



PARENT HANDBOOK

תשע"ט
2018 – 2019

123 Industrial East, Clifton, New Jersey 07012
Telephone: (973) 472-0011 Fax: (866) 518-5682
Email: admin@cliftoncheder.org
cliftoncheder.org

A Cheder child is a happy child!



מנחם אב תשע"ח
July 2018

Dear Parents שיחיו,

We are pleased to present to you the 5779 / 2018-19 issue of Clifton Cheder's Parent Handbook.

As partners in your children's chinuch, we recognize the critical importance of maintaining a close relationship between school and home. This handbook contains important information that will enable our partnership to blossom and grow strong. Kindly read it at your earliest convenience and become familiar with its contents.

Please remember that should you have any questions or concerns, we invite you to call us directly so that we may be of personal assistance to you.

May the תשע"ט / 2018-19 school year be a very successful one for you and your children.

Sincerely,

Rabbi Mendy Schechter
Executive Director

Rabbi Yosef Seldowitz
Menahel

Rabbi Vitzie Kagan
Administrator

Mrs. Rivkie Teitz
Bais Yaakov Menacheles

Mrs. Melissa Levit
Early Childhood Director

Mrs. Rina Gilden
General Studies Principal
Younger Division

Rabbi Yaacov Shalom
General Studies Principal
Older Division

A Cheder child is a happy child!

123 INDUSTRIAL EAST ❖ CLIFTON, NJ 07012 ❖ 973-472-0011 ❖ ADMIN@CLIFTONCHEDER.ORG

WELCOME TO CLIFTON CHEDER

At Clifton Cheder, we are firmly committed to help each child achieve academic excellence, develop an enthusiasm for learning, and build their unique character. Our school balances academics, emotional development, and social skills. We are dedicated to addressing the whole child.

The goal of our Early Childhood Department is to create confident, secure and happy preschoolers. Its nurturing environment infuses our little ones with a love of Torah and Yiddishkeit. Our hands-on learning centers aim to enable our youngest students to develop and grow at a challenging pace in a comfortable, and social environment. The program aims to promote early literacy through the use of different modalities and skill-based activities. Experienced Moros aim to individualize your child's education and work hand-in-hand with each child to build independence and self-esteem.

Our Elementary Limudei Kodesh Departments distinguishes itself in connecting our talmidim and talmidos to the learning process while providing a warm and supportive learning environment. Utilizing a skills-based approach, students discover that the gift of Torah is one that belongs to them, to unwrap and make their own.

Our General Studies Programs teach our students the process of learning, while focusing on the mastery of skills. Using a high interest and meaningful curriculum, as well as developmentally appropriate and hands on teaching practices, our students are encouraged to use their own individual strengths to take ownership of their education. We teach each student, and encourage each student, to recognize and utilize the potential within him/her self.

APPROPRIATE ATTIRE

As Torah Jews we recognize the value of modesty and are committed to it being reflected in all areas of our lives. At the Cheder we are committed to instilling this value and providing a modest environment in alignment with the Torah's standards.

When visiting Cheder grounds, all fathers and mothers are requested to dress with tznius and proper respect for our makom Torah. Men should wear shirts and slacks. Women are to follow all guidelines of the Shulchan Aruch including but not limited to clothing being of proper length, sufficiently loose-fitting and that hair is covered.

These guidelines apply at all times including when parents come to drop off or pick up their children.

Please don't place our staff in the uncomfortable position of having to approach a Cheder parent directly regarding these expectations.

Additionally, please relay these guidelines to anyone who you will be bringing to the school or a school event, i.e. relatives or housekeepers, who may be unaware of the school's sensitivities in this area.

ARRIVAL & DISMISSAL PROCEDURES

Carpool Instructions

Students travel to and from the Cheder via parent carpool transportation. Cars should line up in a single file lane following the route marked off by the safety cones. Students load and unload along the curb before the car exits back onto the street. Under no circumstances should children be dropped off on the curb. In addition during pick up, all children should be picked up following the carpool procedures.

Parents are expected to follow the instructions of our carpool staff at all times.

Arrival

All student arrivals should enter through the front of the building.

Parents dropping off their children for early drop off (beginning at 7:30 a.m.) are to bring their children directly into the Early Care classroom.

Monday through Friday, regular arrival begins at 8:40 a.m. Classes begin promptly at 8:50 a.m. A staff member will assist the Early Childhood students out of their cars. Sunday drop off begins at 8:50 a.m. with classes commencing at 9:00.

During arrival time, please do not leave your car in the driving lane, even "just for a minute." This is both a safety hazard and blocks any cars who come after you.

Late Arrival

Early Childhood:

If arriving after carpool time, Early Childhood students must be escorted by an adult into the building.

Until 9:00, late arriving Toddler, Nursery & Kindergarten students should be escorted by their parents to their classrooms. After 9:00, Early Childhood students will be escorted by a staff member to their class, as parent accompaniment often disturbs classroom routines.

