

Rabbi Avi Schochet  
**Headmaster**

David Kulka  
**Associate Headmaster**

Melissa Lee  
**Academic Dean**

Barbara Goldstein  
**Director of Early Childhood Education**



## Our Mission

The mission of South Peninsula Hebrew Day School is to provide an excellent Jewish and General Studies education for our students and to instill a love for Torah, the Jewish People, and Israel in our children and community.

## Our Philosophy

(Adopted September 1998)

For thousands of years, study has been an integral part of Judaism. From generation to generation, a tradition of scholarship has bound Jews together in all places, times and circumstances. Our school is a proud part of that tradition.

The South Peninsula Hebrew Day School, founded in 1972, has evolved into what is best described as modern Orthodox. We embrace the technological and multicultural aspects of the geographic area in which we live; yet we continue to adhere to traditional observances of Judaism. We are active participants in the Jewish Community Federation of San Francisco, the Peninsula, Marin and Sonoma Counties and in the Jewish Federation of Greater San Jose. We belong to the Torah U'Mesorah organization. We encourage service to the Jewish community and a love of Israel. We equally encourage our parents to be involved in the life of the school and the community.

While sharing a common heritage, our students are diverse, both culturally and religiously. We serve American families and families from around the world and our student body spans the spectrum of Jewish belief. We take pride in that heritage and that diversity.

We are committed to excellence in both general studies and Hebrew and Judaic studies. Our emphasis is on building a strong foundation, which will lead our children to enjoy a lifetime of learning. We recognize the uniqueness of each student and foster the development of self-esteem and both personal and communal responsibility. We see each child as an individual and we provide individual attention to each student to help encourage that child's uniqueness.

Our general education program is complete and rigorous, preparing our children for entry to the high school programs of their choice. It includes English language and literature, history, math and science. We emphasize skills needed for academic success at the highest levels: writing, research, study skills, scientific experimentation and critical thinking. We complete our program with computer education, music, art and physical education.

Hebrew language study is required from the earliest grades. It is intended not only to provide children a high degree of bilingualism, but also to enrich their understanding of Jewish history, culture and religion. The presence of Israeli students encourages all children to use Hebrew in everyday discourse and provides the opportunity for American children to reach a parity of skills with Israeli children. Students need to achieve proficiency in both English and in Hebrew in order to succeed here. In special cases, either before or after admission, extra coursework in English or Hebrew language, may be necessary.

Judaic studies are conducted in both languages, although, as students progress, the use of original texts in Hebrew plays a larger role. Special emphasis is placed on textual fluency, finding personal meaning and pursuing independent study at the highest level. We teach Orthodox Judaism and adhere to its basic tenets at school.

We are unique in several respects. We serve Jewish students both from Israel and from the local community. We adhere to Orthodox and Zionist principles, yet we are inclusive: we respect the full diversity of our Jewish families. SPHDS offers many models of rigorous scholarship. Revelation and reason meet here on a daily basis. Traditional values of Jewish scholarship, including independent and critical thinking, cooperative learning and research are as fundamental today as ever, in both general and religious study. Our pursuit of excellence in a diverse community of Jewish families results in an especially rich, varied and fulfilling experience for our children, from both intellectual and religious perspectives. We have achieved a unique balance that has worked for this school community for over 25 years.

### **Notice of Nondiscriminatory Policy for Students**

The South Peninsula Hebrew 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.



# Hours of Operation

## School

PRESCHOOL	8:30 AM – 12:00 PM
KINDERGARTEN	8:20 AM – 2:40 PM
GRADES 1-4	8:20 AM – 3:45 PM
GRADES 5-8	8:10 AM – 3:45 PM

## Daycare

PRESCHOOL	12:00 PM – 1:00 PM 12:00 PM – 2:40 PM 12:00 PM – 3:45 PM
KINDERGARTEN	2:40 PM – 3:45 PM



**K-8**



# Daily Procedures

## Absence

**If your child will be absent, please call the school by 8:30 AM.** Your phone call is an essential safety measure.

Please do not plan your vacations during school time. There is no way that a child can “make up” school, any more than they could “make up” a vacation. An absent child misses part of the school year, and it is at the teacher’s discretion as to whether work can be made up or not, and how that may be accomplished. There are obvious differences between grade levels as to the value of trying to do homework without classroom preparation.

However in the event that an unforeseen emergency arises requiring an extended absence, a written notice to the Headmaster is a necessity. The teachers will then be requested to try and provide the student with advance assignments. It will be up to the teacher to decide what work should be completed during an absence and how failure to do such work may affect a child’s grade.

In general, children at fifth grade level and above who are absent should call classmates to learn what has been covered and what assignments may be due.

## Arrival

The school will be responsible for your child from 8:10 AM. Classes begin promptly at the scheduled times.

