



Hillel Torah
בית ספר הלל תורה

Welcome to the Alana Beth Stein Hillel Torah Preschool 2023 - 2024 School Year

As your child enters the exciting world of Preschool, we're sure you will have many questions about processes and policies.

This Preschool Handbook provides answers to many questions that may arise as you prepare for a wonderful year of growth!



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Welcome to Preschool!



The first day is coming and it is a big day for all of us! We want this to be the first of many warm, engaging, and exciting school days.

Every child is special and your child will receive the nurturing and attention needed for a positive Preschool experience.

We look forward to working with you and hope this handbook helps answer some of your questions and concerns.



IMPORTANT DATES

Aug 29

Preschool orientation by appointment

Aug 30

First Day of School for all Pre-Nursery and Nursery students

Early Drop Off, Aftercare Enrichment (1:00-2:30 pm),
and Stay and Play (2:30-4:30 pm) begin

Sept 7

Preschool Open School Night

At-Home Activities to Help Your Child Transition to Preschool

- Allow your child to practice dressing independently by pulling up pants/skirts and putting on shirts/jackets.
- Review bathroom procedures and etiquette (such as washing hands with soap and water after using the bathroom).
- Encourage consistent activities (such as putting away toys or setting the table).
- Have set times for wake-up and bedtime, playtime, and rest time.
- Invite an adult to read with your child daily.
- Discuss your child's experiences with him/her (such as your trips to the zoo, museums, shopping, etc.)

Help Your Child Prepare for the School Day

- Ensure s/he is rested and well-nourished.
- Wake him/her early enough to get dressed in clean clothes, eat a leisurely breakfast (there is no breakfast in school), and arrive at school on time.
- Please discourage bringing any toys from home - our classrooms have so many!
- Please remember to take your child to the bathroom before drop-off.

Children who arrive late miss important social and learning activities.

SAMPLE DAILY SCHEDULE

Arrival: 8:50 - 9:00

Circle Time/Tefilla: 9:15- 9:30

Snack/Quiet Reading: 9:30 - 9:55

Exploration: 10:00 - 11:15

Playground: 11:15 - 12:00

Lunch: 12:00 - 12:40

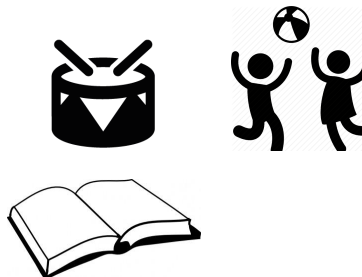
Story & Pack Up: 12:40 - 1:00

Dismissal: 1:00

SPECIALS

Our Preschool program offers a variety of special activities throughout the week:

- Activities with the Bnot Sherut
- Music with Morah Linda
- Storytelling with Morah Debbie Jacoby
- Gym
- Sing-a-Long with Rabbi Linzer



In addition to our daily specialists, Rayli Kanter, a pediatric speech and language pathologist, and Kate Jordan, an occupational therapist are on staff to work in classrooms on a weekly basis. Rayli and Kate offer their expertise and support while working with many of our children at the Preschool to ensure every child receives the support he/she needs.

AFTERCARE ENRICHMENT AND STAY & PLAY

Aftercare Enrichment offers classes taught both by specialists and teachers. Between the hours of 1:00-2:30 pm, children will have open-ended exploration and playtime in addition to more focused activities, which may include Science, Art, Gym, Storytelling, and more!

Stay & Play from 2:30-4:30 pm offers children a quiet rest time to relax and unwind from the day followed by an afternoon filled with play and hands-on exploration. An afternoon snack will be provided for the children.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

8:50am - 9:05am Arrival

We will provide curbside drop-off beginning at 8:50 am and lasting until 9:05 am. Please help unbuckle your child so that he or she can get out of the car as easily as possible. For the safety of all of our families and staff, we kindly ask that you remain in your car at all times. Our goal is to move through the line as quickly and safely as possible. If you do not arrive prior to 9:05 am, you will need to park and walk your child to the school entrance located on Monticello. Please understand that once our school day has begun it is difficult for teachers to leave the classroom, so you may be waiting outside the building for a few minutes until someone is able to come to get your child. We appreciate your partnership in getting to school on time!

Pre-Nursery: Please use the circular drive on East Prairie in front of the building at the shul entrance. A teacher will greet you at your car and bring your child inside.

Nursery: Please join the drop-off line on Monticello. There will be an area near the school door for you to pull up to drop off next to the sidewalk closest to the school. A teacher will greet you at your car and bring your child inside.

Early Drop Off

We will have one curbside drop-off option at 8:00 am for all children registered for Early Drop Off. All children in Early Drop Off should be dropped off at the school entrance located off of Monticello. If you are unable to arrive by 8:05 am, we ask that you park and walk your child inside. After ringing the bell and entering the building, you will walk your child to the Early Drop Off classroom. Children are welcome to bring “breakfast on the go” such as dry cereal, breakfast bars, etc. to eat while in the Early Drop Off room.

