



# TASHBAR SEPHARDIC YESHIVA KETANA

## PARENT-STUDENT HANDBOOK

5779-5780 • 2019-2020

Tashbar Sephardic Yeshiva Ketana



Dear Parents,

It is a pleasure to welcome you to Tashbar SYK, a yeshiva whose mandate and mission is inspired by the words of Chazal:

"אין העולם מתקיים אלא בשביל הבל פיהם של תשב"ר-תינוקות של בית רבן"

"The world endures only for the sake of the breath of Torah learning of young children"

Tashbar SYK is a Yeshiva Ketana committed to the sacred charge of restoring high standards of Torah scholarship and leadership to its former glory within the Sephardic Jewish community and beyond. We take our mission very seriously: to plant the seeds and build the platform for the next generation of passionate Bnei Torah and outstanding Bnot Yisrael.

We at Tashbar SYK are dedicated to providing the solid foundation for our students to become productive members of the Jewish community and the world-at-large. Our warm and nurturing environment ensures fertile soil for the healthy development of the total child. Our rigorous academic program in both Torah Studies and General Studies combined with our emphasis on Midot Tovot and exciting co-curricular programs, prepare our students to be successful in the finest yeshiva high schools of our community.

We encourage parents to share in their children's educational process. Parental support is crucial to the success of their child's *chinuch*. We anticipate your participation; together we look forward to reaching our mutual goals.

May HaKadosh Baruch Hu bless our parent body and faculty with a year of shared nachat from all our precious talmidim and talmidot here at Tashbar SYK.

Sincerely Yours,

Rabbi David Zargari, Dean

Rabbi Moshe Abady, Menahel/ Principal

Rabbi David Miller, Director of General Studies

Mrs. Chaya Motamedi, Director of Early Childhood

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## GENERAL YESHIVA INFORMATION

### SCHOOL OFFICE HOURS & PHONE NUMBERS

Monday - Thursday                      7:45 AM - 4:45 PM  
Friday                                        7:45 AM - 1:00 PM

GIRLS AND PRESCHOOL CAMPUS: Phone: 310-652-2626 Fax: 310-652-8010  
BOYS CAMPUS: Phone: 310-652-8348

### ARRIVAL & DISMISSAL – ELEMENTARY AND JUNIOR HIGH

Arrival Monday – Friday:                      Classes begin at 8:00 / Carpool Drop off begins at 7:45 AM

6<sup>th</sup> -8<sup>th</sup> Boys ONLY:                              Tefillah 7:40 AM SHARP/ Carpool Drop off begins at 7:30 AM

Dismissal Monday – Thursday:              3:55 PM-Carpool is over at 4:15  
At 4:15, students who have not been picked up will be brought to the office and a parent will need to come in to sign them out.

6<sup>th</sup> -8<sup>th</sup> Boys ONLY:                              4:40 PM / Carpool is over at 4:50

Dismissal Friday:                                 1:00 PM SHARP

Sunday Schedule:  
Boys 1<sup>st</sup> – 5<sup>th</sup> grade                            9:00 AM - 12:00 PM  
Boys 6<sup>th</sup> – 8<sup>th</sup> grade                            8:30 AM – 12:00 PM  
Carpool is over at 12:15

### ARRIVAL & DISMISSAL – PRESCHOOL

Monday-Thursday                              Carpool Drop off: 8:45 AM-9:00 AM  
Carpool Pick up:  
3:45 PM, to avoid carpool line.  
3:55 PM, regular carpool line  
Carpool is over at 4:15 PM. At 4:15, children who have not been picked up will be brought to the office and a parent will need to come in to sign them out.

Friday    8:45 AM – 1:00 PM

- For your convenience, you may sign up for extended day care for an additional fee. Drop off for extended day care begins at 7:45 AM.

## ATTENDANCE

The State of California requires that schools keep accurate attendance records. Good grades and success in school are directly related to regular attendance. Students should only be out of school when absolutely necessary. Parents should schedule all family vacations around school holidays. Please try to schedule all medical and other appointments outside of school hours. If a student must leave school, he/she must be signed out by a parent or guardian through the school office.

We have established the following school policies to ensure regular attendance:

- Absence from school requires a note from home stating the reason for the absence or a note from the doctor's office.
- Absences of more than 15 days during the school year may jeopardize the student's advancement to the next grade level.
- If a student misses school, the student is required to make-up all work missed. If your child will be absent for any length of time, please notify the administration and your child's teachers so that classwork assignments may be sent home.

## LATENESS AND EARLY PICKUP

- Any student arriving after morning carpool ends (8:05 AM) must be signed in at the office by a parent and get the proper admit slip in order to enter class. Children will not be admitted into class without a parent signing in for security purposes. No cars may park in front of the school during school hours.
- Lateness will be tracked and duly noted by the teacher as well as the school office.
- No student will be allowed to leave the school unless released to a parent, or the person designated on the child's emergency card kept in the school office.
- If your child needs to be picked up in middle of the day, a member of the office staff will call the child over the intercom and have him/her brought to the office where he/she **must be signed out by a parent.**

## CARPOOL PROCEDURES & GUIDELINES

In order to ensure the safety of our children and respect our neighbors' peace, all parents are required to follow the drop-off and pick-up procedures as shown on the diagram on the reverse side and outlined underneath.

- To join the carpool line, please travel south on Alfred St., turn right into the first parking lot entrance before Pico, and then right into the alley. Please wait in the alley until a carpool attendant indicates it is safe to turn left onto Packard.
- Preschool parents are required by state law to sign their children in and out of school each day.
- All drop-offs and pick-ups must be done in front of the school. Absolutely no drop-off in the alley or cross streets.
- No U-turns allowed at any time during arrival and dismissal.
- No double-parking.
- No pulling into the school garage driveway.
- No parking in front of the neighbor's driveway.
- **ABSOLUTELY NO PARKING IN FRONT OF THE SCHOOL DURING ARRIVAL AND DISMISSAL.**
- Do not leave your car unattended during arrival and dismissal. If you want to come into the school, you must park on Alfred Street or on Packard between the alley and Alfred St.

According to California State Law, all students must be properly secured in car seats or seatbelts. We cannot release children into cars that do not have proper car seats.

### State of California car seat regulations

- **Infants from 0-2 years** must be in the back seat strapped into a rear-facing car seat until they reach 40 pounds or over 40 inches in height.
- **Children between 2-8 years** must be in the back seat and strapped into either:
  - A rear-facing car seat until they reach the maximum height/weight limit for the seat
  - A front-facing car seat with a 5 point harness until they reach the maximum height/weight limit for the seat
  - A booster seat if under 4 feet 9 inches (1.45 meters) and over the height/weight limit for a car seat
  - A regular seat belt in the back seat if taller than 4 feet 9 inches.
- **Children 8 years and older** legally are not required to use a car or booster seat (though booster seats are still recommended for shorter children until they fit a seat belt properly). However, they are required to use a seat belt and remain in the rear seat.

