirts: polo shirts (shirts with a collar and a few buttons) in dark blue, light blue, dark green, white, or pale yellow.

\*Kippah or hat must be worn at all times. It is preferred that boys wear Tzitzis.

#### **Girls:**

Skirts: Navy or khaki (preferably school uniform style skirts) and should cover the knee.

Shirts: polo shirts (shirts with a collar and a few buttons) in dark blue, light blue, dark green, white, or pale yellow.

\*Girls must wear tights or leggings underneath their skirts to allow for comfortable sitting on the floor.

### Change of clothes

Our classrooms facilitate hands-on learning experiences for the children. We encourage the children to do things independently, and learn to care for themselves and the environment. Sometimes the children get their clothing wet/dirty, and therefore we require **all** students to have



1 gallon ziploc bag (labeled) that contains spare clothing, to be kept at school: 1 set of clothing for elementary, 2 sets of clothing for preschool and kindergarten. Each item should be labeled. Each set should include:

- underwear
- socks
- shirt
- pants or skirt
- 1 pair of sneakers to stay at school, and be used as inside shoes

On the occasion that clothes provided by the school are taken home, please wash and return promptly.

### **Severe/Inclement Weather**

We try to go outdoors every day; snow does not stop us. The only days we do not go outdoors are when it is raining, or the temperature drops below 27 degrees Fahrenheit for preschool and kindergarten, and below 20 degrees Fahrenheit for elementary (with the wind chill factor). To ensure that your child is prepared for winter weather, please check the weather forecast and send as needed (**all items should be labeled**):

- Snow boots
- Warm coat
- Snow pants/suit (you may leave a pair of these at school during the winter months)
- Hat
- **Waterproof** mittens/gloves

### **Outdoor Play Plan**

Children will be going outside every day, weather permitting. Please make sure your children are dressed accordingly. We may take the children for walks to the park or around the neighborhood. When doing so, we use safety measures including but not limited to children holding onto a walking rope, and teachers positioned in the front and back of the line. If desired, students may bring FDA approved sunscreen to leave in school. Elementary students will also go on occasional field trips via car. Parents will be notified of the details in advance.

### **Birthdays**

#### **Birthday Celebration: preschool and kindergarten**

In the primary class we celebrate birthdays by remembering each year of your child's life. Parents are invited to join the class at the morning community time, to share stories and memories of their child's life. The child then creates a birthday book. Parents are asked to send in one picture from each year of the child's life. It is important to note that you will not be receiving these pictures back, since they will be made into a book that will be glued and laminated.

#### **Birthday Celebration: elementary**

In the elementary classroom our children celebrate their birthday by celebrating the

things that make them unique and special. This includes sharing of themselves by bringing in 5 small items that are important/significant to them. They should bring their “Me Bag” to school on the day of their celebration. Your child will be sharing with his/her friends what these items mean and why they are important. Parents are also asked to send in one picture from each year of the child’s life, for them to make a birthday book/timeline. Parents should send in a copy of the pictures that they do not mind not getting back since the children will be gluing them into their book/timeline.

### **Birthday Treat**

We do our best to make sure the children are adhering to a healthy, well balanced diet. Parents may bring in one of the following for a birthday treat:

- Smoothie supplies: frozen or fresh fruit, milk, disposable cups
- Yogurt parfait supplies: vanilla yogurt, healthy toppings such as fruit or granola, disposable cups
- Natural fruit leather or fruit snacks that contain no added sugar

**\* All food items must be nut free, certified kosher, and either pareve or chalav yisrael.**

### **Gift**

Parents may also purchase something from the class wish list in honor of their child’s birthday.

## **Conduct Expectations for Students**

### **Behavior**

We strive to educate our students to become responsible for their own learning. We also believe that students need to learn and uphold the responsibilities necessary to show respect and keep to the guidelines of maintaining a successful educational atmosphere. In a school where Torah study plays a central role in our learning, it is expected that one not only strives to excel in his/her studies, but that he/she also demonstrates how to live in accordance with Torah and Mitzvot.

Shaarei Chinuch is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the community.

