



# **PARENT/STUDENT HANDBOOK**

**(August 2024)**

## **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 eighth grade, 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 Montessori Method is built to work for all children 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 board of directors, who are tasked with supporting and guiding the heads of school in facilitating growth and success of the school. Additionally, there is a Head of School Support and Evaluation Committee, who facilitates regular evaluations and reports to

the board of directors. Staff and parent surveys are collected annually, 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.

Email: Daniella@sccdayschool.com

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

Email: Mushky@sccdayschool.com

## **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. We teach literacy in both Hebrew and English. In our elementary class we have a fully comprehensive dual curriculum.

### **Fees and Payment for 2024-25 school year**

**Annual fees, divided over 10 months, and charged to your account on the 25th of each month, August 25-May 25.**

#### **Preschool**

Half Day (Mon-Fri, 8:45 AM - 1:00 PM) \$ 6,500

Extended Care (Mon-Thurs, 1:00 PM – 3:45 PM) \$ 3,700

Sporadic P.M. service for half-day children \$30

#### **Kindergarten**

Full day program (Mon-Thurs, 8:45 AM – 3:45 PM. Fri. until 1:30 PM) \$10,200

### **Elementary**

Full day program (Mon-Thurs, 8:30 AM – 3:45 PM. Fri. until 1:30 PM) \$12,500

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

\$200 Registration fee, due with application (\$75 for returning students)

\$100 School supply fee, elementary

\$25 Workbook fee, kindergarten

\$50 Workbook fee, elementary

\$500 security fee, divided into monthly payments

### **Optional Programs and Fees**

Early care for primary (8:15 AM- 8:45 AM)- \$150 per month

Early care for lower elementary (8:15 AM- 8:30 AM)- \$75 per month

Hot lunch program- \$150 per month

School supply fee in lieu of purchasing supplies for primary students- \$75

### **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 \$30 fee.

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

## **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>.

## **CCAP**

CCAP is a program developed by The Illinois Department Of Human Services to provide low-income, working families with access to affordable, quality child care that allows them to continue working and contributes to the healthy, emotional and social development of the child. CCAP can help families subsidize tuition for Primary students. This program requires you to submit an application, get approved based on income and family size, and will decide on a co-pay for you to pay directly to Shaarei Chinuch. CCAP will send their portion of the payments directly to the school. The amount they send varies based on income, family size and attendance. Shaarei Chinuch reserves the right to balance the bill for any tuition that CCAP does not cover.  
<https://www.dhs.state.il.us/page.aspx?item=104995>

## **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	Primary	Elementary
8:30 AM		Arrival
8:45 AM	Arrival	Tefillah
9:00 AM	Tefillah, community time	
9:15 AM		Morning meeting
9:30 AM	Work period	Work period
9:45 AM		
10:00 AM		
10:15 AM		
10:30 AM		
10:45 AM		
11:00 AM		
11:15 AM		
11:30 AM		
11:45 AM		
12:00 PM	Outdoor play	Clean up/ Jobs
12:15 PM		Community time
12:30 PM	Lunch	Lunch
12:45 PM		
1:00 PM	Dismissal 1/ Yoga	Bensching and clean up
1:15 PM	Nap time/ Kindergarten enrichment	Outdoor play
1:30 PM		
1:45 PM	Work period	Work period
2:00 PM		
2:15 PM		
2:30 PM		
2:45 PM		
3:00 PM		
3:15 PM	Music and movement	Clean up/ Jobs
3:30 PM	Get ready	Closing circle
3:40 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. When necessary, days may be added to the calendar to ensure that we meet the mandated amount of school days.

## **What to bring**

Children should not bring a backpack to school, nor any toys or games. If you have opted out of the hot lunch program, you will send your child's lunch in a closed lunch box/ bag. Each student will receive a Shaarei Chinuch tote bag, to transport any projects, work, and newsletters on Fridays. Please send back the empty tote bag on Monday morning.

## **Arrival at School:**

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

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

**Location: Side door located in the alley**

Parents who drive to school should turn right onto North Shore Avenue and then turn right again into the alley. A carpool line will be formed there for both drop off and pick up. There will be a staff member waiting outside who will escort your child into the school building, and another staff member in the hallway to escort your child to their classroom.

## **Dismissal Times:**

**Preschool:** Monday-Friday, 1:00-1:10

Extended care: Monday-Thursday, 3:40-3:55. Friday, 1:00-1:10

**Kindergarten:** Monday-Thursday, 3:40-3:55. Friday, 1:30-1:35

**Elementary:** Monday-Thursday, 3:40-3:55. Friday, 1:30-1:35

## **Dismissal Procedure**

1. When picking up your child/ren at dismissal time, turn right onto North Shore Avenue and then turn right again into the alley.
2. A carpool line will be formed in the alley for pick up.
3. There will be a staff member waiting outside of the school who will call children's names on a communication device.
4. Students will be seated in the classroom, and will be escorted to the side door when their name is called.
5. The outdoor staff member will bring your child to your car.
6. 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.**

**Important Note: 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@scdayschool.com](mailto:office@scdayschool.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.

When school ends, your child/ren 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.

