



New York | HEBREW

AT THE CHABAD CENTER FOR JEWISH DISCOVERY



תשפ"ג

PARENT HANDBOOK

LEARN IT

Educating a Jewish tomorrow

LIVE IT

Celebrating Jewish Life

LOVE IT

Inspiring young hearts and minds

MISSION STATEMENT

The mission of New York Hebrew is to provide and promote the highest quality out of school Hebrew and Judaic education to a diverse community of Jewish children.



Our aim is to nurture and build the foundation of your child's Jewish identity through our interdisciplinary educational approach. The focus of our dedicated teachers is to inspire a two fold love; a love for learning and a love for Judaism, while fostering a feeling of familiarity within their heritage for each individual child.

A well-balanced Hebrew School education will develop in our students a commitment to using Jewish values as a guide to the decisions of life, community, and life-long learning and teaching.

This booklet is designed so that you, as a parent are aware of the program, policies and expectations of NY Hebrew. Please read this booklet thoroughly and keep it handy throughout the year. We encourage you as a parent to get involved, ask questions and keep in touch with NY Hebrew. Feel free to contact us at any time.

PROGRAM INFORMATION

Ages: Boys & Girls PreK-7th Grade

HOURS AND LOCATIONS:

Chelsea and Flatiron Location:

K through 5th Grades: Tuesdays, 3:45pm - 5:45pm

Bnei Mitzvah (6th & 7th Grades): Thursdays 4:00pm - 6:00pm

JewQ: Thursdays 3:45pm - 5:00pm

40 West 22nd Street, New York, NY 10011 | 212-366-5053

Gramercy Park Location

PreK through 5th grades: Mondays, 3:30pm - 5:30pm

337 2nd Avenue, New York, NY 10003 | 212-677-7375

Virtual Hebrew School

PreK through 6th Grades: Thursdays: 3:30 - 4:45 PM

CONTACTING THE SCHOOL:

Office at 121: 212 229 9075 (Our office is open daily from 9:00 am - 5:00 pm)

School Director: 646 573 6773

Email: info@nychebrewschool.org

Facebook: www.facebook.com/newyorkhebrew

Instagram: @newyorkhebrew

Website: www.nyhebrew.org

Administrative Directory

Rabbi Naftali Rotenstreich

Executive Director, Chabad Center for Jewish Discovery

Rabbi Mendy Shanowitz *New York Hebrew Rabbi*

Mrs Gillie Shanowitz *New York Hebrew Director*



GENERAL INFORMATION

Arrivals & Pick-ups

The safety of your child is our prime concern. For this reason, every parent is required to sign their child in/out when dropping off and picking up their child from NY Hebrew. This ensures we are aware of who is in the building at all times, ensures that no child is outside the building without a parent, and assists us with our attendance records.

Due to Covid 19 all students will need to arrive exactly on time and will not be allowed to enter the building prior to the start of Hebrew School. When picking up your children you will need to wait outside of the building and one of our staff will be escorting your child/ren outside.

Pick-up Permission

No child will be allowed to be picked up from Hebrew school by a parent or guardian not listed on the child's pick-up permission form. If there is a change in your child's regular pick up schedule, the school director must be notified prior to the start of Hebrew School on the day.

Security

NY Hebrew is in constant contact with the NYPD Shield & Division of Homeland Security to ensure that our students are safe and secure as school is in session. NY Hebrew has a security procedure in place in the event that any emergency may occur (g-d forbid). Please be in touch with our director for further details.

Punctuality

We respectfully request that you bring your child to school on time. Latecomers miss important parts of the lesson and often have difficulty adjusting to the rhythm of the class.

Attendance

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

Absences

It is important that you contact us if your child will be absent.

You may do so by emailing office@nychebrewschool.org. In case of a student's absence for any length of time due to illness or vacation, arrangements should be made to obtain the material covered in class as well as class homework.

Weather Related-School Closings

An email will be sent to all parents about school being canceled in the event of bad weather on any school day.

School Records

Parents are asked to please notify the school director of any change of address or telephone numbers, as well as any change regarding emergency situations, so we have current records.

Accidents/Emergencies

Minor injuries will be taken care of by your child's teacher or the school director. Should an emergency occur, G-d forbid, a parent or an emergency contact will be notified. Teachers and administrative staff will use the emergency numbers you provided the school.

In the event of an emergency, the following protocol will be followed:

1. An attempt will be made to notify the parent.
2. Depending on the severity of the emergency, the child may be taken to the emergency room at Lenox Hill Hospital, NYU Hospital, or St. Vincent's.
3. If the parent cannot be reached, an attempt will be made to notify the emergency contact.
4. If the emergency contact cannot be reached, an attempt will be made to communicate with the child's physician.

