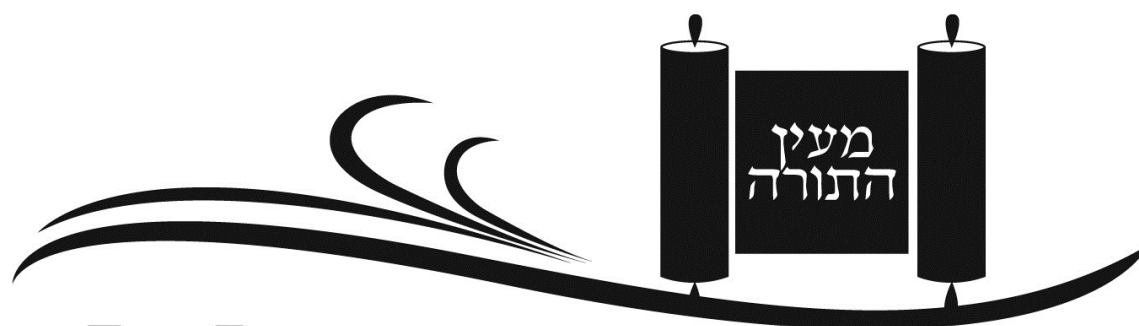


# Parent & Student Handbook



# Maayan

*Torah Day School of Portland*

*Where education is a wellspring for life*

◆ [www.portlandjewishdayschool.org](http://www.portlandjewishdayschool.org) ◆ 503-245-5568 ◆ Located at 2900 SW Peaceful Lane,  
Portland, OR 97239 ◆ Mailing Address PO Box 19452, Portland, OR 97280 ◆ [info@maayanpdx.org](mailto:info@maayanpdx.org)



## Operational

### Schedule

- First Day of School: Monday, September 9th, 2013
- Last day of school, Wednesday, June 18th, 2014
- ECE/ Preschool Day 8:30 am - 12:30 pm, Aftercare 12:30-3:30 pm
- Elementary School 8:30 am– 3:30 pm
- Friday Dismissal 2:30 pm for the whole school

### Contact the Office

503-245-5568

info@maayanpdx.org

Principal: Aviel Brodtkin

abrodtkin@maayanpdx.org

## Inside:

Pick Up & After care	2
Food: Lunches & Snacks	2
Outdoor time & Weather Closures	2
Illness & Injury	3
Parent Volunteers	4
Field Trips & Dress Code	5
Discipline & Conferences	6

## Introduction to the Parent & Student Handbook

Welcome to Maayan Torah Day School!

There is no greater privilege than to have the opportunity to teach your child/ren. Part of creating a safe and nurturing environment is to have procedures and plans in place to ensure the best possible learning environment. With that in mind, we ask you to read through the Parent and Student Handbook to familiarize yourself with the policies at Maayan.

We want for you, our parents, to contact us with any concerns.

Please do not hesitate to contact our staff.

Strong parent- school communication is essential. The Board of

Directors is the operating organization for Maayan. Morris Engelson is our current president. Our Rabbinic Dean, Rabbi Ken Brodtkin, can be reached at 503-975-9869. The principal Aviel Brodtkin can be reached during school hours at 503-245-5568

Email is the most efficient way to reach our staff. Please email or leave a message with the office or on the school's voicemail if you would like to speak with a staff member. We will try to return your call or email within 24 hours.

Please contact us if you would like to ask any questions about information in this handbook. Once again, we are excited to

have your child/ren in our program and share with them the joy of learning!

### Staff Email

The first initial and last name of each staff member @maayanpdx.org is the email address for school related email correspondence.

Eg. abrodtkin@maayanpdx.org

General office inquiries, billing, student attendance can be emailed to **info@maayanpdx.org**

## Parking & Drop Off

**Parking** - Parents should park in the Neveh Shalom parking lot and enter the main entrance to the building. The Neveh Shalom building is a secure facility with a ringer button to request entry. Please state your name or "Maayan" and the door will be electronically unlocked by the receptionist in the Neveh Shalom office. Ask the office for the current security code so you can buzz yourself in. We are located on the mail floor, our office is room 104.

