

MAGEN ISRAEL

EARLY CHILDHOOD PROGRAM

חנוך על טהרת הקדש

Parent Handbook

5779-2019/20





Magen Israel

Primary School

Dean

Rabbi Yitzchok Chayempour

Director

Tamar Chayempour

Campaign Director

Rabbi Chaim Eilenberg

Judaic Principal

Mushky Tuvel

English Principal

Karine Beroukhim

September 2019
Av 5779

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

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 5, 2019 and January 1, 2020

B) Ten monthly post-dated checks, dated September 5, 2019 through June 1, 2020

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 5, 2019

Group A 10:00 am - 10:30 am

Group B 10:45 am - 11:15 am

Friday, September 6, 2019

Group A 9:30 am - 10:15 am

Group B 10:30 am - 11:15 am

Nursery

Thursday, September 5, 2019

10:00 am - 10:30 am

Friday, September 6, 2019

Regular Friday Schedule

9:30 am - 12:30 pm

Pre-K

Thursday, September 5, 2019

10:45 am - 11:15 am

Friday, September 6, 2019

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 while 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 for 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 WhatsApp group 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.

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.

Baking Class

We are excited to welcome Morah Elham Aghajani as our baking teacher. Every week we will have a hands-on edible creation to connect to the parsha of the week or the upcoming chag/theme.

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.

Hachnasa Lecheder

Magen Israel is pleased to host a Hachnasa Lecheder ceremony (upsherin, hair cutting) for boys ages 3-5. For more information, please contact the school office.

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, the Beekeeper, 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

There will be Parent-Teacher conferences scheduled 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 parent is required to submit an **auction fee of \$100**. This fee is to be submitted at the start of the school year as a separate payment in addition to tuition fees. The fee will entitle you to 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
- Sleeping mat & small blanket for nap time

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 current medical & immunization 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 yearly school calendar for the first month of school. Please use it as a guide for scheduling and closings.

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 \$190**. 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 our PTA President, Shira Livi at (718) 551-8397.

School Contact Information

Phone: 516-773-8565

WhatsApp: 516-482-2305

eMail: preschool@magenisraelcenter.com

Web: www.magenisraelcenter.com

Facebook: Magen Israel

Instagram: @magenisrael

Shana Tova and have a wonderful year!



Magen Israel Primary School

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(516)773-8565 preschool@magenisraelcenter.com
www.magenisraelcenter.com

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Preschool Calendar 5779/5780 - 2019/2020

Monday-Wednesday, September 2-4 | Faculty Meetings & Set-Ups
Thursday, September 5 | Orientation for all Grades-please see schedule in handbook
Friday, September 6 | Orientation for Toddlers, First Day of School for Nursery & Pre-K, Hair Check
Tuesday, September 10 | PTA Meet & Greet
Wednesday, September 18 | Magen Israel Annual Dinner, Great Neck Synagogue
Monday-Tuesday, September 30-1 | Rosh Hashana- NO SESSIONS
Wednesday, October 2 | Tzom Gedalia- 12:30 Dismissal for all Grades
Tuesday-Wednesday, October 8-9 | Yom Kippur- NO SESSIONS
Thursday, October 10 | 10:00 am Opening for Preschool, Regular Opening for Elementary
Monday-Wednesday, October 14-23 | Sukkot Break- NO SESSIONS
Thursday, October 24 | School Resumes
Thursday, October 31 | Parshat Noach Petting Zoo Visits
Monday, November 11 | Veteran's Day/In-Service Day- NO SESSIONS
Monday-Friday, November 18-22 | Week of Parent Teacher Conferences
Thursday-Friday, November 28-29 | Thanksgiving Break- NO SESSIONS
Monday, December 9 | Registration 2021 OPENS
Tuesday, December 10 | Chanukah Book Fair and Open House
Monday, December 23 | Chanukah Party
Wednesday, December 25 | Building Closed - NO SESSIONS
Wednesday, January 1 | Building Closed - NO SESSIONS
Tuesday, January 7 | Asara B'Tevet/Fast Day - 12:30 Dismissal for all Grades
Monday, January 13 | Annual Chinese Auction
Thursday-next Friday, January 16-24 | Winter Break - NO SESSIONS
Monday, January 27 | School Resumes/Hair Check
Monday, February 17 | President's Day - NO SESSIONS
Monday, March 9 | Ta'anit Esther -12:30 Dismissal for all Grades
Tuesday-Wednesday, March 10-11 | Purim and Shushan Purim - NO SESSIONS
Wednesday, March 25 | Model Matza Bakery
Monday, March 30 | Model Seder
Friday-Friday, April 3-17 | Pesach Break - NO SESSIONS
Monday, April 20 | School Resumes, Hair Check
Monday, May 25 | Building Closed - NO SESSIONS
Thursday-Friday, May 28-29 | Shavuot - NO SESSIONS
Monday, June 15 | Preschool Graduation & Last Day of School
Monday, June 22 | First Day of Camp Magen Israel