

# YBH of PASSAIC – HILLEL

## IMPORTANT PARENT INFORMATION

5771-5772 / 2011-2012

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*Menahel*

Mrs. Estee Hebel  
*Principal – General Studies*

Rabbi Binyomin Perlstein  
*Assistant Principal*

Mrs. Chana Frumit Stern  
*Mechaneches*

Mrs. Perele Mendlowitz  
*Early Childhood Coordinator*

Mrs. Yehudis Margulies  
*Director of Special Services*

Mrs. Joyce Davis  
*Director of Administration*

Mr. Michael Friedman  
*Building Operations Manager*

# Welcome to YBH of Passaic – Hillel

YBH is a yeshiva committed to providing the highest quality *limudai kodesh* and general studies education. We focus on the growth of each individual student, which empowers our students to succeed in their choice of mesivta/high school and beyond.

Our close partnership with our students' parents facilitates the development of yiras shamayim, excellent middos, and a love of Torah within our students, making them sought after by all schools they apply to.

Our family handbook will be sent home by the yeshiva with your child at the start of school with information for you and your children to read together. The information herein is intended to guide you through important routines and procedures for parents at YBH. We hope that you will find it helpful and informative. We look forward to working with you.

Please feel free to contact us with any further questions.

**Phone:** ..... **973-777-0735**

**Fax:** ..... **973-777-9477**

**Web Site:** ..... **[www.ybhillel.org](http://www.ybhillel.org)**

## Office Hours:

During the school year:

Monday – Thursday: 8:00 AM – 5:00 PM

Friday: 8:00 AM – 2:15 PM

Sundays – Business office is closed – receptionist available – 9:00 AM – 12:30 PM

Summer Hours:

Monday – Thursday: 8:30 AM – 3:30 PM

Friday: 8:30 AM – 12:00 Noon

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## I. Schedule

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### a. Daily Schedule

#### EARLY CHILDHOOD DIVISION (ECD)

Nursery and Kindergarten	Monday - Thursday	9:00 AM - 2:00 PM -or- 9:00 AM - 4:00 PM
Pre1A	Monday - Thursday	9:00 AM - 4:00 PM
Half-day Nursery	Friday	9:00 AM - 1:30 PM
All other ECD	Friday	9:00 AM - 1:50 PM

Early ECD staff supervision is available from 8:00 AM – 9:00 AM.

#### BOYS' DIVISION

Grade 1	Sunday *Starting November 7*	9:00 AM - 12:30 PM
Grades 2 - 4	Sunday *Starting September 5*	9:00 AM - 12:30 PM
Grades 1- 4	Monday - Thursday	8:15 AM - 4:00 PM
Grade 5 - 8	Sunday *Starting September 5*	8:00 AM - 12:30 PM
Grade 5	Monday, Tuesday, Thursday	7:35 AM – 4:50 PM
	Wednesday	7:35 AM – 4:00 PM
Grades 6	Monday - Thursday	7:35 AM – 4:50 PM
Grades 7- 8	Mondays & Thursdays	7:35 AM – 5:35 PM
	Tuesdays	7:35 AM – 4:50 PM
	Wednesdays	7:35 AM – 4:00 PM
Grades 1-6	Friday	Ending at 1:50 PM
Grades 7-8	Friday	Ending at 1:20 PM

#### GIRLS' DIVISION

Grades 1- 4	Monday - Thursday	8:15 AM - 4:00 PM
Grade 5	Monday, Tuesday, Thursday	8:15 AM – 4:50 PM
	Wednesday	8:15 AM – 4:00 PM
Grades 6	Monday - Thursday	8:15 AM – 4:50 PM
Grades 7-8	Monday, Wednesday, Thursday	8:15 AM – 4:50 PM
	Tuesday	8:15 AM – 5:35 PM
ALL	Friday	8:15 AM - 1:50 PM

YBH staff will arrive to supervise boys in grades 5-8 at 7:30 AM and all other children at 8:00 AM. To ensure the safety of the students, please do not bring any child to YBH before this time.

