



ILAN RAMON DAY SCHOOL

Where Learning is a World of Possibilities

PARENT/STUDENT HANDBOOK

Early Childhood Education
and
Elementary School

2018-2019

5778-5779

27400 Canwood Street

Agoura, CA 91301

*phone (818) 707-2365 ***fax (818) 707-9052*

ilanramondayschool.com

Fully accredited by the California Association of Independent Schools (CAIS),
Western Association of Schools and Colleges (WASC),
and Builders of Jewish Education of Greater Los Angeles (BJE)

ADMINISTRATION / STAFF

Yuri Hronsky	Head of School yhronsky@ilanramon.com
Bat-hen Zeron	Director of Hebrew and Judaic Studies bzeron@ilanramon.com
Valerie Segall	Director of Early Childhood Education vsegall@ilanramon.com
Kim Freund	Director of Outreach and Institutional Advancement kfreund@ilanramon.com
Mila August	Director of Finance maugust@ilanramon.com
Sherrell Brantley	Office Administrator sbrantley@ilanramon.com
Roger Friedman	IT Manager rfriedman@ilanramon.com
Elias Ruiz	Plant Manager

FACULTY

Atalie Abramovici	aabramovici@ilanramon.com
Dalit Argil	dargil@ilanramon.com
Niva Baum	nbaum@ilanramon.com
Melanie Blumkin	mblumkin@ilanramon.com
Ben Braunstein	bbraunstein@ilanramon.com
Mimi Cohen	mcohen@ilanramon.com
Joanna Cooper	jcooper@ilanramon.com
Nancy Martinez Cruz	nmartinezcruz@ilanramon.com
Eric Dollins	edollins@ilanramon.com
Amy Dunn	adunn@ilanramon.com
Linda Elliot	lelliot@ilanramon.com
Heather Gilbert-Bakalor	hgilbert@ilanramon.com
Nirit Hetz	nhetz@ilanramon.com
Melanie Katzner	mkatzner@ilanramon.com
Ilana Libesman	ilibesman@ilanramon.com
Jill Miller	jmiller@ilanramon.com
Ariela Nehemne	anehemne@ilanramon.com
Sherri Raft	sraft@ilanramon.com
Ayala Ron	aron@ilanramon.com
Yonit Royker	yroyker@ilanramon.com
Shira Shafer	sshafer@ilanramon.com
Kim Shapiro	kshapiro@ilanramon.com
Janetta Shvartsmann	jshvartsmann@ilanramon.com
Adam Snyder	asnyder@ilanramon.com
Gina Socher	gsocher@ilanramon.com
Deby Stevens	dstevens@ilanramon.com
Mark Tietjen	mtietjen@ilanramon.com
Lynne Wahl	lwahl@ilanramon.com
Sigalit Weiss	sweiss@ilanramon.com
Jessie Zuckerman	jzuckerman@ilanramon.com

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Parent Organization

Tricia Freeman	Parent Organization Co-President
Kimberly Provda	Parent Organization Co-President

Dear Parents,

We welcome you to the Ilan Ramon Day School community and look forward to enjoying a productive and rewarding educational experience with your child(ren). We share together in the cooperative effort to provide quality education for children, our most precious resource.

This parent/student handbook is designed to inform you and your child(ren) of the philosophy and general procedures of our school. The handbook also contains information related to parent and student responsibilities, which should enhance your understanding and participation in the life of the school.

Should you have any questions related to the information in this handbook, please feel free to contact the school office.

Sincerely,



Yuri Hronsky
Head of School

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School History תולדות בית הספר

In 1994, a group of visionary families spearheaded a campaign to create a day school to serve the rapidly growing Jewish community in the Conejo Valley. Heschel West began with a kindergarten class of fourteen children. As our population grew we moved to our present site in 1997 and now serve students from ages 2 through fifth grade. When we began our 17th year it was decided that the time was appropriate to begin working towards a new name for the School. Our school is now proud to carry the name Ilan Ramon - an Israeli, American and Jewish hero. We are proud that ours will be the only school in America to carry this inspirational man's name. Ilan Ramon was the first Israeli astronaut to fly into space. He served as the payload specialist on the fatal mission of America's space shuttle *Columbia* where he and six other crewmembers were killed during re-entry on February 1, 2003.

However, Ilan Ramon represents much more than just a victim of this terrible tragedy. He is the son of a Holocaust survivor, a scientist, a Colonel, a fighter pilot in the Israeli army, a father, a husband and a visionary.

The values that Ilan Ramon cherished are ones our School holds dear - family, community, discovery, love for learning and Judaism. Ilan Ramon represented all of these in his life as a scientist and astronaut, in the military, with his family, and as an Israeli Jew. He believed in seeking the undiscovered potential in our world, just as we at Ilan Ramon Day School cherish the undiscovered potential in every child. Every day, we strive to help children reach new heights and discover hidden talents. We are committed to our philosophy, award-winning program, and helping each child become the person he/she can be.

Ilan Ramon ז"ל

(June 20, 1954-February 1, 2003)



PERSONAL

- Ilan Ramon was born in Tel Aviv, Israel, and grew up in Beer Sheva.
- His mother and grandmother were survivors of the Auschwitz concentration camp.
- Ilan Ramon was survived by his wife Rona, and their three children.
- His eldest son, Captain Assaf Ramon, died on September 13, 2009, during a training flight. He was 21 years old. He graduated from the IAF flight school as the top cadet in his graduating class.

AIR FORCE CAREER HIGHLIGHTS

- Ilan Ramon was a Colonel and fighter pilot in the Israeli Air Force.
- In 1981 he was the youngest pilot to take part in *Operation Opera*, an Israeli military operation to bomb Iraq's unfinished Osirak nuclear reactor. The facility was destroyed.

NASA AND THE *COLUMBIA* SPACE SHUTTLE

- In 1997, Ilan Ramon was selected as a Payload Specialist and reported for training at the Johnson Space Center in Houston, Texas in July 1998.
- Ilan Ramon was the first Israeli astronaut and served as the payload specialist of STS-107, the fatal mission of America's *Columbia* space shuttle, where he and six other crewmembers perished during re-entry.
- STS-107 *Columbia* (January 16-February 1, 2003) was a dedicated science and research mission.
- Although considered a secular Jew, Ilan Ramon felt he represented all Jews and all Israelis. While in space he observed the Sabbath and was the first astronaut to eat kosher food.
- Aboard *Columbia* Ilan Ramon carried a pencil sketch, "Moon Landscape", drawn by 14-year-old Peter Ginz, who died in Auschwitz. He also took with him a microfiche copy of the Torah given to him by Israeli President Moshe Katsav and a miniature Torah scroll from a Bergen Belsen survivor. Other items included a barbed wire mezuzah by artist Aimee Golant as a symbol of the Holocaust as well as a dollar bill from the Lubavitcher Rebbe, Rabbi Menachem M. Schneerson.
- Ilan Ramon is the only foreign recipient of the United States *Congressional Space Medal of Honor*

OTHER

- "*An Article of Hope*" opened the 2011 Los Angeles Jewish Film Festival and has been screened at Jewish film festivals nationwide. The film parallels the fateful journey of a miniature Torah scroll that survived Bergen Belsen and its profound symbolism with the life story of Colonel Ilan Ramon and his close bonds with fellow astronauts.
- Our school is the first day school in North America to be named after Ilan Ramon.
- In March 2012, Ilan Ramon's widow, Rona Ramon, visited our campus to provide her blessing to our new name and to spend time with students, parents, and faculty talking about Ilan.

Mission Statement מטרות-על

Ilan Ramon Day School prepares our children to embrace the diverse challenges of the 21st century. We are a community Jewish day school with an integrated curriculum focused on critical thinking, community involvement, the values of Judaism, and a personal connection to Israel. Our innovative program develops lifelong learners and leaders by emphasizing intellectual, spiritual and creative development with a focus on the social-emotional growth of each student.

Core Values עמודי התווך, ערכים

1. COMMUNITY (*Kehillah*) קהילה

We believe:

When we enroll a child at Ilan Ramon Day School, we invite an entire family to become active members in a multi-generational community.

Deep interpersonal connections emerge between parents, teachers, family, and students in a climate that fosters communication, openness, and acceptance.

Through learning, growing, and celebrating together, students emerge with a solid sense of self and Jewish identity.

Non-judgmental, pluralistic practice and learning communities can build bridges between different sects of Judaism.

2. CHARACTER (*Derech Eretz*) דרך ארץ

We believe:

Parents and teachers can guide students to act with integrity, honesty, humility, and compassion.

Accountability to high standards fosters independence, resilience, and determination. Children thrive in an environment of respect.

Children can take an active part in repairing the world (*tikkun olam*).

Developing character is a social process built on home and classroom environments, which foster open communication and honest exchange of ideas.

3. CURRICULUM (*Lilmod U'lelamed*) ללמוד וללמד

We believe:

Diverse learning styles and interests require teachers to employ personalized strategies to challenge and engage each student.

A passion for learning is instilled through formal and informal activities that capture the student's imagination.

Opportunities to integrate varied content areas motivate students to connect classroom learning to the real world.

The study of Hebrew and Torah are vital to our culture, heritage, and history, and are interwoven into students' personal lives.

4. CRITICAL THINKING (*Chochmah Bina v'Daat*) חכמה בינה ודעת

We believe:

Critical thinking is achieved when knowledge is combined with divergent thinking, and actions are aligned with ethical values.

Fair judgment, solid values, determination, and self-confidence are key elements of problem solving.

To realize the benefits of technology and innovation, students must be informed decision-makers who analyze data scientifically, discriminate between fact and opinion, and assume a global perspective.

