

# MAGEN ISRAEL

## EARLY CHILDHOOD PROGRAM

חנוך על טהרת הקדש

Parent Handbook

5778-2018/19





# Magen Israel

## Primary School

### Dean

Rabbi Yizchak Chayempour

### Director

Tamar Chayempour

### Campaign Director

Rabbi Chaim Eilenberg

### Judaic Prinicpal

Mushky Tuvel

### English Principal

Karine Beroukhim

September 2018  
Elul 5778

Dear Parents,

Welcome to the Magen Israel Early Childhood Program. Our preschool is committed to developing our children to their maximum capacity in a warm, safe, and nurturing atmosphere, and imbuing them with a love for HaShem and the Torah. With the help of HaShem our preschool will graduate well rounded students with strong foundation skills required throughout all their years of education. We work on building high moral character and increased self-esteem, instilling a lifelong love for learning. Enclosed please find the school handbook. Please read it carefully and keep it as a reference throughout the year.

It is a privilege for us to be involved in the education and growth of your children. Please feel free to contact us with your questions and comments.

We look forward to a successful and productive year and Be”H welcoming you and your child in September.

Sincerely yours,

Rabbi Yitzchok & Tammy Chayempour

#### **A Project of Gan Israel Educational Center**

Administrative Office: 778 Middle Neck Road, Great Neck, NY 11024

Summer Camp: Long Island Hebrew Academy, 122 Cuttermill Road

Primary School: 54 Steamboat Road

After School Program: 122 Cuttermill Road

Telephone: (516) 482-2305 Fax: (516) 773-8565 [www.magenisraelcenter.com](http://www.magenisraelcenter.com)

**Orientation**

Please make sure that medical forms are processed and that all financial obligations are met by the orientation date. For your convenience you may pay with:

A) Two post-dated checks of equal amounts, dated September 6, 2018 and January 1, 2019

B) Ten monthly post-dated checks, dated September 6, 2018 through June 1, 2019

***All checks can be made payable to: Gan Israel***

The orientation is especially scheduled to gradually ease your child into his/her new environment. This process recognizes the importance of smooth school beginning for young children. In order to avoid overwhelming the children, the toddler orientation is divided into groups for each class. You will be notified as to which group you have been placed in.

**Toddlers**

***Thursday, September 6, 2018***

Group A 10:00 am - 10:30 am

Group B 10:45 am - 11:15 am

***Friday, September 7, 2018***

Group A 9:30 am - 10:15 am

Group B 10:30 am - 11:15 am

**Nursery**

***Thursday, September 6, 2018***

10:00 am - 10:30 am

***Friday, September 7, 2017***

Regular Friday Schedule, 9:30 am - 12:30 pm

**Pre-K**

***Thursday, September 6, 2018***

10:00 am - 10:30 am

***Friday, September 7, 2017***

Regular Friday Schedule 9:30 am - 12:30 pm

## School Hours

**Tiny Tots:** 9:30 am - 12:30 pm

**Toddlers:** 9:30 am - 12:30 pm

**Nursery and Pre-K:** 9:30 am - 3:00 pm

**Friday Sessions for all grades:** 9:30 am - 12:30 pm

## Arrivals

Classroom doors open at 9:30 am. Teachers use the time before school for meetings and to prepare for the day's activities and cannot properly supervise the children whilst engaged in their work. Early arrivals will be required to wait with their parent until 9:30 am.

In order to establish good school patterns from the start, we request that you bring your child to school on time. Latecomers miss an important part of our program and often have difficulty finding a place in an activity that is already in progress. Furthermore, late arrival is disruptive to the class.

## Early drop-off

Our early drop-off program is available at 9:00 am and working mothers only at the cost of \$40 per month. If you would like to join the early drop-off program, please ensure that you've registered with the office before the start of the school year and fill in the sign-in sheet provided in the classroom. For more information, please contact the school office.

## Dismissal

Dismissal for toddlers is at 12:30 pm.