**Using the correct car seat or booster seat can be a lifesaver: make sure your child is always buckled in an age- and size-appropriate car seat or booster seat.**



#### REAR-FACING CAR SEAT

**Birth up to Age 2\***  
Buckle children in a rear-facing seat until age 2 or when they reach the upper weight or height limit of that seat.



#### FORWARD-FACING CAR SEAT

**Age 2 up to at least age 5\***  
When children outgrow their rear-facing seat, they should be buckled in a forward-facing car seat until at least age 5 or when they reach the upper weight or height limit of that seat.



#### BOOSTER SEAT

**Age 5 up until seat belts fit properly\***  
Once children outgrow their forward-facing seat, they should be buckled in a booster seat until seat belts fit properly. The recommended height for proper seat belt fit is 57 inches tall.



#### SEAT BELT

**Once seat belts fit properly without a booster seat**  
Children no longer need to use a booster seat once seat belts fit them properly. Seat belts fit properly when the lap belt lays across the upper thighs (not the stomach) and the shoulder belt lays across the chest (not the neck).

**Keep children ages 12 and under in the back seat. Never place a rear-facing car seat in front of an active air bag.**

\*Recommended age ranges for each seat type vary to account for differences in child growth and height/weight limits of car seats and booster seats. Use the car seat or booster seat owner's manual to check installation and the seat height/weight limits, and proper seat use.

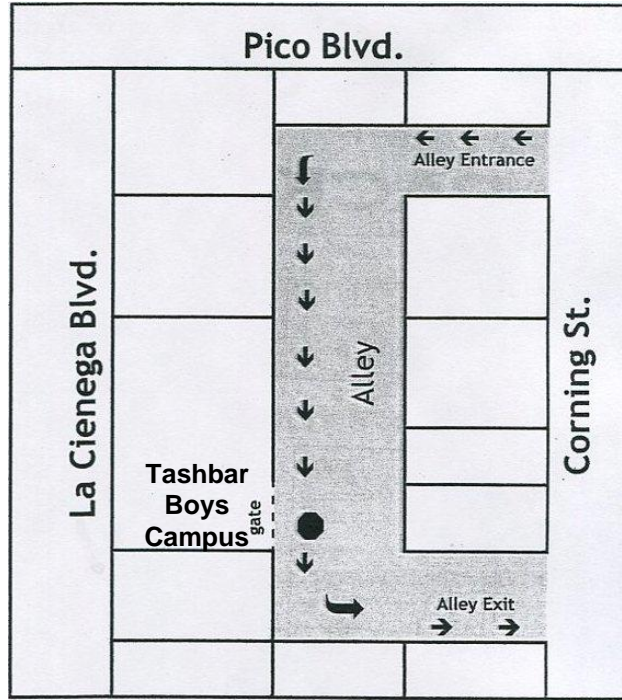
Child safety seat recommendations: American Academy of Pediatrics.  
Graphic design: adapted from National Highway Traffic Safety Administration.

*Please help us by complying with all these laws. Our aim is to keep our children safe. By showing your children respect for these laws, you teach them an important lesson.*

**BOYS CAMPUS (1221 SOUTH LA CIENEGA) – DROP-OFF AND PICK-UP**

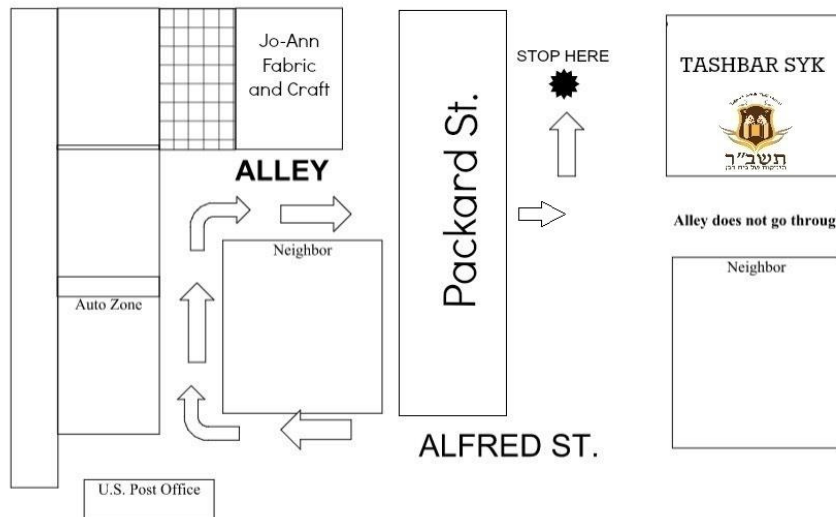
**PLEASE NOTE: PARENTS MUST PICK UP BOYS AT THE 1221 CAMPUS BEFORE PICKING UP STUDENTS AT THE 1210 CAMPUS**

- ▶ Enter alley north of Pico Blvd. from Corning Street.
- ▶ Proceed through alley and stop at the gate to drop off or pick up your child.
- ▶ Continue north through alley and exit onto Corning Street.
- ▶ Do not leave your child if the gate is locked.



**GIRLS CAMPUS (1210 SOUTH LA CIENEGA) – DROP-OFF AND PICK-UP**

**LA CIENEGA BLVD.**





## SAFETY & SECURITY

### EMERGENCIES

Tashbar SYK is prepared for all types of emergencies including earthquakes, fires, floods, or general evacuations for any reason.

- Drills are held regularly with the children.
- We ask that you keep us updated with absolutely current emergency phone numbers and e-mail addresses.
- Parents need to re-evaluate their emergency contact numbers. These contacts need to make sure that they can come immediately to pick up your child.
- In case of an emergency, all of our phone lines may be tied up and you may not be able to call us. We must have “live” response numbers and current e-mail addresses. We hope that we will never need to implement any emergency plan, but if we do, you may rest assured that everything possible will be done to ensure your children’s safety while they are at school. Please do your part by keeping us updated with correct emergency information and making sure the people we are calling will know how to respond immediately.
- Please note: parents of children that require prescription or allergy medication (e.g. asthma medication, EpiPens, etc.) must supply the school with a labeled three-day supply of their child's medication.

### ON CAMPUS SECURITY

The physical safety and security of our children is of paramount concern. With that in mind, our well-trained security guard patrols the school's perimeter and all school entrances are secured and monitored and is in constant contact with the school office and administration, as well as with their own security headquarters.

We have also installed security cameras in various locations throughout the school.

### IDENTIFICATION

All cars picking up Tashbar children during carpool must display a Tashbar window decal. No child is released to a car without a Tashbar window decal. Tashbar window decals are available in the front office for all parents with children attending Tashbar. Our children's welfare can only be fully addressed when school and parents work hand-in-hand.

### BIKES AND SCOOTERS

For the safety of all concerned, a child who rides a bike or scooter to school must have a signed parental permission form on file in the office. Students are required by law to wear helmets.

