



PARENT/STUDENT HANDBOOK

(August 2020)

2740 W. Touhy Ave.
Chicago, IL 60645
773-382-8406

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 to their own intelligence.

Shaarei Chinuch Day School is a Montessori learning environment open to children ages three through six as well as early elementary grades 1-3 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 in 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.

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 we have a fully comprehensive dual curriculum.

Fees and Payment for 2020-21 school year

Annual fees, divided over 10 months

Preschool - Half Day (Mon-Fri, 8:45 AM - 1:00 PM)	\$ 6,000.00
Preschool- Extended Care (Mon-Thurs, 1:00 PM – 3:45 PM)	\$ 3,500.00
Sporadic P.M. service for half-day children	\$ 25.00
Kindergarten - (Mon-Thurs, 8:45 AM – 3:45 PM. Fri until 1:30 PM)	\$9,000.00
Elementary – (Mon-Thurs, 8:30 AM – 3:45 PM. Fri until 1:30 PM)	\$10,500.00

One time fees

\$75.00 Registration fee, due with application/non-refundable

\$75.00 School supply fee

\$30.00 Workbook fee, kindergarten and elementary only

Sibling Discount

10% discount on lowest tuition(s) if two or more children are enrolled in school. Applicable only on full payments and payments made on time.

Tuition Checks

Please submit head checks for total yearly tuition, before the child's first day. The maximum payment schedule is 10 monthly installments of equal amounts beginning the month that the child starts school. Checks should be dated for the 25th day of each month.

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.

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 foregoing, 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	Daisy	Lilac	Elementary
8:30 AM			Outdoor play
8:45 AM	Work period. *includes davening and community time	Work period. *includes davening and community time	Davening*
9:00 AM			
9:15 AM			
9:30 AM			
9:45 AM			
10:00 AM			
10:15 AM			
10:30 AM			
10:45 AM			
11:00 AM			
11:15 AM			
11:30 AM			Work period
11:45 AM			
12:00 PM	Outdoor play	Lunch	
12:15 PM	Lunch	Outdoor play	Community time
12:30 PM			Lunch/ Parsha
12:45 PM	Story/Music	Story/Music	
1:00 PM	Dismissal 1	Dismissal 1	
1:15 PM	Nap time	Nap time	Outdoor play
1:30 PM			
1:45 PM			Group lesson
2:00 PM	Outdoor play	Work period	Work period
2:15 PM			
2:30 PM	Work period	Outdoor play	Work period
2:45 PM			
3:00 PM			
3:15 PM			
3:30 PM	Closing circle	Closing circle	Closing circle
3:45 PM	Dismissal		

Daily Attendance

It is expected and desired that children come to school every day 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 is no other option. When a child must be home from school, he/she will still be able to participate in lessons via Zoom.

Arrival at School: Elementary

Drop off time: 8:30am – 8:45am

Location: In the alley north of the school building. This is the alley between Touhy and Jarlath. Parents will enter the alley from California Ave. and wait in the carpool line behind the school. There will be a second line for those who walk to school. A staff member will be located outside the play yard to assist your child in entering our facility. This staff member will:

1. Greet the child happily
2. Check the child's temperature before he/she leaves the car.
3. Make sure the parent/guardian submits the health screening questionnaire, and signs their child in.
4. Take the child's lunch and put it into the allotted bin.
5. Make sure the child is not bringing any other belongings other than lunch with him/her.
6. Make sure the child is wearing a mask before leaving the car.
7. Walk the child into the play yard and instruct him/her to use the available hand sanitizer before going to play.

Our elementary students will spend the first 30 minutes of the day in the school play yard to allow for fresh air and social interaction. At 9:00 am the children will enter the school building and sanitize their hands as they enter. They will go to their classroom and change their shoes, hang up their coat and wash their hands to start the day.

Arrival at School: Preschool and Kindergarten

Drop off time: 8:45 am – 9:00 am

Location: Front door located on Touhy Avenue.