5. CREATIVITY (*Chochmat Ha-Lev*) חכמת הלב

We believe:

Children possess an innate sense of wonder about the world and the teacher gently guides its unfolding.

Creative expression in academics and the arts ignites the curiosity and potential of each child.

Students flourish in an environment where each child can find his/her own voice and manner of self-expression.

6. CONTINUITY (*Dor l'Dor*) דור לדור

We believe:

The seeds of a strong Jewish identity are planted by honoring all those who came before us.

Each child's innate spirituality is nurtured in an environment of Jewish traditions modeled through diverse expressions of Judaism.

Family participation in intergenerational school events and activities cements our families, grounds us as Jews, and ensures the future of the Jewish people.

As Jewish Americans, we are leaders in the broader community and the community of Israel.

Program Characteristics מאפייני התוכנית

- Differentiation of instruction incorporating diagnostic/prescriptive methods.
- A multi-modality, experientially based approach to learning with students actively involved.
- A highly trained staff that develops expertise and competencies through the continuation of professional education.
- A low pupil-teacher ratio.
- Personnel who provide a support system for the optimal development of each student.
- The collaboration of home and school providing parents with a clear understanding of school goals, policies, and procedures.
- Curriculum is continually developed through innovative approaches and techniques, incorporating the California State Frameworks as well as the Bureau of Jewish Education guidelines.

School Policies מדיניות

Policies are determined for the school by the cooperative efforts of the administrators and the Board of Directors. Decisions relating to philosophy, financial matters and facilities are within the province of the Board of Directors in conjunction with the Head of School. Educational decisions are the sole responsibility of the Administration. This cooperative policy-making structure has proven to be effective and successful throughout the history of our school.

Ilan Ramon Day School is fully accredited by the California Association of Independent Schools (CAIS), Western Association of Schools and Colleges (WASC), and the Builders of Jewish Education of Greater Los Angeles (BJE).

Parent - School Partnership יחסי גומלין בין הורים ובית הספר

A crucial part of the school's philosophy is the emphasis on working in close partnership with the families of students. As in any partnership, there are responsibilities on both sides. Education succeeds only if teachers, students, and parents are involved in the process together. Educational research demonstrates that: 1) students perform better on an average when their teachers and parents are in communication and agreement, and 2) students who have parents that take an active role in their child's education generally excel both academically and socially.

At Ilan Ramon Day School, it is assumed that parents are committed in a meaningful way to the education of their children. Teachers rely on the full support of parents in the education of their children. Parental understanding and adherence to the

school's rules, policies, and procedures are essential for a successful school experience.

Parents and teachers are encouraged to communicate frequently, so that the student feels the close partnership and relationship necessary for the students' optimum growth and development.

Adherence to Contractual Agreement

Parents are expected to adhere to all conditions of the Ilan Ramon Day School contract. Board ruling requires that all financial obligations of the prior year be fulfilled in order to register for the new academic year.

New Parent Orientation קבלת הורים חדשים

The administration and Parent Organization holds an orientation for new parents, prior to school, to acquaint new families with the School philosophy, organization, and programs.

Readiness for School מוכנות למידה

- Discuss behavioral expectations with your child.
- Be certain your child has had enough sleep, has eaten a good breakfast, and is clothed appropriately.
- Send your child to school in a relaxed, cheerful frame of mind.
- Be certain your child arrives on time and attends school on a regular basis.
- Provide appropriate supervision during carpool rides to prevent conflict amongst students. This is to insure student's calm readiness for learning.
- Be punctual! In the Elementary School arrive at school no later 7:55 a.m., and in the ECE arrive no later than 8:55 a.m.

Support for Learning תמיכה בלמידה

- Encourage your child to attend to school tasks and participate actively.
- Remind your child to adhere to school standards.
- Provide encouragement on an ongoing basis.
- Praise and encourage your child's areas of strength and be supportive of areas of lesser competencies. We are aware that children cannot grow in all areas at the same time and pace.
- When your child returns home from school, encourage him/her share a daily experience.
- Stress the importance of school and learning by scheduling family trips during school vacation periods.

School Support מעורבות ההורים

- If a school problem arises, obtain accurate and adequate information from the teacher and/or an administrator before drawing final conclusions.
- Carefully read the newsletters, Parent Planet, *Shalom Bayit*, as well as all bulletins and letters.
- Attend school functions: Back to School Night, Morning Coffees, Shabbat Under the Stars, Open Houses, Judaic and General Studies special programs and events.
- Be aware that in independent schools tuition alone is not sufficient to sustain the school. Parent participation in fundraising efforts is essential. Some projects include Annual Giving, the Boutique, spring events, as well as other fund raising projects.
- Become involved in the Parent Organization, classroom and/or school support services.
- Participate as a classroom/school volunteer when needed.

Parent Organization ועד ההורים

The Parent Organization coordinates the parent participation program and also assumes responsibility for fundraising, parent education, hospitality, publicity and special enrichment programs. The Parent Organization organizes and administers programs such as hot lunch, challah sales, Art Docent, Scrip, School Picture Day, Yearbook and much more.

Parent Volunteers התנדבות

Ilan Ramon Day School welcomes parents who wish to volunteer in their child's classroom. In order for the teacher to individualize instruction and provide an enriched program for each and every student, parent volunteers are essential. There are a variety of ways that parents can participate: leading a special art project, driving for educational excursions, preparing instructional materials, assisting with the hot lunch program, or helping during multi-interest days. The teachers will determine what sort of parent assistance would be most beneficial to facilitate the learning process and in recognition of the individual needs of the classroom.

All parent volunteers are required to sign in at the office in order for administrators to know who is on campus. All volunteers and visitors must wear an ID badge while on campus. Our security professionals mandate this.

The Reporting of Progress תעודות

- Keep abreast of your child's progress by keeping in contact with the teacher.
- Attend and actively participate in parent/teacher conferences.
- Request conferences when additional progress information is needed.
- In discussing progress reports with your child, be sure to acknowledge all progress made and offer him/her constructive suggestions for improvement.
- Help your child to build his/her self-image by your acceptance of the fact that individuals cannot excel in all areas.

Academic Issues עניינים לימודיים

Ilan Ramon Day School maintains a variety of methodologies to teach our students. Along with traditional approaches, the School has implemented strategies taken from current brain-based research to address how students learn. Taking into consideration the developmental differences of our students, the School has a curriculum that can be modified to meet the needs of our students.

Academic Integrity and Academic Excellence למידה ביושר

Academic integrity and the pursuit of academic excellence are fundamental to your child's success at Ilan Ramon Day School. Although students often feel pressure from family and fellow peers, each student is responsible for maintaining the originality of their own work. Students are accountable for preparing, organizing, and completing their own work unless a teacher directs students to work in groups or receive assistance from parents.

Differentiated Learning גיוון בהוראה

Differentiating instruction and meeting the needs of individual students minimizes the frustration of students and contributes to success. Success builds positive self-esteem, which in turn translates into positive learning experiences for our students.

Educational Excursions טיולים

Field trips during the school year are an integral part of our school program. They are designed to enrich the children's educational experiences. As such, it is the school's expectation that all students attend. At times, each individual family assumes some costs. Teachers plan and supervise the school trips and sometimes invite parents to participate.

Student Progress תעודות

Written progress reports are distributed for grades K-5 three times a year, twice in conjunction with a parent/teacher conference. 4th and 5th grade students will attend the second conferences along with their parents. ECE teachers will hold formal conferences for E2, E3, and E4 parents at least twice a year. Parents should feel free to contact teachers with their questions throughout the year. However, please remember that teachers are very busy during drop-off and pick-up and these are not the best times for long discussions.

Students are assessed formally and/or informally daily to diagnose strengths and needs and monitor learning progress. Standardized tests (ERB) are administered to students beginning in grade three to assess the achievement of basic skills and grade level standards.

Good Study Habits הרגלי למידה

Concentration, commitment, and organization are the principle qualities that make up good students. "Homework" and "studying" provide students the opportunity to process each day's lessons, apply newly learned material, and get ready for the next day's class. It is important that students learn how to organize their time productively so that their learning continues outside of school. For this reason, it is important that students learn to schedule their activities and create a scheduled study-environment in their home that is clean, quiet, and agreeable to studying.

Homework Policy שיעורי בית

Homework assignments are a meaningful reinforcement of classroom instruction. These assignments enhance learning and help students develop responsibility as well. The length of homework assignments increases at each grade level. Beginning in Grade 2, each student will be provided with an Ilan Ramon Day School agenda.

Based on the differentiated learning styles of our students, the amount of time it takes to complete homework assignments can vary from student to student. We encourage parents to communicate with teachers if their child is spending excessive amounts of time completing their nightly homework. At times homework must be individualized as well.

Parents need to remember the following important issues:

One of the more valuable methods to teach responsibility and self-reliance is to require students to return their homework to school on time. We do not allow students to call home to have parents bring their forgotten homework, since students would not learn the appropriate consequences for their actions. Student accountability is necessary to learn self-reliance.

Parents should:

- 1) help their children create an atmosphere in the home conducive to studying and working
- 2) help with homework when necessary
- 3) seek school assistance if homework problems arise
- 4) if required, be certain to check and sign the student's Ilan Ramon Day School Agenda.

Student Behavior - Behavior Counts

התנהגות

Ilan Ramon Day School maintains that the key to success lies in a strong partnership between students, teachers, parents, and administrators. All members of our community are expected to contribute to a positive, caring environment. As a community, we are all responsible for the well-being of each other and for the preservation of Jewish traditions.