## Tardiness

Every effort should be made to avoid bringing a child to school late. A tardy student misses an important part of the daily work and disrupts the class. **All students arriving after the start of school are tardy.** Children arriving after 8:45 AM must sign in at the office and receive a tardy pass. Tardiness will not be tolerated on an ongoing basis, as such, disciplinary action will be taken. Continued tardiness can result in a request for the student to be withdrawn.

## Parent Absences

When parents are away and someone else is caring for the children, please notify the school office in writing as to who is responsible for the children’s care.

## Early Departures

For the safety of all students, parents must come directly to the school office to sign out their child. Office personnel will then call the child to the office. **Under no circumstances are parents to go directly to the classroom, or to remove their child from school without signing the child out in the school office.**

## Morning Drop-Off

- A. The white loading zone directly in front of the school is reserved for drop-off. Drivers must remain in their vehicles at all times in this zone.
- B. Parents walking a child to their classroom need to park in the parking lot.
- C. Children must exit cars in the white loading zone only on the right side to avoid exposure to moving traffic. The waffle circle in front of the school is a ONE-WAY lane.
- D. If the white curb is filled with cars, please wait your turn and pull up to the curb when a space becomes available. Under no circumstances should parents double park.
- E. Parking space is limited. As a courtesy to other parents, please leave after you have dropped off your children.
- F. Please comply with the requests of any adults who are serving to facilitate early morning traffic. Your children's safety is their concern.
- G. Parents should park in the school parking lot. If forced to park in the street please park either directly in front or opposite the school. Please respect our neighbors by not blocking their driveways and giving them the right of way.

## Procedures For Dismissal At 3:45 PM

- A. Parents who call for their children in their classrooms should park in the parking lot. Parents waiting in the white zone to pick up children should pull up as far as possible to create more waiting spaces for other cars. Waiting cars need to pull up into spaces that have become vacant. Drivers may not leave their vehicles when parked in the white zone.
- B. Only the curb lane will be used for loading and unloading children. The other lane needs to be clear for moving cars.
- C. CARS MUST BE LOADED ALONG CURBSIDE. Stay in your automobile until your children arrive.

- D. Parents lingering after their children or carpool have arrived make supervision difficult. As soon as your child is safely in your car, please move on promptly.
- E. Parents who park in the parking lot or on the street must accompany their children to their car.
- F. If there is a change in transportation arrangements, or if you expect to be delayed, please notify the school office at the earliest possible time so that appropriate arrangements can be made.

## **Class & School Rosters**

After the beginning of school, you will receive a list of the children in your child's class, including addresses and phone numbers.

If you do not wish your address and or telephone listed, notify the office by the end of the first week of school. These lists are for school and parent use only and may not be used for any other purpose (e.g., business).

## **Calling School**

- A. The school office is staffed from 8:00 a.m. until 4:30 p.m. Neither children nor faculty can be interrupted for anything other than emergency calls. Children will not be permitted to use the school's phones except in the case of an emergency.
- B. The best time to call for routine matters is between the hours of 10:00 a.m. and 11:30 a.m. and 12:30 p.m. and 2:00 p.m. Please do not call between 3:40 p.m. and 4:00 p.m.

Please limit student messages to emergencies only. Our office staff will not accept anything other than emergency messages. No calls will be transferred to teachers' classrooms. Messages for teachers will be relayed to them at their break times, lunch break, or prior to their departure for the day.

## **Chai Lights**

Every Friday you will receive via email a copy of the Chai Lights newsletter, which will contain news and information about current and future school events. A hard copy will be available in the school office upon request. Note: We regret we cannot publish private business announcements and must limit announcements to those that are related to school activities.

## Earthquake & Emergency Plan

Staff members will stay with their class in the event of an earthquake or emergency. Each student will have a three-day supply of food and water at school. Student identification cards containing emergency contact information will be kept in each classroom.

In the event of an earthquake, all children and staff are to duck and cover. When the all-clear bell is sounded, staff will lead students to an outside place of safety. We will remain outside until it is deemed safe to re-enter the premises.

Administrators will be prepared with a list of students and will check them off as they are picked up. Children may only be picked up by their parents or persons designated on your child's Emergency Form. **It is vital that you keep the office informed of changes in your emergency information.**

The staff will remain on duty until all children have left the premises. If you have any concerns or questions please feel free to contact the school. We will be happy to discuss any problems with you.

# Health & Immunizations

## Illness

We ask your cooperation in keeping your child home if he/she shows ANY signs of illness.

Any contagious or communicable illness must be reported to the school as required by law. Communicable diseases include chicken pox, pediculosis (head lice), conjunctivitis (redness and oozing of eye), impetigo and strep throat. We will notify you, as required by law, if anyone in your child's class has reported a communicable disease.

