

# **Chai Hebrew School**



## **Parent Handbook**

## **Welcome to Chai Hebrew School!**

This booklet is designed to help maximize your child's Hebrew School experience.

We are pleased that you have chosen our school for your child's education. We are committed to providing your child with a Hebrew school experience that will be enjoyable, inspiring, and provide warm memories for a lifetime!

### **Hebrew School hours**

Children meet for classes Sundays from 10:00am until 12:00pm. Please refer to our Hebrew School calendar which can be found on our web-site for dates of classes, and additional programs and events.

### **Arrivals**

We urge you to arrange for your children to be prompt and arrive on time. Once classes begin our teachers must be completely involved with supervising your children, without any distraction. We ask that conversations with teachers be reserved for before or after school hours, except in the case of an emergency.

### **Attendance**

Regular attendance is crucial in accomplishing the goals of our educational program. There is direct correlation between attendance and achievement, interest and attitude.

### **Absence**

It is important that you contact us if your child will be absent or late. You may do so by calling or texting Rabbi Adler at 703-864-7055.

In case of a student's absence for any length of time due to illness or vacation, arrangements should be made for obtaining the material covered in class as well as class homework.

## **Dismissal**

For safety purposes, we will not dismiss your child to anyone other than the person who usually drops off or picks up the child.

If you would like someone else to pick up your child, please make sure to leave us written instructions at the beginning of the day. Changes should be made only for emergencies; we also request a parent authorization by email.

Please make sure that your child understands what her/his afterschool plans will be. We have found that children worry if they are in any way uncertain about their after-school plans.

## **Play-Dates**

Parents willing to have their children have a play date with another child must inform us in writing before the dismissal of that day.

## **Parent/School Communication**

Communication between parents and our staff is very important to ensure that your child's Hebrew School experience continue to be a pleasant and positive one.

Should you have any questions or concerns regarding your child's class or progress, we encourage you to contact Rabbi Adler.

## **Behavioral Expectations**

At Chai Hebrew School, we strive to create an atmosphere that reflects our traditional Jewish values. Our students understand that respect for teachers, respect for each other and each other's property is essential for a successful learning environment. We expect all rules for student behavior to be complied with in class as well as during school events.

## **Parent's Responsibilities**

Parents have the responsibility to:

1. Drop off and pick up the children on time.
2. Contact their teacher regarding classroom concerns.
3. Encourage your child to complete their homework assignments (when applicable)

## **Hebrew School Responsibilities**

You should expect the School to fulfill the following:

1. Provide a positive and warm environment for your child.
2. Give your child a viable knowledge of Hebrew, Jewish Holidays, History, Customs and Traditions, Torah, Israel, and Jewish Heroes and Heroines.
3. Keep you informed of your child's progress and class activities.
4. Provide your child with a teacher who is dedicated and concerned about your child and their Jewish Education.
5. To provide your family with opportunities to learn, experience, and enjoy our Jewish Heritage.

## **Books and Supplies**

All textbooks and workbooks will be supplied by the school at the beginning of the school year. All books are to be treated with care and respect. Textbooks are to be returned at the end of the school year in good condition.

In order for our classroom routines to continue in a most professional way, it is necessary that every student come prepared to class each week with the items listed here.

1. 2 sharpened pencils
2. Pen (optional for older students)
3. 2 pocket folder

At times a teacher may request that your child bring in a specific item, you will be informed of these items via regular mail or an email.

## **Yarmulka/Kippot**

Although our school does not require that children come to Hebrew School wearing a Kippah. Nevertheless, all boys are encouraged to come to Hebrew School wearing a Kippah.

## **Tzedakah**

Tzedakah (charity) is a concept, which is basic to Judaism. Our school attempts to develop a commitment among our students to share with others less fortunate than themselves by donating a few pennies a day to charity. Parents are asked to provide children with a coin for Tzedakah.

## **Snacks**

A snack is provided for your child during Hebrew School hours. If your child is allergic to any food or beverages, please be sure to let us know.

## **Homework**

Our teachers will periodically be sending home light and fun homework assignments.

It is of utmost importance that you encourage your child to complete his/her homework assignments. Your positive reinforcement is of great assistance in making the Hebrew School experience work for your child.

## **Illness**

Please notify us in the case of a contagious disease so that we may notify the parents of other children in the class to be aware of the symptoms. Please let us also know if there are any changes in your child's health during the year e.g. vision, hearing etc. This will help us understand and cater to his/her needs.

## **First Aid**

Should a minor injury occur during school, it will be attended to by the school staff. Should something more serious occur, G-d forbid, the parents will be contacted immediately. Should the parents be unavailable, the child will be taken to the nearest hospital.

## **School Records**

Parents should notify the school promptly, in writing, of any change in address, telephone number, as well as any change regarding emergency situations. Promptness and accuracy are necessary to keep records up to date and to communicate with the home when necessary.

If, for any reason, a parent will be away from home for any length of time, please advise the school. The school should be informed of any family complications that may affect the child in class.

## **Bringing a Friend**

Students who wish to bring a guest/friend to school can do so gladly,

provided that A. you give the school advance notice B. the guest understands that he/she must respect the school's system and regulations.

### **Contacting the School**

Should you need to contact the school during Hebrew School hours please call Rabbi Adler's cell phone at 703-864-7055

### **School Address and Numbers**

**Address:** 8322 Trafton Lane, Springfield VA, 22152

**Tel:** 703-864-7055

**Emergency Contact Number: Sara Adler** (718) 809-9206

**Email:** [info@JewishSpringfield.org](mailto:info@JewishSpringfield.org)

**Website:** [www.JewishSpringfield.org/hebrewschool](http://www.JewishSpringfield.org/hebrewschool)

Looking forward to a great year!!