

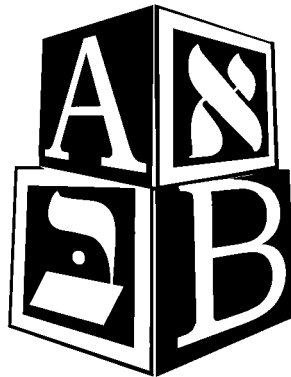
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# **The Ryzman Family**

## **Chabad Hebrew School**

### **Parents Handbook**

[www.chabadofthevalley.com/chs](http://www.chabadofthevalley.com/chs)



**The Ryzman family Hebrew school**  
**18181 Burbank Boulevard, Tarzana, CA 91356**  
**(818) 758-1818 ext#171**

## **Welcome to the Ryzman Family Chabad Hebrew School!**

Our school's underlying approach is for the children to enjoy the time spent at Hebrew School so that they are left with positive feelings and fond memories of their Jewish education. Our program is thus carefully blended with songs, games, incentives, arts & crafts, dramatics, family celebrations and other exciting activities.

In addition we want our students to learn how to read Hebrew and gain a vast knowledge of Judaism.

Our vibrant staff is hand-picked for their teaching experience, and ability to convey Jewish knowledge and skills in an individualized, multi-sensory program. Our staff works together as a well-synchronized team to present our curriculum in the most effective, comprehensive manner possible.

Our updated curriculum is intended to both provide our students with exposure to Jewish Knowledge and Hebrew Skills, as well as to foster within them a sense of belonging and closeness to G-d and the Jewish People.

We encourage each child to explore the world, to learn to be part of a group and to work effectively with one's peers. Learning, problem solving and discipline are self-rewarding, joyous and non-competitive.

Our staff encourages parents, and indeed the entire family, to be a part of this very important and integral part of the educational process. Through Holiday celebrations, newsletters, social activities and individual conferences, parents and teachers work together through commitment, focus, caring and cooperation.

Our family warmly welcomes you to Hebrew school, the first of many steps in your child's education. We look forward to an exciting year of growth and will do all to meet our goal of guiding your child in becoming a well-rounded member of our Jewish community.

Sincerely,

*Rabbi Yanky Kahn*  
*Director*

For the Safety and Care of our children  
Our school is a **Cell phone free Zone.**  
**Please turn off cell phones when entering the parking lot.**

The following must accompany your child by the first day of school in order to be admitted to class:

- Tuition - All payments, irrespective of payment plan chosen.
- Forms - Identification and Emergency Information
- Child's Preadmission Health History

## **TUITION AND SCHOOL POLICIES**

The tuition fee is based on the school year, **NOT BY THE MONTH.** The yearly tuition fee is billed and due during the summer. If you instead choose to pay the tuition in 10 monthly installments, then 10 postdated checks dated July 15th through April 1<sup>st</sup> are due prior to the first day of school.

If you wish to voluntarily withdraw your child (ren) at any time before **May 1st, a Sixty (60) Day Written Notice must be received by the School before March 15th.** Having received this written notice, moneys will be pro-rated and refunded accordingly. Notwithstanding the foregoing, the REGISTRATION FEE IS NONREFUNDABLE.

No refunds will be given for any child voluntarily withdrawing from school, **effective after May 1st, even if 60 days written notice is given.**

**While our objective is to provide a beautiful education for all children, we reserve the right to not admit or retain a family if the policies or needs cannot be met.**

## **ARRIVAL AND DISMISSAL PROCEDURES ~ Sign In and Out Daily ~ Hours**

California State Law requires that all parents Sign in and out on a daily basis. This includes your own children as well as all children in your carpool.

It is VERY important to the success of our programs that all parents are aware and respect the starting and ending times of their child's program. Please bring your child to school on time, as this will allow for the full extent of the learning and fun of his/her class. Late arrivals can be quite disruptive to teachers and children. Please avoid picking up your child early. In the event you do need to drop off late or pick up early, please proceed directly to the office to have your child admitted or excused from the class. Parents who are consistently late may be asked to remove their children from the program.