We are concerned about the health of every child in our school. To keep all children as healthy as possible, we ask you to keep children at home if there are any signs of:

- Fever
- Frequent coughing
- Vomiting
- Excessive nasal discharge
- Pain
- Diarrhea
- Signs of conjunctivitis ("pink eye")

After your child has been ill, it is important to adhere to the following guidelines to determine whether or not your child is ready to return to school.

- Mood, appetite, behavior and activity are again normal.
- No fever for 24 hours or more.
- Antibiotics (if prescribed) have been used for a full twenty-four hours.
- There is no sign of vomiting, diarrhea, frequent coughing, excessive nasal discharge or pain (ear ache, cramps, etc.)

"Colds" are a contagious stage of many highly contagious diseases. It is much better to be absent for a day or two because of the "sniffles" than to expose the entire class to infection.

If it is necessary for your child to receive medication at school or during daycare, the medication – along with a "Request to Give Medication" form – must be given to the school office. These forms are available in the school office. Do not put the medicine in your child's school lunchbox (please see "Medication" section).

**In case of emergency, every attempt will be made to notify you immediately. It is your responsibility to keep your emergency information sheet up to date and notify us of changes in the telephone numbers for your home, business, friends, and doctor.**

Should we be unable to reach you, we will contact the school doctor or the local hospital emergency room. Your personal physician will be contacted if possible.

When you are notified that your child is ill, make arrangements to transport him/her home as soon as possible. There are no facilities for sick children. Children who leave the premises during school hours must be properly signed out in the office.

Please notify us in writing of any dietary restrictions or allergies your children may have.

## Accidents

Minor injuries such as superficial cuts and bruises will be handled in the office. However, the office is NOT authorized to remove splinters or to hand out medication of any type including aspirin without parental permission (California State Law). For more serious injuries, we will make every attempt to contact you. In the event we cannot contact you, we will contact the emergency numbers you list on the Emergency Form.

## Physicals

State law requires that each student entering Kindergarten, 1<sup>st</sup> and 7<sup>th</sup> Grade have a report of health checkup in his or her school file. This form must be submitted before the first day of school. This form is available in the school office.

## Records

All medical (physicians', parents', immunization, county health) forms must be completed and returned before the beginning of school. **Each student is required to be in compliance with state immunization regulations and have a complete up-to-date record on file in the office before attendance at school.**

## Medication

IN ORDER TO ADMINISTER MEDICATION TO A CHILD, EDUCATION CODE SECTION 49423, ADMINISTRATION OF PRESCRIBED MEDICATION FOR A PUPIL, REQUIRES:

- A. A written request and permission slip must be signed by the parent allowing personnel to administer the medication as prescribed.
- B. A note must be on file from a physician that prescribes the method, dosage, the schedule to be followed and the medication (this information can be found on the medication's label).
- C. All medication must be **LABELED** properly, **IN THE ORIGINAL BOTTLE**, with the name of the child, the dosage, and time schedule and expiration date.

## **Immunizations**

State law requires immunizations for any child enrolled in a school in California. A completed immunization card (including Polio, DPT, and MMR, Varicella and Mantoux TB skin test) must be provided to the school office for Kindergarteners and all new students. All original records will be copied by school staff and returned to you. A physician must sign immunization records.

## **Head Lice**

Before school begins, we ask that all families check their children for head lice, a common problem at all schools. Having head lice does not reflect on a parent or family; head lice prefer a clean, healthy head of hair. Unfortunately, lice are easily transmitted from child to child by direct contact or sharing of hats, combs, towels, etc. To avoid transmitting lice among children, the school's policy is that any child with lice or nits (eggs) may not attend school. In the event that we find lice or nits you will be called to pick up your child. After treatment, your child must be checked at the school office before returning to school. Please note that SPHDS is a nit free school.

Further information about treatment and prevention of lice is available in the school office.

## **Peanut Allergy**

The prevalence of food allergies amidst children has increased over recent years. We have a number of children who have life threatening allergies to all nuts. Parents whose children are in the same class as allergic children will be notified and are requested to please refrain from sending any nut or peanut products to school. While we do not claim to be nut free we want to make our school to be a safe place for all our students.

## **Student Progress**

### **You and Your Child's Homework**

Homework develops habits essential for success in later grades. It teaches students to work independently, provides practice time to reinforce skills and material learned in class, and provides parents a daily opportunity to encourage their children to succeed in school.

"One parent is worth a thousand teachers", is an ancient Chinese proverb, which illustrates that the family critically influences the learning of the child.

In his book Self-Concept and School Achievement, William Purkey stated, "The parent is the most important teacher a child will ever have." Before a child can perform confidently within the classroom, he or she must have many positive and varied experiences with the family.

If the primary supportive force in the child's life, the family, has respect for and confidence in his or her ability, the child will have self-respect and self-confidence.