It is the policy of Shaarei Chinuch to prohibit unlawful discrimination, harassment and retaliation on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to Title VI of the Civil Rights Act of 1964 (Title VI) Title VII of the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act of 1967 (ADEA), Title IX of the Education Amendments of 1972 (Title IX), the Americans with 8 Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973 (Section 504), specifically, but not limited to,

discrimination on the basis of race, color, sex, age, religion, disability, or national origin. No one shall engage in any conduct or be subject to any conduct that discriminates, harasses or retaliates against another while attending school. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline should be imposed where appropriate. If there is a discrimination concern, the following steps may be taken:

1. Speak to the immediate supervisor of the person in question. Initiate a respectful discussion, to see if things can be resolved peacefully.
2. If the issue has still not been resolved, file a complaint in writing to HR, and include all administrators in the email. Expect a meeting within 30 days, to resolve the issue.
3. If the issue has still not been resolved, a complaint may be filed at the Office for Civil Rights (OCR)

We will educate the students on appropriate behaviors that relate to classroom, school, interpersonal relationships and property. Students will be expected to abide by these guidelines.

In order to achieve these goals, we have outlined the following expectations:

1. No biting or consistently aggressive behavior. (We do realize that particularly with young children, some of these behaviors will arise; however, we want to make sure all children and staff members feel safe).
2. Use respectful language with teachers and fellow students. Even when upset, one should communicate those feelings appropriately rather than by using inappropriate language and/or physical fighting.
3. Respect the property of the school, fellow students and staff members.

### **Consequences**

Mistakes happen and it is normal for children to test limits. It is our goal to help our students learn and grow from their mistakes. As much as we don't want to focus on the negative behavior, we also don't want students to fall between the cracks. Monitoring student behavior helps us to notice if a specific child is having difficulty in a particular area and enables us to help the student get back on track.

In order to determine an appropriate consequence for undesirable behavior, several factors will be taken into account such as the age of the child and the severity of the infraction. The following is a list of potential consequences which may result from a student not adhering to the aforementioned expectations.

- Teacher-Student conference: the teacher holds a meeting with the student, and has a conversation about what the child did, and how he/she can behave in a more adaptive way to reach their goal in the future.
- Parent communication: a meeting is held with the parent(s) and teachers, to discuss the child's behavior. Parents are invited to share their thoughts about why this may be happening, and to suggest solutions. Teachers and parent(s) work together to create a plan to help change the child's behaviors.

- Removal from the situation: : in situations where the child is doing things that create an unsafe environment for himself, his classmates, or the staff members, the child's parents will be called and asked to pick him/her up early from school.
- In some situations it may be deemed necessary to remove the child from our school on a permanent basis.

In **extreme** cases, the authorities may be called or a complaint may be filed at the Illinois State Board of Education (ISBE).

### **Firearms, Drugs, Battery & Student Information Reporting System**

The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. Once a written complaint has been received, the administrator no longer has discretion about whether to report it—they are required by law to do so once they receive the written complaint. It is the decision of law enforcement whether to proceed further. The chief school administrator shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

The chief school administrator shall immediately notify a local law enforcement agency of firearms appearing and firearms incidents on school grounds. (School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or on a public way within 1,000 feet of a school.) If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.

The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Identical reporting requirements as for firearms, minus the requirement to report to parents. The chief school administrator shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

**Please note: Although we do not anticipate such situations to arise, in accordance with the Illinois Board of Education guidelines, we must have policies in place for such possible occurrences.**

### **Technology, Internet, Social Media**

Although our students are very young, we understand that some may have access to technology, internet, and social media. Please be aware that by law, we can never request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school can still

regulate its own equipment, monitor internet traffic, block social media sites with a firewall, etc.

The administrator of the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy in regards to bullying. Sufficient evidence is defined as a written complaint of such behavior. The school may request that content be shared in an investigation but never the student's username and password.

## **Health and Safety Standards**

Our responsibility for conducting a safe and healthy school includes providing a safe physical environment for the children that complies with Illinois law in all safety matters. We also take special care to limit the spread of illness. While we cannot prevent all illness, we can reduce its incidence and severity. These guidelines establish a framework for both staff and families to determine if a child is well enough to attend school.

### **Building Inspections**

We are required by State law to have our building regularly inspected and declared free of asbestos. Parents, teachers, and employees will be notified of the school's asbestos report and said report is available for viewing upon request.

### **Student Supplies**

Our school will not allow supplies that contain toxic substances. All school supplies, including classwork supplies and craft supplies, will be inspected.

### **Hand Washing**

Frequent and proper hand washing prevents the spread of many germs. All staff and children should wash their hands upon arrival, after changing shoes, before and after eating, after playing outside, after touching one's face or blowing one's nose, and after using the bathroom.

### **Daily Admission**

When you arrive in the morning, please inform the school about any changes in behavior or eating and sleeping patterns. The state of Illinois requires that we not accept children into the class who exhibit any obvious symptoms of illness.

Please use the following guidelines to determine whether your child is healthy enough to come to school: (We also use this list of symptoms to know when to contact you regarding any symptoms of illness that develop while your child is at school.)