Dismissal

1:00pm & 2:30pm Dismissal

Pre-Nursery children will be dismissed from the East Prairie entrance.

Nursery children will be dismissed from the Monticello entrance.

All parents waiting on the East Prairie side will need to wait at the bottom of the steps outside to alleviate congestion near the doors. Each family should hold a sign with their child’s last name (which will be provided) so that the teachers can easily identify who is picking up.

Dismissal Procedures:

- All children will wait indoors until a parent/caregiver arrives.
- Parents and caregivers will need to park their cars and walk up to the building to get their children, there is no curbside pick-up during dismissal.
- Teachers will be posted at designated doors and the parent/caregiver will come near the door with their name sign and the children will be dismissed one at a time to each parent/caregiver.
- Double parking is not allowed.
- Please do not park blocking the walkways during arrival or dismissal.
- Any changes in daily carpool arrangements must be indicated in a written note or email to htearlychildhood@hilleltorah.org or by calling the Preschool office at 847-677-1021.

4:30pm Dismissal

Prior to 4:30 pm, parents picking up should ring the school doorbell at the Monticello door and will be asked to come into the school to pick up their child. Around 4:20 pm, all remaining students will be brought outside and will be waiting at the Monticello school doors. If you call the Preschool after 3 pm and are unable to reach anyone, please contact our main school office at 847-674-6533.

PARENT-SCHOOL COMMUNICATION

We make it easy for you to stay up-to-date on your child's school activities.

- Preschool weekly newsletters and important information is sent out through Kaymbu, our online Early Childhood communication tool.
- Shared moments and pictures are emailed periodically through the Kaymbu system.
- The weekly Hillel Torah Highlights (all-school email newsletter) reviews major events of the week and announces upcoming events.
- Parent-Teacher Conference

- nces are sche

- duled twice a year, and online report cards are emailed home at the end of the year in June.
- The family directory and hot lunch sign-up can be found on ParentLocker. Join our [Hillel Torah PTA and Parents Facebook group](#) and like our [main school Facebook page](#) and [Instagram account](#) for real-time pictures, daily happenings, and the latest announcements.
- If you'd like to speak to a teacher, please call the Preschool office at 847-677-1021 or send an email to htearlychildhood@hilleltorah.org.
- Please note that teachers do not check their email during the school day. For time-sensitive matters, please call the office at 847-677-1021 or email htearlychildhood@hilleltorah.org.

CLASSROOM DRESS CODE

Clothing

- All clothing (including outerwear such as coats and boots) should be washable and clearly labeled.
- Clothing should be simple, not too tight, safe, and easy to manage.
- Boys are to wear tzitzit and a kippah (no hats please).
- Pants/shorts are required for girls on gym days.



Shoes

- Shoes must have backs and be appropriate for outdoor play (no sandals).
- Sneakers are required for everyone on gym days.
- Please only send shoes with shoelaces if your child can tie them independently.
- Boots should be large enough so your child can put them on independently.
- Snow/rain boots may not be worn in class - an extra pair of shoes may be kept at school.

Please make sure to label all your child's clothing (including outerwear).

FOOD GUIDELINES

Please provide your child with a nutritious kosher lunch, snack, and water bottle daily.

- Please send in a reusable already filled water bottle each day. All water bottles should be clearly labeled with your child's name. Water bottles will be sent home daily to be washed and should be returned to school filled each morning.
- On Monday-Thursday, please provide a healthy snack for your child (some ideas include: fresh fruit, vegetable, cheese stick, yogurt, pretzels, veggie straws). Snacks should be sent in a separate bag from lunch, clearly labeled with your child's name. If a utensil is needed, please provide one with your child's snack.
- Children may not share or trade lunch or snack items.
- Eating utensils and drinks will not be provided by the school.
- Please do not send soda pop as a beverage. Water is preferred.
- Preschool hot lunch will be offered through the PTA, details and ordering information will be sent out at the beginning of the school year.
- The Preschool adheres to Hillel Torah's "No-Nut Policy." All foods with nut ingredients should not be brought to school and should be kept out of lunches and snacks (see Parent Handbook for more info).

Acceptable Kosher Symbols



Be sure to send in a reusable already filled water bottle each day.

BIRTHDAY CELEBRATIONS AT SCHOOL

The school welcomes you to celebrate your child's birthday! If you would like, you may provide a special, store-bought, birthday snack for the class. Please contact your child's teacher to coordinate a day and time to send in a treat and to check if there are any allergies in the class. If you would like to donate a book or gift in honor of your child's birthday, please ask your child's teacher for suggestions.

SICK CHILD POLICY

- Please call the school nurse at 847-674-6533 to report any illness.
- Contagious diseases must be reported to the nurse immediately so notices can be sent to all the parents of the children in the class.
- If the school calls to inform you that your child is ill, please make arrangements for pick up as quickly as possible. Please keep him/her home from school until Covid 19 has been ruled out and until symptom-free for 24 hours.
- Children who are unwell and unable to participate in our activities at school need to stay home.
- Children with fever must be fever-free without medication for 24 hours before returning to school.