Snack & Food Products – A Peanut/Nut Aware School

Our school is a nut aware facility. Outside food may NOT be brought into the school. Please ensure that your child finishes his/her snack before entering the school. Caregivers should be reminded not to provide children with a snack during pick-up until they exit the school.

Children will receive a snack in the midst of Hebrew School varying between crackers, pretzels, chips, cookies, and water. All of our food is nut and peanut free.

BEHAVIORAL EXPECTATIONS

At NY Hebrew we strive to create an environment that reflects our traditional Jewish values. Our students understand that respect for teachers, respect for each other and respect for each other's property are essential for a successful learning



environment. We expect our students to behave with respect and courtesy, and comply with all school rules during class as well as during school events.

In-Class Conduct

Full cooperation from students is expected during lessons. Students will be given one warning in the event of disruptive behavior. Repeated disruption and disregard for the teacher and fellow classmates will result in removal from class and a call home. Parents will be asked to pick up students who have been behaving inappropriately and uncooperative in class.

Aggressive Behavior Policy

At New York Hebrew we maintain a Zero-Tolerance for violence policy. Absolutely no violent or aggressive behavior of any fashion will be tolerated in our school. New York Hebrew reserves the right to suspend any child that expresses violent or aggressive behavior in the classroom or in the school building.

Electronics and Cell-phone Policy

We request that no valuables including ipods, toys or gadgets should be brought to school. They disrupt the lesson and can easily get lost or broken.

No cell-phones or any electronic gadget are allowed to be turned on in class. Cell phones used in class will be held by the teacher. Parents will have to pick them up in person from the school office at the end of the day. Students can always use the office phone to call home if necessary.

If there is an emergency, and you need to contact your child during Hebrew School, you can call our office at: 212 229 9075 or the Hebrew School Director at 646 573 6773.

Photography Policy

NY Hebrew reserves the right to take photographs of classrooms and students for educational, promotional, assessment and fundraising purposes. If you do not want photographs of your child published, the school director must be notified in writing.

Lost & Found

We recommend that parents attach name tags to all outer clothing. If your child is missing a personal item, please check the lost and found at the front desk.

KNOWING WHAT TO BRING TO HEBREW SCHOOL

Tzedakah

Tzedakah (charity) is a basic value in Judaism. We attempt to develop commitment among our students to share with others less fortunate than ourselves by donating a few coins a day to charity. Please try to send some coins to school each week to perform this Mitzvah.

Mitzvah Notes

Our PreK and Kindergarten students should bring in 'Mitzvah notes' of the good deeds they did that week at home. We want to

acknowledge our children's good deeds and children feel proud when their teacher reads it out to the class.

Homework

Hebrew reading homework is optional and available on our website at www.nyhebrew.org/homework. Homework reading practice reinforces what students have learned in school that week and enables children to progress more quickly. Students can complete their homework online each week and will be rewarded accordingly.

PROGRAMMING

Campaigns

Our campaigns and initiatives throughout the year aim to excite children preceding festivals and special events. Campaign break-outs in Hebrew School will explain the initiative to your child. Parents will be notified of upcoming and ongoing campaigns in the weekly email, our facebook page and our website.

Incentive Program

NY Hebrew strives to create an environment of positivity and excitement for learning. To maintain this atmosphere while at the same time having a calm and orderly decorum, we utilize an incentive system called "Mitzvah Money". Mitzvah money is given out to children who participate in class, follow the rules, and do mitzvot throughout their time in and out of hebrew school.

Talmid/Talmida Hashavuah- Student of the Week

A child will be picked weekly who tried his/her best and exemplified good behavior in class that day.



PARENT-SCHOOL COOPERATION

CORRESPONDENCE

Weekly Email

A weekly email sent out on Fridays informs parents what your children have been learning that week as well as special activities happening at NY Hebrew.

Website, Facebook and Instagram

Our Hebrew School website, Instagram and Facebook page is updated continuously throughout the year and features news, upcoming events and recent photographs of school in action. Our NY Hebrew website also elaborates on the philosophy, program and policies of our school.

Our website can be viewed at www.nyhebrew.org. Our facebook page is www.facebook.com/newyorkhebrew and instagram at www.instagram.com/newyorkhebrew

Magazine

Our NY Hebrew magazine is published once a year as a momento at our End of The Year Ceremony. Our beautifully designed pages feature a recap of our school in action as well as events and photographs of the entire year.