**Drop Off** - The school day starts at 8:30 am. **For Preschool and Elementary grade students—** After the first two weeks of school, a staff member will wait outside in the "pull through" from 8:25 am- 8:35 am and then escort kids to class. ***If you arrive after morning carpool time, please walk your child to class and sign in at the office.***

**ECE parents should park and walk their child into his/her classroom.**

If you are in need of early drop off, please be in touch with the office so we can see how we can accommodate your schedule needs.

If your child needs extra time adjusting to preschool and leaving their parent, please let us know how we can make a comfortable plan for easing their transition into the classroom. We want to instill an excitement to come to school in our students!

## Pick Up

**Preschool /ECE -** is between 12:25 pm -12:30 pm.

**Aftercare and Elementary Grade Students-** pick up is 3:30-3:35 pm.

Students will be waiting outside under the courtyard canopy by the semicircle drive thru with their teacher. **Parents should remain in their vehicles and pull through for pickup.**

Children will only be released to their parents or authorized guardians. If you are carpooling with someone on a regular basis, please fill out a carpool form in the office. The office must be notified if your child will be picked up by someone other than a parent and their identity will be verified by a staff member.

We kindly request that parents try to be timely at pick up times. If a

## Pick Up & Aftercare

parent sees that they are running late, please call the office as soon as possible.

**If a child is picked up late, there will be an additional charge.** Sometimes being late is beyond our control. Recognizing this, we will not charge a late fee for two late pickups over the year, if they occur less than 15 minutes after dismissal. Afterwards, the charge is \$10 for being ten minutes late and \$20 per half hour that the child is picked up late.



## Food: Snacks, Lunches, & Birthdays!

**Snacks & Lunches -** Each day your child will need 2 snacks and a lunch. We recommend an insulated lunch bag with a “coolpak.” If you are sending perishable food items, we will have a small refrigerator to place lunches into upon request. **Please send a water bottle or thermos with your child to drink from throughout the day.**

We ask that kosher food be packed in your child’s lunch. **Neveh Shalom’s policy is to have only dairy or parve (non-meat) foods brought onto their campus.**

Please discuss with your child that **sharing food from his/ her snack or lunch is not permit-**

**ted.**

Please remember to eat a healthy breakfast before coming to school. Fruits & vegetables, along with nuts and whole grain carbohydrates are recommended snacks. We request that candy not be brought to school for snack or lunch. Only “ready to eat” food should be sent to school.

### Your Child’s Birthday!

Birthdays are an exciting time for special attention. If you would like to celebrate together in class, please contact the teacher to schedule a time and arrange a snack. Kids tend to be more daring to try new healthy foods around their peers, so you can try something nutritious as well.

**Unopened packaged food items bearing a reliable kosher symbol may be brought by parents to school.**

If you have any questions about certain kosher symbols, please contact the office for assistance. No food should be prepared or baked at home for class distribution. Please contact the office for any clarification.

To enhance your child’s birthday, please be our class visitor with a personal story about your child and a value he /she exhibited in it. Please consider gifting our class with a library book in honor of your child’s birthday!

**Aftercare** is available until 3:30 pm Monday through Thursday and until 2:30 pm on Friday. Students will have a quiet time , snack, playtime and extended enrichment.

If you would like to send your child to Aftercare for a specific afternoon, please arrange this with the office 24 hours in advance. Aftercare will be billed via email and is due within one week of the invoice.



## Outdoor Playtime & Weather Related Closures

Outdoor time is crucial for youngsters to develop gross motor skills, breath the fresh air, and get physical exercise. We will be making good use of Neveh Shalom’s specially designed preschool covered playground and courtyard. We will try to be outside most days during recess time, so please

send your child with good shoes and coat to enjoy the outdoors.

### Inclement Weather

Maayan will most likely be following closures for Portland Public schools for inclement weather but not always.