Pre1A & 1st Grade:

Pre1A & 1st graders require an adult to sign them in if arriving after 9:10. After being signed in, students should proceed directly to class on their own.

2nd – 8th Grade:

Elementary students in grades 2 - 8 arriving late until 9:10 must obtain a late note before proceeding to their classrooms. After 9:10, students should sign in at the main office.

Dismissal

Dismissal procedures are similar to Arrival. Please follow the directions of on duty staff members and wait in line in your car for your child(ren) and carpool mates to be dismissed to your car. Students who have not been picked up by the time dismissal is complete will be asked to wait outside the office.

Carpool concludes at 12:45 on Sunday; at 1:10, 3:10, 4:10, and 5:10 during the week; and at 12:45 or 2:15 on Fridays. We do not have anyone assigned to supervise your child after carpool time ends. **Should you be running late, please be respectful and call the secretary to discuss arrangements.** Upon arrival, park your car and come inside to pick up your child(ren).

Biking

In addition to wearing helmets and following all necessary bike riding rules, boys in grades 5 and below must have a parent accompany them on foot (i.e. walking their bikes) once they enter the school parking lot upon arrival, and until they exit the parking lot upon dismissal.

Boys in Grades 6 – 8 may enter-exit on their own, but must do so on foot (i.e. walking their bikes) while carefully following the instructions of the staff member(s) on duty.

Leaving Early

Please make every effort to schedule social and recreational engagements and even doctor and dentist appointments during non-school hours, whenever possible.

Should the need arise for a student to leave school early, please send a note along with your child in the morning. The note should be addressed to the rebbe/morah/teacher that your child will be leaving at the scheduled pick up time. If last minute changes become necessary after your child has already gone to school, please call the school secretary to inform her and she'll notify your child's teacher.

For Early Childhood students, please contact the school office in addition to any note sent in.

Upon arriving at school to pick up your child, please come to the front office to sign him/her out and ask the secretary to call your child out of class. Students may not wait at the front door, in the office, or outside of the building, nor should parents go directly to the classroom to retrieve their child(ren).

Carpool Changes

Should you need to make alternate carpool arrangements for your child, differing from their usual ride home, please send a note to the child's dismissing teacher (Elementary students) or call the secretary (Early Childhood students) to authorize this change of plans. Otherwise, children will only be released to the driver(s) you've listed on their Pick-Up Authorization Form.

ATTENDANCE

General Guidelines

Children are required by law to attend school every day that school is in session. When illness occurs, please have your child arrange with his/her rebbe/morah/teacher to make up the missed work upon his/her return.

Children who are absent or who leave early fall behind in their own work and can slow the progress of the class as a whole. A day missed is a day lost. The importance of regular attendance cannot be overemphasized.

Makeup Work (Elementary)

When your child is absent due to illness, he or she should try to make up the missed work in a timely fashion. To assist in this vital area, the school will, upon request of the parent, send work with a sibling or classmate who lives nearby.

Vacations (Elementary)

Should parents feel that it is necessary for their child(ren) to miss more than one day of school, a Student Leave Request Form must be submitted to the school office.

The form is to be submitted at least one week prior to the child's absence (unless unforeseen circumstances arise) to the main office. Once this form is completed and signed, it will be emailed back to you.

Following your child's return to school, please be in touch with your child's teachers to make up what was missed.

Please fill out a separate form for each child you are requesting leave for. A copy of the updated form is included in this packet and is available on the Cheder's website, cliftoncheder.org. It is available in the main office as well.

BAR MITZVAH GUIDELINES

Bar Mitzvah heralds a new and exciting phase in your son's life. We are very excited about your son's upcoming milestone and look forward to continuing our partnership with you in his chinuch and education.

Many families are planning (or thinking about planning 😊) a Bar Mitzvah celebration for their son. We understand that each family has personal specifications when planning a simcha, yet we respectfully request that you keep the following guidelines and insights in mind as you plan your son's celebration.

Bar Mitzvah Pressure

Prior to the Bar Mitzvah, the pressure of learning, speaking, and possibly a siyum, combined with the workload of school can be overwhelming. Your son's rebbe and teacher are aware of this. Please do not hesitate to speak to them about the anxiety your son may be experiencing and how they can accommodate him.

After the Bar Mitzvah, your son may have school work that was pushed off until after the celebration. Again, accommodations can be made if this is brought to the Cheder's attention. Please do not forget that your son's rebbe is always there to help him relieve the stress and nervousness he may be feeling.

In addition, please remember that every child is unique. Please do not place unrealistic goals upon your son; it may create too much pressure and possible embarrassment.

Invitations

We respectfully ask that you invite the entire class to your simcha. When some are invited and some not, there are often ill and hurt feelings that should be avoided.

