



2020-2021

Parent and Student Handbook

Mission Statement

The mission of Rambam Day School is to provide a secular and Judaic education for the Jewish children of the community; thus, creating extraordinary experiences in understanding their role in society and their Jewish heritage.

Nut Free School

Rambam determines based on the student body whether it is **NUT FREE**. **Due to Pre-school, Elementary School and Middle School being in three different buildings; we could have peanut butter allowed in one place and not another. Each year we will notify the parent body about the policy.**

Admissions

Applications for admission may be obtained in the school office. Applications must be completed, signed and accompanied by all applicable fees to be valid. For students applying to grades one through eight, the application must also include complete transcripts of prior academic records and standardized test scores or a signed release form to obtain those records as well as complete immunization records. ***Students will be permitted to attend classes ONLY if they have a completed registration form and emergency information on file in the office, and a current immunization record for each of their children.***

Rambam Day School does not discriminate based on a student's religion, race, color, national or ethnic origin. The ADA (Americans with Disabilities Act) requires that child care providers not discriminate against persons with disabilities based on disability, that is, that we provide children and parents with disabilities with an equal opportunity to participate in the school's programs and services. Specifically: Rambam Day School will not exclude children with disabilities from our program unless their presence will pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program. After consultation and review with parents, educational and medical professionals, the administration of Rambam Day School will make the determination as to whether or not a child could benefit from services agreed upon.

DEVELOPMENTAL SCREENING

In order to ensure that the needs of each child can be met through our program, a developmental screening of any new child attending Rambam Day School will be completed and shared with the family within 45 days of entry into our program. Research shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. Initial screening of children will give us a baseline and allow us to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in the state of Georgia.

Early Childhood Education Programs are available for children two years old and older. Admission is based upon available space.

Age Requirements

2 Year Class	child turns 2 by September 1
3 Year Class	child turns 3 by September 1
Pre-Kindergarten	child turns 4 by September 1
Kindergarten	child turns 5 by September 1
1 st Grade	child turns 6 by September 1

Fee Schedule

Grade	Registration before 3/31/20	Registration after 3/31/20	TUITION
2Y	\$185	\$385	\$4,900.00
3Y	\$185	\$385	\$4,900.00
4Y	\$185	\$385	\$4,900.00
(snack fee 185.00) *(technology fee \$150.00) (an additional \$500 per family for a campus maintenance fee).			

K	\$525.00	\$725.00	\$8,420.00
(campus maintenance fee \$500.00) (technology fee \$150.00)			
1 st	\$525.00	\$725.00	\$8,620.00
2 nd	\$525.00	\$725.00	\$9,340.00
3 rd	\$525.00	\$725.00	\$9,340.00
4 th	\$525.00	\$725.00	\$9,340.00
5 th	\$550.00	\$750.00	\$9,865.00
6 th	\$550.00	\$750.00	\$9,865.00
7 th	\$550.00	\$750.00	\$9,865.00
8 th	\$550.00	\$750.00	\$9,865.00
(campus maintenance fee \$1,000.00) (technology fee \$150.00)			

Days of Operation

The school calendar is available on Renweb: Please check the calendar for days when school is not in session due to legal holidays or religious holidays.

Operating Hours

2y, 3y and Pre-K from 8:15am – 12:00pm.
K – 8th grade from 8:15am – 3:35pm.

2Y – Pre-K must sign in and out of school. The form will be made available to parents to sign during carpool and in the school office should a child be picked up early.

Extended Hours

The Extended Day Care is available (at an additional cost to parents) for two-year olds through four-year olds, from 12:00 – 6:00PM. You must send a lunch with your child.

Extended Hours Con't.

Children that remain in class until 3:35 may use the Extended Day Care (at an additional cost to parents) from 3:35 until 6:00 PM.

Drop Ins (**on an occasional basis** may do so ONLY after notifying office and it being confirmed we have appropriate supervision.

A sheet with the amounts for the Early Drop Off & Extended Day is located on the last page of the handbook.