**If your child has just one of these symptoms they must be kept away from school until they are symptom free for 24 hours:**

- Diarrhea (more than one watery stool within four hours or with any other associated symptom)
- Severe coughing (high pitched “croupy” or “whooping” sounds or the face gets discolored)
- Tearing, irritation and redness of the eye lining, followed by swelling and discharge (pink eye or conjunctivitis)
- Undiagnosed spots or rash
- Vomiting
- Fever of 100 or above

**If your child has one or more of the following symptoms with a fever of 100 or above or two or more of these symptoms even without fever they must be kept out of school until they are fever and/or symptom free for 24 hours:**

- Green mucus
- Sore throat or difficulty swallowing
- Unusually dark, tea-colored urine
- Gray or white stools
- Severe itching of the body or scalp
- Headache with stiff neck
- Loss of appetite
- General lethargy
- Infected skin with crusty, bright yellow, dry or gummy areas

You will be contacted by your child’s teacher if any of these symptoms are observed when your child is in the classroom and asked to come pick up your child. You are welcome to call the front office with any questions about whether your child is well enough to attend. Also, remember that if a child is too ill to participate in basic activities, including outside play, the child is too ill to be at school. Please call or email the office as soon as you know your child will be absent due to illness.

### **Notice of Communicable Disease**

**It is imperative that all communicable diseases be reported to the school immediately upon diagnosis.** When we learn that a child has a communicable disease, we will notify the parents of the type of disease and when their child may have been exposed. To protect the child’s privacy, and in accordance with state and federal regulations, the name of the child who is ill is not mentioned in this notice. Any child or staff member may not return without medical authorization or until the signs and symptoms of the disease are no longer present.

- Chickenpox - All lesions are dry and crusted.
- Impetigo (Blisters that are covered with honey-colored crusts) - Child will be readmitted at least 24 hours after the start of medication. If there is no improvement after 48 hours, the child should be reassessed by a physician.
- Conjunctivitis (Commonly known as “pink eye.” Defined as a redness of the eye with burning and thick purulent discharge) - Child will be readmitted at least 24 hours after the start of medication and/or drainage present.

- Lice and Scabies - Following medical treatment.
- Pinworms - No restrictions following start of treatment.
- Hepatitis - Physician's statement required for re-admittance.
- Strep Throat - No sooner than 24 hours after the start of oral medication. Giardia - Following medical treatment.
- Covid-19- see below.

Further information regarding common child-related communicable diseases can be found at: [http://www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf)

## **Health and Safety Standards: Covid-19 Addendum**

**Our Covid-19 policies are in line with [the most updated guidelines from CDC](#) and ISBE (Illinois State Board of Education). These policies are subject to change, based on current CDC and ISBE recommendations.**

**Please remember: It is imperative that parents report any and all absences and their reasoning to our office staff.**

**If your child has Covid-19:** If your child tests positive for Covid-19, please notify the school immediately. According to current CDC and ISBE guidelines, they must quarantine for at least 5 days from the onset of symptoms, and may return to school and remain masked for the next 5 days. (Alternatively, if the child tests negative at that point, they may return to school without a mask.) If symptoms persist past these first 5 days, the **child must be symptom-free for at least 24 hours** before returning to school.

### **Covid-19 Exposure:**

If your child has been exposed to Covid-19 but has no symptoms, the child can continue to attend school if they wear a mask, and get tested on day 5 after exposure. If the test is negative, they may stop masking.

## **Administration of Medication**

### **Staff Administration of Medication**

Administering medication to children by program staff requires that you provide, *in writing*, approval and instructions for administering the medication. Should your child need to take medication during the day, we ask that you adhere to the following procedures:

- Submit the permission form noted above for administration of medication.
- All medications, including over the counter ones, are to be sent to school in their original container and given to the office with your child's name, time directions and dosage indicated clearly.

## **Allergy Action Plan**

All parents of students with allergies must fill out an Allergy Action Plan, and submit it before school begins. In addition, submit a labeled Epi-pen to the teacher (if needed).

## **Self-administration and Self-carry of Medication**

In order for a child to self-administer his/her medication, the following must take place pursuant to Public Acts 97-0361 and 98-0795.

- For Asthma Medication: parents must provide (1) written authorization, and (2) a prescription label with the name of the medication, the prescribed dosage and the time or circumstances
- under which the medication is to be administered. We are required to request an annual asthma action plan from the child's parents or guardians. However, you are not required to provide this information if you do not want to.
- For Epinephrine Auto-Injectors: parent must provide (1) written authorization from the student's physician, and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.
- For Diabetes Medication: parent must provide (1) written authorization from the student's physician, and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the medication, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.
- For Seizure medication: parent must provide (1) written authorization from the student's physician, and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the medication, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.