Dress Code דיני לבוש

Students are expected to come to school in appropriate attire for school activities in keeping with the values of כבוד *Kavod* (respect) and צניעות *Tzniut* (Modesty). Good grooming and cleanliness are essential to the school dress code. Neither boys nor girls may wear hairstyles that are extreme. Body piercing and tattooing violate school policy. Clothes that are too baggy, too tight, too revealing, or too tattered are not acceptable.

Because some interpretation and judgment in these matters is obviously necessary, the administration of the school will be the final decision-maker of what is or is not acceptable.

- Rings, bracelets, dangling earrings and necklaces are not allowed as a safety consideration.
- **Please label every item** of clothing with the student's name so it can be easily returned if lost.
- Short-shorts, tube tops, open toe shoes, sandals, clogs, platform shoes, or shoes with a heel exceeding two inches are not permitted.
- All children are to wear **closed shoes** with **rubber soles** for their safety.
- Hats are not worn at school except outdoors as sun protection or when it rains. **Hats are not to be worn in class.**
- Clothing depicting or representing violence or vulgarity may not be worn at school.

Boys wear a kippah at designated times daily. Special attire is worn on Fridays in honor of Shabbat and Holidays. Boys should preferably wear white collared shirts and girls should preferably wear white shirts, dresses or nice pants. If your child has P.E. on Fridays, they should bring a change of clothing to school.

Student Behavior (Continued)

התנהגות

PLEASE NOTE THE ECE SECTION AT THE BACK OF THIS HANDBOOK FOR THE RELEVANT E2, E3 AND E4 INFORMATION.

The ultimate purpose of discipline at Ilan Ramon Day School is to change inappropriate behavior so that each student may function as a positive, contributing citizen within our community. Our goal is to move the child from extrinsic to intrinsic modes of self-control, always utilizing a positive disciplinary approach as opposed to punitive measures. Another goal is to help students express emotions appropriately. Students are expected to treat their peers and faculty with respect at all times. Students who feel they are being bullied or teased are instructed to report it promptly to a teacher or Head of School.

At Ilan Ramon Day School, being part of a sacred community is the founding principle that unites us. A community is successful when all those within it respect the same values and share common standards of behavior. It is through *T'fillah* that we learn and understand the values and ideals that unify us: respect, kindness, and honesty.

The following guidelines establish the standards of behavior that maintain a healthy and productive community. These guidelines are for **everyone** to observe and practice.

- The school environment is viewed as a positive place to experience success.
- Whenever discipline is necessary, it is administered in a manner consistent with the school philosophy, preserving the dignity of the individual. The utilization of logical consequences serves to promote optimum growth.
- "*T'Shuva*, "returning" to being our better selves is part of the teaching we use to involve students in the awareness of their mistakes, feeling remorse, making amends, and learning from their errors.
- Faculty members, students and parents are involved in solving problems and developing strategies for student growth. All are encouraged to develop an understanding of the factors that contribute to appropriate behavior and problem solving. If additional information or expertise is required, we will request the assistance of a professional expert.
 - Problem solving at Ilan Ramon Day School focuses on causes rather than just the symptoms. Students participate in decision-making policies and in problem solving.

The administrators assume the responsibility of implementing the school's discipline code. Consequences for violating our behavior policy may include time out, suspension or dismissal based on the severity of the student's behavior.

Grounds for Discipline משמעת

Grounds for discipline may include, but are not limited to, the following:

1. tardiness
2. causing a disturbance in class
3. littering on campus
4. leaving campus without permission
5. chewing gum on campus without permission
6. fighting or the threat of physical violence
7. use or possession of tobacco, alcohol, illegal drugs (i.e., federally controlled), drug paraphernalia, or legal drugs not specifically prescribed for the student at school or at any event sponsored by Ilan Ramon Day School or another school
8. racial, religious, ethnic, or sexual slurs
9. throwing anything on campus which would cause injury or damage
10. use or possession of any dangerous weapon, including toy guns and knives, matches, lighters, firecrackers, or explosives
11. profanity, obscenity, or vulgarity
12. disrespectful behavior or language
13. forgery, plagiarism, or cheating of any kind
14. stealing, defacing, or destruction of personal or school property
15. deliberate insubordination or disobedience
16. physical or mental abuse of any member of the school community.
17. unapproved or inappropriate use of iPads, cell phones, or other electronic devices.

Attendance

PLEASE NOTE THE ECE SECTION AT THE BACK OF THIS HANDBOOK FOR THE E2, E3 and E4 CLASSES.

School attendance must be of great importance in the student's life. A child's "work" must not be minimized or placed in a secondary position. Daily attendance commits students to continuous and perpetual learning, teaches students to balance work and life, and develops the habit of personal management. If a student must miss school, Ilan Ramon Day School has clearly defined procedures, which parents and student must follow to maintain the integrity of the learning process.

Parents should avoid scheduling appointments or travel plans that take place before the end of the school day or before vacation periods begin. If a parent has a compelling need to remove his/her child from school outside of regular scheduled vacation periods, the parent(s) must meet with the Head of School one-week prior in order to obtain permission.

School Hours שעות הלימודים

Punctuality is extremely important in the daily life of children. Parents of a chronically tardy student will be contacted by the administration to ensure that the child arrives on time. Students should be on campus no later than 5 minutes prior to the start of the school day.

ECE Early Care	8:00 am – 9:00 am	
E2	9:00 am – 1:00 pm	After care: 1:00 pm - 3:30 pm
E3	9:00 am – 1:00 pm	After care: 1:00 pm – 3:30 pm
E4	9:00 am – 2:00 pm	After care: 2:00 pm – 3:30 pm
Late Care	3:30 pm – 5:00 pm	

Kindergarten	8:00 am – 2:00 pm	
Kindergarten After Care	2:00 pm – 3:30 pm (Friday's until 3:00 pm)	
Late Care	3:30 pm – 5:00 pm (there is no late care on Friday)	

Grades 1-5	8:00 am – 3:30 pm (Friday's until 3:00 pm)	
Late Care	3:30 pm – 5:00 pm (there is no late care on Friday)	

Please note: School closes on Friday at 3:00 PM for all students. There is no late care on Fridays.

Late Care

There is late care offered from 3:30 pm until 5:00 pm Monday through Thursday for all students. Sign-up forms are mailed home during the summer, and are also available in the main office at anytime.

Minimum Days and Early Dismissal יום לימודים קצר

Minimum days are scheduled on the day before some major religious holidays and for staff development.

E2 E3 & E4	8:00 am – 12:00 pm
Kindergarten	8:00 am – 12:00 pm
Grades 1-5	8:00 am – 12:00 pm

There is no after care or late care on Minimum days for any grade.

On Fridays, to enable preparation for Shabbat, dismissal is at 3:00 pm. There is no late care on Fridays.

School Arrival and Dismissal Procedures

PLEASE NOTE THE ECE SECTION AT THE BACK OF THIS HANDBOOK FOR THE E2, E3 and E4 CLASSES.

All drivers must use caution when arriving and leaving the campus. Your child's safety is always our first concern. You can help insure his/her security by following our procedures for arrival and dismissal.

- **Students are NOT PERMITTED on campus until the security guard has arrived at 7:30 am.**
- **DO NOT arrive for dismissal earlier than 3:00 pm as this causes congestion down the hill.**

Parents who wish to escort young children to class, must FIRST drop off in the carpool line, and then park their car. CHILDREN MAY NOT WALK THROUGH THE PARKING LOT DURING SCHOOL DROP-OFF AND PICK UP TIMES.

Carpool

Students will only be released to those people whom the parent has designated on the emergency form. If there is a change of plan, such as a play date, the school must be notified in advance, in writing.

Absence Policy חיסורים

1. Excused absences are limited to illness or bereavement.
2. Upon a student's return following an absence, a parent's note is required to be submitted to the teacher. The absence excuse note should include the student's first and last name, the date(s) of absence, the parents' first and last name, the reason for the absence, the parent's telephone number in case more information is needed, and the parent's signature.

3. Any absence of three or more consecutive days due to illness requires a note from a physician confirming the student's ability to return to school.
4. In cases of a prolonged absence, school assignments may be obtained from the teacher by calling in advance. However, teachers are unable to replicate the classroom experience, which can place the student at a disadvantage even though teachers assist the student upon his/her return.

Tardiness (Grades Kindergarten - 5) - איחורים

A child who is late must be signed-in, in the office, by the parent. The student will receive a late pass to be given to his/her teacher. Tardiness is disruptive to the entire class and interferes with the individual student's readiness to work. Please have your child arrive at school on time, and ready for work.

Student Release from School

To take a student out of class during school hours, parents must first stop at the office to release their child. If an adult, other than those listed on the emergency form, is asked to pick up a child, written permission must be provided, before we can allow the student to be released from school. We will not release a child from class until the parents or ride has come into the main office and physically signed the child out. The office personnel will summon the student. Early releases are discouraged. Please limit these to emergency situations only. In addition, permission to release a student to participate in any school outing must be given in advance, in writing, and may not be granted by phone.

At the very highest level religious education should motivate us to think about our relationship to God and our role in the world.

Historically, belief and faith in God have been central to Jewish life and survival. The curriculum and many informal activities in the life of our school provide youngsters with the opportunity to explore their own spiritual mindset and growth.

Parents are asked to see that their children adhere to all daily Judaic practices of the school. On Fridays, parents are asked to adhere to the **Early Shabbat Dismissal Schedule**. We expect that parents will avail themselves of the ongoing opportunities for family and parent education so that they may support and enrich the education that their children receive.