## **Late drop off/ early pickup**

In the event that you need to bring your child late or pick them up early for an appointment, please make sure to notify us in advance, by emailing your child's teacher and the front office. In these cases, **parents must come into the building to sign their children in/out.** You may park in the lot at the north entrance to Congregation KINS (through the alley), and ring the doorbell. Please note: siblings under the age of 16 may not sign your child in/out.

## **Visitors**

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

## **Snacks and Lunches**

### **Snack Program:**

This year we will be facilitating a snack program for all students. Instead of bringing snacks from home, our students will be learning culinary and practical life skills by helping to prepare their own snack in the classroom. Children will learn to peel and cut fruits and vegetables, spread cream cheese on crackers, pour drinks, and more! This will facilitate their sense of independence and ensure that they get nutritious snacks in school every day. As a bonus, parents will no longer need to send snacks for their children.

Parents will purchase snacks for their child's classroom on a weekly rotation, with each family being responsible to purchase the food a few times a year. You will be provided with a shopping list for your week, and a date to bring in the supplies.

### **Lunch Program:**

We are excited to offer a hot lunch program this year! We will be using Tel Aviv to



provide the students with healthy meals. The cost for this program is \$150 *per month per child*. If you sign up, we will apply that fee to your BrightWheel account. You can enroll in the lunch program on a month by month basis. The sign up form will be emailed out by the admin office on the second monday of every month to enroll for the following month's lunch program.

If you choose to opt out of the lunch program, please send a healthy lunch in a clearly labeled, closed lunchbox.

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.**

### **Water:**

Each child should bring a 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.

## **Dress**

### **Inside shoes:**

In a Montessori classroom children spend much of their time working, playing, and sitting on the floor. In order to keep the floor clean and sanitary, it is important that children remove their street shoes upon entering the classroom, and change into special indoor shoes. The inside shoes should be waterproof and in the style of [natives](#), [crocs](#), or [floafers](#) (name brands not required). This way we can clean the shoes if needed, and easily identify when the students are wearing the correct shoes. **Please label both shoes with your child's name.**

### **Elementary Dress Code**

#### **Boys:**

Pants: black, 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: black, navy or khaki (preferably school uniform style) skirts that 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. Long hair should be held back by a ponytail.**

Note: Our front office will be contacting you in the event that your child/ren are not wearing the appropriate uniform.

### **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 a gallon ziploc bag (labeled) that contains spare clothing, to be kept at school: 1 set of uniform 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

On the occasion that clothes lent 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 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**

Being that our school is made up of children of varying ages and backgrounds, 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 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 the school 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

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)

### **Covid-19:**

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.

## **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 and Asthma Action Plan - and ASTHMA???**

All parents of students with allergies and/or asthma must fill out an Action Plan, get it signed by their pediatrician, and submit it before school begins. In addition, please submit a labeled Epi-pen, inhaler, or other prescribed medications (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**

### **Charitable Giving and Annual Fundraiser**

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, supplies, or professional services, according to your family's ability.

Each year we run an annual crowdfunding campaign to raise crucial funds for the school's operating expenses. It is our expectation that each family sign up to be an ambassador for the campaign, by creating your own personal link that can be shared with your network of family and friends. It has been proven time and time again that fundraisers are significantly more successful when constituents share their personal experiences and sentiments for the organization with their loved ones, spreading the school's reach and personalizing the request.

### **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 \$750 worth of give/get time each year. How can this obligation be satisfied?

- For all volunteering of your *time*, each hour spent counts as \$25 of give/get time.
- Attending Parent's Nights counts as \$50 of give/get time, for each parent that attends.
- Any money donated to the school or money spent on gifts donated to the school, counts directly off your give/get requirement, dollar per dollar.
- Any money fundraised for the school (including money raised on your personal ambassador page for the annual fundraiser) counts directly off your give/get requirement, dollar for dollar.
- Head of Shaarei Chinuch Parent Club: \$750
- Room Parent: \$350
- Sunshine Club Organizer: \$250
- Referral Bonus: \$100 for every family that applies to Shaarei Chinuch from your referral.

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 the give/get form and submitting it at the end of the year.

## **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.

**Note: It is of utmost importance that parents/guardians inform the school when changes occur in the home (i.e. parent(s) go out of town, there is a death (ch"v) or illness in the family, etc. These changes impact your child's behavior during the school day. Knowing these changes have occurred allows us the ability to provide additional support and love to your child when needed.**

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 and Social Work**

Shaarei Chinuch has partnered with the JUF and JCFS to facilitate a mental health consultation program. We have a social worker from JCFS who will come into school twice a month to observe in the classrooms and provide recommendations to the teachers. Additionally, we have partnered with REACH and Chicago Public Schools to provide individual counseling to eligible students in kindergarten or elementary, on an as needed basis and with parental consent.

In addition to this, there may be times throughout the year that we ask the social worker or another outside professional to consult regarding an individual child. This would come after we have had a brainstorming session with parents and tried implementing the ideas that were discussed, and are still requiring extra support for this child. In a situation where an outside professional would observe a specific child, we will first meet with the parents and receive 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 need assistance to join the group.

## **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.