We are required by law to report that the school district has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22- 33. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33.

The school and school personnel incur no liability for injuries occurring when administering first aid. The definition of first aid includes, but is not limited to, administering asthma medication, an epinephrine auto-injector, diabetes medication, seizure medication, or an opioid antagonist.



## **Health Records**

Every child attending Shaarei Chinuch Day School must have a completed medical form on file. This form is issued by the State of Illinois and contains three parts:

- Medical history (with parent signature)
- Proof of immunization (with physician signature)
- Physical examination (with physician signature)

In accordance with the Illinois State Board of Education, the school requires documented health examinations performed within one year prior to entering school. Medical forms must be renewed every 12 months.

Additionally, all children in Kindergarten and 2<sup>nd</sup> (and 6<sup>th</sup>) grade must have a completed dental examination form on file. All children in 1st grade must present proof of having been examined for a vision test by a qualified physician or licensed optometrist within the previous year.

Completed examination forms **must be submitted prior to the first day of school**, as this is part of Shaarei Chinuch Day School's reporting requirement to the Illinois State Board of Education (ISBE). Students without a current health form on file will not be allowed into school.

### **Immunization Requirements**

The Illinois Department of Health requires each child to be current with the following immunizations:

- Measles
- DPT
- Oral Polio
- Rubella
- Mumps
- TB
- Hib
- Hepatitis B
- Varicella (chickenpox)

Exact dates of immunization must be indicated on the medical form completed by the physician. Please check the form before submitting it to the school to be sure that all information is properly completed.

In accordance with State law, students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met. Students are only excluded for not having health exams and immunizations—vision and dental exams do not apply here.

## **Birth Certificates**

In accordance with State Law, we are required to collect a copy of each student's birth certificate within 30 days of enrollment. The purpose of this requirement is to verify the child's identity and make sure the child is not listed as missing.

## **Emergencies, Accidents, and Treatment**

### **Emergency Preparedness**

Our emergency preparedness program has been carefully designed to make certain that your children will be well cared for in an emergency. All of our teachers are certified in First Aid and Adult, Child and Infant CPR. We have emergency supplies on hand, including first aid, water and food supplies. Employees will wear disposable latex gloves when treating a wound. If needed, we will call 911 and transfer the child to the closest hospital; St. Francis Hospital, 355 Ridge Ave. Evanston, and attempt to contact you immediately.

The following is our emergency drill schedule, in accordance with ISBE:

- Evacuation/ fire drills: three times per year, including one with the fire department
- Tornado drills: one time per year
- Law enforcement/ active shooter drills: two times per year, including one with the police department

### **Emergency Contacts**

In the event of an emergency during school hours, we will immediately attempt to contact you or those listed as your emergency contacts at the telephone numbers you have provided on the Registration Form. Therefore, it is very important that you keep this information up-to-date and notify us in writing if any changes occur.

### **In Case of Emergency**

If a child needs emergency care because of an accident or illness that occurs while the child is in our care, we will attempt to contact the child's parents at the phone numbers provided for that purpose. If unable to locate the parents, our attempts to do so will be documented in the child's file. Any major and minor accidents or illnesses that happen to a child will be recorded in the file, and parents will be notified. These reports will include the time and place of the incident or injury, and details about how it occurred. When medical care is necessary, a statement signed by the physician attending the child, describing the nature and the extent of injury, will also be included.

### **Insurance**

Shaarei Chinuch Day School holds a general liability insurance policy with West Bend

Mutual. Below are the coverage limits:

General Liability: \$1,000,000/occurrence \$3,000,000 aggregate (includes Abuse and Molestation Coverage and Professional Liability)

Medical Payments: \$10,000

## **Getting Involved**

### **Give/Get**

We would like for parents to be involved, active participants in our school. In addition to creating a community-like feel, this sends a very important message to the children; that their education is a top priority for their parents. Therefore, each family is required to put in \$500 worth of give/get time each year. How can this obligation be satisfied?

- For all volunteering of your *time*, each hour spent counts as \$20 of give/get time.
- Attending Parent's Nights counts as \$50 of give/get time, for each parent that attends.
- Any money fundraised or spent for the school (including money towards school fundraisers and the school's annual dinner) counts directly off your give/get requirement, dollar per dollar. This does not include money donated to the Scholarship Tax Credit program.

Since our goal is not the money, but the parent involvement, we do our best to provide many give/get opportunities throughout the year. At the end of the year's end, if you have not fulfilled your quota you will be sent an invoice for the remaining balance.

