



Parent Handbook 2023-2024

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Lifelong Learning Director

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Dear Parents,

Shalom,

I would like to take this opportunity to extend a warm welcome to Chai Club. Our After School Hebrew Program team looks forward to an exciting educational journey.

Our goal is to provide a program of excellence in a safe, loving, and nurturing environment where your child will blossom.

We hope this handbook is helpful in addressing questions about supplementary Jewish education in our Beth Torah Family

We thank you for entrusting us with your children!

Looking forward to a year of new learning experiences to treasure in our hearts new discoveries, learning and growth,

Sincerely,

Dr. Gaby Rascovsky

Lifelong Learning Director

Philosophy

We see our task as empowering children to live more meaningful Jewish lives. We believe that all exposure to education in formal and informal settings, and in conjunction with the family and home, should create positive Jewish memories and meaningful Jewish experiences for children.

Goals

- Chai Club Hebrew After School Program (operated by Beth Torah Benny Rok Campus) strives to provide top quality Jewish after School education that helps our children develop positive attitudes towards their Judaism and gives them a sense of commitment to their tradition and heritage.
- At the end of the educational process, students should be able to feel connected to “Klal Israel “(Jewish People), American Society and the State of Israel as entities that require their love and commitment.
- Through formal and informal activities, it is our goal that students will create their own social Jewish network that will enable them to widen their existent social network from school.
- Culturally we strive to infuse art, music, celebration, food, and terminology that are common in Jewish Culture.

These Jewish memories will last a lifetime and bring Judaism to the next generation.

Non- Discrimination Policy

Chai Club does not discriminate based on race, color, creed, religion, sex, national origin, citizenship status, marital status, disability or any other protected status.

Our Staff

Our nurturing staff promotes an environment that encourages to seamlessly transition from home to school- After School.

Our teachers are certified by the Center of Advancement of Jewish Education (CAJE) or by the State of Florida, and/or have credentials, and degrees, training in Jewish education. All staff members participate in continuous education for professional advancement in order to remain current in the field of Jewish education.

All staff undergo screening and background checks in compliance with DCF regulations.

We are proud to employ teachers who are native Hebrew speakers, and or fluent in other languages and who can ease the transition into school.

Arrival and Dismissal- Schedule

Chai Club operates on Tuesday and Thursday from 1:50-4:30. (K-1 grades) and 3:05- 4:30 (grades 2-5)

Chai Club staff members will follow the school principal indication as for pick up from the classrooms or meeting points with the students.

No one will be permitted to enter the club with a temperature greater than 100° degrees.

Parents will not be permitted inside the school. Information for your child's teachers must be communicated via emails or phone prior to the beginning of a session.

Dismissal Procedures: 4:30PM

Chai Club staff members will follow the school principal indication for dismissal procedures.

- Proceed to the designated carpool lane and a staff member will escort the student to the car.
- If you have any special carpool arrangement with another family, please let us know in advance.
- Parents must remain in the car. No parking and walking will be permitted.
- Please place your carpool pass on your dashboard.
- All children will be dismissed from the designated carpool area.
- Children will be grouped by family or carpool arrangement staggered in the outdoor areas.
- It is imperative that you arrive on time.
- Only parents and or listed individuals will be permitted to pick up the children.
- Allow the students to enter the vehicle from the right side only.
- Chai Club will not dismiss during a thunderstorm or heavy downpour.

Authorized Persons

- Students will be released only to authorized people listed in the registration form.
- To release your child(ren) to anyone besides yourself or your designee, prior arrangements must be made with Chai Club by 12:00 pm. Proper identification must be shown every time your child is picked up. Phone verification may be used.
- In the case of divorce, it is the custodial parent's responsibility to provide legal documentation of custody. If there is no court order, then both parents have the right of access to Chai Club's records and to pick up the child(ren). The custodial parent must provide written permission for the non-custodial parent to pick up a child(ren) on a regular or special occasion. Forms must be submitted yearly with a new registration form. The parent that signs the registration form is the only person who can make changes on the form. Dual custodial rights do not supersede this procedure.

Late Pickup Procedures

If a student enrolled in the Chai Club After School Hebrew program is not picked up at dismissal time, by 4:40PM; a staff member of the Chai Club Program will bring the child to the designated area indicated by the school principal.

