

THE JEWISH CENTER

RELIGIOUS SCHOOL HANDBOOK

2010 - 2011

5770-5771



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Fran Amir, Principal Emerita

Dear Religious School Families and Students,

It is with great pleasure that I welcome you all back to our Religious School here at The Jewish Center. If you are new to our school this year, we are so glad that you will now be a part of our TJC family. For those of you who have been with us in the past, you know how proud we are of our school and how much we value the Jewish Education that we pass on to our young people. We consider Jewish Education to be a partnership between the home and the school and the TJC teachers, administration and Rabbis are excited to be your partners in this sacred journey.

According to the Rabbis, the mitzvah of Torah study is put on a high level. In fact there are those that say that the study of Torah supersedes all other mitzvot. I believe that our study of our Torah and our ancient traditions should be used to affect our lives and our decisions that we make today. Being comfortable with Jewish values and understanding Jewish traditions can inform our contemporary lives in very important ways. That is why we have created many opportunities for our young people to learn as well as families and adults. At The Jewish Center we view Jewish education as an example of life-long learning and we hope that you and your family will be a part of many of the classes and programs we offer.

I know that I will see you in the classrooms and in the hallways of the Religious School and I hope that I will see you on Shabbat and Holidays as well. In between, feel free to contact me by calling me, sending me an e-mail or stopping me in the building to share with me your thoughts on our program and to let us know if there is anything we can do to help you and your family in your own Jewish learning. We also hope that our parents will consider being great role models to their children by participating in one of our adult learning programs or to learn together as a family this year.

I wish you and your family a Shanah Tovah - May it be a good, sweet, productive New Year for all of us.

I look forward to seeing you soon in shul,

*B'shalom,
Rabbi Adam Feldman
afeldman@thejewishcenter.org
609-921-0100 ext. 203*

Dear Parents,

Shalom! Welcome to the Religious School at The Jewish Center.

In Deuteronomy it is written, "Teach them diligently to your children..." This command, to teach love of God and words of Torah to the next generation, is so important that it is also recited in every prayer service. Our school is dedicated to fulfilling this mitzvah.

Our goal is to develop in our students a sense of pride in our heritage and a commitment to the Jewish people. We strive not only to teach Jewish ideas and values but also to ensure that children learn the skills necessary to function effectively as members of the Jewish community.

We hope that this handbook will give you an in-depth look at the Religious School and will serve to inform you as to the policies practices, standards and goals of the Religious School.

We welcome your participation in school activities and your input in matters concerning the religious education of your children. Together we can make Judaism an integral and important part of your children's lives and make their education a rewarding experience.

If you have any questions or concerns, please do not hesitate to call me in the School Office at 609-921-7207.

B'Shalom,
Gila Levin, Interim Religious School Principal

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THE RELIGIOUS SCHOOL OFFICE

The Religious School office is located on the first floor of the school building, up the stairs to the left, at the end of the hall.

Hours: Tues. and Thurs.	9:00 am - 6:00 pm
Wednesday	9:00 am - 8:00 pm
Friday	9:00 am - 3:00 pm
Sunday	8:30 am - 1:00 pm

JEWISH CENTER PERSONNEL

The School Office Staff (609-921-7207)

Religious School Interim Principal	Gila Levin
Nursery School Director	Gayle Wagner
Tichon Coordinator	Neil Wise
Administrative Assistant	Alisa Odrechowski

RELIGIOUS SCHOOL STAFF

The Religious School staff is extremely professional and well qualified. They have been selected for their knowledge and love of Judaism and for their ability to communicate with children.

Primary Classes and some Hebrew sections are also staffed with *madrichim*. These are students in, or graduates from our Tichon High School Program and their function is to assist the classroom teacher. The youth to youth connection provides wonderful role models for the children.

REGISTRATION

Registration information is sent to parents of congregants with Religious School aged children in March. Registration forms and a non-refundable deposit are due in the office in April. Class assignments are made on a first-come basis. Families who register late will be guaranteed a place in the Religious School but may not necessarily get their first choices, although every effort will be made to keep siblings together. Registration Fees are:

- Up to April 1st: \$50 deposit per child (credited towards tuition).
- After April 1st and through June 1st: \$100 registration fee per child (not credited towards tuition).
- After June 1st: \$200 registration fee per child (not credited towards tuition).
- Families new to our community: \$50 deposit per child (credited towards tuition).

Applications are stamped with the date of receipt, processed and sent to the Financial Office. School information packets and class assignments will be mailed

in the last week of August. Families who are not registered or who are not current in their Jewish Center or school accounts will not receive packets or class assignment information. Their packets and class assignments will be held in the Religious School Office.

Only children of congregants may enroll in the Religious School. To be eligible for a Bar or Bat Mitzvah at The Jewish Center, all Religious School and Jewish Center accounts must be paid in full, and students must be enrolled in the Religious School from the third grade (Gimmel).