**We will update our website by 6:30 am with school closure info if school will be canceled or have a late start.**

Go to the home page and click on the “Inclement weather/ school closures” link on the home page.



## Keeping your child comfortable at school (ECE/ Preschool)

We want your child to feel that school is like a second home. We believe that having a personal space with his/ her belongings will help him/her to do so. Each child is asked to bring an extra change of clothes (socks too!) in case of any accidents or spills so he/she can easily put on a new outfit and not feel uncomfortable for an undue time.

As well, if your child would like to bring a security item to transition to school, please feel free to in-

clude it as well. If you send blankets to school, please send them in a backpack. We will send them home once a week to be laundered.

If your child does have an accident at school, we are equipped to change your child. We will contact you to let you know how your child is faring after he/she has been changed into new clothes and brought back to class.

Transitioning to the school day

and back to parents at the end of the day, does take time for children in this age group. **It is very normal for children to have a healthy attachment to their parents and find it hard to separate from them for the first months of school.** Our teachers would like to hear from you how you would like to proceed about transitioning your child to the start of the school day.



**“We want your child to feel that school is a second home..”**

## Illness, & Return to School

Child Care Division requires that no student may be admitted or retained in school except with written approval of the local health officer or physician if a child has one or more of the following symptoms of illness:

- Fever over 100 degrees F taken under the arm
- Diarrhea (more than once)
- Vomiting
- Nausea
- Severe Cough
- Unusual yellow color to skin or eyes

- Constant yellow or green runny nose
- Skin, eye lesions, rashes that are severe, weeping, or puss filled
- Stiff neck and headache and one of the symptoms above
- Extreme difficulty breathing or severe wheezing
- Complaints of severe pain

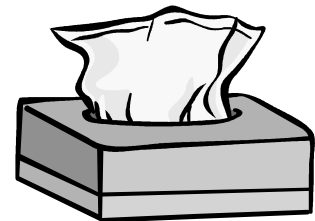
If a child has any of the stated symptoms, the child will be brought to the office where he/she will be made comfortable while waiting for a staff member to contact parents to pick up their

child from school and be brought home as soon as possible.

If your child has a contagious infection (i.e. strep) please wait 24 hours from the first dose of antibiotics, until he/she returns to school.

***Please wait 24 hours after vomiting or any other virus symptoms before your child returns to school.***

Periodically in the year, lice checks will be conducted. If your child is found with lice or nits, a staff member will ask that the child be picked up by a parent and return to school when all lice and nits have been removed.



## Medical Emergency

In the event of a medical emergency or illness, a staff member will try to contact one or both parents. If parents cannot be reached, the staff will attempt to get in contact with the designated persons in the child's file.

When a child needs immediate medical attention, a staff member will make the best decision that the situation calls for given the level of emergency. If there is time for either contacting the child's doctor or parent, we will follow the doctor's recom-

mendation and will take the child either to the doctor's office or the nearest emergency room. If necessary, 911 will be called and an ambulance will transport the child to the emergency room. All expenses incurred are the responsibility of the parents.

## Medication and Injury

Parents must complete the Medication form any time they must send any medicine to be taken at school.

Any medicine taken at school should be sent in its original container (you can ask the pharmacist for an extra container).

The medication Log must be completed by the staff every time medication is given.

In case of an accident in school or an emergency, parents will be notified as soon as possible and an Accident Report will be completed and placed in the child's file.

If your child receives a cut at school or a bang, we will apply first aid to the best of our abilities by cleaning, bandaging, or icing the injury, and then inform you with an accident report.

## Field Trips and Transportation

Parents will be notified before each individual field trip. Parent consent will be asked for your child to attend. Some field trips will have a minimal cost.

The following information will be presented prior to each field trip:

Destination, Date of trip, Purpose, Scheduled time of return, Class or Group Attending, Name of Teacher, and Method of Transportation

Please Note: The State of Oregon requires the following child seat restraints:

**CHILD RESTRAINT LAW:** (effective July 1, 2007) Child passengers must be restrained in approved child safety seats until they weigh forty pounds.