Each of the following mitzvot (commandments) represents a value central to our tradition.

Kashrut Observance דיני כשרות

(the following revised policy was adopted by the Board of Directors in May 2016)

Kashrut, the Jewish system of dietary laws, evolved as a meaningful affirmation of the sanctity of life. Kashrut has always represented the attempt to elevate and sanctify life – a reminder to us to be a “holy” people, sensitive to all creation.

As a community day school, accommodating the widest spectrum of Jewish practice, we observe Kashrut during the school day and **at all Ilan Ramon Day School events**.

The specific policies regarding Kashrut in our school are as follows:

- Students may bring dairy or parve food for lunch or snack. **In addition, they may bring a lunch that includes kosher meat that either has a kosher hechsher or comes from a package that has a kosher hechsher. Meat lunches should have no dairy products included.**
- No foods prepared at home, even in kosher homes, may be brought to school to be shared with other students.
- Food served to the entire School community, e.g., hot lunch, must come from certified kosher suppliers.
- Baked goods must come from a bakery that has kosher supervision and be parve. Some approved bakeries include: Sam's Bakery, Entenmann's, Unique Bakery, and Continental Bakery. Baked goods may not be prepared at home.
- No utensils may be brought from home for classroom cooking projects.
- Three hours must elapse after the completion of a meat meal before dairy food may be eaten.

The specific policies regarding all School-sponsored events/celebrations held outside of the School are as follows:

1. Ilan Ramon Day School hosts can serve either dairy or meat for outside events/celebrations that are school-related if adhering to the following guidelines:
 - Meat meals must be kosher. Dairy and meat cannot be served at the same meal.
 - Dairy/parve meals may be served if prepared and served in a manner that does not violate laws of Kashrut.
2. Ilan Ramon Day School-sponsored events "open to the public" will provide kosher food only.
3. Ilan Ramon Day School will allow events to take place in local restaurants, and we encourage dairy/parve to be ordered (no meat or chicken). Preference would be given to kosher restaurants, but if unavailable, any restaurant would be acceptable.

Kippot כיפות

Male students are expected to wear kippot during lunch, Hebrew/Judaic studies, and T'fillah – times which occasion the saying of blessings or other mention of God's name. Female students, although not required, may choose to wear kippot. Students are responsible for bringing their own kippot from home. Please help us save time and effort by seeing that your child has a **minimum of five (5) extra labeled kippot**, in a Ziploc bag, for his/her cubby or desk. Each kippah and Ziploc bag should be labeled with the student's name and grade.

Shabbat and Holidays שבת וחגים

In observing Shabbat and Jewish holidays, we are transmitting values, reliving key moments in our tradition and experiencing the joy and pleasure of living as Jews. To facilitate all of these aspects of observance:

- Whenever possible, we dismiss early on the eve of major holidays (Rosh Hashanah, Yom Kippur, Sukkot, Pesach and Shavuot), which require either extensive preparation at home or early synagogue attendance.
- We do not promote or distribute publicity for any event scheduled either on Shabbat or Yom Tov (holidays).
- We provide parent education to assist in acquiring Judaic knowledge and practices including holiday observance.

- We encourage the giving of Tzedakah as is traditional prior to Shabbat and Yom Tov, in addition to ongoing Tzedakah projects.
- **It is customary to wear white clothes on Shabbat and Yom Tov – skirts or dresses for girls, a shirt with a collar for boys. We encourage students to wear special clothes for Shabbat. Clothes need not be fancy – children still play outdoors at recess.**

The specific policies regarding all School-sponsored events held on or immediately following Shabbat are as follows:

Background: Ilan Ramon Day School is an educational institution. Participating in religious events and celebrations creates a stronger sense of community and teaches the families in our school about Jewish rituals and traditions, therefore encouraging more Jewish observance in the home.

1. Ilan Ramon Day School can hold religious events such as Friday night Shabbat dinners, Shabbat services, and Havdallah for the sake of educating our families on the practices and value of Shabbat.
2. Social events must be held no earlier than one hour after Shabbat officially ends.
3. Non-religious events/celebrations held immediately after Shabbat should be organized so that there is no preparation required on Shabbat.

Birthday Celebrations ימי הולדת

PLEASE NOTE THE ECE SECTION AT THE BACK OF THIS HANDBOOK FOR THE E2, E3 AND E4 CLASSES.

Students' birthdays in grades one through five will be celebrated with special recognition in our services on Rosh Chodesh (the beginning of each new month, according to the Hebrew calendar). ***Please refrain from bringing any birthday treats from home to the classroom.***

We request that outside party invitations **not** be distributed at school. Please send all other invitations through the mail. In observance of Shabbat, **we ask you not to schedule any parties on Shabbat**, from Friday evening through the conclusion of Shabbat on Saturday night.

K'lal Y'srael כלל ישראל

The awareness of K'lal Y'srael (including everyone) is cultivated at Ilan Ramon Day School. Students are frequently invited to parties at the homes of their classmates. Please be aware that some students do come from kosher homes and cannot share in refreshments unless they are kosher. *In addition, scheduling parties and outings on Shabbat and holidays prevents students whose families are observant from attending.* We remind you to be aware of, and respectful of, the "community" structure of our school.

T'fillah תפילה

In all traditions, there are unifying and sustaining values and ideals which are transmitted through ritual and symbol. In Judaism, T'fillah (prayer) is one means by which the community and the individual, as a member of the community, experience and share the spiritual values, which are the foundation of our tradition.

At Ilan Ramon Day School, prayer is an integral part of the experience of Judaism. Our objective is that prayer transcends the rote act of repeating words or formulas. Prayer is an avenue to awaken within each human soul a sense of wonder and an appreciation of the potential significance and sanctity of each moment of living.

The goals of prayer are only attained over time and through understanding. In order to reach the "heights", solid foundations of understanding in combination with meaningful experiences are necessary. To this end students become familiar with the daily services, as well as the special liturgy for holidays and Shabbat. Students are involved in learning the content and significance of prayer as well as the technical skills of davening.

Israel ארץ ישראל

The dreams and aspirations of the Jewish people have been intensely bound up with the land and the people of Israel. For centuries Jews prayed for a return to this homeland. With the creation of the modern state of Israel came a renewed sense of peoplehood embraced by Jews around the world. As a community day school, Ilan Ramon Day School embraces the traditional love for Eretz Y'srael as the land of our history and the birthplace of our way of life. It is a major center of Jewish growth and identity as well as the primary motivator in the rebirth of Hebrew as a living language of our people. It is in the connection to Israel's history and current achievements / challenges that a well-rounded and grounded Jewish identity can be nurtured.

Hebrew עברית

The Hebrew language is both the ancient medium of Jewish texts and the synagogue and the modern and vibrant language, which unites Jews worldwide. At Ilan Ramon Day School, Hebrew is taught in both of these dimensions and is considered an integral part of the identity that is fostered through a rich, Jewish education.

Other Important Information

שונות

Recess/Snack & Lunch מהבית ומאכלים חטיפים

Students should bring a healthy snack from home. Lunches may be brought from home or ordered in advance from our Kosher caterer. All food brought from home must adhere to the dietary guidelines outlined in this handbook.

Allergy and Anaphylaxis מוצרי בוטנים, מיגבלות

Ilan Ramon Day School, along with most schools in the region, has experienced an increase in the number of students with serious and/or life threatening allergic reactions. While we are not a medical facility and therefore cannot provide medical care, we will do everything within reason to protect your children from exposure to life-threatening allergens and to act in their interest should a reaction occur. Our ability to provide an appropriate response depends largely on your notifying us of his/her condition

Please note that peanut and tree nut products should not be brought to school in ALL GRADES E2 through 5. This means that each child entering the classrooms is asked to bring snacks or lunch free of nuts or products containing nuts. Taking an extra few minutes by reading the labels of all foods before packing your child's lunch/snack could possibly save a child's life.

In addition other dietary restrictions may be required in a given classroom depending on any allergies that may be present. We appreciate everyone's understanding and compliance as we work to keep all of our students healthy and safe.

Parent Responsibility

At the time of enrollment, every Ilan Ramon Day School family is asked to complete an **Annual Emergency and Disaster Release Authorization Form** for each enrolled child advising the School of any known food allergy.

After a child is identified as having an allergy or an anaphylactic reaction on the **Annual Emergency and Disaster Release Authorization Form** (Emergency Card) and completes the **Food Allergy Action Plan**, the Administration will work with each family to determine the appropriate response and will educate the faculty and staff on the proper response for each child. Parents must also complete the **Authorization For Medication form**, and have it **signed by their child's health care provider** in order for the School to administer medications related to an allergy.

Ilan Ramon Day School cannot guarantee that students will not be exposed to allergens or come in contact with allergens through our lunch program or through food that is brought into the classroom.

Ilan Ramon Day School will:

- work with parents to make teachers and staff aware of allergy/anaphylactic reactions.
- educate faculty and staff as to the seriousness of allergies and an anaphylactic reaction.
- train Ilan Ramon Day School faculty and staff on how to respond to allergic reactions.
- wash down lunch tables daily after recess and lunch.
- prohibit all peanut products from the Ilan Ramon Day School hot lunch program.
- enforce a policy of not allowing students to share food at recess and lunch.
- educate parents about our policy of not allowing peanut and tree-nut products to be brought from home.