The Chai Club staff member will contact the parent/guardian to obtain an estimated pick-up time and the name of the person coming to pick up. This information will be provided to the school principal and /or with the designated office or staff member indicated by the school principal.

A STAFF MEMEBR FROM THE Chai Club program MUST REMAIN with the child in the aftercare or designated area by the school and wait with the child until pick up.

The Parent/Guardian and/or authorized individual must come to the area designated by the school principal and sign out the student(s).

Students will not be released without a Parent/Guardian or authorized individual signing them out. No child shall be permitted to leave the school campus unattended.

Students who are pre-registered and regularly stay for After-Care will be escorted to the After-care area.

Only authorized individuals shall be allowed to pick up a student. A parent or guardian authorizing another individual to pick a child must the Program Director in writing.

Students will not be released to any person who does not present a government-issued photo ID and has not otherwise been authorized by the parent or guardian in the manner set forth herein.

- Carpool will run for 10 minutes (4:30 – 4:40 PM).
- After the official end of the Chai Club Program charges apply as follows:
 - A five (\$5) dollar per Family fee will be charged after 4:40 and until 5:00 PM.
 - After 5:00 PM a fee of five (\$5) dollar per Family will be charged every 10 minutes.

After students have been picked up late three (3) times during a three-month period, a conference must be held between the parents and an administrator to discuss the issue. The Chai Club administration reserves the right to cease allowing a student(s) to attend the program at its' sole discretion.

Early pick up

The early release of students causes disruption to the experience and performance of all students and may create safety and security concerns. We will be unable to assist you with permanent early pick-up arrangements. In case of an occasional need, we will try our best to accommodate you, but you must make arrangements with the Program Director in advance.

Security Procedures

The safety and security of your child is our priority. All individuals entering the school buildings must check in the aftercare office.

Security at Dismissal

No individual, other than the parent or guardian, may pick up a child from school unless they are listed on the pick-up list located on the child's emergency card. Please advise the designated person that they must show a valid picture ID. Children will not be released unless the school has written permission from the parent/guardian.

If someone not listed on the Carpool Pick-Up Form is picking up your child, you must notify the Chai Club staff/ administration by one of the following ways:

1. Sending a message to Dr. Gaby Rascovsky via Remind app. Alternatively, Ruth Brandt will receive it too.
2. By calling the school office at 305. 932. 2829 x 7821 (Morah Gaby) or x7836 Ruth Brandt (please contact us before noon).
3. Informing the teacher in writing or via email is a must if the person is not on the authorization for release.

Students will not be released to any person who does not present a government-issued photo ID and has not otherwise been authorized by the parent or guardian in the manner set forth herein.

Emergency Weather Closing Procedures

Emergency and notification information will be sent out by email messages.

Chai Club will follow Miami-Dade County Public School closings for weather emergencies. Reopening is at the discretion of Chai Club. If dangerous weather conditions develop during school hours, it may be necessary to dismiss classes early, without advance notice. If the weather appears threatening, you will be notified via email. In the event that there is a power outage which precludes our ability to contact parents, we will do our best to make those contacts as soon as we have a way to communicate.

Emergency Procedures/ Drills

Fire Drills and Emergency Procedures are essential for ensuring the safety of all students, faculty, and staff. All Chai Club students are required to follow the instructions and guidelines for the numerous types of emergency procedures. Students are required to follow directions at all times, walk silently and orderly in a timely manner, remain quiet and calm, go to their assigned waiting area, line up quietly, stay with their teacher and class, and listen for further directions.

Communication

Chai Club uses several platforms of communication (Constant Contact, Outlook, Shulcloud and Remind app) to communicate and share images from your child's day to always keep you connected. **We encourage parents and staff to communicate primarily with Morah Gaby and or the teacher for any concerns, keeping in mind the following:**

- Chai Club uses Remind app as a one-way quick communication with parents. It is not a chat. Please, download the Remind app and join the appropriate group.
- AWK8 Join Link <https://www.remind.com/join/awk8f>
- VABHOE Join Link <https://www.remind.com/join/vabho>.
- Teachers will check emails daily prior to the session, but not during the session so please refrain from sending last minute emails to for special arrangements.
- Chai Club does not communicate during Shabbat or Jewish Holidays, so we kindly ask you to refrain from any communication with teachers or the synagogue.
- If you would like to communicate a message immediately, please call the school office at 305 932 2929 (x 7821, 7822 or 7836), WhatsApp 305-982-7711 or email an Administrator.
- On our website, www.btbrc.org/chai-club you will find important information such as Admin Information, Parent Manuals, school calendar and more.
- Chai Club-Parent Communication will take many forms:
 - Weekly emails (Chai Club news)
 - Flyers, invitations and announcements.
 - We have an open-door policy for communication, if you need to speak with your child's teacher, or to an administrator feel free to contact us.