Nursery and Pre-K dismissal is from 2:45-3:00pm, Fridays 12:30 pm. Please make sure to pick-up your child promptly. Pickups after 3:10 pm will be charged a \$10 late fee.

### Early Pickup

If it is absolutely necessary to take your child home before the end of the school day, you must sign your child out in the office. Please do not pick up your child without first informing the school office.

### Food

Several of our students have allergies and sensitivities to nuts as well as dairy. All food sent from home must be nut free. All snacks must be nut and dairy free.

### Tzedaka

Please send in a few pennies each day to put in the tzedaka box.

### Mitzvah Notes

Mitzvah notes are used both to enhance the children's self-esteem, and to familiarize them with subjects that are discussed in class. It is recommended that you send mitzvah notes at least twice a week.

### Arts & Crafts

Magen Israel offers a hands-on creative program. All the projects sent home with the children are their own work. Some of these artwork will be sent home weekly. Please hang your child's work in a place that is visually accessible to them in order to help retain what they have learned in school.

### Newsletters

Newsletters are sent home periodically. Please take the time to read through these letters as they offer a glimpse of your child's week in school. It is highly recommended that you discuss what is written in the newsletter with your child.

## School Announcements

School announcements and updates are sent via whatsapp messages and email. Magen Israel Parents are invited to join our WhatsAppgroup chat for school notices, photos and videos. **Please avoid WhatsApp messaging teachers and faculty after hours.**

## Photos

To view photos, and videos, and a glimpse into your child's day please friend us on Facebook and follow us on Instagram. Watch our Instagram Stories for clips of our daily activities.

## Music & Song

Music is a powerful educational tool. In addition to our weekly class with our music teacher, teachers sing with the children and music is played daily in the classrooms. Song sheets will be sent home periodically. Please take the time to go through the songs and encourage your child to sing along with you.

## Speech and Language

Many of the books that we read to the children are from Jewish printers and not only develop speech and language, but also teach the children Jewish values. These books are available from our annual book fair or your local Judaica store. Periodically you will notice in our newsletters books that have been read to your children. It is recommended that you read these same stories to your child.

## Creative Movement

Natali, our creative movement teacher visits the school weekly. During this class children develop their gross motor and coordination skills through music, exercise, and dance.

### Puppet Shows

Morah Tammy gives weekly puppet shows on the Torah Portion and Jewish Calendar. These interactive puppet shows are an excellent review and can be viewed on [youtube.com/tamarchayempour](https://www.youtube.com/tamarchayempour) or on our Facebook page.

### Birthdays

Teachers provide a variety of special activities to make your child's birthday special and unique. You may bring a cake or cupcakes and a gift for the entire class to enjoy. We request that if you choose to distribute party bags they contain a limited amount of sugary snacks. All foods must be *Pas Yisrael*, *Chalav Yisrael (if dairy)*, and *Kemach Yashan*. Please call your child's teacher at least one week in advance to schedule a date for the birthday party. Please bring pennies for tzedaka for the entire class and ask your child to prepare a birthday resolution, a new mitzvah that they would like to be careful with in honor of their birthday. No birthday parties will be held during the time allotted to the music teacher.

### Field Trips

Field trips are an educational and exciting part of early childhood programs. Notices will be sent home at least one week in advance to inform you of the upcoming trip. You will be required to sign a permission slip allowing your child to join the school trip.

### Special Events

Our monthly events include visits from the Petting Farm, Small Wonder Puppet Theater, the Dentist, Meet the Author, Matza Factory, Book Fair, Chinese Auction, Sofer, and more. Parents will be notified before each event.

### Parent Teacher Conferences

Parent-Teacher conferences are held in November. We will inform you well in advance so that you can make the necessary arrangements to attend. The parents are strongly encouraged to participate in order to receive an in-depth view of their child's progress. If you feel the need to discuss your child's

progress with his/her teacher at any time, please call the school and leave a message for the teacher. Your call will be returned at the teacher's earliest convenience. Please do not engage the teacher in conversation when you drop off your child as this time is needed for her to welcome the children and give them the proper attention.