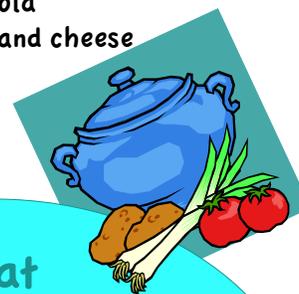
**PLEASE NOTE THAT PEANUT AND TREE NUT PRODUCTS
SHOULD NOT BE BROUGHT TO SCHOOL.**

Dairy/Parve Nut Free Lunches & Snacks

Avocado and Hummus sandwich
 Bagel Sandwich
 Baked Potato stuffed w/veggies or cheese
 Baked Sweet potato
 Black Bean Enchiladas
 Black Bean salad
 Caprese salad
 Cereal and milk (breakfast for lunch!)
 Enchiladas
 Cheese or Veggie Pizza
 Corn and Bean salad with tortilla chips
 Cream Cheese and jelly sandwich
 Egg Salad
 Eggplant Parmesan
 English Muffin pizzas
 Falafel
 Fish Sticks
 Fruit Smoothie
 Gnocchi
 Grilled Cheese Sandwich
 Grilled Veggie Burrito
 Hard boiled eggs
 Lentil soup or stew
 Lentils and Rice
 Macaroni and Cheese
 Minestrone Soup
 Pancakes or French Toast
 Pasta Salad with veggies
 Potato Soup
 Potstickers
 Quiche
 Quinoa
 Quesadilla
 Rice and vegetables
 Roasted Veggies
 Salad w/veggies and cheese, tuna or eggs
 Samosas
 Spaghetti Squash w/veggies & sauce
 Spinach Lasagna
 Split pea soup



Sunchip "Nachos"
 Sunflower Butter and bananas
 Tortellini
 Tostada with black beans and cheese
 Tuna sandwich
 Vegetable Pot Pie
 Vegetable soup
 Vegetarian chili with cheese and crackers
 Veggie Spring Rolls
 Veggie Sushi
 Veggies and Hummus or other dip
 Waffle sticks
 Wraps with rice and veggies
 Yogurt and fruit or granola
 Zucchini with marinara and cheese



Meat Nut Free Lunches & Snacks

Bean Burrito with chicken
 Breadsticks with meat sauce
 Burrito Bowl with meat
 Chicken and Rice
 Chicken Salad
 Chicken Pot Pie
 Chicken Soup
 Create a "Bento Box" with bits of veggies,
 fruit, crackers, meat or pasta
 Meatballs
 Pasta with Meat Sauce
 Tacos

Many of the Dairy Ideas can have meat substituted for Cheese for other alternatives.

Dairy/Parve & Nut Free Lunches & Snacks

Avocado and Hummus sandwich
Bagel and Hummus or Cream Cheese
Baked Potato stuffed w/veggies or cheese
Baked Sweet potato
Bean Burrito with rice or cheese
Black Bean Enchiladas
Black Bean salad
Breadsticks with marinara sauce
Burrito Bowl
Butternut Squash
Caprese salad
Cereal and milk (breakfast for lunch!)
Cheese Enchiladas
Cheese or Veggie Pizza
Cheese sandwich
Corn and Bean salad with tortilla chips
Cream Cheese and jelly sandwich
Create a "Bento Box" with bits of veggies, fruit, crackers, dips or pasta
Eggplant Parmesan
English Muffin pizzas
Falafel
Fish Sticks
Fruit Smoothie
Gnocchi
Grilled Cheese Sandwich
Grilled Veggie Burrito
Hard boiled eggs or egg salad
Lentil soup or stew
Lentils and Rice
Lentils and Vegetables
Macaroni and Cheese
Meat alternatives such as Tofurkey, Tofu
Minestrone Soup
Pancakes or French Toast
Pasta e fagioli soup



Pasta Salad with veggies
Pasta with butter, sauce or cheese
Potato Soup
Potstickers
Quiche
Quinoa
Quesadilla
Rice and vegetables
Roasted Veggies
Salad w/veggies and cheese, tuna or eggs
Samosas
Spaghetti Squash with veggies or sauce
Spinach Lasagna
Split pea soup
Sunchip "Nachos"
Sunflower Butter and bananas
Tortellini
Tostada with black beans and cheese
Tuna sandwich
Vegetable Pot Pie
Vegetable soup
Vegetarian chili with cheese and crackers
Veggie Burger
Veggie Lo Mein
Veggie Spring Rolls
Veggie Sushi
Veggies and Hummus or other dip
Waffle sticks
Wraps with rice and veggies
Yogurt and fruit or granola
Zucchini with marinara and cheese
Zucchini or Carrot muffins



Pinterest and Trader Joes have 100's of ideas for Vegetarian and Nut Free meals and snacks.

Health and Wellness Policy - בריאות הגוף

Your child's health is of major importance to all of us. Upon enrollment, you must file a *Health Form*, signed by your child's physician. We also require that your child have certain standard immunizations and tuberculosis clearance. Your child may be sent home if he/she appears to have symptoms of illness during the day. In such cases, your child will be brought to the office and you will be contacted. All our staff is trained in First Aid and CPR and will follow all standard procedures in case of an emergency. It is mandatory that emergency information be kept current in our files.

Please keep your child home if:

1. your child has an illness that prevents him or her from participating comfortably in our program.
2. your child has any of the following conditions: fever, lethargy, irritability, persistent crying, difficulty breathing, or other manifestations of severe illness.
3. your child has had a fever during the previous 24 hours.
4. your child has heavy nasal discharge.
5. your child has a constant cough.
6. your child has stomach pains, diarrhea or vomiting.
7. your child has a rash with fever and/or behavioral change, unless a physician has determined the illness is not a communicable disease.
8. your child has a head lice infestation, including any live lice or nits (eggs). Our school has a "no nit" policy. When a case of head lice is identified, the child will need to be picked up from school and be treated for head lice before returning to school.
9. your child has symptoms of a possible communicable disease. These include but are not limited to: conjunctivitis (pink eye), chicken pox, tonsillitis (strep throat), impetigo (skin infection), scabies, and mouth sores.

Your child may come to school if:

1. they have been fever free for the past 24 hours, without the influence of fever reducing medicine.
2. a cold is over, but a minor nasal drip remains.
3. the school was notified of your child's exposure to a communicable disease and you have a note from your doctor. Please discuss your child's return to school with the office before taking your child to the classroom.
4. your child has been effectively treated for head lice, and upon inspection by the office, no nits are found. Our school has a "no nit" policy. This means that when a case of head lice is identified, the child will need to be picked up from school, and be treated for head lice. This includes the manual removal of every nit. The child will then have to be rechecked by an Ilan Ramon Day School faculty member before returning to school.
5. Children who have a cast, brace, crutches or other medical devices must bring a note from a medical practitioner indicating they may attend school, and

specify any restriction the child may have. The note should also specify an end date indicating when the child may resume full activities.

6. Children returning from an illness of more than 3 days should bring a note from their Health Care Provider indicating wellness and an ability to return to school.

If your child has a minor injury at school, an *Ouch Report* will be sent home relating how teachers or staff cared for the child's minor injury. If an emergency arises, the parents or persons listed on your child's *Emergency Information Card* will be contacted first. If no one can be reached, we will call your child's physician. If necessary, we will also call an ambulance or the paramedics.

To keep the spread of communicable diseases to a minimum, and to protect your child, as well as others, please notify the office immediately if your child contracts a communicable disease so we may make the other parents aware of possible symptoms to watch for in their children. If your child does contract a communicable disease, please keep your child at home during the contagious period of incubation. A note from your child's doctor that your child is no longer contagious may be necessary upon his/her return to school.

Dispensing of Medication תרופות

All medication must be brought to the office before school begins and left with the office manager. It is against school policy for students to carry medication in their pockets, backpacks or lunches. In order for Ilan Ramon Day School staff to administer medication, ***including Over the Counter Medications***, please adhere to the following:

- Prescription and Over the Counter medication must be labeled with the child's name and include explicit instructions for dispensing.
- A signed letter of permission from the **child's parent and prescribing physician** must accompany the medication.
- Medication must be brought to school in the original container.

Medication cannot be administered without the above signatures and specifications.

Immunizations

Upon initial enrollment at Ilan Ramon Day School, and for entrance in Kindergarten, (including for those students who have attended IRDS for preschool), all students are required by California State Law to provide a record of immunizations. Guidelines for required immunizations by grade can be found at www.shotsforschool.org. Parents are required to provide a complete list of immunizations each child has had to the school office. Immunizations may be on a yellow state immunization card, form CDPH 701, or other official immunization records.

On July 1, 2016, California School Immunization Law, SB 277, came into full effect. It now requires that all children enrolled in either a Public School or a Private School be up to date on their immunizations (shots) in order to attend school. All California schools are required to check and document immunization records for all **new** student admissions before enrollment into Preschool, Transitional Kindergarten or Kindergarten through 12th grade, as well as all students advancing to Kindergarten and 7th grade. All new students enrolling at Ilan Ramon Day School, as well as students entering Kindergarten, including those transitioning to Kindergarten from the Ilan Ramon Day School Preschool, are required by California State Law to provide an up to date record of immunization. Kindergarten is a legally mandated checkpoint year.

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including:

- The full name of the child being exempted
- the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated,
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary; and the expiration date, if the exemption is temporary.

Only a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) may provide a medical exemption.

Children behind on their required immunizations may be admitted conditionally, if they are not currently due for any doses or have a temporary medical exemption. A schedule for the remaining immunizations must be followed with an official immunization document being recorded with the school on or before the end of the indicated extension. Children whose documentation is not received by the deadline will be excluded from school until evidence of immunization is provided.

When a temporary medical exemption has expired, that child will be admitted on condition, and will be require to follow the state mandated immunization schedule to complete any missing doses.