Parent-Chai Club Communication

Please notify us at 305. 932. 2829 x 7821, 7852, 7836 or WhatsApp 305-982-7711 if:

- Your child is sick or will be absent.
- Your contact information has changed.
- You wish to change or add emergency contact numbers.
- Your pick-up person has changed - even for one (1) day. We will not release your child to anyone (other than the parent) without written permission.

Policy for Student Placement

The Chai Club weekday classes will be assigned at the discretion of the Director. Please contact the Chai club administration if special circumstances exist.

We take many factors into consideration. We strive to create classroom communities that promote the growth and development of each child. When assigning children to a specific classroom, the Administration considers the following: recommendations of the current classroom teacher (if applicable), class size, child to teacher and boy- girl ratios, birth date, social/ emotional/ cognitive development, and cultural diversity.

We are committed to provide the best Jewish after school learning experiences for each space.

We value your opinion and will work with you and or with your concerns.

Curriculum

The curriculum is designed to impact learners intellectually and emotionally as Jewish children of the world, in Jewish ways and with Jewish flavors.

All activities are geared to positively impact body, mind and soul of the participant while embracing universal and Jewish values.

CURRICULUM PILLARS

- Hebrew language
- Judaic Studies: Torah weekly portion, Jewish holidays, traditions and observances
- Israel studies
- Jewish culture through music, movement, art and culinary activities

Students who have progressed through the Chai Club from Kindergarten through Fifth Grade can expect to gain familiarity and knowledge in Hebrew, Israel, Jewish holidays, traditions, prayers, and culture as the legacy of the Jewish people.

Curriculum in practice

The curriculum is delivered in hands-on and experiential ways.

We do so through:

- Hebrew teaching as the fundamental milestone that connects the Jewish people to its past, present and future. Hebrew sits at the core of our instruction as the main connector to our heritage, identity and to the Jewish People. Students begin Hebrew instruction in Kindergarten by learning to decode the Aleph Bet and progress through the elementary school years to gain fluency in reading and basic writing skills. Modern technology plays a major role to reinforce Hebrew skills
- Torah study, weekly portion. In Chai Club we expand our students' Jewish textual learning by delving deeper into Torah Study and including texts found throughout our tradition, inspiring our students to find their own voices in our eternal conversation.

- Israel connection studies to instill and develop the love of our Jewish Homeland. Students are exposed to Israel studies, connections and actuality while developing an emotional and intellectual attachment with our homeland, the land of our ancestors.
- Jewish holidays and traditions to preserve the continuity of the Jewish people. Students in grade K-5 are exposed to experiential learning about holidays and traditions.
- Jewish culture tasting to experience the flavors of the Jewish legacy. **Music** is an integral part of Judaism. In music classes, students learn the traditional songs for the Jewish holidays, blessings and prayers. **Arts** and crafts: our students get acquainted with Jewish art in its many creative expressions. We strive to give our students many opportunities to express their feelings and connections to Judaism, ritual objects and to Israel through art enrichment, music, literature and arts and crafts.
- Shabbat experience that sums up every week with the celebration of the creation of the world, its prayers, melodies and customs

Family engagement programs

“Family” plays an important role in the club. The Chai Club - After School Hebrew Program integrates its families as our partners in Jewish education. As such, during the year every grade level multiple has opportunities to engage with their families in experiential programs to enhance the journey, as well as to bond with the community, clergy and staff.

Our program will provide your child with many early learning experiences and will bridge the gap between home education and Chai Club learning. Your child will blossom and develop socially, emotionally, and cognitively through our creative, “hands on” learning activities and sensory exploration.

Dress Code Policies

SCHOOL

Students must wear the school uniform.

Snacks and Supplies

Chai Club provides individual snacks and water. All food items we serve are Kosher.