Skateboards, rollerblades, and motorized scooters are not an acceptable means of transportation to school.

## STUDENT DRESS CODE

### TALMIDIM – BOYS DRESS CODE

#### PRE1 – 6<sup>TH</sup> GRADE

- Hair must be trimmed short regularly, all one length. #2, #3, #4 (1/4" or 1/2")- recommended, #5 and #6 (5/8" and 3/4")-allowed but not preferred because hair grows back quickly.
- Navy blue or black uniform pants only-**no skinny pants or jeans**
- White or blue (any shade of blue is allowed) polo or button-down shirt (long or short-sleeved) without any words, pictures or logos
- Black velvet kippah only
- Talit Katan
- Sweaters- black or navy sweaters without any words, pictures or logos
- Sweatshirts-black or navy zippered sweatshirts without any words, pictures or logos
- Crocs are not permitted
- Solid black, brown, or navy blue shoes
- Socks must extend above the ankles

#### 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE

- Hair must be trimmed short regularly, all one length. #2, #3, #4 (1/4" or 1/2")- recommended, #5 and #6 (5/8" and 3/4")-allowed but not preferred because hair grows back quickly.
- Black pants only- **no skinny pants or jeans**
- White button-down shirt only (long or short sleeves)
- Black velvet kippah only
- Talit Katan
- Sweaters- black or navy sweaters without any words, pictures or logos
- Sweatshirts-black or navy zippered sweatshirts without any words, pictures or logos
- Solid black oxford style shoes or black low-top sneakers with no other color or design
- Socks must extend above the ankles
- Tashbar boys of Bar Mitzva age wear hats and jackets at all minyanim both inside and outside of school on school days, Shabbat and Chagim.
- Hats and jackets must be worn at all school assemblies
- It is suggested that the talmidim own a second hat and jacket to be kept in school throughout the week.

### TALMIDOT - GIRLS DRESS CODE:

Girls uniform skirts, jumpers and blouses for students in grades 5<sup>th</sup> through 8<sup>th</sup> may be purchased from: Fraylich Uniforms, 4505 14th St., Brooklyn, NY 11219

Once again, we have a local Los Angeles representative who will be able to assist you with sizing and ordering many uniform products.

Mrs. Tzirel Frankel of Klassy Kids will have a scheduled fitting and ordering day in June. Notice will be sent to parents in advance. During all other times Mrs. Frankel can be reached via text at 323-244-6213.

Klassy Kids is located at 109 South Vista Street, Los Angeles, CA 90036.

## PRE1 – 8<sup>TH</sup> GRADE

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- Plaid uniform jumper or plaid uniform skirt. Jumpers and skirts must cover the knee completely, even when sitting (approximately 4 inches below the knee).
- **Students in grades Pre1-4th:** White, Light Gray, or Maroon long-sleeve polo shirt or long-sleeve oxford blouse. Blouses must be buttoned to cover the collarbone. Absolutely no sheer, see-through nor semi see-through tops will be permitted.
- **Students in grades 5th-8th: 5<sup>th</sup> -8<sup>th</sup> grade girls are required to wear white or light gray uniform blouses with the “tzniut button”** which can be purchased from Fraylich Uniforms or Mrs. Tzirel Frankel.
- **Students in grades Pre1-4th:** Knee-high socks in grey, white or black are permitted only if there is no space between the top of the sock and the uniform skirt. Short socks are not permitted whatsoever.
- **Students in grades 5th-8th:** black or charcoal grey tights. **Socks of any length are not permitted.**
- Solid Black or Gray sweaters, sweatshirts or cardigans. Sweaters may not have any words or logos printed on them.
- No blue sweatshirts are permitted.
- No Crocs, slingbacks, or open-toe shoes. Boots can only be worn on rainy days and must look appropriate in style for the Bat Yisrael.
- Uniforms must be clean and neat on a daily basis.
- Hair should be neat and tied back if long.
- No make-up or nail polish is allowed. No long nails are allowed.
- No large, dangling, or excessive jewelry. Tasteful short one-drop earrings are okay.
- No pants or leggings are allowed under uniform skirt.
- Gym: Leggings may only be brought to school on gym days and worn during gym under the uniform skirt and removed immediately afterwards.

## OUTSIDE OF SCHOOL DRESS POLICY:

- While the requirements for uniforms are applicable on school grounds, it is understood that our girls dress in a manner befitting a Bat Yisrael at all times, and that our boys dress in a manner befitting a Ben Torah at all times.
- Tashbar expects its students to dress in accordance with its standards of Tzniut, dignity, and refinement in and out of school.
- Living a double standard, one while in school and the other while out of school, sends an inconsistent message that can only harm our children as they grow into adults.

## PARENTS AS ROLE MODELS

The Akeret HaBayit is the pipeline for Kedusha, Bracha, and Shechina in the home. We at Tashbar SYK value our mothers as the prime role model for our precious children and anticipate their upholding the proper standards of Tzniut as fits this holy role.

The value of parents modeling the correct derech in speech, manner, and dress is of supreme importance.

## DRESS POLICY FOR VISITORS TO SCHOOL:

The Yeshiva is a place of Torah and Tefilah and must be treated with the reverence due a מקום קדוש - a sacred place.

**ATTIRE NOT IN KEEPING WITH THE TZNIUT STANDARDS OF THE YESHIVA IS NOT PERMITTED ON SCHOOL GROUNDS AT ANY TIME.**

### WOMEN

Necklines must fully cover the collarbone, sleeves must fully cover the elbows in all positions, hemlines must fully cover the knees in all positions, no form-fitting skirts, no slits, no sheer material and only appropriate knee socks or stockings (no leggings) may be worn.

### MEN

Kippa, long pants, socks.

**Please note:** Anyone authorized to pick up your child must also be dressed in the appropriate and Tzniut manner. All Tashbar parents are expected to conduct themselves by Torah standards of Tzniut and modesty as role models for the community **both on or off school grounds.**

## DISCIPLINE AND STUDENT BEHAVIOR

It is important that students gain the full value of being active, positive individuals in the Tashbar community. Appropriate behavior, ensuring courtesy, respect, safety, cleanliness, individual rights and care for personal and school property, is expected from all Tashbar students. These standards of behavior, as well as the school rules and procedures, will be reviewed at the beginning of the year and discussed during the year as necessary. Issues of discipline are generally handled by the teachers. There are situations, however, which may require the direct involvement of the Administration. These include the following:

1. Fighting or any other act intending physical or verbal harm to another student; i.e., bullying.
2. The misuse or destruction of personal or school property.
3. The use of profanity or inappropriate language.
4. Willful disobedience or disrespect of authority.
5. Any involvement in cheating and/or plagiarism.

6. Leaving campus at any time without adult supervision.
7. Any other action deemed by the school to be detrimental to the learning or well-being of other students.

