בס"ד

PARENT HANDBOOK

NEW YORK HEBREW

NEW YORK HEBREW

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 Locations:

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

K through 7th Grades: Tuesdays, 3:45 PM - 5:45 PM

121 West 19th Street, New York, NY 10011

CONTACTING THE SCHOOL:

School Director: 646 573 6773

Email: office@@nyhebrewschool.org

Facebook: www.facebook.com/newyorkhebrew

Instagram: @newyorkhebrew

Website: www.nyhebrew.org

Administrative Directory

Rabbi Mendy Shanowitz *Rabbi*

Mrs Gillie Shanowitz *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.

Children arriving early must be supervised until classes begin. Children who are picked up from school via NY Hebrew's pick up service will be supervised by one of our staff.

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: **212 924 3200** *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 @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.

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.

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.



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