Parents will park in the carpool line in front of the school. There will be a second line for those who walk to school. There will be a staff member located outside the school to assist your child in entering the school. This staff member will:

1. Greet the child happily.
2. Check the child's temperature before he/she leaves the car.
3. Make sure the parent/guardian submits the health screening questionnaire, and signs the child in.
4. Take the child's lunch and put it into the allotted bin.
5. Make sure the child is not bringing any belongings other than lunch with him/her.
6. Make sure the child is wearing a mask before leaving the car.
7. Walk the child to the door and open the door for your child.

Inside the school building, waiting by the door there will be a second staff member who will do the following:

1. Greet the child happily.
2. Take the child into the school from the outdoor staff member.
3. Have the child use hand sanitizer upon entering the school building.
4. Walk the child to his/her classroom.
5. Instruct the child to change his/her shoes and hang up any coat or jacket they have.
6. Instruct the child to wash his/her hands once they have finished changing their shoes and are ready to join their friends.

Dismissal Times

Preschool part day: Monday-Friday, 1:00-1:10

Preschool 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 children will remain in the classroom until called via communication device.
2. Indoor staff member will bring children from the classroom to the front door.
3. Outdoor staff member will take the children from the indoor staff member and walk them to the car.
4. All cars will be stopped on Touhy Avenue in front of the school in a carpool line.
5. Outdoor staff member will make sure the parent/guardian signs the child out.
6. Parent will then get out of the car in order to help the child get into the car and buckle.

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.

Punctuality

Once the morning carpool line is done and the outside staff member has returned to the building, you will no longer be able to drop your child off, unless prior arrangements were made for an alternative drop-off time.

When school ends, your child anxiously anticipates your arrival. Please call the school if you are going to be later than usual. 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

This year no visitors will be allowed into the building, as a general rule. There may be exceptions made in cases where a maintenance related person needs to come and repair something within the school. If such an exception is required, this individual will be subjected to both temperature check and symptom check as well as be required to provide all contact information. The visitor will also be required to wear a face mask, and wash hands.

Snacks and Lunches

Each child will bring a lunch, morning snack, and afternoon snack, packed in a disposable bag. Pitchers of water and disposable cups will always be available to the children. All food brought to school must be:

- Nut-free
- Kosher
- Healthful and nutritious. Please do not send candy or sugary treats.

Dress

Face Masks

All children and staff must wear a face mask over their nose and mouth at all times. The face mask may only be removed while eating snack and lunch, and while playing outside. Reusable face masks should be washed daily.

Elementary Dress Code

Boys: Should wear a kippah or a hat at all times. It is preferred that boys also wear Tzitzis.

Girls: Should wear knee-length skirts or dresses, and tights/leggings (to allow for comfortable sitting while working 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 at school: 1 set of clothing for elementary, 2 sets of clothing for preschool and kindergarten. Each set should be in a clearly labelled, gallon Ziploc bag, and include:

- underwear
- socks
- shirt
- pants or skirt
- face mask

Additionally, each child should bring 1 pair of sneakers to stay at school, to be used as inside shoes.

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

Extended care

Preschool children that are enrolled in our extended care program, should have the following nap supplies at school, clearly labeled:

- A plastic bin with a lid
- A *small* pillow and blanket (travel size)
- Optional: a stuffed animal or doll

Please note: for sanitary purposes, all of the items must fit in the bin, with the lid closed.

The nap items will be sent home each Thursday afternoon to be washed, and should be returned each Monday morning.

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 (with the wind chill factor). To ensure that your child is prepared for winter weather, please check the weather forecast and send as needed:

- Snow boots
- Warm coat
- Snow pants/suit

- Hat
- Scarf
- 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.

Birthdays

Birthday Celebration: preschool and kindergarten

Birthdays in the primary class are celebrated by remembering each year of a child’s life. Parents are invited to join the class via Zoom, 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. 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.

Birthday Celebration: elementary

Birthdays in the elementary class are celebrated by the child sharing of themselves. The child should bring a “Me Bag” to school on the day of their celebration. The child should choose 5 small items from home to put in the bag, that represent things of interest/ tell about themselves. He/she will then have an opportunity to share this with the class. 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.

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 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 your learning, it is expected that you not only strive to excel in your studies, but that you also demonstrate how one lives 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. We work 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 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 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. In extreme cases 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 considered 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, why it was wrong, and how he/she can improve their behavior 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.
- Early dismissal from school: 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 up early from school.