## b. Study Hall Option

In order to ease the responsibilities of parents who have to pick up children at multiple dismissals, we are happy to offer a "Study Hall." During Study Hall, YBH will provide supervision for students who have completed their official school day. This service is available Monday – Thursdays from 4:00 – 5:30 PM. Please look for the form on our website.

## II. YBH Website and Communication

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### a. YBH Website and newsletter

The Yeshiva has a web site which has a number of important features. Please take a moment to view the website at [www.ybhillel.org](http://www.ybhillel.org).

A newsletter discussing current events at YBH is produced weekly during the school year. Parents can access the newsletter by going to: [www.ybhillel.org/parentsnewsletter](http://www.ybhillel.org/parentsnewsletter).

### b. School - Home Communication

The Yeshiva values open communication with the YBH parent body. To facilitate communication, notices are often emailed. Please make sure that the school has your updated email address.

When parents need to communicate with the administration or a teacher, the most effective way to do so is to write a note or send an email. All faculty members have email accounts. Their account addresses are the first initial of their first name followed by their last name @ybhillel.org. (For example, John Doe's email address is jdoe@ybhillel.org.) Of course, you can call the office during school hours or leave messages in the Yeshiva voice mailbox after hours.

**PLEASE RESPECT ALL OF OUR STAFF MEMBERS AND DO NOT CALL THEM AT HOME,  
UNLESS YOU HAVE EXPLICIT PERMISSION TO DO SO!**

Telephone messages to students are accepted only in cases of *extreme* emergency. Your child should be told of all after-school arrangements before going to school in the morning.

## III. Parent Visits to YBH

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### a. Attending School Programs

Parents are encouraged to attend school programs and designated class performances and activities throughout the school year. Many of these programs are open to grandparents, and we welcome their attendance. It is beneficial to the children to see their parents'/grandparents' involvement. It is also a great opportunity for the parents/grandparents to *shep nachas*.

### b. Parent Meetings

To speak with a teacher and/or an administrator, please call the YBH office to make an appointment.

### c. Bringing Forgotten Lunches

In the event a child has forgotten to bring lunch, parents may bring lunch to the designated Lunch Box outside the cafeteria. Please label the bag (name & grade). Those students who forgot their lunch should check the Lunch Box to see if a lunch was dropped off for them. Matzah and drinks will be provided to those students who do not have lunch. **Please do not place any other forgotten items in this Lunch Box.**

## **IV. Protocols for Arrival and Dismissal**

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Carpool creates high-volume traffic entering and leaving the YBH campus in a short period of time. We require everyone's cooperation for a smooth and safe drop off/arrival.

### a. Arrival

#### **1. Elementary/Middle School Drop Off**

**There are two wings to the building; the Boys' Wing is on the right hand side facing the building, and the Girls' Wing is on the left hand side.**

Boys should be dropped off at the boys' entrance (Door # 2). Parents should use the left most lane. Then, parents should proceed in their cars around the building, and exit the campus by making a **right turn only** onto Passaic Avenue.

Those dropping off girls need to drive around the building, using the right most lane to get to the girls entrance (Door # 1). When approaching the entrance, make sure to drop off in the left lane nearest the building.

To help expedite the drop-off process, staff members may direct you to pull into the circle/main entrance and ask the students to walk to their respective doorways. Cars should use the right lane, closest to the building, to drop off students. After the drop off, please move to the left lane to exit the front circle. Please do not drop off at the circle unless directed to do so.

**Please do not drop off or block the left lane in the front circle.**

The speed limit on campus is 5 miles per hour on all roads at all times. For the safety of students and staff, the speed limit must be strictly observed.

As mentioned above, when entering or exiting the driveway, only right turns are permitted, both at arrival and dismissal.