### Chinese Auction

Our annual Chinese auction is a vital part of supporting our school. Each family is required to submit an **auction fee of \$100**. This fee must be submitted together with PTA dues at the start of the school year and includes auction entry tickets for school parents. We look forward to an enjoyable evening together.

### Supply List

All items sent to school must be clearly labeled. The school assumes no responsibility for lost items. Please bring a shoe box with the following items on the first day of school.

#### **Toddlers:**

- Complete change of clothes including underwear, undershirt, pants, skirt, shirt, and socks. Clothing should be appropriate for year round use.
- 2 boxes of tissues
- 2 packages of baby wipes
- Smock
- Two recent photos of your child
- Box of freezer size zip lock bags
- Large package of diapers

#### **Nursery:**

- Complete change of clothes including underwear, undershirt, pants, skirt, shirt, and socks. Clothing should be appropriate for year round use.
- 2 boxes of tissues
- 2 packages of baby wipes



- Family Photo
- 1 recent photo of your child
- Zip lock bags (any size)
- Smock (Morah Aliza's class)
- Sleeping mat & small blanket for nap time (Morah Aliza's class)

### **Pre-K:**

- Complete change of clothes including underwear, undershirt, pants, skirt, shirt, and socks. Clothing should be appropriate for year round use.
- 2 boxes of tissues
- 2 packages of baby wipes
- Zip lock bags (any size)

*Photos will not be returned.*

*Please label all your child's belongings clearly.*

### **Apparel**

Please bear in mind that your child will be engaged in messy crafts, floor activities, and water play; please dress your child accordingly. Please note that we aim to always purchase and use washable products. Boys three years and over are required to wear a kippah for school every day. Tzizit are encouraged.

### **Absences**

In the event that you plan to take a family trip during the time in which school is in session, please notify the school before of the days that your child will be absent. Please note that we do not reimburse tuition fees for days absent.

### **Parental Absences**

Please inform the school if you will be away from home for any length of time. This is especially important if the absence is due to special occasions, such as hospitalization for the birth of a sibling. When teachers are aware of such conditions they can greatly assist in alleviating a child's concerns regarding his or her mother's absence.

## Health Policy

The health of all of our children is partially dependent on the cooperation of the parents. Sending a sick child to school not only jeopardizes the health of that child, but the health of all of the child's classmates as well.

- Children must be free of fever for at least 24 hours before returning to school.
- Children must be free of diarrhea for at least 24 hours before returning to school.
- Children requiring antibiotics must be on it for at least 24 hours before returning to school.
- No child with an infectious disease is permitted to attend school.
- Children must have a doctor's note indication that they are fit to return to school following an infectious disease.
- If a teacher deems a child too sick to be exposed to other children, she will call a parent or other relatives listed on the emergency card and ask them to pick up their child.
- No child with pink eye will be permitted in school.
- Teachers are not authorized to administer any medication to children.
- There will be a lice check at the start of the school year, after every major vacation, and whenever the administration deems necessary. Any child found with lice or nits will be sent home.
- In case of accidental injury G-d forbid, the school will immediately attempt to contact a parent. If we are unable to contact the parent, the child's physician will be called. If necessary, the school will also call an ambulance and paramedics. Until the arrival of the parents, the director or teacher will be responsible for making decisions regarding the child's welfare. Parents will be expected to assume responsibility for any resultant expenses not covered by the school's insurance. The school will maintain a parent's signed consent form, agreeing to this provision.
- All medical forms must first be submitted to the school office before your child can begin attending school.

- Please inform your child's teacher of any allergies that your child may have, even if you have already noted it on the registration form. It is important that you notify the teacher in person and ensure that she is well aware of the extent of the allergic reaction. If your child requires an Epi Pen, make sure to provide the school with one. Please make sure that all pertinent information on the emergency card be given upon your arrival to school.

