

חדר אהלי יוסף יצחק ליובאוויטש

Lillian Schwarcz Educational Center  
Oak Park, Michigan

Parent Preschool Handbook  
COOLIDGE BUILDING



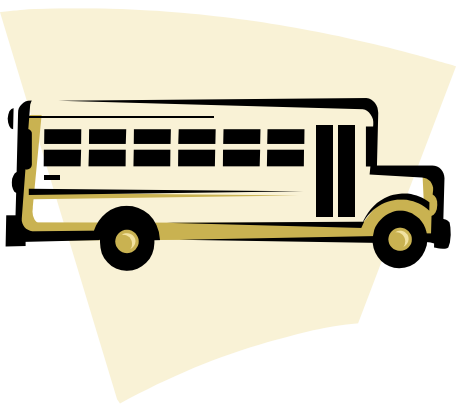
שנת הלימודים ה'תשפ"א

2020-21 School Year

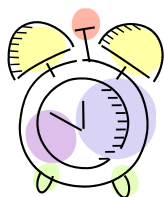
# Welcome Back to Cheder

Welcome to the Lubavitch Cheder Preschool. We are happy to have your child in our school. We will give your child a well-rounded education, where he/she will experience reading preparation, arts and crafts on their level, and Chassidishkeit all through the morning and extended hours. The teachers are very devoted and trained in their field. I am sure you will be happy with the results. Please read through this book to understand our procedures.

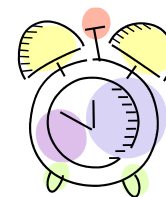
Mrs. Stein  
Administrator



## SCHOOL SCHEDULE



PRE-KITA ALEF, KITA ALEF, BAIS, AND GIMEL



PRE-KITA ALEF -2 ½- 3 years old

KITA ALEF & BAIS -3-4 Years Old

9:25 AM - 12:30 PM - morning teacher ( Monday-Friday)

12:30 PM - 4:00 PM - Mrs. Kagan for Kita Alef bais combo  
includes lunch  
(Monday -Thursday)

KITA GIMEL - 5-6 Years old

9:25 AM - 12:30 PM - Morning teacher (Monday-Friday)

12:30 - 1:00 PM -Lunch with morning teacher (Monday -  
Thursday)

1:00 - 1:30 PM - Recess outdoor/indoor with afternoon teacher  
(Monday - Thursday)

1:30 - 2:30 PM afternoon teacher (Monday-Thursday)

2:30 - 2:45 PM - Recess

2:45 - 3:55 PM afternoon teacher (Monday - Thursday)

3:55 PM - Dismissal

## ABOUT US

### Preschool

Our preschool is a place where young Jewish children receive an exciting, creative and nurturing experience that will provide them with the Chassidishe foundation to grow educationally, socially and spiritually. We offer small classes with excellent teacher/student ratios, a professional staff of early childhood specialists and a facility equipped with the most educationally sound early childhood equipment and manipulatives. Most importantly, your child will receive a well rounded, enriching education, filled with Jewish traditions and Chassidishe customs intertwined with a wide array of academic subjects, personal development, values, socialization and learning skills.

At Cheder we welcome every Jewish child regardless of background or affiliation. Our goal is to make learning interesting, exciting and stimulating through a hands-on approach. We provide physical, intellectual and emotional growth through drama, visual aids, manipulatives and the use of centers within the classroom.

Our teachers are carefully chosen not only for experience and credentials, but most of all for their warmth and caring. Our teachers take delight in the children, care for their individual needs, and work tirelessly to provide the children with the greatest gift of all, a love for learning.

Our classes are conducted in a warm and friendly environment that fosters learning and creative expression. In our program, we utilize an extensive supply of early childhood toys, games and manipulatives to give our children hands-on experiences to expand their imaginations as well as to develop their fine and gross motor skills.

## Admissions

### Application

Registration form must be completed online at [lubavitchcheder.com](http://lubavitchcheder.com).

### School Visit and interview

New students and their parents are required to be interviewed by the principal. New students who wish to attend Cheder should visit Cheder for a day to become familiar with the new surroundings.

### Testing

Each child will be tested to ensure that the child is up to par with Cheder standards. An appointment shall be made with the principal prior to the onset of the school year.

### Decision

Each application (registration) will be reviewed as soon as the admissions process is complete. Applications are considered individually and according to available vacancies. Applicants will be notified of their status soon after completion of all admissions procedures. Students are considered for admission based on evidence of the applicant's age and potential for success in a dual Yiddish/Judaic studies program.