In the above cases, the parents will be notified and a parent conference may be held. Detention, suspension, or expulsion from the school are among the possible consequences for the above situations.

In addition,

1. Children may not sell items at school for personal profit. Any sales for class or group fundraisers must be cleared by the Administration and placed on the school calendar.
2. Students are not allowed in any classroom or other location without adult supervision.

## **MEDIA AND TECHNOLOGY GUIDELINES**

### **TELEVISION, MOVIES, MEDIA**

Tashbar SYK parents ensure that students in all grades not be exposed to any form of TV programming, etc.

It goes without saying that movie theaters are off limits, regardless of the rating or accompaniment of an adult.

Similarly, Videos/DVDs of movies shown in theaters are not permitted.

In recent years, there has been an influx of YouTube personalities who have gained even greater fame than movie stars with the videos they share on YouTube aimed at entertaining children and teens. The culture these YouTubers perpetuate is contrary to the Torah true values that we espouse. Therefore, Tashbar students are not allowed to follow or watch the content of these videos even on devices with filtered internet.

Tashbar students may not watch videos on any video streaming service (Netflix, YouTube, Amazon, etc) without a parent present (even if the videos are considered educational and/or appropriate).

Instead, Tashbar parents choose their child's entertainment carefully, exposing their child only to Jewish, kosher, forms of entertainment.

Tashbar SYK parents refrain from sending any non-Jewish media, cartoon, or Disney related items or action figures to school with their children. This includes characters on clothing, backpacks, and birthday related goody bag items.

### **INTERNET**

In the event that it is deemed necessary to have home internet access, all home computers and laptops must have filtering software installed. Please call the school office if you need assistance with getting your devices filtered properly.

### **CELLPHONES & INTERNET- ACCESSIBLE TECHNOLOGICAL DEVICES**

A cellphone is no longer the convenient extension of our home phones, enabling us to stay in touch with family in case of emergency. Most phones currently on the market are actually mini computers with the capability of exposing our children in ways similar, if not worse than, the home computer.

No TASHBAR SYK student may *personally* own an iPhone, Smartphone, iPod, iPad, or any device capable of accessing the internet.

No student may use a parent's device for videos or games (even if educational in nature), unless a strong filter has been installed

Students walking or riding to school on their own, may carry a basic cellphone (not a smartphone) which must be handed in to the front office upon arrival and picked up at the end of the school day.

As in the past, students may not bring video game devices, music player devices (MP3), or any other electronic devices.

Any such items brought to school will be confiscated.

No TASHBAR SYK student may have a Facebook, Google+, Instagram or Twitter account or belong to *any social media network under any other name*.

Failure to comply with the above guidelines will be grounds for dismissal from the Yeshiva.

## TEXTBOOKS/SCHOOL SUPPLIES

Students are issued textbooks and workbooks for both Torah and General Studies. The books are the property of the school and are only loaned to the students for use during the school year. Textbooks must be returned to the school at the end of the school year in good condition. If a book is lost or returned in poor condition, a fee will be charged for a new book. In addition, if a book is not returned to the school, the parents will be responsible for paying the full cost of replacing the book including the tax.

Students are required to keep their books and supplies in their backpack or cubby, and not on the floor. Books found left negligently will be confiscated and there will be a charge to reclaim them.

Students must cover all of their textbooks by the end of the first week of school. They should not write or underline in the books, since they must be returned at the end of the year in the same condition in which they were received. Students who lose, destroy or damage books will be responsible financially, through their parents, for the cost of those books.

Please be aware that all text books which are provided for the students are school property and are furnished to the students on a borrowed basis.

Therefore please be reminded of the following regulations:

- *Each student is entitled to only one set of textbooks.*
- *Students are responsible for lost or damaged textbooks regardless of how it happens.*
- *Each student is obligated to inspect the textbook they will receive at the beginning of the year and fill out the student book list. They are responsible for any damages not listed in this form.*
- *The cost to replace a lost or damaged textbook is approximately \$50 to \$70.*
- *Any writing (even in pencil) is considered damage.*
- *All textbooks must be covered within the first week of school.*

### Required School Supplies

Basic school supplies include: A sturdy backpack, pencil case with pencils, pencil sharpener, eraser, markers, colored pencils, crayons, scissors, glue/glue stick, ruler, folders, loose leaf binder, dividers, and lined paper.

Individual teachers may request additional specific items. From time to time, parents may be asked to supply materials for special projects.

## PARENT/SCHOOL COMMUNICATION

**ONLINE GRADES** -Parents (and 8th graders) can view grades, have weekly grade reports emailed to them, send emails to and receive emails from teachers as well as receive alerts if grades are dropping.

**BACK-TO-SCHOOL NIGHT** – At the beginning of the school year, we invite parents to a Back to School Night, where they can meet their child’s teacher, fellow parents, and learn about the class curriculum.

**PROGRESS REPORTS AND REPORT CARDS**- Our school year consists of two semesters which conclude in January and June, respectively. After each semester a report card will be mailed to your home. Progress reports are distributed in November and April.

**PARENT-TEACHER CONFERENCES** - Conferences with the teachers to discuss each child's progress are scheduled twice yearly following report cards. Our teaching staff and administration are available for parent conferences any time during the year upon request and by appointment.

**WEEKLY NEWSLETTER** – Sent home with your child every Erev Shabbat, our weekly newsletter highlights the activities of the week with Divrei Torah, photos, class news, mazal tovs and special events.

**EMAILS** -Information about upcoming school events is sent out periodically via Constant Contact. Please be sure to add us to your address book so our emails do not go to spam! If you aren’t receiving school emails, email [office@tashbarsyk.com](mailto:office@tashbarsyk.com) to let us know so we can add you to the list.

**TASHBAR WEBSITE** – [www.tashbarsyk.com](http://www.tashbarsyk.com) - Our school’s portal to Tashbar news, videos and photo galleries, parent information and school happenings.

## HEALTH

### IMMUNIZATIONS

The State of California requires proof of immunization for inoculations against polio, measles, rubella, mumps and hepatitis. Immunization for inoculations against whooping cough is mandatory for all 7th and 8th graders. TB tests are also required for new students. All students must have a complete and legible immunization record on file. Students will not be allowed to attend school if they are not in compliance with the California Department of Public Health’s requirements.

### POLICY REGARDING SICK CHILDREN

- **Should your child become sick or hurt at school:** We do not have facilities to accommodate children who are ill at school, other than minor injuries, such as superficial cuts or bruises, which are routinely treated in the school office. If your child becomes ill at school, he/she will be made temporarily comfortable. A parent will be called to pick up the child as soon as possible. If a parent cannot be reached, one of the emergency contacts you have listed for your child will be contacted. If a contact cannot be reached and the student's condition appears to require a physician's attention, the student will be taken to the nearest Emergency Room and the child's personal physician will be contacted, if possible.
- **Should your child become sick at home:** Whenever your child is at home because of illness, please call and let us know.
- **Returning to school after sickness:** It is school policy that children who are ill should be kept at home until they have recovered from their illness. Your child may not return to school unless he/she is fever-free for 24 hours, and symptom-free for 24 hours. In cases of strep throat, your



child must be on antibiotics for 24 hours before returning to school. Children exhibiting greenish colored mucus or fever will not be accepted at school without a doctor's note.