PROGRAMMING

NY Hebrew – Special Events

Our Hebrew School offers programs throughout the year for parents to participate in with their children. Some of these programs include a Friday Night Dinner, a Parent Social and the End of Year Ceremony. Invitations and flyers will be sent out prior to any event.

Due to Covid 19 we will update you prior as circumstances develop with regards to special events.

Festival Programs

NY Hebrew has festival programs and events for every Jewish Holiday. Families and friends are invited to participate in these not-to-be-missed events for the whole family. Events will be advertised through invitations and social media.

Due to Covid 19 we will update you prior as circumstances develop with regards to festival programs.

Parent involvement increases the success of our Hebrew School. If you have a talent, skill, or can volunteer to read Hebrew with our children, please let us know.

Shabbat Children’s Experience

New York Hebrew is an affiliate of the Family Shul on West 19th St. Every week the Family Shul hosts ‘Jewnior’ the next gen Shabbat Children’s experience from preschool age children through 5th grade. From 11:30 AM - 12:45 PM your children will have the opportunity to experience Shabbat with activities, games, songs, prayers and of course a delicious kiddush lunch.

Due to Covid 19 we will update you prior as circumstances develop with regards to the Shabbat Children’s Experience.

NEW YORK HEBREW

COVID-19 SUPPLEMENTARY HANDBOOK

Dear New York Hebrew Families,

We are excited to open New York Hebrew for the 2020-2021 academic year with the utmost care and consideration for the children, families, staff and general community's health and safety.

We are honored that you have chosen our school for your child and that you are placing your trust in us during these uncertain times. We do not take that trust for granted and will do everything in our power to care for and educate your child, and most importantly, keep them healthy and safe.

This handbook was created to provide you with key information about updated policies and procedures in order to make the transition back to our center as smooth as possible. All guidelines and decisions have been made keeping the best interests of your child in mind.

We are grateful for the guidance of many medical and childcare experts who have advised us on the best practices to adopt in response to the current COVID-19 pandemic. In prioritizing health and safety alongside our students' social-emotional

development and academic growth, we are committing to adhere to guidelines set forth by the Centers for Disease Control & Prevention (CDC) and government officials.

We also would like to thank our Covid 19 team of parents who will be assisting us with the decisions being made throughout these times: Rebecca Levy, Jenny Flax, Andrea Szarvas, Tammy Creaven and Jodi Stein.

With the ever-changing environment in which we currently live, and the unknowns of COVID-19, all policies, procedures and schedules are subject to change. Please know that we will do our best to continue to communicate with you regularly and appreciate your patience while we navigate any potential changes.

The policies in this handbook are subject to change, as this is a fluid situation. As soon as we are informed that we can safely alter a policy, or if we are guided by CDC to increase our stringency, we will do so and inform you through email.

As always, if you have any questions, please do not hesitate to reach out.

We thank you all for your ongoing support and partnership, especially now during this most challenging time.

We are excited to welcome your children to a wonderful year at New York Hebrew!

Warmly,

Rabbi Mendy & Morah Gillie Shanowitz

New York Hebrew

PRIMARY PILLARS OF SAFETY AND HEALTH 2020

PRACTICAL PLANS

1. School Hours and Drop Off/Pick Up Procedures

Until further notice, New York Hebrew hours of operation will be as follows:

NYH Gramercy: 3:30PM - 5:30PM on Mondays

NYH Chelsea: 3:45PM - 5:45PM on Tuesdays

NYH Flatiron: 4:00PM - 6:00PM on Thursdays

Each location will develop a protocol for social distancing and arrival and departure that is developed in response to its individual floor plan and flow of traffic across the day.

When dropping off your child/ren all adults must wear masks at all times, covering the nose and mouth. All adults must observe social distancing rules while in the lobby (ONLY for dropoff).

Each school will have a designated entrance and exit so that parents and staff move through the building with as little contact as possible.

Only one adult per family will be allowed to enter the building for drop off. If possible, as a courtesy to the school and to reduce the germ pool, we ask each family to designate a drop off/pick up person.

When picking up your child/ren we request that you remain outside and we will escort your child/ren to you directly.

2. Faculty and Staff

All New York Hebrew employees have been trained in best practices for hygiene and disease mitigation. The health and wellbeing of our NYH staff is a primary responsibility. By investing in staff training, we are investing in the children's

health and wellbeing. Our staff will undergo occasional health screenings to ensure ongoing safety. As staff arrive at school, we will take their temperature and collect a self-reported health screening each day.

All COVID-19 questions should be directed to the school's director.

3. Mask Policy for Staff and Children

All staff are required to wear masks and/or face shields for the duration of the school day.