**\*WE REQUIRE THAT ALL CHILDREN HAVE UP-TO-DATE IMMUNIZATIONS AND RECORDS TO PROVE IT. NO CHILD WILL BE ADMITTED INTO SCHOOL WITHOUT THESE FORMS AND ALL OTHER REQUIRED DOCUMENTATION. ASIDE OF A MEDICAL WAIVER, NO OTHER WAIVERS WILL BE ACCEPTED.**

Once, all the necessary steps are taken care of for support and services needed, plus if there is a space available, your child will be enrolled in our program.

### OUR GOALS ARE:

- To instill in our students a love and respect for the Torah and Mitzvos, and to help them grow in Yiras Shamayim, and Chasidishkeit.
- To develop Middos with a great sensitivity for others, helping to develop balanced relationships with friends and family.
- To work with each child as an individual in order to build upon their strengths, and address their area of needs.
- To foster independence in each child.
- To build a positive self-concept.
- To have a positive and exciting attitude towards school.

### COMMUNICATION:

We welcome you to be a part of the parent-teacher team in our school, and we look forward to working together and sharing nachas throughout the school year. Please read and refer to the handbook as here you will find our policies, tips, suggestions, and guidelines. Remember, communication is of the utmost importance. Please let us hear from you as we appreciate and invite your input. If you have any questions or concerns, please feel free to contact your child's Morah or Mrs. Stein, leave a message with the school office, or pin a note on your child's back pack. Please assist your child in going through the contents of his/her school bag every day, in addition to asking for notes and newsletters, it is a good opportunity to have your child share his/her school projects and activities with you.



In order to reduce distractions to the class, we ask you please not to enter your child's classroom at any time without first checking with the office. If you need to give something to your child, please leave it at the front desk and the secretary will make sure that your child receives it.

Please notify us about such things as expected trips, temporary absence of a parent, the birth of a child, wedding, bar-mitzvah, or chas v'shalom a serious illness. Please let us know of any changes in your child's behavior or concerns s/he may be expressing about school.

Together, we can create a happy and healthy environment that will ensure a wholesome development of your child.

### SOCIAL SKILLS:

One of our main goals is to teach proper middos and behavior, and our program stresses these themes. It is normal for children to experiment with various types of social interactions. However, it is important to always remember regarding social relationships that as children grow, they struggle constantly with making good choices. We make every effort to provide the tools to prevent confrontations and deal with situations as they arise. At times a child might not make good choices, resulting in hurt feelings either emotional or physical.

What can you do?

Sympathize and comfort your child. Verify facts with the teachers, and help your child understand that everyone makes mistakes. Tell your child, "he/she is learning and trying, we love him/her, and next time he/she might make better choices!" If the complaint sounds like a serious grievance or is repetitive, please be in touch with us so that we can work together to ensure a healthy, happy, safe environment of shalom for all our children.

### CHEDER PRESCHOOL DISCIPLINE POLICY

At Cheder Preschool we attempt to teach acceptable behaviors, and to promote positive self-image in children by preventing problems with appropriate program and structure in the classroom that is suitable for the ages and needs of the children.

1. When a child needs redirection with their behaviors our staff will:
  - a. Offer positive suggestions to the child
  - b. Provide tools to the child to enable him/her to communicate effectively
  - c. Develop understanding of appropriate behaviors with the child

- d. Offer choices/redirect the child to a different behavior or activity
  - e. Discuss the situation with the child and clarify *why* the child needs to change his/her behavior
  - f. Give positive feedback to child for appropriate behavior
2. Should the above not be enough to redirect the child, our staff will use 'personal time' when appropriate, to allow the child a time to think of better ways to handle problems.
    - a. Personal time: A child who is upset or angry may need to have some time to him/herself. This should not be viewed as a punishment but rather as a time for the child to regroup. The child will be directed to move to a quiet space. When the child is ready, the child will be encouraged to talk with an adult to determine if he /she is ready to return to play with a friend or with the group.
    - b. If teacher judges it necessary, personal time will be spent with Mrs. Stein rather than in the classroom. The child will be under staff supervision at all times.
  3. Children and their parents should be aware that the Cheder Preschool staff has clear expectations of every child's behavior:
    - a. Children are to be respectful to other children and staff. Respect should be mutual.
    - b. Children are to listen and follow directions given by the staff
    - c. Children are to keep their hands and feet to themselves.
  4. Should a child be unable to behave appropriately:
    - a. The director or teacher will communicate with the parents.
    - b. The director or teacher will document the behaviors.
    - c. The director or teacher will develop a plan for behavior management.
    - d. The director or teacher will review the plan with the parents and request suggestions and support.
    - e. Major offenses, such as physical and verbal abuse toward another person, will result in an incident report. (Parents should note that information about other children cannot be disclosed in your child's accident/incident reports. This is in keeping with our confidentiality practice.)
    - f. Should such behavior persist a conference will be set up with the parents, teachers, director, and Mrs. Goutkovitch our school counselor. An individualized discipline plan will be set up with the parents.
  5. Process for resolving a problem if previous does not work:
    - 1) If you have an issue with your child talk (not accuse) to the teacher and try to solve it.
    - 2) If that doesn't work you can go to the principal of that division.
    - 3) If that doesn't work you can go to the vaad ( if there is one for that division) or to the hanholo or Menahel of the moisod.
    - 4) In extreme cases you can call the Hanholo or menahel to a Zabloa of Shluchim of Mi. who are recognized as Shluchim by the Lubavitch Foundation of Mich., and mutually agreed upon by both sides.
    - 5) In very extreme cases and if you feel that a serious injustice was done against you, you can go to a din Tora but only to the Vaad Rabonei Lubavitch hakloli, and not to any other court.