- A student shall not be permitted to attend classes or other school-sponsored activities if the student is afflicted with or liable to transmit any contagious or infectious disease unless the Administration or its designee has determined, based upon medical evidence that:
  - The student is no longer infected or liable to transmit disease;
  - The student is afflicted with a chronic infectious disease, which poses little risk of transmission in the school environment with reasonable precautions.
- Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school and may be grounds for termination of a family's relationship with the school.
- If a child is found to have head lice, they will be sent home from school immediately and will not be allowed to return without a note from a reputable lice checking company confirming that they have been cleaned and checked and are clear of lice.
- *If your child exhibits any of the following signs of illness, he or she will not be allowed in school that day:*
  - Fever
  - Diarrhea
  - Vomiting
  - Green, runny nose
- A doctor's note will be required when the absence is due to a communicable illness.

## MEDICATION

Medication can be given during the school day only with a doctor's note. If your child must take medication during the school day, it must be labeled clearly. All medication must be given directly to the school office for safe keeping and administering. Children may not administer their own medication under any circumstances

We recognize that sometimes children can return to school and need to continue taking medication. Please fill out a Parent Consent for Administration of Medicine Form and return it to the office. All medication must be brought to school in **its original container** and must be left in the office.

## FOOD AND SNACKS

### HEALTHY CHOICES

Tashbar SYK strives to be a healthy and nurturing environment for each child. Sending a healthy, well-balanced, nutritious snack or lunch for your child is important to help them maintain energy and focus throughout the day. Fruits, vegetables, and whole wheat/whole grain snacks are great choices to help your child succeed in school.

Tashbar SYK strongly discourages candy or junk food as snack choices (e.g. licorice, chocolate, etc). Tashbar SYK does recognize that in select situations, such as a Chanukah party, birthdays or class siyum, exceptions may be made at the school's discretion but always with our commitment to a healthy environment in mind.

We ask that birthday celebrations be limited to one special treat (cake, donuts, etc...). If you would like to give something out, you may send in a small toy. Candy and goody bags are not permitted.



Sharing of food and snacks is not permitted.

## SCHOOL HOT LUNCH PROGRAM

Hot lunch is available for Pre1- 8<sup>th</sup> grade. There is a daily or three-times weekly lunch plan. A monthly menu will be provided. Sign-up information and pricing will be provided during registration.










































## KASHRUT











All food products served in school are Yashan. All dairy products served in the school are Chalav Yisrael and all meat products are Bet Yosef.

Although there are varying customs regarding the amount of time one needs to wait between meat and dairy, our school policy for all students of all ages is to wait six hours.

We understand that some families adhere to other Kashrut stringencies, but we request that when planning activities that involve other Tashbar families in or out of school, you adhere to the school standards-all dairy products must be Chalav Yisrael and baked goods must be Pat Yisrael and Yashan.

The following is a list of acceptable hechsherim which can be found at [www.kosherquest.org](http://www.kosherquest.org).

 OU, Half Moon K & WK 212-613-8241	 Kosher Certification Service 323-782-1433	 MK 514-739-6363	 OU 9722-563-0303
 O/K 718-756-7500	 Orange K	 K 414-442-5730	 K 604-275-0042
 Star-K & Star-D 410-484-4110	 510-380-2295	 KF 44208-202 2265	 K 647-831-4916
 Kaf-K 303-595-9349	 559-432-2770	 44208-802-6226	 UK +54 11 4951 8366
 cRc & Texas "K" 773-465-3900	 Scroll K 303-595-9349	 44208-958-1030	 S.I.K.S. Ltd. 9722-651-5361
 Heart K 323-935-8383	 Florida K 407-644-2500	 44208-343-6253	 5511-3064-0302
 RCC 213-489-8080	 ORB 407-644-2500	 44161-792-1313	 HKK 852 2 540-8661
 KoLA 310-246-3417	 404-634-4063	 44161-740-9711	 + 33 1 42 00 13 13
 KSA 310-282-0444	 K 912-220-2821	 44161-740-9711	 3314-887-4903
 Kosher Information Bureau 818-262-5351		 44-0191-477-1598	 525-203-9964
		 COR 416-635-9550	 5233 36424490

 MWK 773-761-4878	 651-690-2137	 NSB 845-354-5120	 Machon L'Kashrus Rabbi Unger
 502-235-5770	 J.S.O.R 732-531-4872	 NK 845-352-4448	 Oregon Koshers rabbi kems@ oregonkosher.org
 407-644-2500	 732-901-1888	 718-436-4685	 610-658-1967
 KM 786-463-9931	 201-574-3883	 718-854-3711	 LVKC 610-434-3109
 301-593-0336	 516-239-5306	 716-634-3990	 215-342-7414
 Diamond K 617-469-5000	 718-604-2500	 518-489-1530	 717-397-0183
 K-COR 248) 559-5005	 718-436-7373	 716-473-1625	 214-739-6535
 952-925-3651	 718-384-6765	 516-569-4536	 713-398-0267
 952-925-3651	 718-853-9623	 718-951-8585	 757-572-6344
 952-922-0522	 718-376-3755	 888-422-4NFC	
 718-327-3238		 718-520-9060	

## NUT POLICY

**TASHBAR IS A PEANUT, PISTACHIO AND CASHEW FREE SCHOOL.** Peanuts, pistachios and cashews and all products with derivatives of these nuts are prohibited from being brought onto campus.

**SPECIAL CIRCUMSTANCES:** If there is an identified anaphylactic student in your child's classroom, Tashbar reserves the right to prohibit certain food items from being brought into the classroom. In the event of a special circumstance, parents will be notified at the beginning of the school year. Food provided for school sponsored events or class parties should never contain nut products.

## CLASS/FIELD TRIPS

Class trips are part of the curriculum and are planned at different times throughout the year. Some of these trips are pre-planned and some will be planned in conjunction with curriculum during the year. Teachers will notify parents of upcoming field trips. At times, there may be an additional cost associated with these trips.