As a parent, you can help stimulate your child's curiosity and delight in learning. You can also help extend and reinforce at home what he learns at school. Take an active interest in your child's homework and encourage him/her to develop healthy attitudes and efficient habits regarding homework and studying. The following suggestions may be helpful:

1. Provide your child with a fixed place to study and to do his/her homework. It should be quiet, well lit and free of distractions and supplied with paper, pencils, appropriate reference materials, etc.
2. Help your child set a regular homework time each day and stick to it, free from any other responsibilities or interruptions. Do provide playtime after school and before homework time.
3. Provide your child with a special notebook for recording his/her homework assignments (i.e. "Subject", "Homework Given", "Date Due", "Homework Finished").
4. Help your child to find additional sources of information besides school textbooks. Make family trips to the public library and help your child find books, pamphlets, magazines and even people in the community who might be experts on a topic.
5. Help your child organize and budget his time, especially to meet deadlines for long-term assignments such as reports and projects. One method is to develop a chart, which lists all the steps necessary to complete the project. This makes a large task look manageable and possible.
6. Remember that homework is assigned to the child, not to you. The child who has a parent hovering over his/her shoulder will develop a fear of making mistakes that will hamper his/her creativity and ability to attempt new tasks. Let your child know your expectations of doing his/her best, but not perfect work. Remind your child to check over his/her work.
  - A. Do not do work for your child.
  - B. Have your child explain the difficulties and guide your child to the correct solution or method by asking questions. Make it a challenge to locate them (Your child may resist this tactic but remain firm and calm).
7. Remember that praise and encouragement are more productive than criticism. Look for things to praise: a neatly written paper, an improvement in spelling, a completed assignment, etc.

8. Contact the teacher by written note, telephone or personal interview if your child has difficulty completing his homework or if you have concerns.

Show your child that he/she is loved and valued for his/her own sake – not because of any “achievement”. Teachers and parents must work together to help build self-esteem.

Homework will be assigned both by General Studies and Hebrew/Judaic Studies teachers five days per week. Homework assigned on Fridays is not intended to be completed on Shabbat, and will be generally lighter than Monday-through-Thursday assignments.

		Total Minutes Per Day
Grade	1	up to 30
Grade	2	up to 45
Grade	3	up to 60
Grade	4	up to 75
Grade	5	up to 90
Grade	6	up to 120
Grade	7	up to 150
Grade	8	up to 180

## **Homework Policy For Absent Children**

Please call the school by 9:00 in the morning to notify the school office if you would like homework for your absent child. Homework assignments for your child will be available for pick up after 3:15 p.m. in the office. Please note that Grades 5-8 keep their textbooks in lockers. In certain instances parents may have to pick up their child's textbook from their locker.

## **Student Placement Policy**

Much thoughtful care is spent on the placement of your child. To help you understand the process, below is a list of criteria used in determining your child's placement.

- Teacher(s) recommendations.
- Balancing the classes with regard to the social and emotional needs of children.
- Balancing the number of children in all classrooms.
- Balancing classes academically.
- Balancing the class by gender.
- Balancing the class by language.

## **Parent-Teacher Conferences**

In addition to your scheduled Parent-Teacher conference, you should feel free to request a conference whenever you have a particular matter to discuss with a teacher or administrator. Appointments for other than scheduled conferences are to be made through the office.

## **Tests**

Students will be given no more than two tests on any school day to ensure that they have adequate time for preparation.

## **Report Cards**

Parents of children in Grade 1 - Grade 8 receive three report cards during the school year. The report cards are issued in late fall, spring and at the end of the school year.

## **Mid-Term Reports**

Middle School students (Grades 5-8) will receive a mid-term report in the first and second trimester between regularly scheduled report cards. This mid-term report will provide students and their parents with an interim update of academic progress and behavior, and provides us with an additional opportunity to communicate with you.

# **School Life**

## **Lunch Program**

- A. K-8 eat in the Multi-Purpose Room.
- B. Children bring their own dairy or pareve lunches, and school policy requires that the lunches be kosher. Your child's name must appear on his/her lunch box. Children may not trade lunches or snacks with each other.
- C. There is an opportunity for children to purchase lunch in the MPR.

## **Snacks**

Snacks should be sent with your older child to eat during recess. Parents are asked to remind children that snacks sent from home should not be shared with other children. The snack should be a nutritious one, such as fruits, raisins, or vegetables and should not consist of junk food.

## **Library**

The school maintains an Elementary/Middle School Library. Children are encouraged to take books home, which they may keep for a two-week period. If any library materials are not returned by the end of May, no records (including report cards) will be released until full payment has been made for the cost of book replacement.

## **Possessions**

Children are NOT to bring money or toys, or to sell items at school unless specifically requested to do so by the teachers.

## **Electronic Devices**

SPHDS permits students to have cell phones at school provided they are turned off for the duration of the school day. All urgent calls both in and out are to be made from the school office. After 3:45 p.m. students are free to use their cell phones.