- Snacks will be distributed individually upon arrival.
We are kindly asking parents not to send any snacks unless there is a severe allergic case. In that case items must be in a sealed package and display the Kosher certification.
- Individual bottles of water will be provided. If students bring his/her own reusable water bottle with his/her name clearly displayed. The bottle must be taken home to be washed every day.
- Water fountains will not be in use.
- If children bring any personal item, please make sure is labeled with their names.

Students will receive.

- Chai Club provides school supplies such as pencils, crayons, markers, textbook, notebook, arts and craft project materials and Kippah, (if applicable)
- iPads will be disinfected after each session.
- Headsets will be provided individually packed and named.

General Cleaning Protocols

- Teacher will wipe down surfaces prior to arrival and throughout the day with cleaning supplies provided by Chai Club
- Upon arrival to classroom: routine handwashing, additional handwashing stations will take place.

Group Size

- Classes may be combined based on number of students by grade level: grades Kindergarten and first grade, second and third grade fourth and fifth grade)
- Group sizes will be limited to no more than 18-20 children and one adult.

Registration and admission to Chai Club

Back to Chai Club package

Registration online

<https://btbrc.shulcloud.com/form/chai-club-pre-registration-request-23/24.html>

In addition to the registration online other forms are mandatory.

A back to Chai Club package is posted online <https://site.btbrc.org/chaiclub> containing: all the required forms both from BTBRC and MDCPS to be completed and submitted at the time of registration.

1. Parental Consent for Chai Club Program
2. Payment Form
3. Policy form
4. Office Information Form
5. Emergency Card
6. Authorization of Prescription Medication
7. **MDCPS Consent Form for Mutual Exchange of Information (2128E)**
8. **MDCPS Media Release Parental Consent Form (7849 E)**
9. **MDCPS Permission for Release of Records and / Or Information from Records (1867 E)**
10. **MDCPS Obligations of Activity Participants Waiver, Release & Hold Harmless. Covid -19 and Voluntary Third – Party Extracurricular Activities**

11. Acknowledgement Card
12. Parent Handbook Acknowledgement (Parent Handbook is available @www.btbrc.org/chai-club)
13. Carpool Pass is available online www.btbrc.org/chai-club, to print, complete and display on the dashboard.

Families will receive an email notification of the confirmation of their registration.

Participants **will be formally admitted** only after all documents properly completed and signed have been submitted.

Children will not be admitted into the program without the proper submission and completion of the documents.

Payment Policy

PAYMENTS

REGISTRATION FEE for 2023-2024 shall be: \$ 50 for one (1) student and \$100 for families of two (2) or more students. Registration fee are non-refundable.

LATE & DECLINED PAYMENTS

MONTHLY PAYMENT IS DUE ON THE 1ST OF EVERY MONTH

LATE PAYMENTS

Child(ren) will be automatically withdrawn if payments is not received by the 15th of the month.

EARLY WITHDRAWAL PROCESSING FEE

Parent understands and agrees that a charge of \$50 will be added as a withdrawal fee per child. We only accept withdrawn in writing, even if sibling remains enrolled. Monthly payments will not be refunded retroactively.

LATE CARPOOL PICK-UP

After the official end of the Chai Club Program charges apply as follow: A five (\$5) dollar per family fee will be charged after 4:40 and until 5:00PM. After 5:00PM a fee of five (\$5) dollar per family will be charged every 10 minutes.

PAYMENT ACKNOWLEDGEMENT

It is agreed that payments of all tuition and fees will be received on time. Beth Torah Adath Yeshurun Inc. has the right and responsibility to make every effort to assure the on-time collection of all outstanding balances due and may, in cases of non-compliance, elect to terminate the relationship.

NO REFUND POLICY

I/We understand and accept that Beth Torah Adath Yeshurun Inc. does not refund deposits, tuition fees, or any other payments to the program, except in the following circumstances: where Chai Club has counseled us to withdraw our child, if we move outside of the school zone and need to transfer schools.

FORCE MAJEURE

Chai Club duties and obligations under this Enrollment Agreement shall be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of crime or terrorism, epidemic, pandemic or any other event beyond the school's control or Chai Club. If such an event occurs, Chai Club duties and obligations in this Enrollment Agreement will be postponed until such time as the school, in its sole discretion, may safely reopen. In the event that the school cannot reopen due to an event under this clause, Chai Club is under no obligation to refund any portion of the tuition paid.