**Please do not park "even just for 30 seconds" in the areas clearly marked as a Fire Lane. If you are leaving your car to enter the building for any reason - including parking for pre-school drop off, voucher purchasing, late student drop off or any other situation which would warrant you leaving your car and entering the building - please find a marked parking spot on either side of the building. At no time is parking permitted in any area that parking is prohibited by law or along the brick wall of the neighboring property.**

- Boys in grades 5-8 should arrive by 7:35 AM, go to the cafeteria, put down their belongings and go directly to the Bais Medrash.
- All other students in grades 1-8 should arrive by 8:10 AM and proceed to their designated waiting areas in the cafeteria. They will then be escorted by their teachers to their classrooms.
- **If your child arrives after drop-off time, he or she must enter through the main entrance and stop at the office to receive a Late Note before they will be admitted to class.**

## **2. ECD Drop Off**

P1-A students should enter through the boys' entrance. Nursery and Kindergarten students should enter through the girls' entrance.

ECD staff members will be at the boys' entrance and at the girls' entrance from 8:00 AM - 8:10 AM. To ensure the utmost safety of your child, please make sure that you see a staff member present before dropping him/her off. After 8:10 AM, parents are asked to park their cars and walk their ECD children into their classrooms. ECD parents may request an electronic door card (for a \$20 security deposit refundable upon the return of the card) that will enable them to enter either Door # 1 or Door # 2 up **until 9:30 AM**. After this time, late arriving ECD students must use the main entrance, although a Late Note is not required.

### **Please note two critical safety issues:**

1. There is a popular type of sneaker/roller skate combination known as "Wheelies. Wheelies are combination sneakers/roller shoes which can instantly change from flat soled shoes to roller skates. While this is an exciting and fun form of footwear for outdoor play, wheelies are not permitted on our school grounds at any time.
2. Additionally bicycles, skates and scooters may not be used past the entrance to the YBH campus. Students must remove their roller skates and change into regular shoes or alternatively get off their bikes/scooters and walk them into the YBH driveway.

Please make sure that your children are aware of these safety regulations in place for their protection.

### **b. Arriving Late**

The side doors will be locked after 8:30 AM. Children who arrive late must enter through the main entrance and ask to get a late note from the secretaries in order to be admitted to class. Students who are consistently late will be spoken to by the administration, and their parents may be contacted.

### **c. Dismissal**

Please fill out both the Dismissal Form and Release Form (both on our YBH website in the Parent Packet) and return them to the office by **Monday, August 15<sup>th</sup>, 2011**.

Please note that once a child has left the school property, responsibility for that child has shifted from the school to the person designated on the dismissal and release forms, be it the child or another person.

In the event that a parent is unable to arrive on time to pick up their child, it is the parent's responsibility to make alternative arrangements.

If you need to make any changes from those listed in the carpool form (on the YBH website) for a particular day, **you are required to send in a note stating this fact.** If the school does not receive such a note indicating a change from the usual routine, no change will take place.

Students walking home, will be dismissed after signing out with their teachers. Walkers may meet the other members of their walking group in front of the main doors. Please instruct your children not to linger in front of the building. Rather, they should leave school grounds as soon as everyone in their group is together.

## **V. Changes in Attendance and Routine**

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### **a. Students Being taken Out of Class Early**

Learning without unnecessary disruption is critical to a great learning environment. **We ask that every effort be made to schedule personal/health appointments outside of school hours.**

Should circumstances require that your child be taken out of school during the school day, **please send a note to the main office that morning** with your child, indicating when he/she needs to leave. The office will see that the appropriate staff members are informed of the changes in your child's schedule.

When picking up your child please come to the main office – not to your child's classroom. Please record your child's name on the "sign-out sheet" in the main office. For the safety of the students, teachers have been instructed never to allow a student to leave the school without permission from the office.

### **b. Students Attending Siblings' School Programs**

We understand and appreciate the desire of our students to attend their sibling's school programs. However, leaving class is disruptive to that child's learning, and to the rest of the class. Therefore, other than the exceptions below, individual students **may not** be excused from class to attend school programs of siblings. *Please* do not send notes to your child's teacher or call the administration for special permission.

**The two exceptions** to this rule: siblings may attend the 1<sup>st</sup> grade *Chumash* Party, and the Pre1A *Siddur* Program. No other exceptions.

### **c. Absence**

In case of absence, the teachers will send home the student's work with an assigned classmate. For students in **Grades 1-5**, please designate, on the Homework Buddy Forms (on the website), a classmate who will collect all assignments, homework, and books from the absent child's teachers.