- 6) In any disagreement, publicity to anyone outside of your close confidants or consultants is not allowed. This includes random parents, group meetings, baalebatim, social media or any public or group forum.

### **SUGGESTED DRESS:**

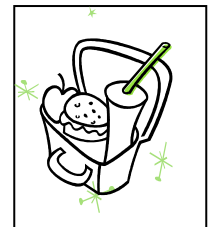
We try to do fun and messy things every day! Besides the smock that we provide, try to dress your child appropriately i.e. in something that will not cause you stress if it is “decorated” with paint, mud, or gluey hugs! Children’s clothing should not be too tight or too loose, and should be easy for your child to manage independently. Although Kita Alef and Bais does not officially have a dress code, there are some minimal requirements. Only sneakers, shoes, and sandals may be worn for foot gear. Backless shoes and crocs are not safe, and are therefore not appropriate for school. For tznius reasons, it is advisable that all girls should wear tights, long sleeves and skirts, and high necklines. No nailpolish is allowed.

**Kita Gimel:** All **girls** are required to wear a uniform. The uniform is a gray jumper. Shirts should have long sleeves, and could be a knit material with 3 buttons, buttoned all the way, or a turtleneck. Colors are **light blue, navy, light pink only, yellow, or black**. Length of the jumper should be well below the knee. Tights can be the same colors and should be worn daily. Girls may wear Shabbos clothing for their birthday that is tzniusdig.

**Boys:** Boys should not wear clothing with writing on it. Boys should not wear army prints and the like. Jeans are not acceptable. Yarmulkas can say their name but that is all. Socks are required every day.

When shopping for school clothing, examine them for these features:

- Are the fasteners and buttons easy to manage?
- Does the zipper glide easily?
- Do the shoes have Velcro flaps for children who have difficulty tying laces?
- Are buttons and buttonholes large enough?
- Is the belt easy to fasten?
- Are the garments easy to manage in the bathroom?
- Does your child like his or her clothes?



### **SNACKS:**

Please provide snack for your child each day. For those who stay for the extended hours, 2 snacks are necessary.

In an effort to limit the amount of sugar our children are consuming, our policy is that sugar, hard candy, and soda may not be given out at birthday parties.

Healthy eating is an integral part of your child’s growth and development. Please make sure to send in at least one healthy snack (fruit/vegetable) each day. Please include a fruit or vegetable even if your child is not a great “healthy food eater”. When everyone around your child is enjoying their carrot sticks, your child will also enjoy his/her healthy snack. In addition to sending a daily lunch, and fruit or vegetable, please include a nutritional snack to be eaten at snack time.

Please do not send anything in glass bottles or containers. **Gum, hard candies, & cans are not allowed at any time.** Please limit sending sugar, or sugared drinks with your child. We recommend not sending these items, as they are detrimental to your child’s ability to focus and concentrate.

Please do not send instant soups that require hot water. We ask that you do not include food with caffeine, in your child’s lunch. Thank you.





**Note: we are a NUT FREE facility. Please do not send snacks or lunch which contain any type of nuts.-PLEASE READ LABELS CAREFULLY.** Due to various food allergies we do not allow our children to share their lunch or snacks with classmates.

**FOR SAFETY: Please do not send any grapes unless they are cut in half, mangos or melons must be cut larger than grape size, and no hard candies.**

You may be asked by your child's teacher to provide a snack for the class for a siyum or party. Please be sure that **EVERYTHING** brought into school is **STRICTLY KOSHER** with proper kosher certifications, accepted by the Vaad Harabonim of Greater Detroit. Please also make sure that nothing brought into the school is a choking hazard. Except for those occasions when asked by the teacher, please do not provide snacks for the entire class.