SCHOOL CLOSING

In the event of a force majeure, hurricane or other natural disaster we follow Miami Dade County procedures.

MEDICATION

If you need your child to take any medication, you must sign a release form authorizing the school to administer the medication. Medicine must be in a pre-measured container with your child's name written on the original package. You must teach your child to remind the teacher to take his medication.

Teachers are **not** permitted to administer any medications to your child. All medications whether they are prescription, over the counter or homeopathic must be administered by the students themselves under the teacher supervision.

Policy for the Exclusion of Children

All children exhibiting one or more of the following symptoms must stay home:

1. A fever of 100 or above
2. Diarrhea
3. Fatigue
4. Nausea

Re-admittance to school for the following communicable diseases shall be:

- a) If antibiotics have been prescribed for your child, please allow at least 24 hours for the drug to take effect before sending him/her back to school.
- b) Chickenpox - all lesions are dry and crusted.
- c) Impetigo (blisters covered with honey-colored crust) - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
- d) Conjunctivitis (pink eye) - redness of eye with burning and thick purulent discharge at least 24 hours after the start of medication and no drainage present.
- e) Lice and Scabies - following medical treatment.
- f) Pinworms - no restrictions following the start of treatment.
- g) Hepatitis - physician statement required for remittance.
- h) Strep Throat - 24 hours after the start of antibiotics. A doctor's note is needed to return to school.

Discipline Policy

Our policy is to reinforce positive behavior, not negative behavior.

Teachers facilitate the development of self-control in children by using positive guidance techniques, such as modeling and encouraging expected behavior, redirecting children to more acceptable activity and setting clear limits. Teachers' expectations match and respect children's developing capabilities in order to elevate interpersonal problems.

Children are provided with many opportunities to develop social skills, such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems. Teachers facilitate the development of these positive social skills at all times.

We do not believe in punishment, but rather in modeling and redirecting children's behavior. The following policy applies to all Chai Club:

Every child is entitled to a safe, peaceful environment in which they are assured the opportunity to learn and thrive. Any individual who disrupts this environment infringes upon the rights of other students and is in violation of the following discipline code:

Classroom Rules

1. All students will come to class on time, prepared.
2. Students will show respect for peers and teachers, their person and their possessions and for school property.
3. Students will not get out of their seat or leave the room without permission.
4. Raise your hand to speak and wait to be called on.
5. No food or gum may be brought into the Chai Club classroom (unless it is part of a planned class activity).

Discipline Procedures

Both staff and students will be treated with respect at Chai Club. Students are expected to be courteous to their teachers and fellow students and follow the classroom rules. The philosophy

of the program is based on respect being shown at all. Chai Club will resolve discipline problems using the following order of steps:

Disruptive behavior in class will result in

1. Warning
2. Parent contact
3. Parent/ teacher conference
4. Parent/ teacher/director conference
5. Parent/ director/teacher/Rabbi conference
6. Suspension
7. Expulsion

Chai Club reserves the right in its sole discretion to dismiss a child from the program immediately.

Vandalism

We request that students remember that they are attending Chai Club at their school and conduct themselves accordingly. Parents will be charged for any vandalism to school property by their child.

Parent Involvement

Parents play a very important role at Chai Club.

We encourage parent involvement in our School, including attendance at special events via zoom or other modalities offered (if any) during this time.

Child Custody Policy for Parents Experiencing Divorce, Separation or Child Custody Disputes

- 1) Parents should be reminded that upon registering their child for club, both parents **must** be listed along with all appropriate information for **each parent**.
- 2) In the event that either parent wishes to preclude the other from contact with the child, or from picking the child up at the school, a legal court order must be procured by one (1) of the parents, and a copy of said document provided to the Chai Club Administration.
- 3) In the absence of a court order specifically prohibiting one parent contact and/or custody of a child, Chai Club must release a child to either parent upon demand, along with all information relating to the child.
- 4) Under no circumstances will Chai Club be considered as a place where visitation of a child may take place by a parent under restrictions of a court order.

5) Chai Club will do its best to adhere to aspects of a court order that directly require Chai Club action. Chai Club will not go beyond what is required in a court order.