In order to receive credit, you are responsible to track each occurrence, by filling out and submitting this brief form on our website, <https://www.scdayschool.com/giveget-tracker.html>.

### **Charitable Giving**

Dr. Chaim Cember Shaarei Chinuch Day School is a non-for-profit organization (FEIN# 46-262-5888). Like all non-profit organizations, tuition and fees do not cover all the costs of running the school. Tuition covers 75% of costs, and charitable contributions make up the other 25%. Please consider donating funds or supplies, participating in fundraisers, and encouraging your friends and family to do the same.

### **Staying in Touch**

The parents, teachers, and administrators at SCDS are a team, working together to ensure the best school experience for your children. We value open communication with parents. Each of the administrators will have weekly office hours, during which you will be able to communicate with them about questions or concerns that may arise. Parent Teacher conferences will be held bi-annually with your child's teacher, and information on your child's progress will be updated regularly on Transparent Classroom. You may request an additional phone or zoom meeting with your child's

teacher, if necessary.

During the school day, the teachers intend to be fully present with your children, and will not be expected to check their emails or messages. If there is a time-sensitive matter that needs to be communicated to your child's teacher during the school day, please call the front office at **773-382-8406**, or email [office@scdayschool.com](mailto:office@scdayschool.com). You may also send a note with your child.

Your child's teacher will let you know what is the best way to communicate with them if you have a concern you wish to discuss. We ask that you respect their time and their privacy, by communicating with them in the way that they requested.

Weekly newsletters along with parsha/holiday questions will be given out and emailed each Friday. The email addresses you provided on your enrollment agreement will be added to our distribution list.

### **Working as a Team**

At Shaarei Chinuch we view teachers, administrators, parents, doctors, therapists and any other practitioners as a team put together to help your child be the most successful person that he/she can be. This means that we all have to work together. If your child sees a therapist/s outside of school please make sure to fill out a form that gives them and us permission to share information. If your child has an additional challenge, working through it is contingent upon us all being on the same page. This can only be done with transparency and sharing of information.

### **Utilizing Outside Resources**

Please be advised that there may be times throughout the year that we ask an outside professional to consult with us regarding either an individual child, or the classroom as a whole. This will be in situations where the teacher or director may feel it would be useful to have the professional opinion of someone who is versed in other areas of expertise such as Occupational Therapy, Social Work, Speech, etc. This would come after we have had a brainstorming session with the parents, tried implementing the ideas that were discussed, and are still requiring extra support for the child. In a situation where this outside source is meant to observe a specific child, we will first meet with the parents and request verbal permission to do so.

### **Transparent Classroom**

Transparent Classroom is an online student portal, where you can log in to see updates about your child's work in the classroom. This includes photos, lessons they have received, works they are working on or have mastered, notes, and conference reports.

### **WhatsApp**

For everyone's convenience we have two SCDS parents "WhatsApp" groups. One is a chat group, to allow for real time contact with the other school families. Parents use this group to reach out to each other for advice, arrange carpools, set up playdates, etc, and it is optional to

participate. The second is a “notification” group, where only the administrators can post time-sensitive reminders and announcements. Please be sure to download this app if you have a smartphone, and notify us if you have not been added to the group(s).

**Front office** (during school hours)

Phone # **773-382-8406**

Fax # **773-906-4487**

email [office@scdayschool.com](mailto:office@scdayschool.com) .

**School Website** - Our website [www.scdayschool.com](http://www.scdayschool.com) contains information about the school philosophy, curriculum, and staff members, as well as previous weekly newsletters.

**Facebook/ Instagram** - For those who have social media accounts, please “like” our Shaarei Chinuch Day School Pages. Pictures and videos are regularly included on our page.

### **Parent Survey**

At SCDS we are always working to improve our program, and your feedback is very important to us. Each spring, we conduct two parent surveys; one for preschool and one for elementary. The surveys are anonymous, and the results are reviewed and analyzed with a school coach, with whom we create an action plan based on the results. Please take the time to fill out this survey, and provide us with your honest feedback, to ensure that your voice is heard.

**Confidentiality** - Shaarei Chinuch Day School guarantees the confidentiality and access of student records in accordance with the Family Educational Rights and Privacy Act.

### **Transferring Student Records Policy**

When a student transfers from a different school, we will request the student’s records within 14 days of enrollment. If a student is transferring from SCDS to another school, we will send unofficial records of the student's grades within 10 days of request. In accordance with the Illinois State Board of Education, before sending a child’s records to a new school, SCDS is required to confirm that the child is not listed as missing by the Illinois State Police.