PAYMENT OF TUITION AND FEES

1. Tuition is billed in two installments. The first installment is due by August 1st, the second by December 1st. If a child is withdrawn from the school within the first two weeks of class, a refund is given. After the two-week period, parents are responsible for payment of the first installment. If withdrawal is made after December 31st, parents are responsible for the full year's tuition. Zayin and Tichon parents are responsible for payment of tuition for the entire Zayin and Tichon year.
2. Tuition and activity fees are established at the annual Congregational meeting in late May. The school's budget is covered by the general budget of The Jewish Center and by students' tuition.
3. Siyyum Tichon expenses are determined by the Siyyum Tichon class parents at a meeting held in the spring of the Siyyum Tichon year.
4. Current Religious School fees per year are as follows:

Gan Katan Sunday	\$ 190.00
Gan, Alef & Bet	\$ 590.00
Gan, Alef & Bet w/ Mechina	\$ 1210.00
Gimmel, Daled, Heh, Vav	\$ 910.00
Gimmel, Daled, Heh & Vav w/ "Super Thursday"	\$ 1240.00
All Zayin Classes	\$ 1190.00
Tichon I, II, III,	\$ 870.00
Tichon V'od	\$ 440.00
Yachdav	\$ 910.00
Bar/Bat Mitzvah Preparation	\$ 1400.00
Activity Fee Gan, Alef, Bet	\$ 75.00
Gimmel-Tichon	\$ 110.00

FINANCIAL AID

Financial aid is available for Religious School tuition from The Jewish Center. The Jewish Federation of Princeton Mercer Bucks also funds tuition scholarships that are administered by The Jewish Center. To request financial aid, call the Financial Office at The Jewish Center at 921-0100. **An application is required and must be renewed each year.** Applications are also available in the Religious School office.

CLASS ASSIGNMENTS

Class assignments will be made by the Principal, in consultation with the teaching staff, to ensure that each class makeup is conducive to optimum learning/teaching conditions. Adding a new section or combining classes in response to enrollment and the class mix will be at the discretion of the Principal.

All students will be sent a class assignment in the last week of August. New students or late registrants, who do not have a class assignment sheet, should go to the school office. There will be School Committee volunteers to help students find their classes.

BOOKS, SCHOOL SUPPLIES AND KIPPOT

All children are required to come to school prepared with pencils, books and other materials necessary for class.

Boys are required to wear Kippot in both buildings and girls may do so as well. Baseball hats and other hats or head coverings are not appropriate. Children are advised to have their own Kippot, clearly labeled.

Textbooks, machbarot (notebooks) and folders will be distributed on the first day of school. Students will take texts home for practice in Hebrew reading and/or prayer, as well as for homework assignments. Any student who wishes to take a particular book home will be allowed to do so. Books that do not need to be sent home will be kept in the classroom avoiding damage, loss and extra "schlepping" for those who come directly from secular school. At the end of the year, students are to take their consumable textbooks and workbooks home. These books provide excellent review material for the summer. Copies of all texts are available in the school office. Children who lose textbooks and receive a replacement will be charged for the replacement.

ATTENDANCE

Students are expected to attend classes regularly and to make up any work missed during absences. In the event of an extended absence, parents are asked to contact the school office and request that the teacher(s) supply missing assignments. In cases of chronic absenteeism, the Principal may ask to meet with the parents. If the problem persists, the School may decide not to promote the child or to request outside tutoring at parents' expense. A student must have acceptable attendance in the classes to be considered eligible for promotion. Students must also fulfill their Shabbat Services requirement.

Tichon students have three excused absences per semester. After that, they must make up missed classes, using written assignments or attendance at approved events. Students who do not fulfill the attendance requirement may continue to attend but will not have the honor of having a Siyyum Tichon with their class.

SCHOOL PROGRAMS

The Religious School program begins in Gan Katan (Preschool) and continues through a three-year post Bar\Bat Mitzvah program called Tichon, which culminates

Thursday		4:00 pm - 6:00 pm
Saturday Class and Services (18 times)		9:30 am - 12:30 pm

Grades 8-10

Tichon	Wednesday	5:45 pm - 8:00 pm
Hebrew Language	Sunday	11:00 am - 1:00 pm

Grade 11

Tichon V'od	Wednesday (1 time per month)	5:45 pm - 8:00 pm
	Sunday (1 time per month)	TBD

CURRICULUM

The Religious School provides a rich and varied curriculum in all areas of Jewish Studies. Beginning in Gan, children are exposed to Hebrew through letter recognition, vocabulary and t'filot. The program accelerates as they move through the grades so that by the time they reach Bar/Bat Mitzvah, students are expected to be proficient readers who are able to chant Torah and Haftarah portions. Our program also includes the study of Torah, history, prophets, Israel, Jewish holidays, values, prayer and current events. We are also offering "Super Thursday" as a special enrichment program.