There are **two forms to be filled out per child**, one copy to be given to your child's Rebbe/Morah and another to your child's General Studies teacher. Please send these forms with your child on the first day of school to be given to his/her rebbe, morah, teacher.

Students in **Grades 6-8** who are absent are responsible for being in touch with their classmates to collect all necessary information and homework assignments.

### **d. Inclement Weather**

In situations necessitating cancellation or delayed opening of school, you may:

- Call the school – there will be a recorded message about school closings
- Go online to [www.cancellations.com](http://www.cancellations.com)

We ask that parents respect the privacy of staff members and class mothers and refrain from calling them at home to ask about such situations.

In the event of early dismissal due to poor weather conditions or due to an emergency, *chas v'shalom*, we will make every effort to contact you. Please provide a list of names with whom your children can leave school, if you cannot be reached (early dismissal form on the website).

## **VI. Health and Safety**

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### **a. General Health and Safety Issues**

- We ask for our cooperation in keeping your child at home if he/she shows any sign of illness, whether or not the condition is contagious.
- If a child must remain indoors during recess for health reasons, a note is required from home.
- The school staff is not permitted to administer or dispense Tylenol, Motrin, or any other medication without written permission from parent and /or Physician. (Tylenol form on website)
- Medication which needs to be dispensed in school should be sent in to the office, **in its original container**, with written permission from the parent and written instructions from the physician on how to administer that medicine. If necessary, ask your pharmacist to provide a second container, properly labeled, when filling the prescription.
- No child is allowed to self-medicate during school hours.
- Parents will be notified of any emergency. Please make sure to have your emergency contact numbers updated at all times. If the school is unable to reach the parents or other emergency contacts, it is school policy to take the child to the emergency room and contact the child's physician, if possible. Your signed Authorization Form (on the website) will allow treatment to be administered in a timely fashion.
- NJ law requires that every child who enters school must be immunized against rubella, measles, diphtheria, polio, and tetanus, prior to school. A signed certificate of immunization must be brought to the office before a child starts school. If any additional immunizations are given to your child, the school must be notified.
- Please advise the office of any significant information or changes regarding the health of your child. Since your child's health also affects his/her performance in the classroom, it is advisable to discuss this with your child's teachers as well.
- All students who come to school on bikes, scooters, or any type of skates must wear helmets. There is a bike rack located in the parking lot.

### **b. Meals and Snacks**

- Only dairy or *pareve* food may be brought to school, except on specifically noted dates.
- Please do not send any powdered or instant products, requiring preparation with hot water.
- Please do not send any food or drinks in glass bottles.

- **Please do not send any peanut products to school. Please make sure that any products baked in the local establishments are nut-free.**

### ***KASHRUS***

In order to avoid difficulties resulting from differences in *kashrus* standards among classmates, all products brought to the school must be certified by one of the national *Kashrus* organizations (i.e., OU, OK, Kof-K, Star-K), or by PCK, the Passaic-Clifton *Kashrus hechsher*. It is understood that there are other acceptable *hechsherim*, however, Rabbi Leiner must be consulted before any other food product with another *hechsher* is brought into the school.

ALL DAIRY PRODUCTS THAT WILL BE DISTRIBUTED TO A CLASS (FOR A PARTY OR A *SIYUM*, ETC.) MUST BE *CHOLOV YISROEL*. ALL BAKED GOODS MUST BE *PAS YISROEL*. **NO HOME-PREPARED FOOD SHOULD EVER BE DISTRIBUTED FOR ANY CLASS EVENT.**

Any *kashrus* questions should be brought to Rabbi Leiner before a product is sent with your child, to avoid any embarrassment to your child.

*Cholov Yisroel* milk will be provided at breakfast to the boys in Grades 5-8 after morning minyan and at lunch for all students.

### **c. Peanut Free Environment**

Please respect the fact that YBH is a **PEANUT FREE ENVIRONMENT**. Peanut allergies can be very serious or even fatal, *chas v'shalom*. Severe reactions can occur even by touching a peanut product, inhaling airborne peanut particles, or by skin contact with residue on a classmate's hands or on a table.