### LUNCHES:

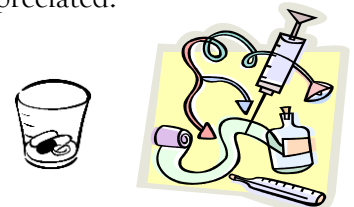
If your child will be staying after 12:30 for the extended hours, it is necessary for you to send along a lunch with your child. Please send a sandwich and a drink that your child likes. The teachers cannot argue with your child if he refuses to eat it, and we will put the lunch back in the back pack to go back home. If your child forgot to bring lunch, we will contact you to make arrangements to bring a lunch.

### BIRTHDAYS:

We will be pleased to arrange a party for your child's birthday.

Please contact your child's teacher in advance to schedule a time for your child's birthday. Please also notify Mrs. Stein.

Please send no more than 2 treats and a drink. Please do not send any hard candy, sugar, or soda for the class. If you would like to send a gift—a Yiddish library book or a toy would be very much appreciated. Kita Gimel may wear Shabbos clothing provided they are tzniusdig.



### ALLERGIES:

If your child has any type of allergy (food or otherwise), it is important that you notify your child's teacher. Your child's teacher will work with you to ensure that your child has a safe environment in which to learn.

### HEALTH POLICY:

Keep your child at home if he/she is not well to join in all the daily activities, both inside and outside.

In case of a contagious disease (i.e. chicken pox), please notify the school at once. The school will notify all parents when a child in the group has a contagious disease without using your child's name.

Your child should be kept at home if he/she is sick during the night or has had a poor night's sleep. This may be the first sign of an impending illness.

If your child becomes sick at the preschool, you will be called to come and pick h/her up.

Children should not come to preschool if you see any of the following symptoms;

- Your child is starting to snuffle, even if he/she has no temperature.
- Heavy colds (congested chests, continuous coughing or runny nose)
- Children with diarrhea, vomiting, or fever.
- Ear/Eye infections or any sign of contagious disease (chicken pox, measles etc.).
- If a child has an exceptional health care need, then we (family, teachers, and health care professionals) need to develop a health care plan. Health care plan must include the health care that child needs while at the preschool such as dietary restrictions, medication schedule, precautions, emergency warning signs and emergency procedures.



### POLICY FOR NOTIFYING PARENTS OF INCIDENTS INJURIES ACCIDENTS OR ILLNESS.

In case of a light injury; a fall or bump: if there is no visible sign (like a bump or bruise) and the child is feeling fine, there is no need to notify the parent. In case of a small bump or scratch that is visible, ice or cream will be applied and the parent notified through email. If this is a large bump or scratch the parent will be notified with a phone call.

In case of an incident like biting or a nosebleed; if it is minor both parents will be notified with an email. If it is causing distress to the child the parent will be called on the phone.

In case of an accident or injury; like a finger was caught in the door, or a child fell and twisted an ankle; the parents will be notified immediately. Necessary emergency measures will be taken to stop bleeding and ice will be applied.

In case of illness: a child seems to have an earache or is hot and may have fever; or a child has vomited; parents will be notified by phone, and we will try to make the child as comfortable as possible until the parent arrives to pick up their child.

### MEDICATION:

If your child receives medication during the school day, please notify the office. **Written** consent is necessary to permit the teacher to give your child any medication.

**Please call if your child will be absent from school that day.**

### LICE CHECK:

Lice check will take place during the school year when necessary. **Please note: if your child leaves the country during the school year, s/he will need to be checked for lice before returning to school.** You may take your child to the Oakland County Health Department, your pediatrician, or to a woman that is experienced, to be checked for lice. We will require a signed note stating that your child is free of lice/nits before he/she will be readmitted into school.

### FOR SAFETY SAKE:

- Please keep your list of emergency phone numbers **UP TO DATE**. If you have any changes in cell phones, beepers, work numbers etc. please notify the office immediately, so that we may update our records.
- **IN CASE OF EMERGENCY** when you need an unauthorized person to pick up your child, please call the office. We require your verbal consent before releasing your child.
- Please call the office if your child is sick; and in advance for an appointment or simcha; and cannot come to school. We will then know for sure that your child is safe.
- Please do not allow your child to bring money (aside of tzedaka) or toys to Cheder without prior consent of the teacher or principal.