Gan Katan (Preschool): Children begin their Jewish education in a warm and nurturing environment. They have a varied curriculum of Torah, holidays and Jewish life through music, art and stories.

Gan (Kindergarten): Children are introduced to Jewish experiences through holiday and Bible stories, prayers, music and art. They are also introduced to the Hebrew alphabet and Hebrew vocabulary related to school, synagogue, prayer and holidays, and they begin to learn to read Hebrew. Kitah Gan classes share a Friday night Shabbat service with Kitah Alef and Kitah Bet, which is followed by a Shabbat dinner.

Alef (Grade 1): Kitah Alef continues with holidays, Torah and prayers as we build on past learning. Hebrew studies continue with letter and vowel recognition as children continue reading letter and vowel combinations, and vocabulary is increased. Kitah Alef classes share a Friday night Shabbat Service with Kitah Gan and Kitah Bet, followed by a Shabbat dinner.

Bet (Grade 2): Kitah Bet continues to practice Hebrew reading and adds vocabulary. The children study about the holidays, Torah, mitzvot and learn more prayers. They share a Friday night Shabbat Service followed by a Shabbat dinner with Kitah Gan and Kitah Alef.

Mechina (G-A-B Enrichment): This program is available for students enrolled in grades Gan, Alef or Bet. It is a Hebrew Language program in which students learn Hebrew vocabulary and beginner conversation. Enrichment in Torah, values and holidays will be infused into the language program.

Gimmel (Grade 3): Our midweek program begins with Kitah Gimmel. In Hebrew, children expand their vocabulary, continue reading and studying prayer. They have a class in Torah and a class in Being Jewish (holidays & lifecycles). Conversation Kitah Gimmel students learn parts of the Friday Night Shabbat Service as they practice for their Kabbalat Torah, which is a special service welcoming them to the weekday program. It is followed by a traditional Shabbat dinner.

Daled (Grade 4): Students continue to improve in Hebrew reading and learn more of the prayers of the Friday Night Shabbat Service. They also have classes in Prophets and Life Cycles. Kitah Daled students lead a Friday Evening Service, followed by a Shabbat dinner.

Heh (Grade 5): Kitah Heh students learn portions of the Shabbat morning service and Havdalah. They begin a three-year program in history, emphasizing Biblical times. They also take an extensive course about Israel which includes its geography, history, symbols and institutions. Their special activity is the Heh Havdalah, which is followed by dinner.

Vav (Grade 6): Kitah Vav students begin preparation for their Bar/Bat Mitzvah year. In Hebrew, they learn the prayers of the Torah and Mussaf services. They continue with history, concentrating on life in the Diaspora in Europe. They also have a class in Torah. The Vav program culminates with the Vav Shabbaton, where the Vav students lead the Shabbat Morning Service, which is followed by a luncheon. A highlight of the Vav year is a trip to "Jewish Philadelphia" or the Lower East Side of New York. B'nai Mitzvah preparation can also start in the Vav year depending on a student's Bar/Bat Mitzvah date.

"Super Thursday" : In our "Super Thursday" class, we will introduce the students to modern Hebrew language through learning Israeli songs, teach them to analyze Jewish text through reading and writing stories, allow them to feel closer to Israel through art, involve the students in Jewish holidays and life cycle events as well as engage the students in outdoor and indoor youth activities. Full curriculum of this program will be available soon. "Super Thursday" classes will be held from 4-6 pm.

Zayin (Grade 7): Kitah Zayin students attend 2 days a week, Thursday and Sunday. In addition, there is a Shabbat morning Torah class, followed by Services, which students must attend a minimum of 18 times. The history curriculum continues with a course in the development of Judaism in America. Other Zayin subjects include Values, Tikun Olam, Holocaust studies and Mishna. For Hebrew, there is a language class on Sunday morning for students with advanced skills and there are prayer workshops for students to practice reading and review prayers in small groups on Thursday. In addition, all students have a 10 week tropes class to learn to chant the Torah and Haftarah melodies on Thursday. Students meet with the Cantor and other tutors for Bar/Bat Mitzvah tutoring. This tutoring is not done during class time. Zayin special activities include the Zayin Museum, a parent-student brunch and a trip to the Lower East Side or "Jewish Philadelphia."

Tichon: Tichon is a post Bar/Bat Mitzvah program for students who have become a Bar or Bat Mitzvah and who have completed the Zayin year. It is a three-year

program for 8th, 9th and 10th graders that meets for two hours on Wednesday evenings. The program includes dinner and two 45-minute classes, one of which is a required core course and one is an elective.

Tichon V'od: Tichon V'od (and more) is a new program for 11th graders. The program will consist of a curriculum that is based on Tikun Olam (healing the world). The program is a twice a month commitment. One Sunday a month, students will participate in a group community service project. One Wednesday evening a month, students will study and discuss Tikun Olam texts and topics that relate to their community service projects.