The use of I-pods and other MP3 players at school during the school day is not permitted.

## **Supplies**

Children are to come to school each day with all necessary supplies. Please see Supply List. A backpack or briefcase is a necessity.

## **Special Events And Activities**

Parents may be requested to pay occasional fees associated with special events and field trips.

## **Tzedakah and Chesed**

Sharing with and helping others in need are basic Jewish values. To develop this trait, each class has a Tzedakah box. Students may contribute whenever and whatever they wish. The quantity is not the objective, but rather the fact that we care for others. It is suggested that the money be given from the child's own allowance.

## **Dress Code**

- A. Children are to be dressed neatly. Easy to care for hairstyles and simple clothing allow the child to be more comfortable. Boys and girls are required to wear clothing which reflect the ethos of the school. Short shorts, bare midriffs, halter-tops and tank tops are not appropriate school attire and are unacceptable. All middle school students are required to wear a top which covers the midriff at all times and whose sleeves reach at least halfway to the elbow.
- B. For safety reasons, flip-flops and all similar foot attire are not to be worn to school. This includes platform shoes.

- C. **Kippot** – Boys are required to wear kippot at all times while in school. While baseball caps are acceptable, common courtesy is that they are not worn inside. Our male students are to wear kippot in the classroom and may wear caps outside. Please be sure that your son has a kippah every morning when he leaves for school. We suggest that you buy your son a supply of attractive kippot so that he can be proud of them, and see that he carries an extra one in his backpack. The school will charge a fee for kippot furnished by the office.
- D. **Tzizit** – The school gives each boy a pair of tzizit (small talit), which he is required to wear during tefillah.
- E. “Lost and Found” is in the school office. Limited space necessitates “Lost and Found” to be emptied frequently. These items will be donated to charity if not claimed. It is recommended that parents check “Lost and Found” at least once a month.
- F. For safety and comfort, please provide your child with running shoes for P.E. class. Girls wearing skirts or dresses may wish to wear shorts underneath. We strongly recommend that you **label and sew loops** to all your child’s sweaters, coats and jackets. **Please also label lunch boxes, backpacks and kippot.**

## School Rules

The purpose of these rules is to ensure that each and every student attending SPHDS is (and feels) safe and secure, and receives a high quality education free of distraction.

### General Rules

1. Students will show respect towards teachers and other students at all times.
2. Gum chewing is not allowed anywhere in or around school.
3. Students are to dress according to the guidelines outlined in Daily Attire section.
4. No buying or selling between students.
5. Students may not be in any unsupervised classroom at any time.
6. No roller blades, skateboards, scooters or shoes with wheels are allowed on campus at any time.

## **Interpersonal Relations– *BEIN ADAM LACHAVEIRO***

1. Avoid hurting others physically and/or verbally.
2. Take time to reflect on the situation and your behavior.
3. Be polite - use “please”, “thank you”, “you’re welcome”, “excuse me” and “I’m sorry”.

### **Communication**

1. Use appropriate listening skills.
  - a. Wait your turn.
  - b. Listen courteously and attentively without interrupting others.
2. Be sensitive and take care not to ridicule or use foul or abusive language.
3. Speak and question in a respectful manner.
4. Respond to inappropriate behavior in a calm, sensitive, dignified manner.

### **Care of Property**

1. All property should be treated with care and respect.
2. Permission from the owner is needed in order to use other people’s property.
3. Property should be returned to its owner at the agreed upon time & in the same condition.
4. Care of school property is everyone’s responsibility. Keep all school areas clean, including playground, open corridors, bathrooms, classrooms, and lunchroom.
5. Damaged or misused property should be reported.

### **Lunch Room**

1. Trading of food (except between brothers and sisters) is not allowed.
2. Each student will clean away the trash from his or her lunch.

### **Class Room**

1. Students are to arrive to class on time.

2. School materials are to be brought by students.
3. Desks are not to be moved unless teacher requests it.
4. All books on loan from the school need to be covered (in order to maintain its life).
5. No writing on or marking desks, walls, bulletin boards, etc.
6. Each class is responsible for cleaning up and organizing the room after all sessions.
7. No eating or drinking in classrooms.

## **Special Occasions**

### **Holiday Celebrations**

Jewish holidays are celebrated in school. In most cases, our celebration precedes the actual holiday. This serves to prepare our children for and create an interest in the home celebration of the holiday at its appointed time.