### DROP OFF AND PICK UP PROCEDURES:

#### Morning Drop off:

Children in Kita Aleph-Bais-Gimel may be dropped off starting at 9:10 a.m. The children will be supervised in the playroom until classes begin. At 9:25 their teachers will pick them up and escort them to their classrooms.

Please stay in your car to avoid congestion in the drop off lane. If you wish to escort your child into the building, please park your car in the center of the parking lot, then escort your child. If it is the first day of school, the pink admission slip must be handed to Mrs. Goldman or Mrs. Stein before entering. Thank you for your cooperation.

Please do not leave your car unattended with a child in it, or with the motor running. Please do not ask the office personnel to keep an eye on your car.

Please note: The school drive-through is one -way only. Be sure to drive in the proper direction.

**Please do not drive away until your children are some distance away from the car. (Sometimes a child will turn around and go back to the car.)**

#### Mid-Afternoon Pick up: 12:30 and 2:30 dismissal

Please pull up in the driveway alongside the building. Please wait patiently until your child is brought to your car.

**Please do not** leave your car for any reason. Please move up as spaces become available.

Please do not turn into the parking lot in front of the school steps.

#### Afternoon Pick Up: 3:55 PM Dismissal

Please drive into the driveway alongside the Cheder building. The appointed teacher will call your child's name on the intercom, and h/his teacher will escort your child to the door. Please wait patiently. Please **do not** leave your car for any reason. Please move up as spaces become available. When your car drives up, the appointed teacher will call your child's name and your child will come out to you.

During the school year, if you need to pick up your child for any reason, please **do not park in front of the school steps**. Instead, please park in the center of the parking lot. The parking spaces near the fence are reserved for teachers.

When driving carpool, please make sure you have enough seatbelts in your car for all the children you are picking up.

**PLEASE BUCKLE-UP YOUR CHILDREN BEFORE YOU DRIVE AWAY!**

**CAR POOL SAFETY:**

- If your child is going home with a friend, or you are changing your regular carpool arrangements, please send a written, SIGNED note. We will NOT ALLOW a child to leave school without a written note or direct contact between parent and school office. If no direct contact has been established, your child will be sent home with his or her usual carpool.
- Please make all carpool changes before the end of the day. Please do not call the office requesting that your child be sent home with another student if you have not yet reached that student's parent to arrange it.
- Please be aware that dismissal time is quite hectic. We cannot promise that changes in your carpool can be implemented if you call the office less than 15 minutes before dismissal.

**SCHOOL CLOSINGS:**

In case of a snow closing or other school closing, a notice will be sent to you by email. If we know in advance we will send a paper copy to all students to remind parents again before the event.

**CHILD READINESS:**

- Children entering Kita-'א must be three years old on or before September 1.
- Children entering Kita-'ב must be four years old on or before September 1.
- Children entering Kita-'ג must be five years old on or before September 1.

After the first few weeks of school, teachers may determine that a placement is inappropriate because a child is not developmentally ready. At that time a meeting will be scheduled to discuss the situation.

Children must be completely toilet-trained in order to enter Kita Alef. (The definition of toilet trained is as follows: Children must be fully aware of when they need to use the bathroom and be able to do so with minimal assistance. They must be wearing underwear. Pull-ups are not acceptable.)

**Licensing Notebook:**

There is a licensing notebook in our files in the front office that every parent has permission to access. In it are contained all past licenses and all corrective actions given to this preschool. Please sign that you are aware of this. This form is in the registration forms that you fill out before school begins. Thank you.

## BASIC SUPPLIES AND FEES:

### Kita Alef and Bais:



- Backpack every day
- A COMPLETE CHANGE OF CLOTHING (Please label) You may decide that it is in your child's best interest to send in more than one pair of underwear
- 1 box of tissues
- A penny for Tzedaka-Daily
- A Mitzvah Note-Daily
- (We will provide smocks for each child)
  - Rest of supplies are listed in the curriculum booklet



### Kita Gimel: (Paid for in registration)

- Backpack every day
  - 1 box of tissues
  - A penny for Tzedaka-Daily
  - Scissors, glue stick, crayons, & markers
  - Hasulam: \$10.00—Beginning of the year
  - Hemshech Workbook: \$10.00—Beginning of the year
  - Oisiyois Machkimois: \$13.00—Beginning of the year
  - Siddur: \$12.00 -midyear
  - Leren un Shpil Buch: \$10.00 workbook for Chumash - midyear
- Rest of supplies are listed in the curriculum booklet



**FEES FOR TRIPS WILL BE CHARGED AT TIME OF EVENT**