It is certainly appropriate to invite hanhalah, rebbeim and teachers that invest so much into your child.

Hanachas Tefillin / Laining

The Cheder looks forward to taking part in your simcha. We therefore invite parents and extended family to join the Cheder minyan either on the first day that your son puts on tefillin or the first time he lains. Parents may wish to offer the other talmidim light refreshments at breakfast for this event, such as a cake, donuts and juice. Please do not plan a lavish breakfast for this event as class needs to begin on time.

Scheduling

Please keep the Cheder calendar and its events in mind when scheduling your simcha.

When making a Bar Mitzvah celebration on a school night, please schedule the event in a manner that all talmidim can be home at a reasonable time so that they can function and learn properly the next day. Pickup of all Cheder talmidim should be by 10 p.m.

As the Bar Mitzvah bochur is celebrating his assuming the responsibilities of an eved Hashem, being the cause of bitul Torah and missing tefilah b'tzibur on the next school day undermines the message that we want to convey.

Ruach of the Simcha

A Bar Mitzvah is when one accepts upon himself to fulfill all of Hashem's mitzvos. This tremendous zechus and privilege is deserving of a celebration. This idea should power the ruach of the celebration, be the focus of all our planning, and is the powerful message we want to relay to our children.

Naturally, the atmosphere of this auspicious event must be within the parameters set by halacha and with a "Yiddishe ta'am." This includes seating arrangements, and appropriate music/entertainment. If you have any questions about the appropriateness of a planned activity, please feel free to contact the Menahel or your son's rebbe.

Alcoholic Beverages

Wine and liquor at a Bar Mitzvah creates a potential self-understood problem for our talmidim. It is in our talmidim's best interest to have an alcohol free Bar Mitzvah.

Shul

Although there may be many guests in need of seats in shul, the Cheder respectfully asks that you designate an area for the boys to sit. In this way you will be enabling our talmidim to be"H daven like bnei Torah and display proper kavod bais hakneses.

Social Expectations

We at the Cheder will be"H speak to the talmidim about the appropriate behavior when attending a simcha. We encourage all parents to please do the same. Nevertheless, it is understood that the Cheder cannot be responsible for supervision of an event taking place outside school.

BEHAVIOR / DERECH ERETZ

One can easily identify a Clifton Cheder student by the way he/she behaves. At the Cheder, high level learning goes hand in hand with middos tovos. Students understand how to properly conduct themselves both in and out of school, as expectations are clear and standards are high. Talmidim and talmidos are taught to be responsible for their actions, showing respect for themselves, their peers and their environment.

Bully-Free Zone

As per our mission, one of Clifton Cheder's goals is to reinforce the middos tovos of our students. Allowing children to bully one another is the antithesis of this mission. A culture of bullying unfortunately can infiltrate and affect even the finest of talmidim and talmidos. To ensure that no child's self-esteem is damaged and that no child falls into the habit of bullying, Clifton Cheder strives towards making our school a Bully-Free Zone.

Bullying is when a person or group repeatedly tries to harm someone who is weaker. Sometimes it involves direct attacks such as hitting, name calling, teasing or taunting. Sometimes it is indirect, such as spreading rumors or trying to make others reject someone. Bullying behaviors can include teasing, bossing others around, embarrassing, making others feel inferior, leaving others out, making others do things they don't want to, name-calling or picking on others because they are different than you.

Often people dismiss bullying among kids as a normal part of growing up. It is not; bullying is harmful. It can lead children to feel tense and afraid to come to school. For some, the effects of bullying can last a lifetime. Children surveyed around the country rated bullying as the second worst childhood experience, second only to the death of a loved one.

Clifton Cheder/Bais Yaakov of Clifton are committed to taking a proactive role in providing a safe environment for each of our students. Although studies show that only 4% of school bullying is observed by school staff, nevertheless all efforts must be made to assist the victims of bullying incidents.

Research shows that for a school to succeed in creating a bully-free environment, similar expectations must come from the home. Children who struggle with bullying others will require direct parent involvement towards modifying this serious behavior. Clifton Cheder will be there to assist parents in this crucial chinuch challenge. It is expected that parents will be diligent in following any recommendations made by the school.

Please note that this emphasis on anti-bullying is in addition to the Interpersonal Requirements listed below.

Interpersonal Requirements

Specifically regarding their interaction with peers, students should be mindful of the following rules of interpersonal relationships:

1. Students must respect and empathize with the FEELINGS of their fellow classmates, avoiding doing or saying anything that is hurtful.
2. Students should demonstrate EMPATHY & SUPPORT for one another; speak out on behalf of one another, mindful that in Torah living, there is no such thing as an "innocent bystander" in the face of someone's mistreatment.
3. Students must recognize that AGGRESSION is an unacceptable solution to a problem. This includes any form of fighting.