**BOOSTER SEAT LAW:** (effective July 1, 2007) Children over forty pounds must use boosters to 4'9" tall unless they have reached age

eight.

We will need for you to please provide your child's car seat/ booster seat to be brought in on the day of the field trips.

Generally, we ask for teacher/parent volunteer drivers and chaperones.

Maayan does not provide transportation on a daily basis as part of its services but will arrange for transportation for school outings.

## Dress Code for Preschool & Elementary Grades

Dress reflects an attitude of how we approach our daily pursuits. At Maayan, we want to create a feeling of dignity and respect for the opportunity to study both Torah and General Studies. To ingrain these values we have instituted a dress code.

Our dress code, during the school day and at school functions, reflects this ideal by requesting modest attire for students, staff and parents on campus.

### Preschoolers:

We do not have a dress code for

our preschoolers except advising them to wear "washable" clothes! We do very much encourage boys in our preschool class to wear a Kippah to school.

### Elementary School Dress Code:

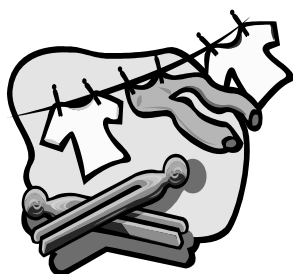
**Boys** — Starting in "Primary" and continuing through elementary grades, boys are required to wear Kippot during school activities. Tzitzit should be worn or brought to school for Tefilla each day. Boys are required to have hair above the shoulder. Boys are required to wear long pants. Extra

Kippot will be in the office to lend to students in need.

**Girls** – Starting in Primary girls are required to wear skirts that cover the knee while sitting.

Both boys and girls are required to wear daytime attire (no pajamas please!), have shirt sleeves (i.e. no tank tops), natural hair color, and appropriate writing on shirts.

We appreciate your partnership in creating an atmosphere of Torah ideals expressed through how we dress.



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## School Absences / Late Arrival

### **Elementary Students:**

We place a high value on school attendance, and will work with families to ensure that elementary grade students are in school, on time, each day.

A letter will be sent home if a student is absent for five days in one report period, or has five

“lates” that exceed 15 minutes. If the attendance issue continues, a second letter will be sent, and a mandatory parent meeting will be scheduled so we can work together in supporting your child’s attendance at school. Your support in helping us provide your child with the best possible education is greatly appreciated.

**Preschoolers** may need more flexibility with drop off times and pick ups. Please be in contact with your child’s teacher to make arrangements that will help your child’s positive experience at pre-school / ECE in regards to their attendance times.

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## Our Student-Centered Approach

### **Our Student Centered Approach**

Our students are **actively engaged** through discussion, experiential and hands on learning.

Our teachers provide the environment and expertise needed for **students to develop analytical, evaluative and critical thinking skills.**

Our students are enabled by the **learning environment** to become self-reliant, independent

learners.

Evaluation is ongoing through **constant communication between student and teacher** in the regular context of student learning.

Students and teachers set goals together, so **that each child has personal goals to work toward.**

Teachers are independent, flexible, open-minded, innovative, and **willing to work collaboratively**

### **Our Educational Values**

- Recognizing the Divine spark within every child
- Seeing a warm and nurturing teacher/ student relationship as central in educating children
- Developing children who are self-motivated to grow
- Teaching students to value the profound inner pleasure in growing their strengths which gives them confidence to learn more

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## Our Mission & Student Body

Maayan Torah Day School is dedicated to providing a superior educational environment through academic excellence, both in Judaic and General Studies.

Our mission as a community Torah Day School is to instill a love of Torah, the wellspring of our lives, in each student.

Our student centered education prioritizes students' active involvement in acquiring knowledge, equipping children to become self-motivated learners.

Maayan education develops the uniqueness of each child, and inspires a life-long love of learning.