Hebrew Language Program: Advanced Hebrew language is offered to students who have reached a level of proficiency in Hebrew language on Sunday mornings as part of our Adult Education program. This course expands the student's vocabulary and knowledge of the Hebrew language. Students may continue with this program throughout their high school years.

Gesher L'Keshet Peer Leadership Program: This is a community-wide program for 11th and 12th graders who have completed Tichon. Students from local congregations attend classes and learn to be peer teachers. They then use these skills to conduct monthly outreach sessions for the 8th-10th graders in the participating congregations. Students in our Tichon program have a Gesher outreach once a month.

Yachdav: This Solomon Shechter award winning program for students with special needs includes a resource room equipped with laptop computers & Smart Board technology, one-to-one tutoring and in-class assistance. Students will have individualized education plans created for them in consultation with parents, teachers and a special needs coordinator. Those interested in partaking of any of these services should contact the Principal.

CURRICULUM AT A GLANCE

PROGRAM		Mechina
Gan Katan (Preschool)	One day per month program Hebrew, Torah, Holidays, Israel, Shira (music)	

Gan, Alef and Bet	Hebrew/Prayer Torah Holidays Israel Shira (music) Library	Chalav U'devash Hebrew Language Beginning Conversation Parashat HaShavuah Holiday Enrichment
	Program	
Gimmel	Hebrew and Prayer: 2 periods Torah Being Jewish: Holidays & Life Cycles	
Daled	Hebrew and Prayer: 2 periods Values: Partners With God Prophets	
Heh	Hebrew and Prayer: 2 periods History (Biblical) Israel	
Vav	Hebrew and Prayer: 2 periods Torah History (European Diaspora) Vav Seminar	
“Super Thursday”	modern Hebrew language Jewish Text, Israel through Art, Youth Activities	
Zayin	2 Days Plus Shabbat Morning Hebrew Reading Tutorials Values/Tikun Olam Mishna Holocaust Parashat HaShavuah History (American Jewish)	
Tichon	Required and elective courses leading to Siyyum Tichon Hebrew Language (optional on Sunday)	
Tichon V'od	Tikun Olam	

Note: All classes have music, library and art.
Mifgash: Tuesday in the Sanctuary
Shabbat suggestion: See pages 17.

SPECIAL ACTIVITIES

In addition to providing continuing classroom instruction in Hebrew and Judaic studies, the school offers a wide variety of special programs and activities that are age appropriate for youngsters. Some of these programs include:

- A Shabbat event for each grade, either Friday night or Saturday, followed by a dinner or lunch
 - Family education programs for each grade on mitzvot and content-related themes
 - School wide holiday programs for Chanukah and Yom HaAzmtaut, Purim, Pesach, Tu'BShevat, Lag B'Omer
 - Pesach & Tu B'Shevat S'darim for all grades
 - Purim celebrations: Carnival, Megillah reading and dress-up parade
 - Yom HaShoah Memorial Service
 - Zayin Museum Day and Heh Mitzvah Mall
 - Community programs with the area synagogues
 - Field Trips: Holocaust Museum (Washington, D.C.), the Lower East Side, "Jewish Philadelphia", Ellis Island, Museum of Jewish Heritage, The Jewish Museum, theaters and other off-site activities.
 - Inter-generational programs with Greenwood House, Hi Gate and area senior facilities.
 - Social Action programs with community service agencies
 - School-wide Mifgash (assembly) on Tuesday
 - "Ask the Rabbi" sessions for all grades
 - "Second Sunday" – Parent Education Program
 - Specials in Art, Music and Library
 - Individual tutoring in Hebrew
 - Yachdav Special Needs Program

BAR\BAT MITZVAH PROGRAM

In order to participate in a Bar\Bat Mitzvah, a student is required to attend The Jewish Center's Religious School from grades Gimmel through Zayin (3 - 7). During these years, school attendance requirements for promotion must be met. Private tutoring or attendance at another area Religious School in lieu of participation in The Jewish Center Religious School do not meet The Jewish Center's requirement. Any request for deviation from this policy must be presented in writing to the Religious School Committee, whose decision shall be final. This does not apply to those who are new to the community and who have attended Religious School elsewhere. Such students will be appropriately placed. If a student's skills are not adequate, private tutoring may be required at the parent's expense. **Students must be enrolled in The Jewish Center Religious School or Day School to have a Bar or Bat Mitzvah at The Jewish Center.**

1. Eligibility for Bar/Bat Mitzvah

It is important for everyone to understand that only children who are considered to be Jewish by the Conservative movement's standards may become a Bar or Bat Mitzvah at The Jewish Center. The Conservative movement defines a Jew as a person born to a Jewish mother or converted to Judaism. If anyone has any questions or concerns about converting to Judaism, please contact Rabbi Feldman or Rabbi Tucker.