4. Students must maintain the proper PHYSICAL SPACE between themselves and fellow classmates. Inappropriate touching is never permitted. This also means that students must refrain from touching the belongings of other students unless given permission.

CHEDER-APPROPRIATE ITEMS

On days that the weather allows outdoor recess, your child may bring jump ropes, basketballs, footballs, tennis balls, gloves etc. to use. Students may never bring bats, hardballs or hockey sticks to school without written permission from the Cheder.

School supplies, backpacks, etc. should not contain media, slogans or cartoon characters that are not in consonance with the kedusha of Torah study.

Children may not use bicycles, hover boards, roller blades, rip sticks or scooters anytime during the school day, including recess.

When the weather prevents outdoor play, the students will play in their classrooms. Sending in a game for your child and their classmates to play would be very much appreciated.

Sports cards or trading cards of any nature, with the exception of Torah or Gedolim cards, are not permitted at the Cheder.

iPods, DVD players, radios, tape recorders, e-readers, MP3 players, iPads, tablets, kindles, laptops or any device that is internet accessible are not to be brought to school. Additionally, cameras or memory stick are not to be brought to school without written permission.

Cell phones may never be brought to school or to a school function (i.e. Bar Mitzvah, etc.). For emergency contact of a student during school hours, please call the secretary.

Weapons of any kind, including pocket knives, any sharp or dangerous objects, and even toy weapons are not permitted.

COMMUNICATION

At the end of each school week, rebbeim, moros and lower grade Elementary School teachers send out a weekly newsletter. This highlights class accomplishments and exciting classroom news. This is in addition to informational memos, schedule reminders and school newsletters.

If you have any specific questions regarding your child's academic level, classroom behavior or curriculum, please feel free to communicate with your child's morah, rebbe or teacher. If the question or issue remains unresolved, please reach out to the department heads who will do their best to assist you. To reach a staff member, please leave a message for them with the secretary. Please include the best numbers and times at which you can be reached. Additionally, many staff members communicate through e-mail. When speaking with them, please feel free to ask them for their preferred way to be contacted.

A Back to School Orientation Night will be scheduled towards the beginning of the school year. This is a time for the parents to meet the teachers and to hear the general information about goals and expectations for the school year. [It is not a time for individual conferences.]

Open and direct communication is the best way to further the educational and social development of your children. Toward this goal, Parent-Teacher Conferences will be held in the months of December and

March. Please consult our school calendar for this year's conference dates. Appointments are required by all families for the first set of conferences. Detailed instructions for online sign-up will be sent to you in a timely fashion.

If necessary, teachers may choose to request a conference with parents for discussions which cannot take place during the regularly scheduled conferences. Parents should also feel free to request such conferences when they have a particular matter to discuss with a teacher. Please do not engage teachers in conversation during class sessions, at arrival or dismissal time, as the teachers need to focus on the entire class.

Please inform your son's rebbe and teacher(s) immediately if anything occurs in your family or in your child's life that could add stress to his/her normal functioning (such as a birth in a family, or lehavdil, a tragedy r"l.) This will allow our staff to immediately be extra sensitive to your child's additional needs. Should the information be confidential in nature, you may wish to contact the Menahel to see how to best handle and possibly disseminate this information.

Additionally, if parents need to go away for any extended period of time, please inform the office in writing as to who is staying with your children, any carpool changes, etc. and ask them to pass the information on to the staff.

DAVENING

Chinuch for tefillah is an integral part of the Elementary School experience. Boys in Grades 1 – 6 will daven Shachris in their classroom setting with emphasis on proper kria, biur tefilla and age level appropriate kavanah. Boys in grades 5 will daven Mincha in their classroom as well.

Minyan

Our oldest talmidim in Grades 7-8 will begin their day at the Cheder minyan. tefillos, kriyas hatorah and Gabbaus will be led by our talmidim, providing them with important opportunities in chinuch beis haknesses. Attendance will be taken each morning. Boys arriving late to minyan will be marked as such. These attendance records will be reflected on the talmid's report card.

Additionally, a minyan for mincha will take place Monday through Thursday which will include talmidim in Grades 6-8.

DRESS CODE

Early Childhood:

- Yarmulka and tzitzis (boys 3 and above)
- Shoes that will not fall off. Crocs are welcome as a second pair of indoor shoes

Elementary Boys:

In line with our shared goal of developing true bnei Torah, we strive to create an environment that reflects respect for limud hatorah as well as the holiness and modesty of Klal Yisroel. In an effort to develop and preserve this environment, we respectfully request adherence to the dress code below.