A **“personal beliefs” exemption is no longer permitted under the new law**; the only exception is a valid personal beliefs exemption that had already been filed with the school prior to January 1, 2016, on form CDPH-8262. This exemption will remain valid until entry into the next grade span checkpoint year. (Preschool into Kindergarten, or Kindergarten through 6th grade into 7th grade,). Valid personal beliefs exemptions may be transferred between schools in California.

Children who are not current on immunizations, whether by medical exemption, valid CDPH-8262 exemptions (dated prior to January 1, 2016), or who have been admitted on condition, may be excluded from school for up to 21 days should there be exposure to, or an outbreak of, a communicable disease they are not immunized against.

Entertainment Devices מישחקים ומכשירים אלקטרוניים

iPods, MP3 players, cell phones, iPads, PDAs, trading cards, toy guns, electronic games, and other “fad” items may not be brought to school.

Smoking and Alcohol עישון ומשקאות חריפים

Smoking on school property is prohibited at all times for adults and children. The use of alcohol on campus during school hours and on school trips is prohibited.

Marijuana

The use, possession, consumption, serving or sale of marijuana, including in edible form or vaporizers, on the premises of Ilan Ramon Day School at all times is strictly prohibited. This zero-tolerance policy applies to all faculty, staff, students, parents, vendors, community partners, and guests.

Field Trips טיולים

Field trips are scheduled during the school year to enhance the classroom curriculum. Prior to a field trip, an announcement is sent home providing specific information about the excursion as well as a consent form that must be signed and returned. In order for a student to participate in any off-campus activity that occurs under the auspices of the school, a consent form must be signed by the parent and returned to the child's teacher.

Administrators, teachers, parents, and students appreciate all the driving and assistance of our parent volunteers throughout the school year. Field trips, so relevant to our social studies program, would not be possible without the helpful participation of parents.

If parents assist during trips away from school, there are specific parental responsibilities to ensure the safety and welfare of our students. The following information sets forth the expectations of the parent volunteers:

1. Parents are responsible, at all times, for the children in their group. **Parents are expected to remain with their group and reinforce the School's behavioral expectations.**
2. Parents need to help the children “focus” on the purpose of the trip and to maintain a positive and enthusiastic attitude.
3. Children must inform an adult when they leave the group to use the bathroom. They must go with a “buddy” or with an adult, depending on the location.

4. **Drivers are expected to drive directly to their destination. Stopping at any location to or from the destination is not allowed. Drivers are never to stop and purchase food of any kind for the children.**
5. Parents who do drive must provide the office with a copy of proof of insurance, and valid driver's license. In addition, safety belts, and child car seats are required in accordance with state and federal regulations.

Student Council מועצת התלמידים

Student Council consists of a president, vice-president, secretary, treasurer and representatives from each grade except for E2, E3, E4, and Kindergarten. The offices of president, vice president, treasurer and secretary are reserved for fifth graders.

Security Measures: Cars and Visitors בטיחות

Ilan Ramon Day School enforces strict security measures to ensure the safety and protection of the students, teachers, staff, and parents on campus. It is extremely important that all our families comply with the School policies.

Cars on Campus

Ilan Ramon Day School identification decals must be visible at all times during arrival and dismissal. The following guidelines have been developed to protect the Ilan Ramon Day School community:

1. **The identification decal must be placed in the lower right corner of the inside of your front windshield.** Remove any prior tags before placing the new decal on your windshield. A current Ilan Ramon Day School identification decal must be visible at all times during arrival and dismissal. 2 decals per family are mailed out over the summer. Please come to the office if you need additional decals. All other identification placards are not acceptable for admittance onto campus.
2. At arrival or dismissal, cars with proper identification decals will enter directly into the carpool line.
3. Cars without proper identification will be stopped by the guard to obtain the necessary information for admittance. Drivers will be asked to present their driver's license and the child(ren)'s name(s) to be picked up.
4. A parent note is required, in the morning, to authorize any change in the release of students.
5. Drivers who are not authorized to pick up the requested students will be required to pull out of the carpool line in order to receive authorization from the office.
6. All drivers are expected to drive slowly and cautiously on campus, ever mindful of pedestrian traffic.
7. All drivers are expected to listen to the directives of teachers and administrators and to treat them with respect.
8. In the interest of minimizing inattentiveness, **cell phones may not be used while driving on campus.**
9. Cars are not to be left unattended in front of the administrative offices at any time. **DO NOT GET OUT OF YOUR CAR FOR ANY REASON.**

10. Children and adults must use designated sidewalks when walking to the parking lot.
11. Parents are asked to pick their children up at their scheduled dismissal times.

Parking on Campus חניה

Please take note of the fire lanes in our main lot and along the road to the back parking lot. It is **forbidden to park your car along these lanes.**

The Lost Hills Sheriff's Department does spot-checks on our campus during the year, and should they find cars in the fire lane, or parked illegally in the handicap spot, they will issue tickets.

The fire lane may be used only during carpool pick up and drop-off. Cars may not be left unattended.

Parents who will be staying on campus for a meeting, as classroom volunteer, etc., must first drop their child(ren) in the carpool line, and then park their cars.

In the Event of an Earthquake or Other Emergency

In the event of an emergency, no student will be released from school unless a parent or individual designated by a parent comes for the student at the front gate. No child will be allowed to leave with another person, even a relative or babysitter, unless the school has written permission to that effect or that the person is listed on the student's emergency card in our files. **(Please keep your cards current. All changes must be submitted in writing or via email.)**

The school is prepared to care for your child during critical situations. If you are unable to reach the school, faculty and staff will care for your child on campus. Faculty members are certified in first aid and C.P.R., and the school is prepared to communicate with various local emergency services. Parents should help the school run this well-planned system in the following ways:

1. Please **do not** call the school—we must have the phone lines open for emergency calls.
2. Following an earthquake, **do not** immediately drive to the school, as access to our school may be cluttered with debris. Also, the schools access routes and street entrance must remain clear for emergency vehicles.
3. Park your car on the south side of the Ventura Freeway and walk to the gate.

Every effort has been made to ensure the safety of each child in the event of an earthquake or other emergency. Parent's consideration in carrying out this part of the program will be most important to its overall success. Each family is encouraged to set up their own emergency plans.

In Case of Fire: We have been advised by the Los Angeles fire department that, for the safety of all students, faculty, and staff, **evacuation is not advisable** and we are to remain on campus. LAFD and the Lost Hills Sheriff department will immediately come to our assistance.

In Case School is Cancelled: In the event that school is cancelled for any reason, parents will be notified through the school's email, phone message, Parent Planet, and texting system.

DISASTER PROCEDURE
OUT-OF-STATE PHONE
CONTACT
FOR EMERGENCY USE

Pardes Jewish Day School
Scottsdale, AZ
480/991-9141

ILAN RAMON DAY SCHOOL

2018-2019
ECE
ADDENDUM

DAILY SCHEDULE

לוח זמנים

At Ilan Ramon Day School, child-initiated, child-directed, and teacher-supported play is the foundation of our program. The children will experience a varied and enriched program, while at the same time following a fairly predictable, comfortable routine.

An approximate daily schedule is posted in each. This schedule is flexible and accommodates each classes' individual flow of small group, large group, and individual learning opportunities in both our indoor and outdoor classroom environments. It also includes snacks, lunch and self-care (hand washing, toileting, rest)

ILAN RAMON ECE CURRICULUM

תוכנית לימודים לגיל הרך

At Ilan Ramon Day School, the curriculum is developmentally appropriate for young children. It is implemented with attention to their different needs, interests and developmental levels. Through an integrated approach, this curriculum provides for all areas of a child's development—physical, emotional, social, cognitive and spiritual.

Children need years of play with real objects and events before they are able to understand the meaning of symbols such as letters and numbers. Learning takes place as young children interact with other people and touch, manipulate, and experiment with a wide variety of materials. Concepts and language skills gradually develop throughout early childhood, enabling children to understand more abstract and symbolic information.

Our curriculum is planned to emphasize learning as an interactive process. The teachers prepare the age-appropriate environment for each child to actively explore and interact with other children, adults and classroom materials. These materials are concrete and relevant to the lives of young children.

The materials and activities vary in difficulty and complexity, while challenging the children as they develop skill and understanding. Our teachers ask open-ended questions and make suggestions that stimulate both the child's thinking and the child's imagination, thereby extending the child's learning. Materials are made appropriately available for children to help themselves and make choices when possible. Teachers frequently use pictures and stories to build upon children's real experiences.

Basic learning materials and activities in our curriculum include sand, water, clay (and accessories to use them), table and unit blocks, and puzzles with varying numbers of pieces. Additionally, we utilize many types of games, a variety of small manipulative toys; dramatic play props (such as those for housekeeping, transportation and acting out Jewish holidays), and a variety of science investigation equipment and

woodworking tools. A wide variety of multicultural, non-stereotyping materials and activities ensure the individual appropriateness of the curriculum and also enhance each child's self-concept and esteem.

Our classrooms are equipped with a challenging selection of books as well as recordings for children to enjoy. A large supply of paper, water-based paints, markers and other materials provide avenues for creative expression. Outdoor play provides opportunities for gross motor development, a connection to nature, and the fostering of communication skills through social experiences.

The preschool curriculum is further enriched by visiting specialists as well as opportunities for experiences outside of school in the form of field trips.

Some of the key elements of the Ilan Ramon Day School early childhood curriculum include:

ART אמנות

Art stimulates a child's natural curiosity, improves fine motor skills, encourages cooperation and helps children discover a variety of ways to creatively express themselves. While involved in an art project, a child must use his or her mind in concert with his or her hands and eyes. As in any kind of creative experience, the process, rather than the product, is the most important.