2. Specific Jewish Center Requirements

- Religious School enrollment and attendance from Gimmel through Zayin.
- Attendance at a minimum of 10 Shabbat Vav family seminars and services in the Vav year and 18 Shabbat morning classes and services in the Zayin year.
- Individual tutoring for Bar/Bat Mitzvah scheduled by the Cantor or Bar/Bat Mitzvah tutors. Placement in the Tropes class will be dependent on the Bar/Bat Mitzvah date and placement will be either in the spring of the Vav year or in the Zayin year.
- Completion of a Hesed Project and D'var Torah.

DISCIPLINE

Students are expected to behave in a manner consistent with a good learning environment. If a student's behavior interferes with learning in the classroom, the following steps may be taken:

- The teacher will contact the parent by phone, email or by mail
- The Principal will contact the parent by phone, email or by mail. A conference with the Principal and/or representative of the School Committee will be held
- The student may be suspended from one or more classes
- The student may be expelled from the Religious School. Final decisions concerning such disciplinary actions are at the discretion of the Principal and School Committee.

- **IF A CHILD IS SENT TO THE OFFICE THREE TIMES, A PARENT WILL HAVE TO COME AND SIT IN THAT CLASS FOR THE NEXT THREE SESSIONS. IF A PARENT DOES NOT COME, THE CHILD WILL NOT BE ALLOWED TO RETURN TO CLASS.**
- **IF A STUDENT REQUIRES TUTORING TO MAKE UP WORK DUE TO A DISCIPLINARY SUSPENSION, SUCH TUTORING WILL BE DETERMINED BY THE PRINCIPAL AND WILL BE AT THE PARENT'S EXPENSE.**

Students are not allowed to leave The Jewish Center grounds during school hours. Violation of this rule will result in an automatic suspension. Religious School students are also not permitted to use the Nursery School playground before, during or after Religious School hours.

A student will also automatically incur a suspension if he/she causes physical harm to someone at school or destroys school property, including The Joan Levin School toys and work. Bullying or harassing other students will not be tolerated. In the event physical damage is done to any school or synagogue property, the parent of the responsible student will be billed for repair of the damage. This includes equipment inside as well as outside, including the playground and landscaping.

TUTORING

When a student is not on grade level, parents will be advised.

1. The student can be tutored during class time by a volunteer in 15-20 minute sessions depending upon availability and timing. There is no charge for this service.
2. Parents can arrange for private tutoring at their own expense. The school will provide names of approved tutors and will discuss a study program with the selected tutor.

ARRIVAL PROCEDURES

Students are expected to arrive on time and remain in class until dismissal.

All cars must proceed to the rear parking lot. Cars must be parked in a lined parking space. **STOPPING IN THE MIDDLE OF THE PARKING LOT TO LET CHILDREN OUT IS PROHIBITED.** This can cause congestion and traffic backups on Nassau Street. It is also dangerous for youngsters to walk across the parking lot. Parents or older siblings are expected to escort young children to their classrooms.

Bicycle racks are located in the courtyard for use by children who bike to school. Walkers/Bikers must have a signed permission form on file in the school office.

For early arrivals on Tuesday and Thursday, there is free supervised care. Students coming prior to 3:50 pm should report to the Youth Lounge in the

Sanctuary building. The playgrounds are unsupervised and students may not use them.

DISMISSAL PROCEDURES

Dismissal is from the Sanctuary building only. On Sunday, teachers will escort their classes to the **Lobby** and remain with them until a parent or carpool person arrives. Tuesday and Thursday, dismissal is from Mifgash. Parents should enter the Sanctuary through the Lobby, pick up their children and exit via the Parking Lot Lobby.

FOR THE SAFETY OF ALL CHILDREN, PARENTS ARE REQUIRED TO PARK THEIR CARS, COME INTO THE SANCTUARY OR LOBBY AND ESCORT THEIR CHILDREN TO THE PARKING LOT.

CHILDREN MAY NOT WAIT OUTSIDE IN THE COURTYARD, PARKING LOT OR ON NASSAU STREET FOR PARENTS OR CARPOOLS.

The courtyard circle is for handicapped only and may not be used for drop-off or pick-up from school.

Early Dismissal: A parent must come into the school office to pick his/her child up and sign him/her out in the sign-out book. The parent will then receive a "pass" to give to the teacher. Teachers will not release a child without this pass from the office. For the protection of the child, if someone other than a parent is picking a child up, the parent must send a note and indicate who that adult is in his/her note. **NO CHILD MAY WAIT IN THE PARKING LOT OR COURTYARD FOR AN EARLY PICK-UP.**

ILLNESS AND MEDICAL EMERGENCIES

If a child becomes ill in school, a parent will be phoned and asked to take the child home. If a parent is not available, the person listed on the emergency contact form will be phoned. Therefore, it is crucial for parents to list only local people on the emergency contact card (i.e., someone who could be at The Jewish Center within 20 minutes of being phoned) to come to pick up an ill child. It is the parent's responsibility to update the emergency card and medical insurance form in the case of job changes, a new phone number or a new emergency contact. Please notify the school office about any changes. If we cannot reach a parent or your contact person and it is an emergency situation, we will seek medical treatment for the child. In a non-emergency situation, a sick student will be kept in the school office until the parent or contact person arrives.