## BIRTHDAYS

### IN SCHOOL

- We recommend that birthdays be celebrated in school.
- We ask that birthday celebrations be limited to one special treat (cake, donuts, etc...). If you would like to give something out, you may send in a small toy. **Candy and goody bags are not permitted.**
- All arrangements for parties must be cleared with the classroom teacher in advance.
- All refreshments for class parties must be approved by the Limudei Kodesh Rebbi/Morah before being allowed into school and follow the Kashrut standards listed above.
- No home-baked goods or prepared foods will be permitted.
- No peanuts, pistachios or cashews or products with derivatives of these nuts are permitted.
- In-school parties are limited to fifteen minutes.
- A contribution to the school's Library Fund is a lovely way to honor your child's birthday

### OUTSIDE SCHOOL

The Yeshiva strongly discourages birthday parties held at home or elsewhere. It creates unnecessary peer pressure and/or a financial strain on parents. In the event that a party does take place in the home, it must conform to the most stringent Kashrut standards of all the invited guests. Party favors, goody bags or party decorations cannot reflect sports themes or T.V. characters. Under no circumstances may invitations to such parties be distributed in school. Videos may not be shown at birthday parties. Please be sure that any outside entertainment is in line with Torah values and modest in scope.

## BAR/BAT MITZVA GUIDELINES

As members of the Tashbar community, we share the common goal of commitment to Torah and Mitzvot. Additionally, this includes the commitment to providing our children with Torah values both in and outside of school. It is understood that when we act as shining examples to our children of how to embody a Torah Jew it will, Bezrat Hashem, provide our children with the *Koach* to continue to lead a life of Torah and Mitzvot into their adulthood.

Therefore, we have set forth the following guidelines for all semahot, including Bar/Bat Mitzvah celebrations, birthday parties, etc. that are held outside of school.

Please adhere to the following guidelines when planning your family Simha:

- Kashrut-all foods must be: A. ישן B. פת ישראל C. חלב ישראל D. בית יוסף E. Under the supervision of RCC or Kehillah
- If the next day is a school day, music and dancing must end by 10:30 pm so that classmates can get enough sleep for the next day at school
- Music-
  - a. Only Jewish music should be played.
  - b. No Non-Jewish music or Persian music can be played.
  - c. Separate dancing **only** with a 3 wall מחיצה enclosure for the ladies.
  - d. If the event is on the night before a school day, music should be stopped at 10:15 for at least a fifteen minute break to allow for the Tashbar students to say their farewell Mazal Tovs before leaving.
  - e. **Bat Mitzvah**-The DJ may not interact with the girls. He can only play music. If you would like to have someone to do dances and games with the girls, a female must be hired.
- Proper tzniut attire for the Bar/Bat Mitzvah student and all family members
- All activities/entertainment should be in the spirit of Torah and respectful to all guests
- All classmates of the Bar/Bat Mitzvah must be invited to the Simha without exclusion
- It is accepted practice to invite the bat mitzva girl's Morot and Teachers.
- No girls (above preschool age) may be invited to a Bar Mitzvah (even if they are family friends), and no boys (above preschool age) may be invited to a Bat Mitzvah.
- Bar Mitzvah
- The bar mitzvah boy should say a Dvar Torah.
- It is accepted practice to invite the Hanhala and Rebbeim of the Yeshiva and to ask one or more of the Rebbeim to say a Dvar Torah.
- Boys are encouraged to celebrate their ביום (Hebrew bar mitzvah birthday) at school with a special breakfast with their Rebbeim, close family and friends. If the weekday morning breakfast will be held at a different location, classmates will not be allowed to attend.

- Boys must purchase their hats well in advance so they will be able to wear them on the day of their Bar Mitzvah

May we share only Semahot together. Mazal Tov!

## LIBRARY

Our school library provides a wide range of Judaic and secular resources and materials including books, periodicals, videos and audio CDs for our students and their families, staff and the community. Elementary students have designated library period once a week. Our library is a comfortable space for students to visit on their breaks to enjoy books and games. Throughout the school year, the library organizes special programs such as reading contests, preschool story hours as well as the Birthday-Student-Donate-A-Book program.

## LIBRARY RULES

1. Students in grades pre-1 and up, with a signed permission slip on file, may borrow books for a two week period. Material may be renewed for an additional two weeks unless there is a high demand for the item, however, it must be brought in to be renewed.
2. We ask that you make every effort to return books on time. In the event that a student does not return a book on time there will be a 10¢ charge per book per day (including weekends and holidays). The fine for late videos is 25¢ per day.
3. If a student is absent on the day of their class visit, and they return the book on their first day back; late fees will not be charged.
4. Any late books should be handed directly to the library or the receptionist in an envelope with student's name and grade marked on it with the exact amount due inside.
5. Students in grades 4 and up may borrow a video (\$1 rental fee) or audio tape (no charge) for a period of two weeks.
6. The minimum fee for a lost book is approximately \$5 per book or audio tape, \$25 per video, depending on the cost to replace it.
7. Any student who has an overdue book or unpaid late fees exceeding the amount of 50¢ may not borrow a book until he/she has cleared their account.
8. Students in grades 4 and up may borrow two or more items depending on their record.
9. Please handle books with care. Thank you for keeping them in a safe place, away from food and drinks. Please do not bend, fold, or otherwise mishandle the books.
10. We request that parents help students find a special and safe place to keep borrowed items.

## LOST AND FOUND

Lost and found items are collected and stored in a special area. Please label all of your child's clothing, including uniforms, sweatshirts and coats. All clearly labeled clothing will be returned to the child.

**All unclaimed items will be deemed hefker (ownerless) after 30 days.**

## SCRIP

### What is Scrip?

Scrip is a program that assists our school in necessary funds. Each parent is required to do their share in this program.

### How does the school earn money with scrip?

The school earns a percent on each dollar spent using scrip dollars.

### How much money is each family required to earn?

The school must accrue \$400 throughout the year from each family.

### How much scrip must I use throughout the year?

You are obligated to purchase \$8000 worth of scrip.

### What do I do if I do not want to purchase scrip?

Your \$400 check will be cashed.

### What if I only buy a fraction of \$8000?

Your \$400 check will be cashed and you will be reimbursed the remaining balance.

*Please remember that aside from Tashbar Scrip, the following gift cards can also be purchased:*

DEPT STORES	SUPERMARKETS	OTHER MERCHANTS	GAS STATIONS
Bloomingdales	Coffee Bean	Best Buy	Chevron
Gap	Ralphs	Home Depot	
Macy's	Smart & Final	Payless	
Kmart	Whole Foods	Toys R US	
Old Navy			
Ross			

*Tashbar scrip can be used at the following locations:*

#### MARKETS:

Elat Markets (All sections)  
Encino Glatt Mart  
Glatt Mart  
Kosher Club  
Le Palais Classic Pastry  
Livonia Glatt Market  
Pico Glatt Kosher Market  
Santa Monica Glatt Market

#### OTHER MERCHANTS:

Nagila Center  
Golden City  
Advertising / Vital Signs  
Wilshire Cleaners

## NOTICE OF NONDISCRIMINATORY POLICY

Tashbar Sephardic Yeshiva Ketana admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admissions policies, scholarship programs or other school administered programs.