TEACHER CHANGE/TRANSITION

Rambam seeks to minimize changes of staff during the school year so that children and families can maintain a sense of comfort and security that a familiar and consistent face brings to our learning environment. If a change of staff is necessary during the school year we will make every effort to prepare the children and make the transition as smooth as possible. We will inform the parents if such change will be taking place.

- An email will be sent to the affected parents
- The new staff member will be introduced during school hours
- If time permits, the new staff member will visit the classroom prior to become familiar with the children and practices already in place (though some may change)

Should a teacher need to leave suddenly; Rambam will make every effort to hire a new staff member as soon as possible. In the meantime, quality staff or substitutes will fill in.

PRE-SCHOOL**WELLNESS POLICY**

(In effect until further notice: Due to Covid-19, regulations suggested by the CDC, The American Academy of Pediatrics and a local pediatrician will be in place for a child becoming sick).

Pre-school (2Y-Pre-K) will engage in at least 30 minutes of structured physical activity each day. A day being 8:00AM-12:00PM. Children will be given ample opportunities to develop movement skills that will serve as the building blocks for future motor skillfulness and physical activity. Our children will have access to indoor and outdoor areas that meet or exceed recommended safety standards for performing large-muscle activities. Our children will experience structured and unstructured physical activity and movement skills. Our Preschoolers will be encouraged to develop competence in fundamental motor skills that will serve as the building blocks for their future motor skillfulness and physical activity.

(GREAT SITE FOR KIDS -<http://pancakemanor.com/lets-get-fit/> Time for some FITNESS! Follow along with Zach as he talks you through this super fun musical workout just for toddlers!)

Diapering

Children will be changed on a changing table being used only for this purpose. All changing procedures: the diaper changing surface, disinfecting, supervision, disposal of diapers and hygiene shall strictly follow the regulations of Bright From the Start. Any teacher that is changing a child will wash their hands before and after changing the child. The child's hands will be washed with warm water and soap after they have been changed. The changing table is covered with a disposable changing table liner that is replaced after each use, or is wiped down based on BFTS regulations.

Diapering Con't.

Please supply the school with one package of diapers and one container of wipes (that do not say KEEP OUT OF REACH OF CHILDREN, except in relation to the actual packaging and not the wipes themselves). You will receive a notice in your child's book bag when your supply needs to be replenished. If your child shows signs of being ready to be toilet trained, we will begin the process after speaking with you and ask for your support at home.

If your child needs diaper ointment at any given time you must supply the ointment and sign a medication form.

Toilet Training

We prefer that children entering 3y be toilet trained. Should your child not be toilet trained, our professionals will certainly work with you to assist your child in becoming toilet trained.

Please make sure to supply diapers (a full bag of diapers and a full container of wipes – Walmart brand, as it does not say KEEP OUT OF REAH OF CHILDREN), or training pants (three pairs), whichever is applicable. *User friendly* clothing would be helpful.

Each child should have one complete change of clothing at school that fits and is weather appropriate. If your child is toilet trained, they will be taken to the bathroom twice daily and as needed.

Pre-School Discipline

We maintain a positive discipline policy, which focuses on redirection, prevention and consistency. We expect our professionals to be warm yet firm when necessary. Children will be given encouragement for appropriate behavior and every effort will be made to redirect the child to another activity.

Professionals are expected to discuss any discipline concerns they may have with your child and parents are expected to communicate to professionals any concerns they may have concerning discipline. Please address all questions and concerns to lead teachers and **NOT** assistants.

It is strongly suggested that children not bring toys from home to school (except on "sharing day" – any type of weapon is absolutely forbidden. When children bring toys to school (of which they are the *owner*) it creates all kinds of challenges with children sharing. The most appropriate time for a child to bring a toy to school is for Show and Tell.

Clothing

All pre-school children (2Y through Pre-K) should have a change of clothing in school current with the climate.

Diapers

It is **strongly** preferred that in 3y children are toilet trained. In 2y and 3y all children in diapers need to have a supply of diapers (one full package) and wipes (that do not say keep out of reach of children).

