

# Cheder Menachem Handbook

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## חדר מנחם





# Cheder Menachem of NJ

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### **Our Building:**

- The School Building is located at 1001 Finnegans Lane, North Brunswick NJ 08902. It is located in the right wing of the building – with our own private entrance.  
Phone Number: (732) 297-3322

### **Attendance:**

- Please notify Cheder when you will be late so that proper arrangements can be made.
- Please advise the office before appointments, absences or lateness. Please leave a clear message. Cheder can be reached at 732-297-3322.

### **Policy on the Release of Children:**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that: 1. The child is supervised at all times; 2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and 3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that: 1. The child may not be released to such an impaired individual; 2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and 3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child. For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

### **Policy on the Management of Communicable Diseases:**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort



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- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### **Excludable Communicable Diseases:**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### **Communicable Disease Reporting Guidelines:**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

Cheder Menachem does not allow any child who has evidence or symptoms of lice to attend school until they have been clear of lice for 24 hours, and can only return to school with a note from a doctor/nurse or lice professional.

### **Accidents and Incidents:**

- Generally, minor first aid, (such as cleaning or bandaging minor scrapes), is carried out by the classroom staff. First aid supplies are stored in each classroom and also in the hall supply closet. Cold-packs are kept in the freezer in the hall supply closet.



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- Blank Accident/Incident Reports are kept in each classroom. If a child gets injured in your care, regardless of how minor, staff will complete the form, sign it, have it signed by the Director and a parent, and then provide one copy to a parent while providing the original to the Director for the student's file.
- Staff shall take immediate action to prevent further injury to the child.

Staff shall notify the parent or guardian **immediately** when one of the following happens when the child is in our school's care, **by calling the parent, or the emergency contact on their record. In the event, you can't reach any of the above, please text, WhatsApp or email the parents.**

1. A child is bitten and the skin is broken;
2. A child sustains a head injury or any injury to any part of the body above the neck (face, ears, etc.);
3. A child falls from a height greater than the height of the child; or
4. An injury requiring professional medical care occurs.

Staff shall report all other injuries to the child's parent or guardian by the end of the day, using the guidelines for the accident from outlined above.

### **Medication:**

It is our policy not to administer medication to children in school. However, should medication be required during school hours, we must have in writing from you and your doctor, the EXACT dosage required to be administered along with times to be given and in the original container. If we are not in receipt of this permission form, a parent or guardian will be required to come to school to administer medication.

Should your child become ill or an accident occur, the teachers will complete an incident report that will be provided to you when you pick up your child. In the case of any injury to the face or head, we will notify you immediately. In all other instances, we will use our best judgment as to whether to contact you before the end of the school day. If we are unable to reach you, we will contact persons listed on your Emergency Medical Form.

Please alert us in writing of any allergies your child may have to food, insect or bug bites, etc. This information should be included on your child's health form and application. All medication approvals must be pre-approved by the School Office.

Medications must be recorded in the Medication Log which can be found in the School Office. The staff records the date, child's name, name of medication, amount given, and their own initials for each medication that is given.



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### Guidelines for Positive Discipline:

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys. You can use positive discipline by intervening when necessary:
- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment



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- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
  - Engaging in or inflicting any form of child abuse and/or neglect
  - Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
  - Requiring a child to remain silent or inactive for an inappropriately long period of time
- Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

### Nutrition:

- A healthy child is a happy and successful child. Please send only healthy snacks to school.
- No candy, gum, soda, etc.
- All foods must be kosher – Cholov Yisrael, Pas Yisrael and Bishul Yisrael.
- No meat lunches allowed. If your child has specific dietary concerns, please call the office to make proper arrangements.
- No sharing snacks – please inform your children.
- Shabbos parties will take place in the Preschool grades.
- Our preschool classes are nut free.

### Toilet Training Policy:

When you feel your child is ready for toilet training, we ask that you begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and day care provider is very important. The child must be showing signs of readiness and able to control their bladder and bowel movements.

- The child must be kept in a diaper, pull-ups, vinyl training pants, or underwear.
- Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.
- Staff will never put a child on the potty unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send them to daycare with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the potty every 30 minutes.
- Parents are required to supply the diaper/pull-up or vinyl training pants and extra clothing (including socks) daily.
- A pull-up or diaper will be put on the child during naptime.
- We encourage every child to be toilet trained before transitioning into the pre-k room.



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- We encourage parents to communicate with your child's teacher throughout the potty training process.

### **Uniforms:**

- To foster a sense of discipline, tznius and community feeling, our school has implemented a school uniform for Grades Kdg – Gr. 8.
- Boys: Navy blue pants; Light blue shirt: polo or button down; navy blue or black solid yarmulka. When a boy becomes Bar-Mitzvah, he must come in his hat and a white shirt with navy pants. No skinny jeans.
- Girls: Navy blue skirt or jumper (covering knees); light blue shirt: polo or button down
- Uniform skirts and tunics can only be purchased at a frum clothing store.
- Sweaters – only solid navy sweaters are permitted.
- In the event that your child comes to school without their uniform, please make sure to send a note.

### **Supplies:**

- Please send in all that is requested on the supply list clearly labeled with your child's name. When a child comes in without his supplies, it is disruptive to the class environment.

### **Cellphone and Use of Social Media/Technology:**

- The Cheder is proud to have iPads, smart boards, computers and laptops at our disposal for classroom use.
- Students may use computers only under direct staff supervision.
- Students are forbidden from bringing personal computers, laptops, or PDA devices to school, unless special permission is granted. This includes MP3 players and any device with Wi-Fi capabilities.
- If a student is found with a personal device in school, that device will be immediately confiscated and returned at the end of the year.
- No one is permitted to obtain, download, view, or otherwise gain access to "inappropriate materials".
- Cheder does not use or allow students to use any forms of social media, including but not limited to, Facebook, Twitter, Instagram, Snapchat, etc.
- Parents are prohibited from posting to their personal social media pages photos or videos of any child other than their own without the consent of the other child's parents.