We ask you to please carefully avoid **all peanuts** and peanut products when preparing snacks and lunches for your child, as well as foods to be shared by the entire class. In addition, when snacks are being shared by the entire class, **sesame ingredients** must be avoided, as well.

**Please remember to inform all caretakers of this important school rule.** The health and well-being of each child is of paramount importance to us all. We appreciate your cooperation in this matter.

### **d. Special Diets**

If your child has special dietary restrictions or food allergies, please note them on the emergency information form (on the website), so that the staff can make an extra effort to supervise the child.

## **VIII. Student Evaluation**

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### **a. Report Cards**

- The school year is divided into three marking periods (grades 1-8).
- In the middle of the first marking period, an initial progress report will be prepared for all students in grades 1-8. During the second and third trimesters, progress reports may be sent if needed.
- **ECD** progress reports will be prepared three times a year.
- **Report cards will be mailed home, unless there are unfulfilled financial obligations or YBH books that are to be returned or paid for.**

## b. Standardized Testing

The school administers standardized achievement tests to students in the spring. These achievement reports are made available to the parents with the third trimester report cards.

## **IX. Special Services**

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### a. Guidance

Our social worker, Mrs. Val Rubin, affords all parents and students an opportunity to address any social or emotional concerns. She is also actively involved in creating and assessing areas of our curriculum related to life skills.

### b. NJ Board of Education Services

If a parent or a teacher feels the need for a child to be evaluated or tested, Director of Special Services, Mrs. Margulies, will arrange for Essex County Educational Services Commission to provide this service. The County's Child Study Team will create a Service Plan for any child who qualifies for one, which the teachers of YBH will implement.

Upon referral, a speech therapy, compensatory/supplementary education, E.S. L. (English as a second language) and other support services are available through the county educational services commission during the school year. Occupational Therapy can be provided on a limited basis for classified students who are residents of Passaic and who meet specific criteria.

### c. YBH Resource Room

The Yeshiva operates a remediation program consisting of a staff of certified special educators to support students with learning challenges who learn in the mainstream setting. Our Director of Special Services, Mrs. Margulies, oversees the placement of students, curriculum modifications and inclusion process of all students with special needs. The director and resource room teachers work closely with the classroom teachers to maximize each child's success according to his/her fullest potential.

### d. YBH Skills Program

Beginning second grade, students who are achieving significantly below grade level in the areas of Chumash, reading and math may join a skills program in lieu of their regular classes in any of those subjects. There is an additional fee for this program above regular tuition.

## **X. Special Calendar Dates**

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### a. First Day of School

The first day of school is **WEDNESDAY, SEPTEMBER 7, 2011**. All students should arrive at their regular times and proceed to their daily arrival locations. Dismissal will be at 12:30 PM.

**For admittance on the first day, students must bring their admission cards.** The cards will be issued when the necessary forms are completed, each child has been checked for lice, and all financial obligations have been settled.

- **Grades 1-8: On Wednesday, September 7, seforim** and supplies should be brought to school for the start of *Limudei Kodesh*. **Thursday, September 8** is the first full day of classes. All General Studies supplies should be brought on that day.
- **ECD:** Orientation for Nursery, Kindergarten, and P1A will be on **WEDNESDAY, SEPTEMBER 7, 2011**. Parents will receive information as to what time to bring in their child to meet the teacher on that day. The first **FULL** day of school for the ECD will be on **THURSDAY, SEPTEMBER 8, 2011**.

## b. Back-to-School Nights

Shortly after the start of school, a Back-to-School night will be held. Please refer to the School Calendar for exact date for your child's grade.

Parents will be invited to meet their children's teachers to become better informed about the academic goals and objectives for the year. This meeting will not afford parents the opportunity to discuss their individual child's progress and needs. To do so, please call the main office or email the teacher to schedule an appointment.

## c. Vacation

There are several vacation periods throughout the school year when families can enjoy vacation time together. YBH discourages taking students out of school when school is in session. In exceptional circumstances when this cannot be avoided, the student will be responsible for all work missed. Teachers are not required to provide the work in advance.