### **School and Home Parties**

- A. SPHDS has a student body that comes from families which adhere to a range of different religious practices. The policy of the school is to maintain fixed standards of kashrut.
- B. All refreshments brought into the school must be in the original container or wrapping and have an approved kosher label. (Please see our Kosher card attainable in the school office for a list of acceptable kosher labels). No home baked or cooked goodies will be permitted. The classroom teacher should be contacted to arrange any parties.
- C. Classroom parties are meant for the children in that particular class or grade. We regret that siblings from other grades cannot be excused from class to attend parties.
- D. Invitations for birthdays, Bar and Bat Mitzvahs and other private celebrations held outside of school may not be distributed in school. We respectfully request that class-related functions not be held on Shabbat, Jewish Holiday, or at non-Kosher establishments.
- E. It is important to maintain an awareness of the needs of all our students and not permit exclusion from gatherings for any reason. We draw the attention of parents to the ever increasing number of children who are highly allergic to peanuts.
- F. In planning parties at home for our students, it is expected that parents conform to school *kashrut standards*. Not only will this assure that everybody will be comfortable, but in the long run, an important service will be done for one's own child.

- G. If you would like information of kosher products for a home or school party, please call the school

We work very hard and successfully at maintaining a diverse population. We would like everybody to feel included. In planning parties at home please remember that a Shabbat party will automatically exclude some children as will your choice of food. The administration is always available to assist you in this area.

## Miscellaneous

### Communication

In order to maximize your child's school experience, effective communication with the school is vital. Any concern you may have about your child should first be discussed with your child's teachers. If you have further concerns, please contact the Headmaster.

Always inform the school if there is some family situation, which may produce a change in your child's behavior or performance. This will help the teachers and administration to continue to provide optimal education at all times.

### School Visiting

**For the safety of our students and staff members, all visitors are required by California law to check in at the office. THERE ARE NO EXCEPTIONS TO THIS RULE. NO ONE is permitted to visit classrooms or tour the campus without first registering at the office. **Anyone planning to visit our school must make arrangements in advance with the appropriate school administrator.****

### Discipline Policy

The teacher in class handles most minor behavioral problems. Occasionally it becomes necessary for the child to be sent to the office. If a child is sent to the office frequently or for a serious behavior infraction, a notice will be sent home regarding the problem. Parents will also be called at the discretion of the administrators.

All school regulations must be enforced. Disciplinary actions are as follows:

1. Parents will be called
2. Warning – written and oral
3. Parent, Teacher, and Administration meeting
4. Suspension

### In addition, we ask that you

Please refrain from speaking to staff members during their yard supervisions, classroom instruction, or any other type of supervision (such as lunch duty).



# Gan Aviv

## Philosophy on Early Childhood Education

Play is the basic ingredient of children's learning. The young child first learns to deal with the concrete, tangible materials, and later with the manipulation of the symbols that represent them. The free play periods are structured with a variety of enticing real objects to explore individually and also in a social context, with other children and adults.

While the classes appear informal, the program and environment are the result of careful planning and structuring. Consideration is given to the individual child as well as to the needs of the group.

The goals of each class program are to help the individual child grow towards increasing physical, social, emotional and intellectual development. Teachers help the children do this by:

- Creating and planning an enriching play environment appropriate to the children's development
- Encouraging active curiosity and enthusiasm for learning
- Promoting cooperative social interaction
- Supporting individual creative expression
- Providing opportunities for children to develop physical skills and coordination
- Providing opportunities to learn new information and develop increasingly complex problem-solving skills

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## The Parent's Role

There are a number of things that you as a parent can do at home which will make it easier for your child to adjust to preschool. **CREATE** opportunities to talk about preschool in a positive manner. **TELL** your child about the preschool classroom with its small tables and chairs. Here they will find all kind of interesting toys. In the preschool room your child will meet the teachers who are there to help them. Your child will also meet children who will want to be friends with them. **SEE** to it, before the first day, that your child meets at least some of the children and drivers who will be part of your carpool. As your child starts out on this new experience, help them so they will not get off to a wrong start by being thrust into an unfamiliar car with total strangers. **ASSURE** your child that you will be waiting either at school or at home to hear about all the things they did at school that day. Preschool will be an important part of their world. Encourage your child to share it with you.

***PRESCHOOL IS NOT A SUBSTITUTE FOR THE HOME. IT IS ONLY A SUPPLEMENT.***

## Daily Routines

### Sign In / Sign Out

California State law requires that children in Preschool and Daycare be signed in and out by an adult (not a minor). The carpool person may do this. **CLIPBOARDS** with daily attendance sheets can be found outside the room at 8:15 AM and 12:00 PM.

### Arrival Time

1. Preschool teachers need uninterrupted time to set up the classrooms each morning. They come 15 minutes early to do this.
2. Teachers will open the doors at 8:30 AM to greet the children.
3. Please wait with your child until the doors open at 8:30, or leave your child with the teacher on duty between 8:15 and 8:30 AM. If you choose our complimentary supervised playground period, please dress your child appropriately. Please make sure that your child is signed-in on the daily attendance sheet found on the clipboard outside each room.