### **TV/Video Policy:**

Activities using TV/video, computer, or video games shall be prohibited for children under the age of two years. For children two years and older, total media time shall be limited to no more





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than thirty minutes once a week, and for educational or physical activity use only. During meal or snack time, TV, video, or DVD shall not be allowed. Computer use shall be limited to no more than fifteen-minute increments except for school age children involved in homework assignments and children with special health care needs requiring assistive and adaptive computer technology. Parents/guardians shall be informed if screen media are used in the program. The program shall review and evaluate screen media and computer games to ensure that they are free of advertising and brand placement prior to use by children.

### **Tuition:**

- Please send in head checks with a \$500 registration fee per child before school, as itemized in the registration package.
- It is the parent's obligation to make sure that the checks are available on the 1<sup>st</sup> of the month. Please be forthcoming if there is an issue and contact the finance manager.
- During the year, there will be other obligatory expenses such as trips, Tzivos Hashem, gifts for the teachers.
- Being that the school relies primarily on the tuition it receives to cover its budget, parents that have made a commitment will be responsible to complete their entire school year financial commitment even if they remove their child at any time during the school year.
- Acceptance of your children is dependent on receiving all necessary forms and tuition.

### **Homework Policies and Procedures – Students in Grade 1 & Up:**

- The Cheder uses homework as a means to practice acquired skills and teach responsibility and independence.
- Daily homework may consist of the following subjects: Chumash review and/or worksheet; math practice or drill, reading (Hebrew or English, incl. kdg); penmanship; language arts assignments, etc.
- The time limits indicated below do not apply to long term assignments such as projects, reports and research.
- HW will be limited to 10 minutes per subject – Kdg. – Grade 2.
- HW will be limited to 15 minutes per subject Grades 3-6.
- HW will be limited to 20 minutes per subject Grades 7-8.
- All homework should be signed by the parent.
- If a child struggles with the HW or a parent has any concern, please reach out to our Academic Director.

### **Obligations & Communication:**

- The best way to make a difference is to get involved. There are various volunteer opportunities throughout the year. Please contact the Cheder and we will be glad to get





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your support.

- If you have educational toys or equipment that you can donate, please do so. You can view our Cheder wish list by visiting our website at [chedernj.org](http://chedernj.org).
- Our Cheder is open to positive and productive discussion. This is done by apt., on an individual basis. However, the issue needs to be addressed to the correct responsible person.
- Academic excellence and growth is what we strive for. As such, during the school year, our teachers and staff will have professional development days or half days. We will advise you of them at our earliest convenience so you can make appropriate arrangements.
- All concerns and issues about your child should first be addressed to the teacher. If he/she is unable to help you, please contact the appropriate member of our administration.
- Most school communications are done through email and WhatsApp messages, including school closure information and special events. Please provide your email information and cell phone number on the registration forms so that you can be included in the school emails and messages. You can also register your email/number through our website [www.ChederNJ.org](http://www.ChederNJ.org).
- Most importantly, it is to your benefit to stay in communication with teachers, your child and other parents. This will ensure a successful year.

### **Information to Parents:**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information. Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to



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interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657. We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too. Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>. Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip. Our center is required to provide reasonable accommodations for children and/or parents



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with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY). Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

### **Cheder Menachem Lockdown Procedures:**

A school lockdown is issued when there is a threat to students, school staff & faculty. During emergencies, it is vital that students and faculty are prepared to react quickly.

Types of lockdown include:

- **Shelter-in-place:** Usually an external hazard where building evacuations are not recommended.
- **Internal threat:** There is danger inside the school building. The goal of this procedure is to keep everyone safe until the threat is completely removed.
- **External threat:** There is danger outside of the school building. The goal of this procedure is to prevent anyone from entering the building.
- **Full Lockdown:** This is a serious threat that requires immediate action.

Type of events that require lockdowns:

- Active shooter
- Hostage situation
- Riots
- Police activity nearby



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- National disasters
- Bomb threats
- Dangerous animals
- Reports of a weapon or drugs

Two other terms to know:

- **Soft Lockdown** – when there is an external threat outside of the school, no impending risk, and classes proceed as usual. This can happen if there is a nearby law enforcement agency, if the school is looking for a missing student, or if there is a disturbance outside the building.
- **Hard Lockdown** – Direct danger, staff and students must remain locked in their classrooms, lights off, and wait until an all clear announcement.

Procedures for a Hard Lockdown:

1. **Teachers close and lock their classroom doors**
2. **Be sure to look in the hallway for any student and bring them into your room, even if they are not your student**
3. **Turn off the lights**
4. **Move students away from windows and doors**
5. **Remain absolutely quiet**
6. **Keep students calm**
7. **Remain there until an announcement is given with further directions**
8. **During the lockdown, turn off your ringers and sounds on your phone. Use your phone for text communication only.**

### General Policies in School:

- Encourage all vendors, visitors and volunteers to sign in and out at the office and wear an identifying Visitor badge. This will limit the scope of an Intruder.
- Allow only one primary entrance to a school building.
- It is important to explain and review the drills with your students. Allow student feedback. Provide drill information to all new students. Plan accordingly for students with disabilities.
- Schools must inform parents before and after a lockdown drill. During a lockdown drill, parents must not attempt to enter the building until the area has been cleared.
- After a drill, add any suggestions or changes for future drills.
- Keep a copy of drill procedures in each classroom.



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הנה לא ינום ולא יישן שומר ישראל  
Behold, He does not slumber and does not sleep, Guardian of Israel.