You will notice that your child's art project may not be perfectly representational or look just like his or her classmate's work. This is because we believe that art is a valuable form of self-expression for children. Our teachers encourage children to enjoy the process and to feel satisfied with their creations, rather than meet adult expectations of how things should look.

BLOCK BUILDING משחקי קוביות

Block building integrates many concepts. Blocks are created on one unit of measurement so that a child may develop such concepts as halves, fourths, twice the length of, thickness, thinness, balance and symmetry. With blocks and their imagination, children may find themselves building cities, highway systems or large and fanciful dwellings from other planets. Eventually children may not only develop original ideas, but also gain the cooperation of other children to help carry out those ideas. We believe that a child gains his or her first real understanding of mathematical concepts through building with blocks.

COOKING בישול

Cooking and preparing food incorporates learning in all curriculum areas. Language is encouraged by labeling tools, describing tastes and changes in properties of matter, making contrasts and comparisons and relating school to home experiences. Through cooking, the children see themselves as capable doers who can control and use tools for a purpose. The important concepts of sharing and cooperating are emphasized in

a cooking curriculum. We emphasize healthy choices and encourage children to experiment with tasting new foods.

As described previously, kosher dietary laws will be observed. Special attention will be given to children with food allergies/special dietary needs when necessary.

DRAMATIC PLAY דרמה

In the playhouse and dramatic play area, children have the opportunity to express their ideas and feelings about the world they observe around them. Social skills are expanded in this safe setting. The children and teachers use our props and their imaginations to change this area during the year so that it may evolve into a pretend store, a library, a hospital, etc.

JUDAIC AND HEBREW עברית ויהדות

Judaica is approached through the integration of all of the above curriculum areas, as well as integrating real life experiences, such as singing blessings before meals. Judaica incorporates all facets of Judaism including Hebrew through songs and prayers, holiday celebrations and life cycle events, and an emphasis on Jewish values such as family, caring, community, joy, celebration and tradition. We also join together as a community to celebrate Shabbat and holidays.

LANGUAGE AND BEGINNING READING מיומנות קריאה

Well-developed oral language is essential to the process of learning to read. Children will have an opportunity to tell stories in sequence, develop an original story, explain an observation, ask thoughtful questions, make adequate responses and draw logical conclusions. Talking and discussions are encouraged. Children will have opportunities to participate in dictation, book making and charting. Children will begin to understand that reading is exciting. Children will begin to see that letters make words, which communicate thoughts to others.

LITERATURE ספרות

The sounds of good literature must be anchored in the ear of the young child. Good literature will be read and listened to every day. Children will be able to look at books on their own, share them with others and explore the pleasure gained from books.

MATH מתמטיקה

Children learn by doing, especially in the area of math. Ilan Ramon Day School classrooms have a collection of manipulatives developed to enhance the learning of mathematical concepts. Our curriculum puts emphasis on math concepts such as matching, counting, sorting, sequencing, classification, one-to-one correspondence, size, shape, number and location and simple addition and subtraction. The use of a variety of manipulatives builds creative problem solving skills.

MUSIC/DANCE מוסיקה

Music provides an outlet for children to move, sing, clap and use instruments. Music also promotes the development of math and language skills. Teachers will incorporate music into the daily routine and children will be able to enjoy all kinds of music — from Beethoven to the Beatles. Our music specialists will have an active role in bringing beautiful Jewish and Israeli music and dance to our school.

SCIENCE מדע

Science is experienced through observation and experimentation. In order to expand a child's knowledge of how the world works, we encourage discussions and experiences with caring for animals, planting, watching things grow, and sorting, classifying and logical record keeping.

NATURE/OUTDOORS

The beautiful natural setting of our school invites children and teachers to spend significant time outdoors. An appreciation of nature and caring for our natural world is a value our children live each day as they interact and explore in our outdoor classrooms.

SOCIAL STUDIES לימודי חברה

Our early childhood curriculum emphasizes the skills of communication, cooperation, and just plain getting along in the world. It also provides opportunities for the study of cultural customs and historical events.

Our program extends experiences of children and their families to include learning about those who share and work in the community. At Ilan Ramon Day School, multicultural experiences will not be limited to the celebration of holidays, but will include learning about foods, music, families and other aspects common to all cultures.

E2, E3, and E4

In our Ilan Ramon ECE, we believe that a high quality early childhood program should provide a safe and nurturing environment that responds to the needs of the family. In addition, we provide an environment that promotes the physical, social, emotional cognitive and spiritual development of young children.

Each child at Ilan Ramon Day School is viewed as a unique person with his or her own pattern and timing of growth, individual personality, learning style and family background. The teachers in our school are responsive to these unique qualities. We recognize that preschool experiences should match the child's developmental abilities, while challenging the child's interests and understanding. Our teachers use this knowledge to design the most appropriate learning environments for your children.

Play is how children learn. Play allows the child to grow physically, emotionally and socially. Learning is the result of the young child's thoughts and interactions with materials, ideas and people. Child-initiated, child-directed, teacher-supported play is the foundation of our program. For the young child, play is their life.

Children learn self-control when adults treat them with dignity and make expectations clear. Our Ilan Ramon ECE staff uses positive techniques of guidance such as redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement. Consistent, clear rules are explained to children in ways that they can understand. Limits are set for children, but the environment is arranged so that a minimum number of no's are necessary, particularly for very young children. We nurture the development of self-esteem by respecting, accepting and comforting children regardless of their behavior.

We believe that a quick and direct response to the needs and desires of children helps them to know that they are understood. Children acquire communication skills through hearing and using language and, as teachers, we listen and respond to what they say. Teachers facilitate children's successful completion of tasks by providing support, attention and verbal encouragement. Through the use of dictations in the classroom, we teach children that their words are valued and we encourage their skills of observation and communication.

The Ilan Ramon ECE staff encourages cooperation and other positive social behaviors among children. The development of social behaviors, such as cooperating, helping, taking turns and talking to solve problems is one of the goals of our program. Such behavior is fostered through modeling and encouragement. Through an emphasis on mitzvot and tzedakah, such as bringing food for the food bank and coins for the tzedakah box on Friday, we incorporate the teaching of Jewish values into our curriculum.

At Ilan Ramon Day School, we value our parents and feel that it is their right and responsibility to share in the decisions about the care and education of their children. There will be many opportunities to participate including (but not limited to!): helping hands in the classroom, library helpers, sharing special talents, holiday programs, Shabbat parents, and field trip chaperones. We encourage parents to observe and to participate. Parents are always welcome to visit the school.

YOUR CHILD'S FIRST DAYS AT SCHOOL ימים ראשונים בבית הספר

Starting school is an exciting experience for a young child, but it can also be a difficult one. Whatever the personality of the child; however eager he or she may seem to be for the new situation, there will be a moment when the child suddenly realizes that you are not going to be there. The apprehension that accompanies this realization is a normal reaction. Most children have little difficulty adjusting to school after they have made an initial visit with a parent. Nevertheless, it is important to introduce the child to

the school in a way that will make this first separation from the parent as easy as possible.

The staff of Ilan Ramon Day School is committed to giving you and your child(ren) as much of our time and support as you feel necessary to help make this period of adjustment as pleasant as possible. Here are some suggestions to make the transition easier:

1. Introduce your child to our program gradually. On Monday, August 27, please bring your child(ren) to school to meet the teachers and visit his/her new classroom. On the child's first day of school, Tuesday, August 28 and on as many of the following days as needed, a parent or other adult friend or relative should stay in the E2 and E3 classroom. Connecting with the teachers is so important these first few days of school. As they get to know your child, they will recommend that you step out of the classroom for periods of time until your child is okay with your leaving.
2. Adults who stay more than one day should gradually move out of the room, possibly sitting right outside the classroom door for a while and later moving to another room. We encourage you to keep busy with reading, or another absorbing activity, to help you to keep your focus on something other than your child. When children sense that they are not being closely watched, they usually start to relax. Use of cell phones and other electronic devices at this time is disruptive and strongly discouraged.
3. We ask that you never sneak away without saying good-bye to your child. When you do say good-bye, let your child know how much you love and miss him, and look forward to seeing him later. You might say, "mommy and/or daddy loves you and will miss you today, but when I pick you up after school, I will be so happy to see you." If your child cries at the moment of separation, the crying will seldom continue for more than a few minutes. When children cry, the teachers will let them know that we understand how they feel, comfort them and try to get them involved with the activities around them. We reassure them that their parent/caregiver will return for them when school time is over.

Sometimes, if a crying child appears to be upsetting the other children, a teacher or assistant might take that child on a walk outside, or perhaps to visit the Director in her office. After the child calms down, he or she is then brought back to the classroom. Also, it is not surprising at all for a child who has had a great morning to start crying when he or she is picked up at the end of the day. Reuniting with parents provokes strong emotions in children, which are sometimes expressed through crying. This does not mean your child has had an unhappy day.

4. If there is any separation difficulty, it typically takes place only with the parents. If your child is having prolonged difficulty separating, we will work with you to find

the best transition for you and your child. We may suggest, for example, that you arrange to have another adult caregiver or friend bring your child to school in the morning. After being brought a few times by someone else, your child may be able to face separation from you with greater ease. In some cases, we may suggest that you pick up your child a little earlier than his or her appointed time.