## ANTI-HARASSMENT POLICY

Discriminatory harassment is a particular form of personal disrespect that Tashbar SYK DOES NOT TOLERATE among students, among employees, or between employees and students. Tashbar SYK is committed to providing an educational environment free of discriminatory harassment. This policy defines discriminatory harassment. Discriminatory harassment of a student includes harassment based on actual or perceived sex, race, color, ancestry, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age or sexual orientation. Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy. Students who violate this policy may be subject to disciplinary action, up to and including expulsion. Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender. No student shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student. No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student. All students shall report any conduct, which fits the definition of discriminatory harassment, to the Principal or other appropriate authority figure. All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, in order to take subsequent remedial action and to conduct ongoing monitoring. All students shall cooperate with any investigation authorized or conducted by Tashbar SYK into any alleged act of discriminatory harassment.

## ADDITIONAL INFORMATION: EARLY CHILDHOOD DEPARTMENT

**Welcome to Tashbar SYK Early Childhood Department!** We are thrilled that you have chosen our school to be partners with you during your child's formative years!

Our preschool operates with the understanding that each child is a unique individual with their own needs and abilities. We encourage each student to discover his/her own strengths and interests and to progress at his/her own rate. We educate the whole child by valuing their differences and building up their sense of worth and self-esteem. We strive to imbue a love of Torah and Mitzvot within each child. Our days are packed with meaningful activities, purposeful play, language opportunities, stories, and the experiences needed to build skills for higher learning. Our staff consists of loving, creative, nurturing, and educated Morot who are dedicated to providing an enriching and stimulating environment for your child. Our classrooms are designed for hands on learning, where the children become participants in their education via active involvement with their peers, adults, and their environment.

Our program integrates both Judaic and secular subjects. Our rich Judaic curriculum emphasizes Tefilah, Mitzvot and Midot Tovot, with a special focus on our sacred Sephardic Minhagim. Shabbat and the Chagim come alive through songs, stories, arts and crafts, and interactive activities. Our preschool students have the opportunity to bake their own challa for Shabbat each Friday and each Rosh Chodesh, our preschool joins together for a special Rosh Chodesh Sing Along! We encourage our students to love Torah, to live Torah and Mitzvot, and to make Torah a part of their daily lives.

Our secular subject themes complement the Judaic curriculum. Students learn all about colors, shapes, seasons, emotions, animals, chronological order as well as experiences in science, cooking and art, and pre-language and math concepts. Through these themes and hands on activities, exploration and experimentation, the children learn vital skills, such as gross motor, fine motor, cognitive skills, language skills, social skills. experimenting and risk taking. These essential skills contribute to your child's success and promote his/her higher-order thinking.

We also provide various opportunities throughout the year for the parents to experience our preschool firsthand! Our annual Mommy and Me parties, Abba's Night, and our Kindergarten Mommy & Me Shabbat party are highlights of our year. By partnering together in the Chinuch of your child, we will build a lasting relationship that will encourage your child to reach his/her potential!

If you have any questions or concerns, please do not hesitate to call us at any time. Our Tashbar Early Childhood Department is truly one big family. We are here to work together with you to educate your children and help them become the very best that they can be!

We thank you for allowing us to be a part of these crucial years in your child's growth.

We look forward to much success and growth throughout the year.

Morah Chaya Motamedi

Director of Early Childhood

**To ensure smooth operations:**

- Try to avoid sudden changes in routine, as it can affect your child's day in school.
- If you are unable to pick up your child and need to send someone in your place or your child has a play date after school, please call and send a note so we know who to send your child home with. We cannot legally allow your child to go home with a friend unless we receive written consent in the form of a note or email. If you are going away without your children, let us know so that we can give your child the extra hug that may be needed.
- All children must be signed in and out on a daily basis. We will bring the sign-in sheet to your car in the morning and afternoon if you are following regular carpool procedure. If you walk your child into the classroom, please make sure to sign them in at the office before dropping them off.
- In order to keep the children safe, the preschool yard gate will only be open during arrival and dismissal time. Staff is not allowed to open the gate at any other time, so please do not ask them to open that gate for any reason. It goes without saying that children should never be asked to open the gate as that can present significant safety concerns should they become accustomed to opening the gate for anyone who asks.
- Dismissal for preschool begins at 3:45 PM. Parents who do not have children in elementary school and would like to avoid the main school carpool traffic are encouraged to come at this time.
- Beginning at 3:55 PM, children will only be dismissed to parents who have complied with the school carpool procedures.
- You may also opt to park on an adjoining street and walk to the gate to pick up your child.
- **We ask that you arrive promptly by 4:00 PM to pick up your child.** It is very distressing for the children to be among the last picked up on a daily basis.
- At 4:15, students who have not been picked up will be brought to the Main Campus office and a parent will need to come in to sign them out.
- During carpool, we ask that you do not engage in conversation with the teachers or assistant teachers. If you have any concerns about your child, please call the school office to schedule an appointment with the teacher.
- Included in this packet is a map outlining the carpool procedure along with the rules for arrival and dismissal time. *This procedure has been formulated to ensure the safety of your children as well as to provide for a smooth arrival and dismissal time.* It is imperative that parents follow these procedures and instruction from the staff on carpool duty.
- Anyone picking up your child must have a proper child safety seat. We will not release any child to go home in a vehicle that is not equipped with the proper restraint child safety seat for each child.

**Lunch, Snacks & Food**

- We provide your child with two healthy snacks and a nutritious hot lunch daily. We encourage your children to eat all of their lunch and assist them with doing so if necessary. We make every attempt to provide nutritious, well-balanced meals and snacks. We ask that you refrain from sending in any



additional food. It is very hard for other students to understand why one child has a yummy treat and they do not.

- Children who attend the early care program may bring breakfast with them. All foods should adhere to the school's Kashrut standards.
- **Please note that we are a peanut, pistachio and cashew free school.**

## **Clothing**

We ask that you keep a few points in mind as you purchase school clothing:

- Despite the teachers' best efforts to keep clothing clean, preschool is a messy place. Children need to feel free to explore and engage in lots of different activities that can and do make a mess at times. Please dress your children in comfortable, washable clothing. A good rule of thumb is: *If you will be upset if the clothes come home messy, don't send your child to school in those clothes.*
- It is important that children wear shoes they can safely run and jump in. Please do not send your child to school with open-toed shoes. Closed toe sneakers are the best and much preferred to sandals. Please do not send your child to school in crocs as they are not safe for running and climbing.
- Please do not send your child in clothing with non-Jewish, cartoon, superhero or Disney related characters on them.
- Kindergarten Dress Code: Boys in kindergarten should wear a Kippah and Tzitzit every day. Girls in kindergarten are strongly encouraged to wear skirts and either short sleeve or long sleeve tops. (No tank tops).
- **Please label all clothing.**

Please remember that weather in Los Angeles can change several times a day. Please dress your child accordingly. We suggest dressing your child in layers as it is often quite chilly in the morning but too warm for just a sweater/sweatshirt during the afternoon.