Boys, Grades Pre1A – 6th:

- Pants (dark colored preferred)
- Shirts with collar, either button down or three button pullovers
- Shoes or sneakers with socks

Boys, Grades 7-8:

- Dark blue or black pants
- Full button down shirts
- Shoes or sneakers with socks
- Jacket and hat for minyanim (Bar Mitzvah age and above)

Boys, All Grades:

The following clothing items are not permitted without written permission

- Shirts or sweatshirts containing slogans, sports emblems or media characters
- Tee-shirts
- Shorts, jeans, sweatpants or tight fitting pants
- Open back shoes, slippers, crocs, sandals, and shoes or sneakers with any type of wheels
- Apparel with sports emblems, media characters

In addition, talmidim should be well-groomed, have regularly scheduled haircuts, and their hairstyles should be of proper length. Boys must wear tzitzis at all times.

Bais Yaakov:

- A navy blue pleated skirt
- Light blue oxford blouse or collared polo shirt
- Knee socks or tights
- Proper school shoes or sneakers
- BY of Clifton sweatshirt

Bais Yaakov girls, Pre1A and above, are expected to wear the uniform on a daily basis, except on Rosh Chodesh when they should wear the uniform skirt with a white blouse or collared polo.

Should a parent send a child to school not dressed in line with the Cheder dress code, they may be required to come to school to bring replacement clothing.

EARLY CARE AND AFTER CARE

For additional fees, the Cheder offers a supervised childcare service before and after regular school hours. This program, open to Early Childhood students, has separate qualified staff to care for and supervise your child in varying age appropriate activities. A late afternoon snack will be provided.

FOOD POLICIES

Kashrus

Although the Cheder has a student body that does not necessarily follow identical hechsherim, all products brought into the school to be shared with the class, must meet universal kashrus standards; dairy products must be Cholov Yisroel. **For everyone's kashrus comfort, we ask that home baked goods not be brought in.**

Additionally, please be sensitive to any allergies that a student in the class may have.

Nutrition

We ask all parents to provide food that will be most conducive to helping their children learn. Students are asked not to bring in soda. Foods with high sugar content (e.g. candy) are strongly discouraged as well. Fruit or food/drinks containing natural fruit juices are acceptable.

For best performance during the school day, it is essential to eat a nutritious breakfast before coming to school.

A healthy morning and afternoon snack should be sent with your child. Although not encouraged to do so, children often share snacks with each other. As many families eat only Cholov Yisroel products, we appreciate your sensitivity in only sending Cholov Yisroel snacks to school.

Students below Grade 7 should eat breakfast before arriving at the Cheder. Boys who attend the Cheder minyan may either bring breakfast from home, or sign up for our Cheder breakfast program.

Lunches are to be brought from home. Students can order pizza for lunch on Wednesdays.

Elementary School classes will not have a lunch period on days with a half day schedule. Please send extra snack with your child on those days. Lunch will be eaten in Early Childhood classes on early dismissal days.

Please send in any necessary cups, plates, and/or utensils, as the school does not provide these items. Additionally, towards the goal of keeping our students safe, **no student may obtain boiling water or hot food from the teacher's area for any reason, without exception.** Please do not allow your child to bring food/drinks that require boiling water to be added, as they will not be permitted to receive the hot water. Individual thermos bottles containing hot foods/drinks may be brought to school to be consumed at his/her eating area only.

Peanut & Nut Free Environment

The Cheder is nut-free. Several of our students have severe allergies to peanuts and tree nuts. These allergies are very serious and can be fatal, chas v'shalom. Allergic reactions can be caused not just by eating the food, but also by touching a nut product, inhaling airborne particles, or through skin contact with nut residue on a person, furniture surface or any other object. **Food containing any peanut or tree nut product is prohibited in the Cheder.** This includes the following: peanut butter, peanut oil, peanut flour, almond, brazil nut, cashew, filbert, hazelnut, pecan, pistachio, macadamia, walnut, hickory, and pine (pinyon or pignolia). Please carefully check all labels of packaged foods that are sent to school.

If a child in the class is severely allergic to nuts, then any product that may contain even traces of nuts is not allowed. The Cheder will alert you if this is applicable in your child's class.

FORGOTTEN ITEMS

Parents are responsible to make sure that their child takes what they need for school each day. If your child forgot his lunch, backpack, homework, supplies, etc., please bring them to the office, and we will try to get it to your child in a timely fashion. Parents may not go directly to their child's classroom.

HEALTH

Records

According to New Jersey State law, health records must be up to date for a child to be admitted to school. Any updated records should be sent into the office to the Nurse's attention.

The Cheder policy is to only accept children who are appropriately immunized.

Please inform the school if your son or daughter has a particular medical or dietary need, such as asthma, allergies, etc.

It is imperative that the contact information on your child's emergency form be kept up-to-date. If you change any of your telephone numbers (including cell phone numbers, etc.) during the school year, please inform the office so that the information in our system can be updated.

Illness

Please keep your child at home if s/he shows any sign of illness. A student may only return to school if s/he is symptom-free for 24 hours without the aid of over the counter medication or has a doctor's note that s/he is not contagious. If a child has fever or a bout of vomiting, s/he should be kept home for 24 hours.