### School Records

Parents should notify the office promptly, in writing, of any change in address, telephone numbers, and information regarding emergency contacts. Promptness and accuracy are necessary in keeping our records up to date. The school needs to be able to communicate with parents whenever necessary.

### Snow Closing

When setting the calendar, the school takes into consideration that some days will be closed due to snow. In the event of a snow closing, you'll be notified via WhatsApp or you can call the school number to hear a school-closing recording.

### School Calendar

Enclosed please find the school calendar for 2018/19. Monthly calendars are sent via Whatsapp at the beginning of each month.

### Lunch Program

As per the request of many parents, Magen Israel is proud to offer a daily hot lunch program. The cost of the program is **\$600 for the school year**. For more information and to enroll your child in this optional program, please contact the school office.

### PTA Dues

In order to cover the costs of Pizza Tuesday, Teacher's Gifts and other special programs throughout the year, Magen Israel requires that every child submit a mandatory **PTA Due of \$180**. Please submit this amount to the school office

or your Class Mom at the beginning of the year. Checks can be made payable to *Gan Israel PTA*.

### PTA

Magen Israel's dedicated PTA works jointly to develop school events and enhance fundraising efforts on behalf of the school. We look forward to welcoming new members and invite your input. If you're interested in joining the PTA please contact Chana Aber at (516) 482-2305.

### Contact Information

Phone: (516) 773 - 8565  
(516) 482 - 2305

Email: [ganisraelcenter@gmail.com](mailto:ganisraelcenter@gmail.com)

Web: [www.magenisraelcenter.com](http://www.magenisraelcenter.com)

Facebook: Magen Israel

Instagram: @magenisrael

Shana Tova and have a wonderful year!



# Magen Israel Primary School

54 Steamboat Road • Great Neck, NY 11024

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## School Calendar

5779 - 2018/19

Monday, September 3 | Labor Day

Thursday, September 6 | Orientation for all Grades

Friday, September 7 | Orientation for Toddlers, First Day of School for Nursery & Pre-K

Monday-Tuesday, September 10-11 | Rosh Hashana- NO SESSIONS

Wednesday, September 12 | Tzom Gedalia- 12:30 Dismissal for all Grades

Thursday, September 13 | First Day Extended Toddlers/Hair Check

Tuesday-Wednesday, September 18-19 | Yom Kippur- NO SESSIONS

Thursday, September 20 | 10:00 am Opening for all Grades

Monday-Wednesday, September 24-October 3 | Sukkot Break- NO SESSIONS

Thursday, October 4 | School Resumes

Wednesday, October 10 | New Beginnings PTA Breakfast

Tuesday, October 30 | Teachers' In Service Day- NO SESSIONS

Thursday-Friday, November 22-23 | Thanksgiving Break – NO SESSIONS

Tuesday, November 27 | Book Fair and Open House

Monday, December 3 | Chanuka Party

Monday, December 10 | Chanuka Break - NO SESSIONS

Tuesday, December 18 | Asarah B'Tevet - 12:30 Dismissal for all Grades

Tuesday, December 25 | Building Closed - NO SESSIONS

Tuesday, January 1 | Building Closed - NO SESSIONS

Tuesday, January 1 | Annual Chinese Auction

Thursday- following Friday, January 17-25 | Winter Break - NO SESSIONS

Monday, January 28 | School Resumes/Hair Check

Monday, February 18 | Presidents Day - NO SESSIONS

Wednesday, March 20 | Taanit Esther -12:30 Dismissal for all Grades

Thursday-Friday, March 21-22 | Purim and Shushan Purim - NO SESSIONS

Tuesday-Sunday, April 16-28 | Pesach Break - NO SESSIONS

Monday, April 29 | School Resumes

Monday, May 27 | Memorial Day - NO SESSIONS

Friday-Monday, June 7-10 | Shavuot - NO SESSIONS

Monday, June 11 | 10:00 am Opening for all Grades

Monday, June 17 | Graduation

Monday, June 24 | First Day of Magen Israel Day Camp