2y Parents

The first few days of school, we expect parents will bring their children to the classroom (sign them in) and then visit for a few minutes. At an appointed time (most likely after the first several days) chosen by the teacher, parents will be asked to drop their child off in the carpool line (sign them in with the professional on carpool duty), and not bring them in to the classroom. This procedure helps every child become more accustomed to being separated from their parent.

Required Posted Notices

In the building housing 2Y through Pre-K, the following notices are posted for parental information: A copy of the school's current license, notice that a parent has the right to request to see the school's most recent licensure evaluation report, a current communicable disease chart, a statement allowing parents access to all school areas used by their child upon notifying the office of their presence, the name of those in charge when the administration is absent, a current week's snack menu, emergency plans for severe weather and fire, a statement requiring visitors to check in with the office when entering the school and no smoking signs.

All Grades/Illness

(In effect until further notice: Due to Covid-19 regulations suggested by the CDC, The American Academy of Pediatrics and a local pediatrician will be followed if a child becomes ill).

Do not bring sick children to school. If your child is unable to participate in the normal expectations of a school day (excluding the need to miss P.E.), they need to remain at home. Students will be readmitted to school determined by the recommendation for admission defined by the communicable disease chart.

As well, students may be required to go home according to the guidelines of Bright from the Start (which we use as a gage for all grades). Teachers will send children to the office if they don't feel well or seem not to be well and the determination to go home will be made **solely by the administration**.

Procedures for notifying parents of:

Illness: Children may not come to school or remain in school with an oral fever of 101 or higher, runny, green discharge from noses, or contagious symptoms, such as, but not limited to a rash or diarrhea or a sore throat. You will be notified via a phone call (email only if we have difficulty contacting you).

The policy of Rambam Day School is sick children will be kept in the office until a parent can pick them up from school. We will realize this is inconvenient, but we must ensure the health and wellness of all children.

Minor Injury: Includes but is not limited to minor cuts, scrapes, minor burns, and bruises. Basic first aid will be given and an accident report will be completed and given to the administrator. Parents will be notified via a phone call or an email if we cannot reach you.

Serious Injury: Seriousness of injury will be determined and 911 called if needed. Certified staff in CPR and First Aid will remain with the child until emergency medical assistance arrives. Parents will be notified and an accident report will be completed.

Exposure to a Notifiable Disease: ((In effect until further notice: Due to Covid-19 regulations, appropriate procedures for suspected Covid symptoms will be followed).

)Should your child be exposed to an infectious disease or a contagious illness, parents will be notified via Constant Contact.

Noticeable Adverse Reactions: All medication given to children will be recorded and will include documenting any adverse reactions and parents will be notified.

Protection of Children During an Emergency: Emergency plans have been developed and posted for parental viewing.

Fire, Power Failure, Climate Control or Structural Damage: Emergency plans have been developed and posted for parental viewing.

Should your child need emergency medical attention, they will be driven in an administrator's car (Ester Y. Rabhan or Loring Wright) and taken to St. Joseph's Candler Hospital, located at 5353 Reynolds St. The phone number is 819-6000, or Memorial Health Hospital, located at 4700 Waters Ave. The phone number is 350-8000.

Medications

Any medication that is to be dispensed during school hours must be given (in its prescription bottle) to the office manager with the appropriate Medication Authorization form signed with all information filled in accurately.

Form can be found at the end of this packet, titled: **AUTHORIZATION FOR MEDICATION**

All medication given to children will be recorded and will include documenting any adverse reactions and parents will be notified.

Any dispensing of medication required by the school for **two weeks** must be accompanied with a doctor's written authorization, clearly stating the length of time the medication is to be taken and the times it is to be dispensed. If there are multiple prescriptions, there must be written authorization and instructions for each one.

After two weeks if the medication(s) is (are) still required, a new form must be submitted with a doctor's written authorization and instructions clearly stated.

For Elementary and Middle School - All medications that you allow your child to take (i.e. for a headache, stomachache etc.) must be provided to the school by a legal guardian of the child with written instructions. The school will not provide any oral medications.

Incidents In School

All minor incidents will be treated in school. All incidents will be recorded. The form that will be used is located at the end of this packet, titled: Incident Report.