If a student becomes ill during the school day, or in case of emergency, parents will be notified. If a child exhibits symptoms that either prevent him/her from learning or may be contagious to others, the student will be sent home.

Clifton Cheder employs a trained lice checker who will provide opportunity for each student to be checked before the beginning of the school year. Please see the enclosed notice for more details. In addition, she will come to the Cheder to check the students' hair during the year.

Should you know that your child has had head lice or any other communicable disease (i.e. pinworms, etc.) please be sure to contact our nurse or secretary, in addition to our Early Childhood Department Head, where applicable.

Medication

According to the law, students are not permitted to come to school with any medication – including antibiotics, Tylenol or any other over-the-counter or prescription medicine. Should your child need to take any medicine during the school day, medication may be administered either by the school nurse or office personnel, if so authorized in writing by a doctor.

To do so please follow the procedure below:

1. All medications are to be sent to school in their original container.
2. Written directions are to accompany the medication.
3. All medications, including over-the-counter ones, are to be kept in the office. Parents are to fill out a Request for Self Administration of Medication Form.

Parents whose children require daily medication are to send in a 30 day supply in medication envelopes, along with a Request for Self Administration of Medication Form.

Students on daily medication for behavioral regulation are required to have the requisite supply of medication in school. The Cheder reserves the right to send home students for whom we have not been provided with adequate medication.

Children with severe allergies are required to have two epipens at school should they be needed, chas v'shalom.

HOME ENVIRONMENT

Reading Material

Parents are advised to always accompany their children on trips to the Public Library. Unfortunately, libraries, along with the great benefits they provide, also allow for easy access to inappropriate reading material and often unlimited internet access. Additionally, please screen any books your son/daughter

borrowed from a friend or neighbor.

Students in Pre1A – 4 should not bring any book to Clifton Cheder that your Rov or another student's parents might object to their child being exposed to, as children often share reading material. Students in grades 5 – 8 are only permitted to bring reading material produced by Jewish publishers.

Clifton Cheder requires parents to be extremely vigilant with the types of newspapers, magazines and catalogs that they allow into their homes. So much of what we strive to inculcate in our talmidim and talmidos can chas v'shalom be lost with exposure to inappropriate images in a publication nonchalantly left around the house.

Movies

Students should not enter a movie theater at any time, even to view "G" rated children films. Parents who permit their children to view videos at home should be scrupulous about previewing each video in advance, as so much of what is considered entertainment today is in conflict with Torah ideals. Again, students are not permitted to share the contents of the videos with their schoolmates. **As this is very difficult for children to adhere to, we implore you to limit their exposure.**

Internet

As detrimental as television and movie viewing have become, the danger they pose pales by comparison to the risks of Internet access. With the click of a mouse, our precious children can be exposed to the most vulgar and obscene material.

Clifton Cheder forbids the unsupervised use of the Internet by any student, whether on a computer, phone, or any internet accessible device. The Internet may only be used under all of the following conditions:

1. **Constant parental** supervision and oversight.
2. All internet accessible devices must be located in a public area of the home with no internet accessible devices in a child's room.
3. Filters must be installed on any internet accessible device that a student has access to.
4. No student is permitted to have his own e-mail address. Instead, there should be a family e-mail address that all children may use if necessary.
5. No student may have any social media account (including WhatsApp.)
6. No student may own or have access on a regular basis to any device that is capable of messaging and the like.
7. No student may take part in any online gaming. Please be aware that many gaming devices have internet access, such as WII, DS, etc.

Please note that these are minimal standards, and we encourage our parents to consider completely restricting children from Internet use. No assignments will be given that require Internet access research.

A student may not have his own cell phone. Parents who wish to have their children carry cell phones when they leave home to a non Clifton Cheder event, should have "house phones," meaning that the phone(s) are used by other family members as well and not the exclusive domain of a Clifton Cheder student. The cell phone may not have internet access under any circumstances. Please bear in mind that besides internet access, texting is a dangerous cell phone feature for minors.

We consider adherence to these home environment rules to be a pre-condition to our partnership.

As such, Clifton Cheder reserves the right to **deny continued enrollment** to any child whose parents permit him to violate any aspect of the Cheder's reading material, media and technology rules.

HOMEWORK (ELEMENTARY GRADES)

Cheder

The Cheder's homework policy calls for daily Limudei Kodesh assignments on Sunday through Thursday nights as well as daily General Studies assignments on Monday through Thursday nights. Although homework assignments usually involve written activity, all boys should be "chazering" their Limudei Kodesh studies on a regular basis as well.

Bais Yaakov

The Bais Yaakov's Homework policy calls for daily assignments on Monday through Thursday; written assignments as well as reading review, both in Limudei Kodesh and General Studies, to reinforce the skills taught in class.