### Dismissal Time for Preschool

1. Please arrive a few minutes before the 12-noon dismissal so that you will be there to greet your child when the teacher opens the classroom door.
2. Children who are not picked up by 12 noon will be placed in Day Care and will be subject to a Day Care fee.

3. For better security of all of the students in the day care program, it is important that children who are picked up at noon and at 1:00 p.m. be taken out of the preschool yard and gated area of the elementary school immediately. **Preschool children may not play on the elementary school equipment or in the school yard after preschool lets out for the day.**
4. When your child is picked up he/she must be signed out on the daily attendance sheet found on the clipboard outside each room. All sign outs require a full signature and time.
5. If you unexpectedly get delayed or need someone else to pick up your child, please notify the school office at the earliest time so that the teachers can prepare your child and appropriate daycare arrangement can be made.

## Authorized Pick-Up

Children will be dismissed only to authorized adults. **To authorize someone new to pick up your child a note to that effect, with your signature, must be given to the classroom teacher.** Notes for Day Care as well as noon dismissal must be posted near the door of your child's classroom.

## The Preschool Gate

The preschool gate must be kept closed at all times. It should not be opened, closed or played on by the children. Please do not leave it open for someone following you – latch it and let him or her unlatch it. This will prevent the possibility of children slipping out without their parents.

## Parking

At arrival time, in the morning, please park your car in the marked spaces in the lot **(DO NOT, UNDER ANY CIRCUMSTANCES, PARK IN THE WHITE CURBED AREA)** and accompany your child to the classroom.

Dismissal of Day Care children at 3:45 p.m. requires parents to park in the parking lot or on the street. Spaces along the white curb are reserved for parents of older children who wait in their cars for their students.

## Student Placement Policy

Much thoughtful care is spent on the placement of your child. To help you understand the process, below is a list of criteria used in determining your child's placement:

- Teacher(s) recommendations
- Balancing the classes with regard to the social and emotional needs of the children
- Balancing the number of children in all classrooms
- Balancing the class by gender
- Balancing the class by language spoken

## Daycare

There are two options for Daycare: 1.) a contracted basis, or 2.) “drop-in” basis. **CONTRACT DAYCARE** must be set up with Tanya Messer. **DROP-IN DAYCARE** must be arranged for **24 hours in advance** at the SPHDS school office. **Payment must be made at the office when you arrange for your child to stay in daycare.** The drop-in daycare cost is \$10.50 per hour. Children who are not picked up by their contracted time will be subject to a late fee charge.

## Enrichment Classes

Enrichment classes are offered for children in Rooms 2 through 6 during the 12 to 1:00 P.M. time slot. A variety of classes are offered Monday through Thursdays. Registration packets will be put in your child’s cubby. Registration is done on a first come first served basis. If there is insufficient registration a class will be cancelled and your money refunded.

## School Mail

Your child’s lunch box will become a mail carrier, so look in it for notices. We are also beginning to send out more information via e-mail. Please make sure the school office has a current e-mail address for school information.

## Possessions

Children are not to bring toys to school. Things from home are only to be brought on scheduled sharing days, and left in the child’s cubby. At no time should toys that represent weapons be brought to school i.e. guns, swords, etc.

## Clothing

**Sweatshirts and jackets:** To avoid choking hazards, sweatshirts and jackets **should not have drawstrings at the hood or around the waist**, elastic around the hood is fine. This is a safety warning from Consumer Product Safety. If we find a child wearing any of these items we will send the item home and ask that the drawstrings be removed or a different item be sent.

**Footwear:** The best shoes for preschool are closed toed, preferably sneakers. These shoes are appropriate for the type of play the children engage in and help prevent injury. **Crocs, open toed sandals and flip flops are not allowed, please save those types of shoes for home.**

## Change of Clothes

Each child should keep a clean change of clothing at school including socks and two pairs of underwear. This clothing should be in a labeled shoebox or bag. Please check the extra clothing often to make sure we have clothes that fit and appropriate clothing for the various seasons.

## Lunches And Snacks

1. Children bring **their own dairy or pareve lunches.** Your child's **NAME** must appear **on their lunch box.** **Children may not share lunches or any food brought from home** with other children because of Kashrut, allergies or personal dietary standards, of parents.
2. Snacks will be provided daily to the Nursery and Daycare classes. Milk is provided at snack time and lunch.
3. All snacks, food provided by teachers for parties and foods cooked in class follow the standards of Kashrut set up by the school. Check our information card for some reliable kosher symbols.
4. **Our 3 and 4 year old rooms participate in the school lunch program two days a week, mac & cheese days and pizza day. Payment can be left in the class envelope.**

## Peanut Allergy

The prevalence of food allergies amongst the children has increased over recent years. We have a number of children who have life threatening allergies to all nuts. Parents are requested to please refrain from sending any nut or peanut products to school. While we do not claim to be nut free let's try to make our school a safe place for all our students.