Re-Enrollment Process and Requirements

In February, an email will be sent out explaining how to register on Renweb. Your prompt attention to this process is requested to facilitate planning for the next school year.

Re-Enrollment Process and Requirements Con't.

Student progress is evaluated each spring for re-enrollment. If student progress is less than satisfactory, a conference will be held with the parents of the child to determine re-enrollment conditions.

Disciplinary Dismissal from the School

A student may be dismissed from school for repeated violations of inappropriate conduct and/or failure to meet academic standards.

Termination Policy

The school reserves the right to terminate a child's enrollment for the following (but not limited to):

- Lack of parental cooperation
- Lack of compliance with school rules and rules of student handbook
- Our inability to meet the child's needs

Safety Rules

Any student riding a bike, a scooter or skating to school must wear a helmet to and from school. Written permission from parents to not wear a helmet **WILL NOT BE ACKNOWLEDGED**. Bikes must be locked up (with a lock

provided by the student) in the designated area for bike. Children walking to and from school must follow any instructions given by a school professional as to where they may walk. A student riding a bike home or walking home may NOT leave the premises without permission from a **school professional**.

Child Abuse

Mandatory by law – Childcare professionals must report suspicion of child abuse, neglect or deprivation. These incidents will be reported to the Department of Family and Children Services in accordance with state law.

Field Trips

(In effect until further notice: Due to Covid-19, field trips will be suspended).

A student will not be allowed to participate in a field trip without the proper Field Trip Form signed by a legal guardian. Rambam Day School will be using parental vehicles that meet all requirements for Bright from the Start. (Form attached at the end of this packet, titled: Rambam Day School Field Trip Permission Form). As of August 2013, new regulations regarding field trips were implemented and teachers are knowledgeable of these guidelines.

Transportation

Rambam Day School does not provide transportation to and from school.

Arrival

(In effect until further notice: Due to Covid-19 regulations, anyone arriving at school after 8:20 will not be permitted into school).

Arrival for students may not be **earlier than 8:00 am. as there** will be no supervision until that time. Students **are to** report to their **classroom** by 8:10 a.m. A student reporting after 8:13 a.m. is considered tardy.

Tardiness will be addressed by the administration and/or teachers. Excessive tardiness will result in consequences given by the administration.

Tardiness/Early Release

(In effect until further notice: Due to Covid-19 regulations, anyone leaving school for an appointment may not return to school, anyone not in school by the latest time suggested by the CDC will not be allowed in school).

Class begins at 8:15 a.m. and late students disrupt the teaching and learning process. Children leaving early for appointments etc. causes a disruption for the class and their own learning. Please make every effort to schedule appointments after school hours. Children are responsible to speak with their teachers to make up any work that is missed or to be informed about any assignments given while they were absent due to their tardiness or absent due to an appointment, (for an excused lateness or absence).

Middle School Students Arriving Late

Children who attend synagogue must be in school by 8:30. They should eat breakfast (provided by the parent) in school if they cannot go home first and return on time for school. Middle School children arriving after 8:13 must come to the main building to receive a late note and taken to class.

Dismissal

If your child is not staying for any of our Extended Day Programs; dismissal time for two-year olds through pre-K is 12:00PM. Children should be in the pickup area by 12:05 for carpool. Parents should arrive to carpool, no later than 12:15. Please call the school office if an unforeseen circumstance arises and you will be late.

Half Days

On early dismissal days, Pre-School through 8th grade will be dismissed at 12:00 Noon.

Children in grades K – eighth grade are dismissed at 3:35 PM. They should be in the pickup area by 3:40 PM. Parents should arrive no later than 3:50 PM. Please call the office if an unforeseen circumstance arises and you will be late.

Late Pick-up

Unforeseen events occasionally arise; however, students not picked up on time will be sent to aftercare and aftercare charges will be added to your monthly invoice.

Absences

Students are expected to be in school except in the case of an emergency, illness, or school approved absences. *

- If a student is absent, parents should call the school on the first day the student misses and a note will be sent to the teacher stating the reason for the absence.
- If your child cannot participate in P.E. please send a signed note stating the reason and the dates for which he/she is to be excused.
- Students are responsible for making-up all missed work.
- Excessive absences will be addressed by the administration.