Long-term assignments may be assigned to be completed over the weekends. Care will be taken to lessen the homework load before the busy Pesach season, allowing the students to "do their share" of the Yom Tov preparation.

Parents are asked to help their children develop good study and work habits by

- providing their child with an environment conducive to effective work
- maintaining a consistent evening schedule and including homework in that routine
- checking backpacks and folders daily for homework assignments
- taking an interest in their child's homework
- helping in a positive, patient manner
- assisting their child in figuring out the homework, but not doing it for them
- looking for things to praise: a neat worksheet, improvement in reading

Students should also learn not to rely on others to determine the nightly homework assignments. The purchase of a Student Yoman/Planner has proven to be very helpful in keeping on top of daily and long-term assignments. In the younger grades, rebbeim/moros/teachers may provide students with a particular system to record their assignments, which may require a parental signature each night.

Please be in touch with your child's teacher in the event that it takes him/her excessive time to complete homework assignments.

LOST AND FOUND

All clothing and personal belongings should be clearly labeled with your child's name. Items carelessly left on the floor in hallways, classrooms or washrooms will be retained in the "lost and found." Lost and Found will be on display during Parent-Teacher Conferences and at the end of the school year. The Cheder retains the right to dispose of unlabeled/unclaimed items left anywhere in the building after 30 days.

MISHMOR

An optional Thursday night Mishmor program is provided for our 7th graders. Mishmor takes place on Thursday evenings immediately following the completion of General Studies classes. Snacks are served before learning begins. Carpool pickup is necessary following the Mishmor program. All details of the

Mishmor program, including a Mishmor calendar will be sent out to parents after the school year begins. “Mishmor season” begins after Sukkos.

MONEY

Any monies for trips, books orders, etc., should be placed in an envelope and clearly marked with the student’s name, amount and the purpose. These should be given to the child’s rebbe/morah/teacher unless otherwise instructed.

NONDISCRIMINATORY POLICY

Clifton Cheder admits students of any race, color, and national or ethnic origin.

PARKING

In order to drop off and dismiss safely, we kindly ask that you do not park along the exit side of the parking lot. We are aware that parking is at premium; however, the safety of our children takes precedence. Please park in the center spots, the first four spaces along the entrance side or on the street. Under no circumstances should a car be left in the driving lane.

PARTIES

In-School Birthday Parties

Parents who would like to have an in-school celebration for younger students should please contact the rebbe or morah to make arrangements and discuss appropriate refreshments; **home-made goods are not permitted.** Please remember our nut-free and Cholov Yisroel policies when purchasing foods.

Although we do encourage Elementary School students to join their younger siblings in larger milestones (i.e. Siddur and Chumash Celebrations, upsherins, etc.), we ask that Elementary School students remain in class during younger sibling birthday parties, as it disturbs their learning.

Out of School Birthday Parties

When planning private simchos or parties, please keep in mind the opportunities for promoting achdus by inviting the whole class. If this is impractical, please avoid creating hurtful social situations. Invitations – verbal or printed – should not be distributed in school if they are not given to the entire class.

When inviting students to your home, whether for a party or other social occasions, please be sure to follow the same kashrus guidelines that apply to in-school parties. Under no circumstances should there be any “theme” birthday parties based upon television characters or other popular culture figures, and no television or videos of non-Jewish content may be shown to the students.

REPORT CARDS

The school year is divided into three marking periods. Elementary school report cards will be issued and distributed at the end of each marking period.

A biannual Early Childhood Assessment will be sent to Early Childhood parents, updating them on the progress of their children’s growth.

SAFETY

Safety of students is of utmost importance to parents and staff alike. To this end, a student leaving school grounds without adult supervision will be dealt with in a most serious manner. Consequences for such an offense can result in school expulsion.

SALES BY STUDENTS

No buying, selling or trading of any items may take place at the Cheder. This includes but is not limited to: food items, toys, etc. Both the materials being sold and the money being transferred will be confiscated. Any permitted sales must be approved by the administration.

SCHOOL CLOSINGS

Delayed Openings / Emergency Closings

On days of inclement weather, for the safety of our students and staff, the Cheder may need to delay or cancel sessions. A message will be posted on the school’s phone line by 7:00 a.m. An email and text message will be disseminated as well. Text messaging will only be available upon completion of the Weather Alert Form, included in the summer mailing packet.

Please keep in mind that a planned delayed opening may be followed by a decision to cancel school entirely. If there is a one or two hour delay, please call back later before setting out, especially if weather conditions are worsening.

At Clifton Cheder, we believe that Torah should be learned daily – regardless of the weather. Should we be closed for a "snow day," please encourage your son to learn what he can wherever he is.