Our goal is to provide a Jewish values based program that inspires children to develop Middot Tovot, love of G-d, commitment to Mitzvot and the Jewish people.

Maayan values parent and community input and involvement as we foster a school attuned to the needs of the Jewish community.

Our warm atmosphere welcomes and embraces children and families

from throughout greater Portland’s diverse Jewish community.

**Our student body** is made up of a broad spectrum of students from across the Portland Jewish community.

We recognize that each family has different religious practices and we educate our students to learn to respect all people. Our students learn that this is one way of practicing the Mitzvah “Love your fellow like yourself.”

## Tuition Payment

Tuition may be paid via **Paypal**, with a 2.2% added fee, by submitting your credit card information to the office and will be run on the first of the month.

Alternatively, you can pay with **10 postdated checks**, dated for either the 1st or the 15<sup>th</sup> of months September - June.

Checks will be deposited within 5 days of the date of the check. In the unlikely event that your check is not deposited in those 5 days, expect a debit of that amount.

Please notify us within three days of your check date if you will need another time allowance for your check to clear. We cannot be responsible for any charges or overdraft fees charged by the bank.

**All checks needs to be in the office by the first day of your child's attendance at school.**

*Returned checks will have a \$25 processing fee to cover bank charges.*

**Admittance to class will be authorized with the following**

- A signed tuition contract. If receiving financial aid, please include the amount allotted by the financial aid committee.
- 10 Postdated checks for the full amount of the tuition agreed upon or submission of credit card info to the Maayan office.

## Financial Aid

**Dear Prospective Parent –**

As a Jewish Day School, we are committed to providing education for Jewish children. We are proud that we have been able to grant need based financial aid to students.

If you are interested in our pro-

gram and are concerned about financial feasibility, we encourage you to apply for financial aid.

We ask that each family receiving financial aid to supplement tuition assistance with volunteering to assist with school fundraisers under our "Family Share Program."

As well, we request each parent to volunteer weekly with general school needs. Please look on the parent volunteer form for more information.

## Curriculum

**Our curriculum is both driven by student interests and standards.**

•**General Studies**—Core Curriculum standards are used to determine benchmarks for language arts and math in every grade. For science and social studies, teachers will use state standards for curriculum content and integrate as best as possible into language arts.

•**Judaic Studies**— Standards for Torah Day Schools, with guidance

of Torah U'Mesorah, determine the Hebrew language and Judaic content and standards.

As well, curriculum content weaves stories and themes through various academic and Judaic studies areas through the creation of meaningful projects.

**The Blended classroom model at Maayan**

- Allows children to be challenged with different ability levels
- Enables students to succeed

- Creates strong leadership skills
- Teaches children about cooperation.
- Are a more natural way to learn
- Allow teachers to really get to know their students because the teacher is the same for two years
- Teachers plan lessons with built-in differentiation and choice work for two levels
- Students work in small groups, at different paces
- Content (subject matter) rotates every two years

**A love for Mitzvot, Hashem, excitement for living as a Jew, Israel as our special homeland, and the warmth of a Torah environment are an integral part of Maayan.**

## Guidance & Discipline

Young children need a lot of kindness, patience, and good role-modeling to enhance their ability to make good choices during their day. Our staff is dedicated to use the above mentioned values, as well as clear guidelines in the classroom. Teachers and staff members will use positive reinforcement and constructive direction to encourage appropriate behavior at school. Children will be taught skills to self manage their actions. Procedures for class-

room rules will be explained clearly and reinforced through repetition to create an orderly classroom environment. Teachers will use calm and leveled voices to direct the child.

As well, the teacher will help teach her students how to find solutions when conflicts arise between classmates. The teacher will also help the child to see the natural consequences that arise from both positive and negative

behavior.

If a teacher feels that a child needs time separate from the class group or outside of the classroom, the teacher will ask for support from the teacher assistant and/or administrative staff. The child will have some private space in the classroom or the office to give the child the time and space to calm and redirect him/herself until he/she feels ready to join the class group again.