We will not dispense ANY medication, including ointments, creams and lotions to any children. Please do not send any medication to the school for your child to self-administer.

The following will be done if a child has an open cut that needs attention:

1. The attending person will wash his/her hands with soap and water.
2. The child's cut will be washed with soap and water.

3. If necessary, a band-aid will be put on the cut.

We do not have a nurse or physician on staff. Some of the staff members have CPR certificates.

Please report any contagious condition, such as chicken pox, strep throat, conjunctivitis or head lice, which occurs among all school populations, to the Principal immediately, so that other parents can be informed of possible exposure. Your child's name will not be mentioned.

ALLERGIES

Because of the limitations already imposed by the necessity of maintaining a Kosher facility, coupled with the possibility of requests for accommodations for children with various food allergies such as milk, fish, chocolate, nuts, peanuts, egg, etc., it is not feasible for The Jewish Center to institute a total ban on a food group to which a child may be allergic. Even if such a ban were promulgated, we would not be able to monitor the ban completely, and thus, enforcement could not be guaranteed. There are, for example, products that contain food traces that are not so labeled. Consequently, alternative safeguards must be arranged.

If your child requires the use of an EpiPen because of a food or other allergy, please take note of The Jewish Center's policy:

1. The family must provide one EpiPen for the First Aid Kit and one for the child's classroom.
2. The family must train or arrange for training of Staff or child in the use of the EpiPen.
3. The family must periodically ascertain that the EpiPens are in place and currently effective.
4. The family is to provide the child's snack each day or for a special occasion.

The Religious School Staff will try, to the best of their ability, to keep the aforementioned child from ingesting or contacting foods or other substances known to contain any components of the allergen. In the event of an adverse reaction, someone on staff will try to administer the EpiPen and summon professional help.

The officers and staff of The Jewish Center disclaim any liability and responsibility for any damages, monetary or otherwise, that could be incurred by the aforementioned child or family if there is an adverse outcome or reaction, as we are not medically equipped to deal with a severe allergy.

The officers and staff of The Jewish Center do not want to exclude your child from our excellent school. However, we trust that you will appreciate that in view of the extraordinary risks that severe allergies impose, as a religious institution running a school, we must try to protect both your child and The Jewish Center, its staff, those who may volunteer their time and energy as officers, class parents, or event helpers who try to be good Samaritans in case of an accident. We will do our best, but we cannot assume the liability for less than perfect results.

SNACKS

All snacks must be Kosher and dairy. No meat is permitted. Fruits, veggies, and water are good choices. Please try to avoid sweets and messy snacks such as chips and popcorn.

Children who arrive early during the week may bring a snack. Such snacks must be finished prior to class time, as no snacks are allowed during class.

Snacks for primary grades on Sunday are at the discretion of the teacher. Options include a class schedule for snacks determined by the teacher or parents may send individual snacks.

KASHRUT REGULATIONS FOR THE JEWISH CENTER

Since Biblical times, the Jewish People have always believed that Kashrut is an important value. The laws of Kashrut were first described in the Torah and then developed in Rabbinic texts. Throughout our history, Jews have taken one of the most basic things we do as human beings and raised it to a level of sanctity.

Just as we begin and end our meals with blessings to remind us that eating is a religious act so, too, we have certain standards of what food is acceptable and what is not acceptable. An equally important standard is that we want everyone to feel comfortable in our community, especially when it comes to eating in our Synagogue. Therefore, the Religious Affairs Committee, in consultation with Rabbi Feldman, has established these regulations for Kashrut at The Jewish Center. We have established these standards as a way of helping people understand the importance we give to Kashrut and we do so in a way that helps everyone feel comfortable with our standards.

1. Only meat products purchased from and delivered by one of our acceptable kosher caterers may be brought into the building. No other meat products may be brought into the kitchens, social hall, lobby or any other part of either building. This includes individual lunches for our students.
2. All products brought into The Jewish Center must carry a symbol of Kashrut supervision such as U or K. This applies to all dairy products, cake mixes, etc. Major supermarkets in our area have extensive kosher sections including the Kosher Experience at Shop Rite on Rt. 1. There are also many places to buy kosher baked goods. For more information about where such products can be bought, please contact The Jewish Center Office.
3. All fresh fruits and vegetables are acceptable in The Jewish Center.
4. Only kosher fish may be brought into the building. Acceptable fish includes tuna, salmon, flounder, lox and sole.
5. When a meal is being prepared in one of the two kitchens, please do not use the other kitchen unless absolutely necessary. It is much safer to do all work for a particular meal in the appropriate kitchen.