SCHOOL HOURS

	Arrival		Classes Begin
Sunday	Boys, Grades Pre1A – 6	8:50 a.m. – 9:00 a.m.	9:00 a.m.
	Boys, Grade 7 - 8	8:00 Shacharis	following breakfast
Mon – Fri	Early Childhood, Bais Yaakov, Boys Grades Pre1A - 6	8:40 a.m. – 8:50 a.m.	8:50 a.m.
	Boys, Grade 7 - 8	7:40 Shacharis	following breakfast

Classes are Dismissed		
Sunday	Boys (Pre1A – 8)	12:30 p.m.
Mon – Thurs	Toddler & Nursery	1:00 or 3:00 p.m.
	Kindergarten	3:00 p.m.
	Boys, Pre1A – 4 & Bais Yaakov	4:00 p.m.
	Grades 5 – 8	5:00 p.m.
Friday - Short	All grades	12:30 p.m.
Friday - Long	Toddler & Nursery	1:00 or 2:00 p.m.
	Kindergarten – Grade 8	2:00 p.m.

Early Care	
Mon – Fri	7:30 a.m. – 8:50 a.m.

After Care	
Mon – Thurs	3:00 p.m. – 5:00 p.m.

Friday Schedule

Long Friday schedule (Limudei Kodesh and General Studies) is followed from Sept. 7th – Nov. 2nd
 Short Friday schedule (Limudei Kodesh only) is followed from Nov. 9th – March 8th
 Long Friday schedule (Limudei Kodesh and General Studies) resumes from March 15th – June 14th

Clifton Cheder assumes no responsibility for talmidim/talmidos who arrive prior to 10 minutes before the start time of their grade or who remain more than 10 minutes after the dismissal time, unless special arrangements have been made with the school office.

SEFORIM AND TEXTBOOKS

Seforim for the Limudei Kodesh program are to be purchased by the parents prior to the school year. A list of seforim is enclosed with this mailing. Although you may purchase your child’s seforim at any vendor, Z. Berman’s has been sent this list ahead of time and should have the necessary Cheder student seforim in stock. Before purchasing any new seforim please check if your child is being asked to bring back a sefer that was purchased and/or used in a previous year. Assuming it is still in satisfactory condition, there should be no reason to purchase a new one. We have attempted to mark all such requests with an asterisk (*).

The school provides our students with the General Studies textbooks they will need. These books are loaned to the students to use for the school year. They are the property of the Cheder. It is the responsibility of each student to maintain all books in good condition. Parents are responsible for paying for lost or damaged books. General Studies workbooks are sold to the parent body and are the property of the parents/students. Lost workbooks will need to be replaced.

STAFF DEVELOPMENT

Clifton Cheder realizes that educators must consistently stay on top of their trade as in any other field. Towards that goal, Professional Development opportunities will be offered throughout the school year, necessitating extra hours on our staff’s part, and at times reduced hours of student instruction.

Please note that November 6th - Election Day, has been set aside for a full staff Professional Development Day as well as the afternoon of Presidents Day.

In addition, a series of Limudei Kodesh In-Service Workshops are scheduled for early Sunday mornings. Classes on those mornings will begin at 10:00 a.m. A number of Upper Elementary General Studies workshops are scheduled throughout the year as well. On those days Grades 5-8 will be dismissed at 4:00. Please check the school calendar for specific dates.

STANDARDIZED TESTS

To align ourselves with national education standards, students in grades 2-8 will be tested in late spring using a standardized achievement test. These scores can help us evaluate our curriculum, as well as individual student needs. Parents will receive results via mail.

STUDENT SUPPORT SERVICES

Clifton Cheder strives to meet the educational needs of all students. Any student that requires additional academic support in school may be eligible to receive support services from the local district.

Services may be provided within the mainstream class or in an individual or small group instruction out of the classroom. Additional school district services may include: testing and evaluation, related services (to mandated children), occupational and physical therapy, psychological services, resource instruction, speech and language therapy.

It is expected that parents will be diligent with regard to following any educational recommendations made by the school. Recommendations may include providing a shadow to assist a student, professional testing and evaluation, tutoring and psychological services. The partnership with the home is crucial to meeting the children's needs, particularly when behavioral issues are a factor.

The Administrators are available to discuss these concerns / recommendations with parents of children in their respective departments.

TELEPHONE CALLS

Students will not be permitted to use any school telephone, nor will the secretary or staff place calls on behalf of the students unless it is a true emergency. Missing snacks, water bottles, or homework are not considered emergencies. All arrangements for playdates are to be made outside of school. Please do not ask your child to call home. If the child does not feel well, school personnel will decide if a parent needs to be called. Cell phones are not permitted at the Cheder.

VISITORS TO CLIFTON CHEDER

Our school is dedicated to working together with our parent body. Parents are therefore always welcome guests in our school. However, all visitors – including parents – must report to the school secretary first. If it is necessary to see a member of our faculty, please call first. As our school grows, the administrative schedules get busier. It is in everyone's best interest to schedule an appointment in advance, allowing the necessary attention to be given to the issue you would like to discuss.