## **Rest Time**

- Your child is required by the Department of Social Services to have a rest period each afternoon. The preschool provides rest mats. Please send a crib sheet and blanket in a pillowcase. A small pillow is optional. The bedding will be sent home every couple of weeks to be laundered. Please be sure to send the bedding back on Monday as the Department of Social Services does not allow the children to rest directly on the mats.

## **Biting Policy**

- Tashbar has a zero tolerance policy when it comes to a child biting another child. If a child bites, they will be sent home for the rest of the day on which the incident occurs.

## **Communication**

- Effective communication between parents and teachers/administration is crucial to the success of your child's preschool experience. The happiness and wellbeing of your child is of paramount importance to us and your suggestions and opinions matter to us. **Please do not hesitate to call us with any concern at any time.** We are always happy to hear from you. If you feel that a teacher cannot properly address your concern, please be in touch with me.
- *Orientation*-before school starts, you and your child will have an opportunity to spend time with his/her Morot in his or her classroom. This classroom visit will hopefully help each child transition smoothly into the new school year. At this visit, your child will have the opportunity to meet his or her teachers, become familiar with the classroom and perhaps do a small project or activity. More information about orientation as well as a letter from your child's teacher will be sent out in the weeks before school begins.
- *Back to School Night* will be held at the beginning of the school year. At this time, you will have the opportunity to hear about our curriculum, visit the classrooms, and see some of the activities your child will engage in during school hours.
- *Conferences* are generally scheduled twice a year. Conferences provide an opportunity to meet individually with your child's teacher and discuss your own child's progress. We are happy to schedule additional conferences throughout the school year as per parents' requests.
- *Progress Reports* are issued twice yearly coinciding with our Parent-Teacher Conferences.

### Parties

- *Shabbat Parties* are scheduled each week. We choose a Shabbat Abba and Ima from each class to bring in the Shabbat treats for their class. You will receive a note in the beginning of the week if it is your child's turn to be Ima or Abba. Please remember that treats must be Parve, Yashan and Pat Yisrael. No home-baked goods are permitted. No candy or sugary treats are permitted. Fruits and vegetables are preferable. Chips, wafers, cookies, pretzels and veggie straws are acceptable choices as well.
- *Birthday Parties*- We are happy to celebrate your child's birthday party in school with a small party consisting of cake or cupcakes and juice. We ask that you do not send in goody bags. You may want to consider purchasing a book or game for the class in lieu of the goody bags. Your child's teacher will be happy to make recommendations. Only the child's immediate family members are permitted to attend. Tashbar's policy is that siblings who are in Tashbar elementary/junior high may not attend.

### Tzedakah and Mitzvah Notes

- Tzedakah is collected daily as part of the Tefillah. You may prefer to send in a roll of pennies, rather than sending a penny each day.
- Children love to have their mitzvah notes read out loud. Mitzvah notes are a good way to reinforce appropriate behavior. Please try to send in as many mitzvah notes as possible to tell us about the special Mitzvot and good midot your child displays.

### Belongings from Home

- Please refrain from sending in any toys or games from home unless requested to do so by the teacher as they may cause conflict among the children or be misplaced.

Once again, welcome to our Preschool. We hope that this will be a very happy and successful year for both you and your child!

## **“GOOD NEIGHBORS” POLICIES & REMINDERS**

**REMEMBER THAT OUR SCHOOL SITS ADJACENT TO A RESIDENTIAL NEIGHBORHOOD. PLEASE BE COURTEOUS TO OUR NEIGHBORS AND OBEY THE FOLLOWING RULES**

- 1- Do not litter or dispose of any trash by discarding it on our neighbors' lawns or in the gutter.
- 2- Do not touch trash containers on trash pick-up days or move them on the lawns.
- 3- Do not park in driveways.
- 4- Be sure not to block driveways when parking your vehicle.
- 5- Do not allow your children to run, walk on their lawns or pick flowers or lawn decorations.
- 6- No U-Turn or parking in front of the school.
- 7- No drop-off or pick-up from the alley next to the school.
- 8- Parents who are not using the carpool line for pick-up or drop-off, must park their car properly and pick up their children from the gate of the school.
- 9- Do not leave your car while waiting to pick up your child in the carpool line.
- 10- Please follow the pick-up procedures as indicated on the carpool map attached.
- 11- The carpool alley is used by our neighbors as well. Therefore, make sure to drive in the right lane of the carpool alley.
- 12- No student is allowed to cross the street at drop-off or pick-up time without a parent accompanying them.
- 13- All early pick-up and late drop-off of children must be done through the office. No parent should go directly to the classroom to pick-up or drop-off their children at any time, even during dismissal.

**PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART**

**NOTE:** Regulation Section 101221 requires the following information be on file.

CHILD CARE CENTER NAME:	LICENSE NUMBER:	DATE:
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**PARENT'S INSTRUCTIONS:**

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting child care facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

**I authorize child care personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:**

From \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ daily while in attendance.  
BEGINNING DATE                      ENDING DATE                      TIME OF DAY

PARENT'S SIGNATURE:	DATE:
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**MEDICATION CHART**  
**Staff Documentation of Medicine Administration**

DATE	TIME GIVEN	STAFF SIGNATURE

**Upon completion, return medicine to parent or destroy, and place form in child's record.**

STAFF	DATE
-------	------

**REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS**

**(To be completed by a licensed physician)**

\_\_\_\_\_  
Last Name of Student      First Name      Sex      Birth Date      School

\_\_\_\_\_  
Purpose of Medication or Diagnosis      Name of Medication

\_\_\_\_\_  
Dosage Prescribed      Time Schedule at School      Dose Form (Tablet/Liquid)      Color

\_\_\_\_\_  
Date Prescription      Length of Time This Medication Will Be Necessary

Physician's Recommendations (Check where applicable):

\_\_\_\_ Please notify this office if my patient misses medication at school.

\_\_\_\_ Medication may have adverse effects (explain) \_\_\_\_\_

\_\_\_\_ Special instructions and / or comments \_\_\_\_\_

---

The Student for whom this medication is prescribed is under my care.

\_\_\_\_\_  
Print Name of Licensed Physician      Signature of License Physician

\_\_\_\_\_  
Address      Telephone      Date

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PARENT REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS

(To be completed by parent /guardian)

I request that my child, \_\_\_\_\_, be assisted/ supervised in using prescribed medication at school. I assume full responsibility for supplying all medication and shall deliver it, or have it delivered, to the school by another responsible adult, and agree to the District policies and procedures listed on the reverse side.

\_\_\_\_\_  
Date Home Telephone Emergency Telephone

\_\_\_\_\_  
Signature of Parent / Guardian / Student 18 years or older

**Acknowledgement of Receipt of Parent Handbook**

I acknowledge that I have received a copy of the Tashbar SYK Parent Handbook. I understand that it is my responsibility to read and follow the policies, procedures and guidelines of the school contained therein.

\_\_\_\_\_  
Date Parent name (Print) Parent Signature