## **XI. Other**

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### a. Outside Influences

The society in which we live affords us many economic and other opportunities for which we are grateful; yet it also poses potential dangers to our children. Rabbi Leiner and the entire administration caution all of our families to be vigilant and to exercise parental control in these areas that are common pitfalls and **WHICH REQUIRE PARENTAL SUPERVISION:**

- The Internet
- Cell Phones, Ipods and other Electronic Games
- Media

### b. School Dress Code

Students must come to school in uniform as detailed below:

#### BOYS' Division

- **Slacks:** Navy, black or gray; corduroy is acceptable; **no** jeans, sweatpants, cargo pants, or elastic bottoms.
- **Shirts:** White or light blue uniform style dress shirt; the shirt must be neatly tucked in at all times. Any undershirt must be white.
- **Vests, Cardigans, Sweaters, Sweatshirts:** YBH school sweatshirt, or solid navy, royal blue, black, gray, or deep green, no designs, pictures or logos.
- **Socks:** White or dark colored socks; must be cuffed at least ½" above the top of the shoe.
- **Footwear:** Only shoes with backs or sneakers (no clogs, crocs, flip flops or wheelies).

- **Dress Jackets:** Boys over *Bar Mitzvah* for *tefillah*.
- **Haircuts:** Neat and moderate length.
- **Yarmulkas:** We do not permit *yarmulkas* with any logos, pictures, or wording which promote a particular institution, person, viewpoint, etc. They should have a respectable appearance, reflecting their purpose as a means of fostering *yiras shamayim*.

## GIRLS' Division

- **General Standards:**
  - (1) Skirts must come below the knee even while sitting; **no slits at all**.
  - (2) Shirts may not be form-fitting.
  - (3) Top buttons only may be left open – collar bones must be covered.
  - (4) Sleeves must cover elbows, even when the arm is bent.
  - (5) Makeup or nail polish may not be worn.
  - (6) Girls may wear earrings up to 1.5" long.
- **Skirts, Jumpers:** Any navy jumper or pleated skirt, or YBH (hunter green) plaid pleated skirt or jumper.
- **Blouses:** 1<sup>st</sup> – 8<sup>th</sup> grade girls: white or light blue buttoned-down blouses or polo shirt with a collar. Any shell worn under the uniform must be white and not visible. ***ON ROSH CHODESH***, a *different colored collared blouse or polo may be worn provided it meets dress code standards and does not have any writing*.
- **Vests, Cardigans, Sweaters, Sweatshirts:** YBH school sweatshirts, or solid navy, black, gray, or white; no designs, pictures or logos.
- **Socks or Tights:** Tights or knee socks: Solid or patterned. Leggings: are not permitted. Ankle socks: Blue, gray, black, or white only. When wearing ankle socks, the ankle must be covered and socks must be cuffed and reach at least ½" above the top of the shoe.
- **Footwear:** Only shoes with backs or sneakers (no clogs, crocs, flip-flops or wheelies).

### c. Purchasing Uniforms

The following are some options for purchasing uniforms. You do not have to order from these companies, but they are presented here as helpful options.

You may also purchase uniforms at **Hosiery Planet** on Main Avenue in Passaic. Hillel dollars may be used for purchases at Hosiery Planet. **Land's End** and **Kosher Casual** have an agreement with YBH to donate a portion of the revenue from your order to the yeshiva.

#### **Land's End:**

Any items you order from this catalog (including backpacks, shoes, sweatshirts...) will benefit the school since YBH will receive 3% of the net sales. However, please be aware that many of the items in the catalog **do not** meet the requirements for our Yeshiva's dress code and as such, should not be worn to school.

If you are ordering girls polo shirts from Land's End, the following items are acceptable:

- Long-Sleeve Interlock Polo-Item #051369 and Long-Sleeve Mesh Polo-Item #051538 in either chambray blue or white.
- Additionally, they carry a Long-Pleated Skirt-Item#381242 in navy that is acceptable.