All students are required to wear face coverings or masks. We have created beautiful New York Hebrew Alef Bet masks for every one of our students which will be stored in their New York Hebrew individual backpack.

4. Handwashing

Our hand washing policies follow the guidelines of the New York State Health Department. We will continue to follow those guidelines with increased frequency of washing. Children will be encouraged to practice good hygiene habits at the classroom sinks and Sanitizing stands.

5. Supplies

Teachers will prepare individual materials for each child which will include their curriculum, a Kippah and Tzitzit, supplies and educational activities and will be kept in their very own New York Hebrew backpack and will be labelled with your child's name. In the case of a future school closure, these backpacks will go home with the children.

6. Cleaning and Sanitizing

Classrooms will continue to be cleaned and disinfected frequently by our maintenance staff. We use cleaning products that are EPA approved for use against the virus that causes COVID-19.

7. Travel

We highly advise against traveling outside of our area during this time. If a family member or your child participates in any travel outside the tri-state area or the United States or to any “hotspot” within the United States, you must notify the school. We will then communicate with the NYCDOH and we will abide by their recommendations.

8. Food

All snacks will be individually wrapped and will be eaten in the classrooms. No food from outside the school will be allowed.

EDUCATIONAL PLANS

1. Learning Groups

All class groupings will function as stand alone “pods” and groups will have minimal interaction with other groups.

All class groups will be organized according to the New York City Department of Health’s mandates on class size and specified student/teacher ratios according to age group. Class sizes will not exceed 13 children. Social distancing measures will determine the amount of children per class.

Activities that would bring children into close physical contact will be modified wherever possible to ensure social distancing.

2. School Temporary Closures

Short-term 14-day closures may be necessary if there is exposure to COVID-19 in one of our learning pods. During the closure, we will make every effort to immediately transition to a temporary online program for that learning pod. Teachers are fully trained in Zoom instruction and the system is ready to activate at any time. Children will take their individual back packs home from school to ensure continuity of curriculum development. Individual

circumstances may impact our ability to engage in online learning and will be determined on a case by case basis.

3. Exclusion of Ill Children

A child who has been directly exposed to COVID-19 or who has symptoms of the illness must not attend the program for 14 days, be fever free for 72 hours before returning and arrive with a doctor's note clearing them for attendance.

SUMMARY OF EXPECTATIONS

Parents of NYH students must understand the following rules that will protect children and staff this year:

1) During the COVID19 Pandemic, until further notice, adults will NOT be permitted to enter the facility beyond the designated drop-off and pick-up areas as detailed above. This procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. You must inform any Emergency Contact person of the information contained herein.

2) If there is an emergency requiring you to enter the facility beyond the designated drop off and pick up area, you **MUST** wash hands before entering and wear a mask. While in the facility you must practice social distancing and remain 6 ft away from all other people except for your own child.

3) In order to enter the facility premises, your child and whoever brings him or her to school must be free of COVID19 symptoms. If, during the day, any of the following symptoms appear, your child will be taken to a separate room with a staff member. You will be contacted and your child **MUST** be picked up from the facility within 30 minutes of being notified.

Symptoms include:

- » Fever of 100 degrees Fahrenheit or higher

- » Dry cough
- » Shortness of breath
- » Chills
- » Loss of taste or smell
- » Sore throat
- » Muscle Aches
- » Excessive tiredness

While we understand that many of the symptoms can also be related to non-COVID19 issues, we must proceed with an abundance of caution during the pandemic. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medication for 72 hours before returning to the facility.

In addition, please understand the following:

4) Your child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds. Please practice handwashing at home.

5) When outside of the NYH program, in order to control any child's exposure in the community, you must comply with any and all state, county or local social distancing regulations and follow CDC regulations.

6) You must immediately notify the director if you become aware of any person with whom you or your child have had contact exhibits any of the symptoms listed above, is advised to self-isolate or self-quarantine or if they have had a positive test for COVID19. Further, you must immediately notify the director if anyone from your place of employment is presumed positive or tests positive for COVID19 whether or not you have had direct contact with that person.

7) You must understand that while present in the school each day, your child will be in contact with children, families and other employees who are also at risk of community exposure. You must understand that no list of restrictions, guidelines or practices will

remove 100% of the risk of exposure to COVID19, as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. You must understand that you play a central role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices contained herein.

WAIVER

Each family will be asked to sign a waiver stating that they are sending their child to school of their own free will and understand the potential risk involved with being at New York Hebrew. Included is also a signature indicating that you have read the general NYH handbook.

No child will be permitted to attend school without the waiver being signed and returned to school before entering the building.



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