## **PARKING LOT PROCEDURES For Everyone's Safety**

Upon entering both parking lots: **Please turn off your cell phone.**

Enter the school lot from the east driveway and pull forward as far as you can. A staff member will approach your car with a sign-in/out sheet and will lead your child by the hand to or from the car. During this procedure, it is important **YOU REMAIN IN YOUR CAR AT ALL TIMES FOR SAFETY**

REASONS. We need all parents to cooperate with our policies. Please remember to be cautious and patient.

## **RELEASING A CHILD**

Children will be released only to parents and to the person(s) listed on the registration forms. Please contact us when someone else will be picking up your child. Inform that person they will be required to provide proof of identification before the child will be released. This is for the safety and security of all our children and we urge you to cooperate with this policy.

## **OPEN DOOR POLICY**

Parents are always welcome to visit with their child and observe the classroom. You are also welcome to observe other classes and become familiar with our entire program. It is helpful if you are able to make advance arrangements so we do not have too many visitors at one time in a classroom.

## **LATE CHARGES**

Children picked up after 11:40 a.m. will be charged **\$5.00** for every 15 -minutes after that time.

## **CALENDAR**

The school-year calendar is distributed in July. It lists holidays and special events; however, it may be changed from time to time. In this event, our weekly newsletters will inform you of any changes or additions.

## **ROSTERS ~ INVITATIONS**

Class rosters are available from the school office. The information contained in the rosters is confidential and not intended for marketing or other commercial purposes. Please respect the privacy of our parents, teachers and children and use discretion when using this information. You may request a roster to send out invitations for Birthday parties at home. Please remember to invite the entire class. Please Mail all invitations. No invitations are allowed to be handed out in school. Thank you for your cooperation.

## **KASHRUT**

The school observes strict kosher dietary laws and we ask that you please respect this policy. Since dairy products are eaten by the children at lunch and we do not permit the Combining of dairy and meat products, **Please do not send meat or poultry** with your child. All food sent with your child must be free of any animal product ingredients. Kosher fish, dairy products, grains, fruit and vegetables are acceptable. Read all labels carefully. Animal shortening is used in many baked products. Look for an OU or other kosher certification on all products.

## **BIRTHDAYS**

Children love to celebrate their birthdays with their school friends. We encourage this and suggest keeping it simple.

Therefore, all birthday parties done at school are arranged through our Birthday Coordinator in the office only.

## **HOLIDAYS**

Our curriculum is based on the Jewish holiday cycle. All the Jewish holidays will be celebrated in school. Parents will notice art, music, cooking, bulletin boards, stories and parties connected to these holidays. Newsletters will keep you informed of this year's planned activities. Below is a tentative schedule of what will be covered:

Halloween and Valentine's Day are not celebrated. Please do not send costumes or cards, etc., pertaining to these holidays to school.

## **HEALTH**

Keeping our children healthy is a very important and cooperative effort.

Children brought to school coughing or appearing ill will be sent home.

Please notify the school immediately if your child contracts any communicable disease such as chicken pox, head lice, scarlet fever, etc., so that we may notify parents.

In the event of any contagious disease the following measures will be taken:

Written notices will be posted advising of the outbreak. This notice will include as much information as we have regarding the date of the outbreak, incubation period, etc.

Any child who has had any contagious disease may not be readmitted to school without a note from a doctor specifying that the child is no longer contagious and may return to school.

If your child has any unique health requirements (allergies, regular medication, etc.), please notify the director and the school office in writing.

Please inform the school office, the director and your child's teacher of any food or other allergies. Teachers and assistants will be informed of a child's allergies. A doctor's certificate of wellness may be required when a child has a frequent runny nose due to allergies.

Head lice are a part of our environment. Learn to check your child regularly for symptoms of scalp itching or the pearl-shaped egg. The staff will check children in school for head lice when they appear to have symptoms. A child with head lice will be sent home. They may not return until all of the head lice are gone and a note from the doctor is sent back to school with your child.

## **ACCIDENTS, UNUSUAL EMERGENCIES AND DISASTER PREPAREDNESS**

It is critical to keep emergency names and telephone numbers current and up to date at all times. They should represent people who can be reached easily and live within the vicinity of the school.

All major accidents will be reported to the parents immediately. All minor accidents will be reported to the person picking up the child. A child requiring emergency professional medical treatment will have that treatment as quickly as possible and at the facility designated by the parent or guardian, or at the nearest hospital emergency room.