5. We would like you to be aware that it is normal to go through a period of adjustment during such a big change in a child's life. Sometimes, on the first day, or even for the first week, your child may be so absorbed with the classroom materials and the new environment that he or she won't even be aware of being separated from you. Frequently, in such instances, the adjustment will be made some time later.
6. We know that children's emotions are similar to those of adults. We know that you will give your child some extra time, personal contact and love during the opening days of school. We suggest that you do not over question your child about what he or she did during the first days at school. Allow the beginning days of school to be gentle, casual and non-threatening by not reminding your child of them at home, but by responding to questions or comments directly from your child.

GENERAL PRESCHOOL INFORMATION

מידע כללי לגיל הרך

REMEMBER: You must sign your child in and out each day. We need the first and last name of your child, the first and last name of the person dropping off and picking up, and the time — all signed in ink! California State Law requires it.

ARRIVAL AND PICKUP - הגעה ועזיבת בית הספר

Those children in E2, E3, and E4, who are signed up to arrive at school prior to 9:00 am, should be taken to the early drop-off room where they will be supervised by our early morning staff until 9:00 am. At 9:00 am they will transition to their own classrooms. Children who are not signed up for early care should be brought to their assigned classrooms at 9:00 am, but not earlier, because teachers need time to prepare their classrooms. Please bring your child to school on-time to avoid the uncomfortable feeling connected to arriving after everyone else has become involved in morning activities. Late arrivals can also be disruptive to the classroom routine.

If you know you are going to be detained for afternoon pick up, please notify the school immediately so that we can reassure your child that you will be coming soon. There is an overtime charge, but we are flexible. We would much prefer your being late to your rushing and risking an accident.

AUTHORIZATION FOR PICKUP רשות לאיסוף הילדים

For the safety of your child, children will only be released to those people identified on the authorization form. Written authorization from a parent is required to permit any person not in our emergency file to pick up your child.

MAKE-UP DAYS השלמת ימי ההסרה

The ECE department at Ilan Ramon Day School is licensed for attendance of a certain number of children per day. This enables us to keep in accordance with the state requirements of specific teacher-student ratios. **Therefore, if your child is absent on a particular day, we unfortunately cannot offer a make-up day.**

BABYSITTING POLICY

Teachers and staff members at Ilan Ramon Day School are not permitted to sign children in or out, or to transport them in their cars. Therefore, they are not permitted to provide babysitting services immediately before or after the child has been in preschool. It is also our policy that teachers and staff members not provide babysitting or other family services at other times to children currently in their class.

CLOTHING לבוש

When dressing your child for school, think of your child's comfort. Provide simple clothing, free of complicated fastenings. Remember that we use a variety of art materials and your child will engage in messy activities. Provide clothing that is washable! Think of our playground and provide clothing that is sturdy! Ilan Ramon Day School cannot be responsible for clothing that is stained or damaged, so please keep special clothes at home for other occasions. Send your child in play clothes so he or she can run and play and feel free to make messes!

- Please send one complete change of weather appropriate clothes, which will be kept at school in case of an "emergency."
- Make sure your child's name is on each piece of clothing
- Place change of clothes in a Ziploc bag with your child's name clearly marked.

If your child wears diapers, please supply diapers, and diaper wipes. Don't forget to label your child's belongings and send a complete set of emergency clothing to be kept in your child's cubby in case of accidents and spills.

REMEMBER: For the safety of your child, only closed-toed shoes appropriate for play will be allowed for outdoor play. Do not send your child to school wearing jewelry that might present a safety hazard on the yard, such as long necklaces or dangling earrings. Do not send your child wearing precious jewelry or accessories that may be lost.

FOOD אוכל

Parents are asked to provide a small, healthy snack for morning break as well as a lunch each day. IF your child stays for after care please send a second afternoon snack. Children in the ECE may also purchase hot lunch online, which is delivered to the classroom daily. Please remember that lunches and snacks should be nut free and in adherence with our dietary guidelines. We encourage you to also send a reusable water bottle each day.

KASHRUT OBSERVANCE: דיני כשרות

Kashrut, the Jewish system of dietary laws, evolved as a meaningful affirmation of the sanctity of life. Kashrut has always represented the attempt to elevate and sanctify life – a reminder to us to be a “holy” people, sensitive to all creation.

As a community day school, accommodating the widest spectrum of Jewish practice, we observe Kashrut during the school day and **at all Ilan Ramon Day School events.**

The specific policies regarding Kashrut in our school are as follows:

- Students may bring dairy or parve food for lunch or snack. **In addition, they may bring a lunch that includes kosher meat that either has a kosher hechsher or comes from a package that has a kosher hechsher. Meat lunches should have no dairy products included.**
- No foods prepared at home, even in kosher homes, may be brought to school to be shared with other students.
- Food served to the entire School community, e.g., hot lunch, must come from certified kosher suppliers.
- Baked goods must come from a bakery that has kosher supervision and be parve. Some approved bakeries include: Sam's Bakery, Entenmann's, Unique Bakery, and Continental Bakery. Baked goods may not be prepared at home.
- No utensils may be brought from home for classroom cooking projects.
- Three hours must elapse after the completion of a meat meal before dairy food may be eaten.

BIRTHDAYS ימי הולדת

Simple birthday celebrations may be arranged with your child's teacher. We prefer treats that are nutritious such as carrot muffins, blueberry muffins, etc. All foods that are brought in to school must be kosher — in accordance with our dietary guidelines. All baked goods brought into the school must be purchased from approved bakeries. Some families choose to donate a book to the classroom library in your child's name that can be shared with the class. Your child's teacher will add special stories, songs, candles and even a crown to make this a special time for your child.

REMEMBER: Please do not bring balloons to school, as they can be a safety hazard for young children.

We request that party invitations **not** be distributed at school. Please send all invitations through the mail to avoid hurting the feelings of children who are not invited. **In observance of Shabbat, we ask you not to schedule parties on Shabbat, from Friday evening through Saturday night.**

PHONE CALLS שיחות טלפון

Ilan Ramon Day School welcomes your comments and concerns. Please feel free to call your child's teacher, the ECE Director, or the Head of School. Please note, however, that while it is not always possible for your child's teacher to come to the phone, or to respond to your call immediately, your child's teacher, the Director, or the Head of School will call you back as promptly as possible.

REST AND RELAXATION מנוחה

In our program we recognize the need to alternate active play with quiet activities. It is sometimes necessary to give a particular child, or an entire group of children, some extra rest for brief periods if they become over-stimulated. The purpose of resting is to offset fatigue, both mental and physical. To benefit from this relaxation the children must be fully involved with the quiet time. Quiet time will be provided as needed and, in addition, rest time will be provided every day for all children who stay for extended care.

TOILETING

Each teacher on the staff will treat toilet accidents calmly and help the child into clean clothes in a matter-of-fact, calm and pleasant manner. We will make as little fuss about the accident as possible. We will reassure your child that having accidents is normal. Our staff understands that toilet accidents are a natural part of growth in a child.

Our teachers will encourage toilet training if your child is showing an interest. In keeping with the developmental philosophy of the school, however, teachers follow the child's lead and don't push.

TOYS FROM HOME צעצועים מהבית

Sometimes a child needs to bring a special or cuddly toy from home in the very beginning of school to help his or her transition to the school environment. When the child is ready, we will encourage him or her to leave the special object in their cubby.

We welcome children to bring meaningful or interesting items from home that they would like to share with the class. Sharing objects will be handled in creative ways and integrated into the curriculum.

REMEMBER: Do not send breakables or precious items with your child. They may not bring handheld computer games, phones or computers to school. For your child's

safety, as well as the safety of other children, we will not permit roller skates, roller shoes, skateboards or scooters to be brought to school or used on school property.

CHILDREN'S BEHAVIORS

Our staff assists children to be comfortable, relaxed, happy and involved in play and in other activities. We understand that, at times, children will express strong emotions such as anger, frustration and sadness. Such expressions of emotion are a child's effort to communicate and are expected. All children are encouraged to verbalize their feelings and ideas, and to feel understood and valued. Children have the need to know they belong and are part of the classroom community. While pre-verbal children will naturally communicate physically, staff members respond to their actions constructively and encourage verbal expression.

REMEMBER: No guns, war toys or other toys of destruction and/or aggression are permitted at any time on school premises or property. This includes clothing/costumes that promote aggression.

BODY EXPLORATION AND SEX PLAY

Body exploration and sex play is a normal part of development and to be expected in the preschooler. We calmly encourage children to deal with their curiosities verbally and we divert children into other activities. If we assess sexual play or curiosity to be outside normal boundaries, or in any way disruptive to the classroom atmosphere, we will request conferencing with you to develop a strategy to help your child.

BITING POLICY נשיכות

Young children may demonstrate seemingly aggressive behaviors such as biting, hitting, scratching or hair pulling when they feel a variety of strong emotions and they experience a loss of self-control. Biting, in particular, is usually a very upsetting behavior for both the children involved and for their parents. We always care and have concern when children in our program are bitten, and we recognize how upsetting it is for our parents. We understand, however, that young children bite for a variety of reasons and our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. Some of the reasons why children bite include curiosity about others, expression of frustration or anxiety, sensory exploration, teething pain or discomfort, discovery of cause and effect, and over-stimulation or excitement.

When biting occurs in our program, we give immediate attention and, if necessary, first aid to the child who was bitten. Our teachers express strong disapproval of biting. They work to keep children safe, to understand the circumstances in which the biting occurred and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques and timelines to work on the problem. We do not and will not use any response that harms a child or is known to be ineffective.

When children bite or are bitten, their parents are informed by incident report the same day. We keep the name of the child who bit confidential (however, children may report who bit them). Our goal is to avoid labeling and to give our teachers the opportunity to use their skills to help the biting to stop. We encourage parents to bring any concerns or frustrations they may have directly to the teacher and director.