## Parent Teacher Communication, Conferences & Progress Reports

Each Friday, a student communication "Tikiya" (Hebrew for folder/packet) will be sent home with a classroom newsletter including upcoming school information. It will also be sent via email with all other communication as well.

Please let our office know if you are NOT receiving email at any time.

Our teachers are available to discuss any individual concerns or

needs related to your child. Please try to speak to the teacher initially when a concern comes up. Our administrative staff is also there to give support, so please contact us.

To contact any staff member, please call the office at 503 245 5568 or email.

Parent conferences will be held twice a year. The first, we strongly recommend attending, the second is optional. We strongly recom-

mend that parents of students receiving special services in/out of school attend this conference

Phone conferences can be arranged as well.

We follow a trimester system, with three progress reports November, March and June.

Send "Mitzvah Notes" to school by writing good deeds your child has done at home. We look forward to sharing in your child's nachas.

## Enrollment Procedures

We are so happy that you are enrolling your child at our school. Please submit all paperwork and then contact our office to set up a time for a meeting with our administration. After these two steps have been completed, we will inform you of your child's enrollment status.

The following enrollment forms must be submitted to the office to be enrolled at Maayan:

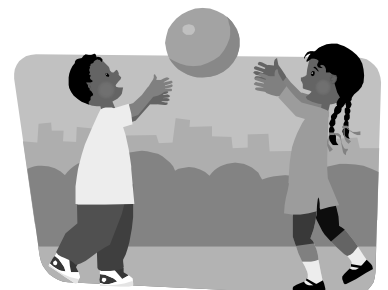
- Enrollment Application

- Emergency Form
- Immunization Card
- Field Trip Information Form
- Volunteer Information
- Photograph Permission Form
- Current IEP/504 on file (if applicable)

Immunization records need to be

up to date by the start of school. We will contact you if your child/ren is in need of any vaccinations.

\*\*The school reserves the right to request a general psychological evaluation of any student applicant as part of the process for acceptance to Maayan.





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## Parent Volunteers & Family Share Program

A school is a community of students, teachers, parents, families, and community members. We can all learn from one another, and enjoy the closeness of building these relationships. One way we do this at Maayan is to encourage parents to volunteer in our program. Each of us has special talents and life interests that bring the classroom to life.

Please contact the classroom teacher or parent liaison if you

would like to volunteer on a long term basis or for special occasions.

Parents who volunteer and will be unsupervised with students, will need to enroll in the Central Background Registry, (a very simple process).

As well, we would like to inform you about our "Family Share Program." Families who are recipients of financial assistance are required

to volunteer to assist with fundraisers and volunteer in the school. This program helps to supplement costs for the school.

Please look on the parent volunteer form for more information.

We very much appreciate your cooperation to help make financial assistance a reality for our students.

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## Miscellaneous

- **Maayan has an open door policy regarding parents coming to visit during school hours. Visiting parents are requested to check in at the office.** If you would

like to observe your child in the classroom, it is always best to let the teacher know a head of time, but is not required.

- Parents who might have any concerns regarding the operational policies of Maayan are welcome to schedule a meeting with Principal, Aviel Brodkin.
- The most current Licensing certificate will be available in the office. As well, Child Care Division may be contacted at [www.childcareinoregon.org](http://www.childcareinoregon.org).
- Every parent has the right to file a complaint with CCD at 503-

947-1400.

- Fire drills will be practiced every month. Other emergency drills will be practiced in the other months.
- Maayan will not provide transportation. All parents are responsible for their own arrangements.
- Water activities are not available at Maayan. In case of a special event, parents will receive a one time permission slip for that activity.
- Animals should not be brought into Maayan, except for therapy animals or guide dogs.
- These operational policies will hold for 2013-2014 unless written notice is given to parents.

### Policy Against Discrimination

Maayan will admit qualified students, staff, and faculty of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school will not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial aid dispensation, and other school-administered programs. Maayan shall not discriminate in its employment practices in regards to staff.

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