We strive to maintain the wellness of the Hillel Torah community, which requires consideration and care from each family. If your child is unable to participate in all activities due to illness, fever, extreme coughing, diarrhea, vomiting, or fatigue, you will be asked to keep your child at home.

Children should remain at home if they have any of the following symptoms:

- They have nasal discharge that is excessive, with or without fever.
- They vomited or have diarrhea. After vomiting, a child should remain home for 24 hours, with or without fever.
- A fever of 100 degrees or more. Children should be fever-free without medicine for 24 hours before they return to school.
- Parents are required to notify the school if their child has a diagnosis of Covid, strep throat, or any other infectious illness or disease including conjunctivitis or lice. We notify parents of infectious diseases in the class. A child with diagnosed strep throat should not return to school until the child has been on the antibiotic for 24 hours.
- Children who have been given a prescription for an antibiotic require 2 doses of the antibiotic after the start of the treatment before returning to school.

MEDICAL INFORMATION

- Please fill out the proper form with our office if your child takes any medications or has allergies.
- There are separate forms that have been provided for an Allergy or Asthma Action Plan if your child has allergies or asthma.
- Our office staff is trained to administer medicines and asthma inhalers as needed. Staff can only do so with a consent form on file with our office.
- In case of an emergency, the school will always call 911 and then notify the parent immediately.

All forms can be found on the [Parent Resources page](#) of our website.

ABSENCE

- Please call the school office between 8:15-9:00 am if your child will be tardy or absent for the day, or if your child will be leaving school before dismissal.
- Please inform your child's teachers in advance if your child will miss a few days of school (ex. for vacation, family *simcha*, etc).

GETTING MORE INVOLVED AT HILLEL TORAH

A Note from the Parent Teacher Association (PTA)

The Hillel Torah Parent Teacher Association (HT PTA) supports many projects benefiting students, teachers, and parents, with the goal of enriching and enhancing each child's experience at Hillel Torah. Programs are held during the school year where you can get acquainted with other parents, discuss common challenges and hear from speakers.



It is important to take an active part in school life and we welcome your ideas and suggestions. Please contact the PTA Co-Presidents by emailing ptapresidents@hilleltorah.org for more information regarding membership and opportunities to volunteer.

Andrea Alter and Michelle Prince
PTA Presidents

Hillel Torah offers many exciting opportunities for parent involvement. Below are a variety of ways to become part of our family!

- **Give/Get** – Opportunities to earn Give/Get credit will be announced throughout the year. Volunteering at hot lunch, lice checks, library, or office help are just a few ways you can earn credit and become involved. Please contact Dov Shandalov at dov.shandalov@hilleltorah.org if you have questions about our Give/Get program.
- **Parent Teacher Association** – Our very active PTA will offer numerous options for parent involvement throughout the year. Whether volunteering at Book Fair or running an event – there is no shortage of opportunities.
- **Classroom Parents** – Each year, a parent volunteer per class is selected to coordinate different programs and aid our teachers wherever they may be needed.
- **Mystery Reader** – Mystery Reader is an opportunity for family or friends to visit your child's class and read them a story virtually over Zoom. After hearing the story, the children try to guess who the mystery reader is and are happily surprised and proud when they find out!

SCHOOL SUPPLIES

Bring to school on Orientation Day:

- ★ A shoebox with a complete change of clothing (boys - please include an extra kippah & clips). Please label everything in the box and check clothing periodically for changes in size and season.
- ★ One digital photo of your child and one digital family photo should be emailed to htearlychildhood@hilleltorah.org prior to Orientation.

Bring to school daily:

- ★ A large backpack with a wide opening (minimum opening 9"x12") to accommodate school projects (no wheelies, please).
- ★ A kosher snack and lunch including a beverage and cutlery (refrigeration is not available). Please do not send soda pop, hard candies, lollipops, or gum.
- ★ Tzedaka – a penny a day is suggested. A two week's supply of pennies should be kept at school in a bag or closed container.
- ★ Reusable, filled water bottle

A one-time \$100 fee will be collected to cover the cost of supplies, special events, and any field trips for the entire year. No other requests for funds will be asked of you during the year.

If there is a financial hardship, please contact our Business Administrator, Dov Shandalov, in the main office building at 847-674-6533 or email dov.shandalov@hilleltorah.org. Cash or checks are accepted, or you may [pay by credit card](#).



EDUCATIONAL LEADERSHIP

Rabbi Menachem Linzer, Principal

Rav Natan Brownstein, Director of Judaic Studies

Miriam Kopelow, Director of General Studies

Jennifer Wasserman, Director of Early Childhood

Sari Kravitt (Primary School) & Sarah Lakin (Middle School), Deans of Student Life

Sydney Robinson (Primary School) & Samara Kipnis (Middle School), Student Services Coordinators

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Lev Katz

Amy Spar

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Dov Shandalov, Business Administrator

Karin Felix, Director of Admissions

Chaya Gordon Burstyn, Director of Communications

