

Cheder Menachem Handbook

חדר מנחם





Cheder Menachem of NJ

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www.ChederNJ.org - 732-297-3322

Our School

Cheder Menachem is a private elementary day school in North Brunswick, NJ, whose mission is to provide and promote the highest quality Judaic and Chassidic education to the local Shluchim and Anash community of Jewish children. Our aim is to cultivate in our students the skills needed to reach personal excellence and to be responsible member of society. Within a warm, nurturing environment, the Cheder inspires a love for learning, the curiosity and skills to continue the journey when school ends, encourages character development and instills a strong Chassidishe foundation.

Our Administration

Rabbi Levi Azimov – Director

- All matter of Cheder Policy: This is included but not limited to – The criteria upon which children and employees are chosen and accepted; general halachic or hashkafic issues such as gender based issues, broad outlook of curriculum choice etc. as well as fundraising towards our deficit.

Contact info: razimov@chedernj.org

Mrs. Goldie Azimov – Administrator

- Financial matters: This is included but not limited to – tuition, method of payment, child care, government subsidy, transportation, registration, medical records and the like, as well as building administration.
- Scheduling, and coordination of special events
- Health and Nutrition

Contact info: gazimov@chedernj.org

732-297-3322

Rabbi Koppel Chaiton - Principal

- Behavioral issues: This is included but not limited to – social conflict, discipline, child safety and wellbeing, student/teacher relationships.
- Special Events and school environment

Contact info: rabbichaiton@chedernj.org

732-297-3322

On site hours: M-Th 9:am -3:15pm; F 9am-12:30pm



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Mrs. Chanie Zaklikovsky – Academic Director

- Academic issues: This is included but not limited to – curriculum development, choice of textbooks, student progress and growth, resources for special needs, teacher mentoring.

Contact info: chanie@chabadmonroe.org

732-297-3322

On-site hours: Monday and Wednesday 9:15 a.m. – 3:15 p.m., Friday 9:15 a.m. – 11:00 a.m.

Mrs. Zeesy Greenbaum – Administrative Assistant

- Office administration: This is included but not limited to – school event/social program coordination, attendance, records, etc.
- Website and Facebook maintenance
- Technology

Contact info: zeesygreenbaum@gmail.com

732-297-3322

On-site hours: M-TH 9am-1:00pm

Mrs. Dina Goldenberg –

- Lice, pest control
- Library

Contact info: dinagoldenberg@aol.com

On site hours M-F 9:15am-12:30pm

Other areas are: **Mrs. Rosie Weinstein** – PTA (Teacher appreciation); **Mrs. Gitty Webb** – PTA (Small fundraisers such as raffles etc and Chinuch Night); **Mrs. Sara Schapiro** – PTA (Dinner coordination for new mothers); **Mrs. Zisi Bernstein** – PTA (Boxtops). Please contact 732-297-3322 for volunteer opportunities.

Contact info: Please check the Cheder Directory

Our Building:

- The School Building is located in Bnei Tikva, 1001 Finnigans Lane, North Brunswick NJ 08902. It is located in the right wing of the building – with our own private entrance.
- The building is rented from a conservative congregation. Utmost respect is requested from staff, parents and students to the property.



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Tuition:

- Please send in head checks with a \$500 registration fee per family before school, as itemized in the registration package.
- It is the parent's obligation to make sure that the checks are available on the 1st of the month. Please be forthcoming if there is an issue and contact the finance manager – Mrs. Azimov.
- 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.

Attendance:

- School hours are from 9:15am – 3:15pm. Friday hours are 9:15am-12:30 pm.
- Please drop your children off on time. If your child arrives after 9:30 a.m., a parent is required to walk their child/ren into the building and bring them to the office to be checked in. They must receive a note from the office in order to return to their classes.
- Please pick up your children on time (3:15 p.m.)
- If a child is picked up later than 10 minutes after dismissal, there will be a late fee to cover the babysitting: \$20 per cumulative half hour. Please notify the Cheder Office at 732-297-3322 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.

Drop-off & Dismissal:

- Parents are required to walk their children into the building.
- At dismissal, parents should pull up directly into the carpool lane and their children will be dismissed directly to the waiting vehicle. Once a parent has claimed their children, the children become the parents' responsibility.
- No early pick up of a child is allowed without a parent or authorized representative. Early pickup is through the office only. Do not approach the classrooms on your own.
- Drop-off and dismissal times are not parent-teacher conference times. Please call the office at 732-297-3322 to request an appointment if you have issues or concerns.



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Safety:

- Do not leave your child unattended at the school (by bringing them early, etc)
- Drive slowly and carefully in the parking lot and around the school area. The speed limit is 10 mph.
- The lives of our children and their safety are paramount. Please do not leave your children unattended in the parking lot.

Discipline:

- Children thrive in an emotionally healthy environment with positivity and love. It is our goal to ensure that all staff and students at Cheder Menachem feel safe and are treated respectfully.
- We strive to use positive reinforcement and love as we inculcate good midos and chassidishe hanhagos.
- Bullying Policy: Cheder Menachem is committed to providing students with a safe and supportive learning environment, and expect all students to treat each other with respect. We do not condone harassment, intimidation, or bullying in school, on school grounds, or at school events. In addition, we do not condone out-of-school bullying incidents that significantly interfere with student learning. Bullying behavior in any form will result in immediate disciplinary action.

Bullying is defined as - R.I.P. (Repeated, Imbalance of Power, Purposeful).

It can be:

- Physical—kicking, tripping, hitting or pushing.
 - Verbal—name calling, insults, threats of violence or graffiti.
 - Emotional—intentional exclusion or spreading rumors.
 - Cyberbullying—spreading harmful information through e-mail, online chats, social networking sites, text messages, cell phones or cameras.
- Our school responds to each situation with careful consideration of age, development and relationship of individuals involved, degree of harm, surrounding circumstances, the nature of the severity of the incident, past instances, and the context in which the incident occurred.

Nutrition:



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- 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 and treats are brought in on a rotating basis.
- Our preschool classes are nut free.

Uniforms:

- To foster a sense of discipline, tznius and community, 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 yarmulke (Grades 6-8). 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, such as Freilich.
- 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 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.



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- 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".

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.

Siyums and Class Parties:

- All siyums or class parties/birthdays must be with Rabbi Chaiton's prior approval.
- Decisions of food and nosh must be with Rabbi Chaiton's prior approval.
- Preschool classes – Grade 3 may celebrate a birthday in class with cupcakes and/or birthday bags. All food must have acceptable hechshers. Grades 4-8 no longer use class time for birthdays.

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 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 www.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



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person. Please refer to the 'Our Administration' clause to know to whom to direct your call

- 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. You can contact a teacher by calling the office at 732-297-3322 and leaving a message. If further discussion is needed, please contact the appropriate member of our administration by calling 732-297-3322.
- Most school communications are done through email and/or the Cheder Facebook page, including school closure information and special events. Please provide your email information on the registration forms so that you can be included in the school emails. You can also register your email through our website www.ChederNJ.org.
- Please visit chedernj.org or follow the Cheder Facebook page for classroom updates and pictures.
- Most importantly, it is to your benefit to stay in communication with teachers, your child and other parents. This will ensure a successful year.