6. If you would like to bring baked goods into the building, we ask that you purchase these baked goods at an acceptable bakery. If they have been baked in someone's home, they should either be baked in a kosher oven or in disposable pans using disposable utensils. Please bring these utensils with you to serve them at The Jewish Center. Please do not use our utensils for these baked goods.

These standards apply to the school building and the main building as well as all parts of the building including the kitchens, the social hall, the lobby, the libraries, offices and all classrooms.

All matters of Kashrut at The Jewish Center, including questions, clarifications and other issues should be brought to Rabbi Feldman's attention. More information of Kashrut can be found in such books as Dresner's The Jewish Dietary Laws, or Levi and Kaplan's Guide for the Jewish Homemaker.

CHILDREN'S SHABBAT SERVICES AND ATTENDANCE GUIDELINES

Shabbat is *the* time each week that our community comes together in celebration, and we would like our students to be part of this experience - to discover spirituality, to understand the context of our worship, and to find individual connection with the words of the *siddur* (prayer book). We hope for our youngsters to engage in learning and sharing key Jewish ideas and values and to feel comfortable and “at home” in our service. We also wish for our students to feel connected to their TJC peers and broader community through spending this sacred time together.

Attending Shabbat morning services complements the classroom portion of our education program, and The Jewish Center provides excellent opportunities for children of all ages. In order to maximize your child’s learning and religious development, we suggest that families follow these guidelines for Shabbat morning attendance:

Gan, Alef	3 times per year	Shabbat LaTze’erim
Bet	3 times per year	Shabbat LaTze’erim/Shabbat LaYeladim
Gimmel	5 times per year	Shabbat LaYeladim
Daled	6 times per year	Shabbat LaYeladim
Heh	8 times per year	Shabbat LaYeladim
Vav	10 times per year	Vav Family Seminar & Services in the Sanctuary
Zayin	18 times per year	Shabbat Morning Class and services in the Sanctuary
Tichon	5 times per year to include Shabbat morning, Friday night, any morning Minyan or Shiva Minyan and holiday services (except Rosh HaShanah and Yom Kippur).	

Other acceptable Shabbat services include:

1. Gan-Heh: One Shabbat morning or mincha service in another synagogue
2. Vav: Three Shabbat mornings or mincha services at another synagogue
3. Zayin: Five Shabbat mornings or mincha services at another synagogue. Shabbat morning services at another synagogue count for one class service. Mincha services at The Jewish Center or another synagogue need to be combined with a morning class at The Jewish Center to constitute a “unit” of attendance.

Attendance will be taken and records kept. There are file boxes with an index card for each student located either in the Bet Midrash or in the Lobby near the door. Students should move their cards from the file box into the attendance box. Shabbat LaTze'eerim file boxes are in the Children's Library. In addition, you can e-mail Ellen Pristach at ebpecteach@aol.com to record attendance. We encourage all students to come as often as they would like, but these minimum guidelines must be met. Service guidelines for all grades must be completed prior to Bar/Bat Mitzvah. Students who attend 10 Services become “Minyanaires” and receive a special certificate.

YOUTH GROUPS

Children in grades 3-12 are encouraged to participate in The Jewish Center Youth Group programs that are affiliated with United Synagogue.

Haverim	Grades 3 and 4
Kadima	Grades 5 - 7
USY	Grades 8 - 12

For more information, please contact the Director of Youth & Family Programming, Neil Wise at 921-0100, extension 209, or email nwise@thejewishcenter.org.

THE CHILDREN'S LIBRARY

Our Library is an important resource for children both individually and with their classes. Relevant Jewish books are not always available in the community and our library provides a wonderful assortment for children of all ages. Our classes visit the Library on a regular basis and books are used for class work and projects as well as for individual reading.

The Children's Library is located in the Sanctuary building and can be accessed through either the Parking Lot Lobby or through the Social Hall. The Library is open during school hours for class instruction. Sunday, between sessions (10:30-11:00) is a nice time to visit with your child.

New books are purchased through the Religious School Library Fund. Donating a book is a wonderful way to commemorate a child's birthday or special occasion.

The Adult Library is also available for older students and provides a wide range of books for reading and research.

TZEDAKAH

Tzedakah means more than just charity. It means justice. In the Religious School, we incorporate Tzedakah as part of our curriculum and encourage children to contribute to worthy causes. Children learn about community needs and worldwide concerns.

Tzedakah is collected on Sunday mornings. Each class has a Tzedakah box and the money is then donated to various charitable organizations on a monthly basis. The recipient organization will be announced in the school newsletter each month.

The Religious School supports a food drive for Jewish Family and Children's Service. We will collect items for the needy, coordinated by the Social Concerns Committee. They may be left in a basket located outside the school office.