If you are ordering online, make sure to go to the school uniform section of their website as **only** items ordered from the school uniform section will benefit our school. You may search for the items using the above item numbers and you will get to them directly. To order online, go to [landsend.com/school](http://landsend.com/school), and then click on the link that says "**SCHOOL'S DRESS CODE**". Our yeshiva's name is "**Hillel**" and **Preferred School Number is 900134495**. Use this number when you are placing your order. Logging in this way will ensure that at check-out, our school's Preferred Number is automatically used.

**Kosher Casual:**

**Only the "¾ sleeve polo shirt" style #1202 will be acceptable from this company.** These shirts are made in Israel and the company will give YBH a 5% commission for every order. Polo shirts may be ordered at any time by going to [www.koshercasual.com](http://www.koshercasual.com) or by phone at 866-825-3161. At checkout, on the "Purchase Information" page, there will be a text box that states: "School or Organization who referred you." Just fill in "YBH" and the school will benefit from your purchase. Please note, however, that McAfee rates this website a security risk. Any questions about uniforms in general should be directed to Yael Pahmer at 973-470-7020.

#### d. Lost and Found

A "lost and found" box is located in the coat closet in the school lobby. Small and/or valuable items will be kept in the school office. After 30 days, items are considered *hefker* and will be given away to *tzedaka*. **Please label your children's clothing** to prevent loss and check the closet as soon as you notice an item is missing.

#### e. Field Trips

During the course of the school year, the Yeshiva may arrange field trips to enhance the students' learning experiences. Before every trip, a note will be sent home with information about the trip as well as a permission slip allowing the child to participate. No child will be allowed to go on a trip if the permission slip has not been returned to the school.

Parent chaperones are often needed on these class trips, as more supervision is required than under normal classroom conditions. When volunteering to chaperone for such a trip, please do not tell your child that you are coming until you have received confirmation from the teacher. This will prevent disappointment should more parents volunteer than are needed. A chaperone must be able to assist in class supervision exclusively. **Therefore, siblings of any age are not permitted to accompany chaperones on trips.**

#### f. Parties

**If you plan a get-together at home for your child's class, please be sure that the food and the entertainment meet a standard that is acceptable to all families at our Yeshiva. Please do not put other parents and children in an uncomfortable position of having to choose between enjoying their friends' company or maintaining their families' standards. If you have any questions, please consult with either Rabbi Leiner or Rabbi Perlstein.**

Birthday parties may be scheduled during class time in the ECD and first grade, only after consultation with the teacher. Celebration of birthdays for students in grades 2-8 should take place outside of school. Parents should confirm with their child's teachers before the day of the party.

- Parents may bring in one treat (cake or cupcakes) following the Kashrus guidelines of the school.
- Dairy food must be *Cholov Yisroel* and baked goods must be *Pas Yisroel*.
- A lovely addition to the birthday celebration is having the birthday child give a gift of a toy or puzzle, or a book to the particular class library, general library or to the *Beis Medrash*. Not only does this add to the toys and book supply in the classroom, but it also encourages the child in the *mitzvos* of giving and sharing.
- Goody bags are not encouraged. If you send them, please make sure they comply with the school's Kashrus, medical, and allergy policies. Home-made foods may not be brought to school. When purchasing refreshments for a birthday party, please check all ingredients very carefully and avoid those containing peanuts or ingredients derived from peanuts.
- Birthday party invitations for parties held outside of school may only be distributed in school if every class member is invited to the party. In order to avoid hurt feelings, we strongly urge that individual students not be omitted from guest lists when most of the class is invited.

Please note that some teachers may notify you of alternatives to "food" parties.

### g. Vouchers

Vouchers are sold by Mrs. Dina Brody in the main office every school day from 8:00-10:00 AM. Additional sellers and locations where vouchers can be purchased are listed in the school calendar or may be obtained from the secretaries.

### h. Parent-Teacher Association (PTA)

The PTA exists to help support the school's programs by sponsoring activities throughout the year. All parents are encouraged to participate and support the PTA programs to the maximum extent possible. Each volunteer makes a big difference. **We welcome your involvement.**

**Wishing everyone a truly successful year!  
Thank you for your cooperation!**