Emergency Procedures have been worked out with the entire staff in case of unusual emergencies. Such emergencies as earthquakes, fire, flood, etc., where you cannot get to the school or if the situation calls for the children to remain at the school:

Be assured we have taken all the precautions necessary for your child's safety and we will take excellent Care of your children. Please do not call the school or come to the premises until It is safe and designated (by radio) to do so. If for any reason, we would have to evacuate, information Will be posted outside the gate in the parking area. Please be sure the emergency card on our file is up dated frequently and that these are the people that you want to pick up your children in case of an emergency.

**Be assured we will take all the precautions necessary to take care of your children.**

**Medication: Do not send medication in your child's lunch box!!**

All medication must be brought to school in the original prescription bottle with the child's name and the prescription dosage clearly marked on the bottle. If the medication is in liquid form, please send a graduated dispenser. If the medication is not in a prescription bottle, we will not administer it to your child. Over-the-counter medication must be in its original container, clearly marked with your child's name and accompanied by a prescription from your physician indicating the correct dosage. WE WILL NOT ADMINISTER ANY MEDICATIONS WITHOUT A PRESCRIPTION FROM A DOCTOR.

The parent/guardian must complete and sign a "Parent Release" form in the school office which will be given to the teacher or posted on the refrigerator. Medication must be picked up every day and taken home. A new release must be signed each day that your child comes to school with medication.

## **FIELD TRIPS**

Occasionally we have age-appropriate and educational field trips.

## **PARENT/TEACHER CONFERENCES**

Our staff is always available for conferencing throughout the year  
Should you need to discuss your child's progress, please call the office to set up an appointment with your child's teacher.

## **PARENT INVOLVEMENT**

The success of our program also depends on your involvement. We have been fortunate to have a very active parent committee. We welcome and urge all parents to be actively involved in the following programs:

1. PTA - PARENTS COMMITTEE
2. ROOM MOTHERS
3. SCHOOL - CLASS - SHABBOS - HOLIDAY CELEBRATIONS
4. SUPPORTING THE SCHOOL'S FUNDRAISING PROJECTS - Book Fairs, Bike-a-Thon, Raffle, etc.....
5. Volunteering to help in classrooms or helping with our pta art day during the year, fall festival etc.

## **TZEDAKAH**

One of the most beautiful MITZVAHS within Judaism is charity. We encourage the children to bring a penny everyday for our "Tzedakah" box. The children receive such joy from this experience.

## **STUDY MATERIALS/SUPPLIES:**

The Chabad Hebrew School provides all workbooks and supplies for all grades. Lost workbooks will need to be purchased from the office.

Boys are encouraged to bring and wear a Kipah & Tzitzit to class. If you do not have one, Hebrew School will provide one for you.

Girls are asked to bring a note saying that they lit Shabbat candles.

## **MITZVAH NOTE:**

For the younger classes teachers may ask to send in a Mitzvah note. This is a note that describes something special that your child has done. Children really look forward to hearing what their parents have to say, so please be sure to send one, if it's requested.

## **RAFFLES/POINT SYSTEM:**

Raffles are done at the end of each lesson. Student can receive raffle tickets for prayer and class participation. Our exciting points system is based on how prepared a student is when he/she comes to class. Points are given at every lesson and students accumulate points throughout the year. Bi-yearly, there is a prize store where students can get amazing prizes based on the amount of points they have accumulated.

## **RULES OF THE SCHOOL:**

1. Respect your teachers and classmates
2. Respect the property of the school
3. Arrive on time
4. Do not leave the Hebrew School without permission
5. Bring snacks to school
6. Only Kosher food
7. Cell phones must be turned off during class
8. During recess students need to be in the yard
9. Boys-bring Kippa
10. No fighting

## **BEHAVIOR:**

Students are expected to comply with the rules of the school. Breaking the rules will result in a note home to the parent. Additional breaking of the rules will result in a meeting with the parents and teacher. If the student still does not adhere to the rules, he/she will be asked to stay home the following lesson.

Once again, welcome **YOUR PRECIOUS CHILDREN ARE OUR FUTURE.**