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

Health and Safety Standards: Non Covid related

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.

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 away from 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 us 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 not 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.
- Pin worms - No restrictions following start of treatment.
- Strep Throat - No sooner than 24 hours after the start of oral medication.

Further information regarding common child-related communicable diseases can be found at: http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf

Health and Safety Standards: Covid-19 Addendum

Illness procedure at school

If a child becomes ill during the course of the school day the following procedures will be followed:

1. Child will immediately be brought to the “quarantine” area of the school.
2. Child’s temperature and symptoms will be logged.
3. Parent will be contacted, and must pick up their child within 15-30 minutes.
4. Immediate sanitization will occur of all areas and items with which the child has come into contact, both inside and out.
5. Regardless of diagnosis, the child must bring a note from their doctor stating that it is safe to allow the child back into our school and classroom.

Illness procedure at home

If the child is at home and becomes ill, the following procedures should be followed:

1. Do not bring your child to school!
2. Speak with the doctor to find out what your course of action needs to be.
3. Let the school know what is going on. Explain the symptoms and share any diagnosis.
4. Get a note from the doctor saying that it is safe for your child to resume their normal daily activities and return to our school.

It is imperative that parents report any and all absences and their reasoning to our office staff. Our staff will then record the reasoning and symptoms as well as whether the child has been seen by a doctor and what the diagnosis is. Children will not be allowed to return to our school without a note from a doctor.

If your child has Covid-19

If it is suspected that the child has Covid-19, whether it has been officially diagnosed or not, they must quarantine for 10 days from the onset of symptoms. If fever persists past these 10 days, the child must be fever free for at least 72 hours.

The minimum amount of time your child will be out with the virus is 10 days, and they may not return to school without a doctor’s note and until they have been without fever for at least 72 hours!

Covid-19 Exposure

If the child is not sick, but has come into contact with someone who is suspected to have covid-19 *or* has tested positive for the virus, they must quarantine for 14 days, regardless of whether they are showing any symptoms themselves.

If there is a positive result in our school we will switch to remote learning for 2 weeks, and undergo extreme disinfection for a total of 7 consecutive days.

Covid-19 Symptoms

- Temperature over 100.4 degrees Fahrenheit / 38 degrees Celsius
- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste and/or smell
- Congestion or runny nose
- Nausea
- Vomiting
- Diarrhea

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 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.
- 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.

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 2nd (and 6th) 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
- Lead Test
- 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.

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 drills: three times per year
- Tornado drills: one time per year
- Law enforcement/ active shooter drills: two times per year

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 particularly 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 an 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. This year all Parent's Nights will be held on Zoom.
- 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.

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 year's end, if you have not fulfilled your quota we will deposit your give/get check(s), and refund the 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>.

Staying in Touch

You may have various topics or concerns you wish to discuss with the teachers. Parent Teacher conferences will be held bi-annually, and information on our child's progress will be updated regularly on Transparent Classroom. If you would like to schedule an additional time to speak with your child's teacher, please contact them to set up an appointment, after school hours.

Morah Daniella Adar -	Daniella@scdayschool.com	cell: 847-477-8441
Morah Mushky Kulek -	Mushky@scdayschool.com	cell: 773-789-9579
Morah Naomi Nudell-	Naomi@scdayschool.com	cell: 773-338-4124

Weekly newsletters will be given out each Friday along with parsha/holiday questions.

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 him/her that he/she can be. This means that we all must 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 we 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. In a situation that this outside source is meant to observe a specific child, we will contact the parents prior to such a visit.

Transparent Classroom

Transparent Classroom is an online student portal, where you can log in to see regular 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 lead teachers 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).

Telephone

You can reach our school at 773-382-8406 during school hours. If you are unable to get through and you need to reach us before the school day is over, please send a text message to Alayna at 847-529-7616.

School Website

Our website 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.

Confidentiality

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

Legal Responsibility

The persons who are legally responsible for the program and have immediate responsibility for the daily conduct of the program are:

Daniella Adar
847-477-8441
2740 W. Touhy Ave.
Chicago, IL 60645

Mushka Kulek
773-789-9579
2740 W. Touhy Ave.
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