DONATIONS

Making a contribution to the Religious School is a meaningful way to honor or memorialize a loved one. There are several funds connected with the Religious School.

- *The Religious School Fund:* This fund aids in the operating costs of the Religious School.
- *The Ruth Miller Religious School Cultural Fund:* This fund was established by Roz and Aaron Familant in memory of Roz's sister, Ruth Miller. This fund provides for events such as musical concerts, puppet shows, storytellers, drama workshops and trips for children.
- *The Tibor and Dorothy Fabian Fund:* This fund provides for educational projects such as curriculum development and seed money for new programs.
- *The Religious School Teachers' Professional Development Fund:* This fund provides for staff development programs and for individuals to take courses and attend conferences at other institutions.
- *The Children's Library Fund:* This fund supports our Children's Library. It may be in the form of a book or cash donation.
- *The Steven Levine Special Needs Fund:* This fund was established by Cheryl Levine in memory of her husband Steven Levine. This fund is for special needs students and the Religious School Yachdav Program.
- *The Irving N. Rabinowitz Computer Fund:* This fund was established by Sandy Rabinowitz in memory of her husband Irving Rabinowitz. This fund provides for computer software for the Religious School.

SCHOOL CLOSINGS

All decisions with regard to school closings will be made by the Religious School. Decisions will be made by 1:30 pm weekdays and by 7:00 am on Sundays. Announcements of school cancellations are no longer made on radio stations. They will be on the school answering machine, 609-921-7207, and via a school wide e-mail.

REPORTS, PARENT CONFERENCES AND OBSERVATIONS

The Religious School and its staff will provide many opportunities to maintain contact with parents and keep them informed. These activities include:

1. A *Back to School Night* that will be held early in the fall.
2. Teachers will send/mail home an overview of curriculum and expectations for each class on the first day of school and an email or letter update monthly.
3. Evaluation letter will be sent home 2 times per year.
4. Parent-teacher conferences may be held on request. Call the School Office for an appointment at 609-921-7207 or speak to the individual teacher.
5. *Bring Your Parent to School Week* will be held in the winter. Parents are invited to attend any class session.
6. Parents are most welcome to observe any class in session at any time. Please call the school in advance to make arrangements.
7. A calendar of events for the year will be sent in the school packet in August. Parents should refer to it on a monthly basis to see what events are taking place.
8. Parents are also invited to join the School Committee, at which school policy is determined. Meetings are on the first Thursday of each month at 7:30 pm in the Youth Lounge.
9. Parents wishing separate mailings should notify the School Office.
10. A school wide e-mail is sent out weekly with events, calendar dates and other pertinent information. Please make sure we have your e-mail address.

HEBREW/PRAYER ASSESSMENT

Each student will be evaluated in Hebrew in December and in May by a member of the Hebrew Staff, other than his/her own teacher. Those children whose test results are not at the expected level in December will be recommended for in school and/or outside of school private tutoring, as appropriate. Those students who do not pass in May will be referred for private tutoring during the summer. Private tutoring outside of the school is at the parent's expense (see Tutoring).

Students who do not pass will be tested again in September before school starts. Those who do not pass will be promoted in secular studies but will be required to repeat the prior Hebrew grade until they can demonstrate the required Hebrew proficiency.

SECURITY SYSTEM

The doors to the school building are locked at all times except when the Nursery Director or Religious School Principal stands at the door to greet the children. If you wish to enter the building, proceed to the door farthest from the playground: (1) press the beige key pad (the one without numbers); (2) look up at the camera and state your name; (3) listen for a beep and pull the door open. If no one responds, try again. If still no one responds, you will have to go across the courtyard and see one of the Administrative Assistants in the Synagogue Office for assistance.

There is also a keypad entry system that is coded.

LOST AND FOUND

The lost and found box is located in the school office. Please label all clothing, books and personal items so that they can be easily identified and returned.

GOVERNANCE

The Religious School Program is governed by the School Committee. The Committee is responsible for the Religious School's policies, procedures and curriculum. The program is administered by the Religious School Principal under the supervision and guidelines of the School Committee. The Chairpersons of the School Committee are appointed by the President of The Jewish Center and are within the purview of the Vice President for Education. The current Co-chairs are Denise Cheskis and Susan Kanter. The Vice President for Education is Randy Hubert. Membership of the School Committee includes the School Chairs, the Rabbi, the Principal, the School Director, a faculty representative from the Religious School, a representative from the Joan Levin School of Early Childhood Education, and interested congregants. Parents of school children are welcome and encouraged to join the School Committee. Please call the school office (609-921-7207), Randy Hubert (609-252-9671) randykhubert@hotmail.com, Denise Cheskis,

(908-281-9126) cheskis@me.com or Susan Kanter (609-497-1884) kanterusan@gmail.com. Regular meetings are generally held on the first Thursday of each month at 7:30 pm in the Youth Lounge.