## Forms

California State Law requires the following of parents of children who attend preschool:

1. Physician's Report must be signed by the doctor. Must include proof of immunizations - DPT 4 doses, HIB 1 dose (given after 1<sup>st</sup> birthday), Hepatitis B 3 doses, Polio 3 doses, MMR 1 dose, Varicella
2. Emergency Form
3. Health History
4. Consent for Medical treatment
5. Personal Rights
6. Parent's Rights

**Before your child's first day, complete all forms and return them to the school office.** If your child was in the preschool last year, you **only** need to update the **Emergency Form** and **Physician's Report** with any new immunizations your child may have received. Children must have all the necessary immunizations before entering school. If for medical or personal reasons a child's immunizations are not up to date you need to see Barbara Goldstein in order to sign a waiver form.

## Conferences

Teachers need to be teaching and supervising during class time, not meeting with parents. INFORMAL CONFERENCES may be scheduled with your child's teacher at any time during the year when you feel it is necessary.

A FORMAL CONFERENCE is scheduled once a year for preschool.

## Communication

In order to maximize your child's preschool experience, effective communication with the school is vital. It is recommended that any problem/concern you may have, first be discussed with your child's teachers. To leave a message for you child's teacher, call the school and a message will be put into the teacher's box, or you may leave a message on the teacher's voice mail (make certain to leave information as to a convenient time for you to be called and a number where you can be reached). **NO CALLS WILL BE PUT THROUGH TO THE CLASSROOM DURING SCHOOL HOURS.**

If this is inappropriate, please contact Barbara Goldstein, Director of Early Childhood Education. Please follow the same procedures to leave a message for her.

## Health Rules

Medical and emergency information forms must be on file before your child can enter school. All immunizations must be current.

We are concerned about the health of every child in our program. To keep all children as healthy as possible, we ask you to keep children at home if there are any signs of:

- Fever
- Frequent Coughing
- Vomiting
- Excessive nasal discharge
- Pain
- Diarrhea

If a child exhibits any of these symptoms at school, we will call you to pick the child up. **When called, you (or an alternate emergency person) are expected to pick up your child immediately.** This is to protect the health of your child and his/her classmates. There are no exceptions to this rule. Unfortunately there are no facilities for sick children in the school.

Preschool children should be signed out of the classroom in the usual manner.

It is your responsibility to keep the following phone numbers that appear on your emergency form up to date:

1. Home and cell phone
2. You and your Spouse's Business Phones
3. Two friends as emergency contacts

#### 4. Your doctor

Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. Should we be unable to reach you, it is our procedure to contact the school doctor or the local emergency room in emergency situations. Your personal physician will be contacted if possible.

**Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed**, so that other parents may be notified of the exposure. When a potentially contagious illness occurs, notes will be sent home to the parents of the children who may have been exposed. We would also like to know in advance if your child is going to be absent for more than one day.

**After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school:**

1. **Mood, appetite, behavior and activity are again normal.**
2. **No fever for 24 hours or more.**
3. **Antibiotics (if prescribed) have been used for a full 24 hours.**
4. **Vomiting, diarrhea cleared for 24 hours.**
5. **Frequent coughing, excessive nasal discharge resolved.**
6. **Pain (earache, cramps, headache, etc.) resolved.**

Minor injuries will be treated with soap, water, ice and Band-Aids.

Please notify us of any allergies and/or dietary restrictions your child may have.

### **Medication**

All prescription medication must be handed directly to your child's teacher. The medication must be in the original bottle with the child's name, doctor's name, dosage and frequency of dosage to be given. A note from the child's parents must be handed to the teacher giving the teacher permission to administer the medication. A doctor's note would also be helpful, but is not necessary. Parents must sign a medication record whenever prescription medication is to be administered at school.

Please do not send the medication in your child's lunch box. All medication will be kept by the staff and out of the reach of the other children. If there are any questions please feel free to contact Barbara Goldstein at (408) 738-3060.

Non-prescription medication including Tylenol will be administered only with a doctor's note, and the above rules will be followed.

### **Birthdays**

We celebrate your child's birthday at school with the entire class and the child's parents. The teachers will set up a convenient time with you, and give you our birthday guidelines. We ask that no additional food or goody bags be given to the children. It is

nice gesture for the birthday child to present a gift to the class – please check with your child’s teacher to find out what the procedure is for that class.

If you are having an additional party outside of school we will be glad to supply you with a class list including addresses. **(All invitations must be mailed, we cannot hand them out in class.)** We request that all parties not be held on Shabbat or Chagim, and Kashrut be observed in keeping with the school philosophy.

We work very hard and successfully at maintaining a diverse population. We would like everybody to feel included. In planning a party at home please remember that a Shabbat party will automatically exclude some children as will your choice of food. The administration is always available to assist you in this area.