*The office must be notified of reason for absence or the absence will automatically be considered unexcused. Students are responsible for making-up all missed work. If a student is aware of an upcoming absence from school, the student or parent must notify teachers prior to absence. All work is to be made up and due according to teachers' requests.

Attendance Policy

Students in grades K through 8 who accumulate fifteen (15) excused or unexcused absences in a year, compromise the assurance of being promoted to the next grade level. Please be aware of the total amount of days your child has missed and realize it can affect their success.

Discipline

We believe that all teachers have the right to teach and all students have the right to learn. No one has the right to interrupt this process. Students should be in an educational environment that is safe, orderly, and supportive.

Students are expected to conduct themselves properly. Parents should expect students to maintain acceptable school behavior. Cooperation and communication with parents is the key to a successful learning environment.

Students will not be permitted to:

- use abusive or profane language, gestures, or expressions;
- exhibit disrespect to any teacher or student;
- disrupt the teaching/learning process;
- damage/deface school property;
- fight (punished by in-school suspension);
- bully; (could result in expulsion from school)
- cheat (punished by in-school suspension and a "0" on assignment).

Students will be expected to:

- be punctual and demonstrate excellent attendance;
- follow all established procedures for arrival to and dismissal from school;
- be prepared for school daily with all necessary material, completed homework, and written communications (permission slips, notes...);

- conduct themselves quietly and courteously in the hallways, cafeteria, and all common areas of the building and grounds; follow established classroom rules, procedures and directions and comply with established consequences for inappropriate behavior;
- be honest;
- report any instances of bullying to the administration.

Teachers are expected to:

- handle most discipline problems themselves, in a calm and reasonable manner;
- keep parents notified of their child's behavior throughout the year on a regular basis;
- work with parents to address problems in a timely manner;
- reward students for appropriate behavior and model appropriate actions for them.

Parents are expected to:

read the parent/student handbook and review it with their child
support the P.T.O. and school functions;
initiate communication with the teacher immediately if the parent suspects a problem;
supply their children with needed materials;
teach their children **responsibility** for their class work, homework, books, and supplies;
keep the school informed of current phone numbers and addresses;
review each school day with their child to show that they are interested.
ensure completion of homework by the student;
have children present and **on time** each day.

Conduct

In the event a child is referred to the principal or assistant principal, administrators will apply one or more of the following consequences:

- address student
- notify parent/guardian
- admonishment
- parental conference
- in-school suspension (class work will be graded at the discretion of the teacher)

Dress Code Applies to Pre - Kindergarten through 8th Grade

No bandanas to be used as masks allowed.

Please NO:

- denim of any kind
- **clogs, Crocs or sandals, only closed toe and closed heel shoes allowed**
- untied or open backed tennis shoes

Please Note:

- all outerwear that will be worn ALL DAY, such as sweaters or vests must also be of the selected school colors for tops.
- **ONLY normal** size logos of name brand clothing are permissible
- no overalls
- socks may be any color
- Picture Day-Structured dress is required
- ANY RAMBAM T-shirts may be worn on Fridays and game days!
- Current RDS t-shirts with school logo may be worn anytime

BOYS:

Socks: Must be worn and high enough to see them.

Pants/Shorts: navy blue, black or khaki – no pants with extra large pockets

Shirts: white, royal blue or navy

long or short-sleeved shirts allowed, but **must** be collared

no requirement with regard to material (i.e. knit or oxford cloth)

all visible undershirts must be white and slogan free

all boys' shirts are to be **tucked in**

1ST –8th grade boys **MUST** wear a belt if the pants have belt loops (belts must be solid black or brown)

hair cannot touch the eyebrows, ears, or collar

GIRLS:

Socks: Must be worn and high enough to see them.

Dresses/Pants/Shorts/Skorts/Jumpers: navy, black or khaki

*girls must wear shorts under skirts if skirt is not covering the knee when sitting

Shirts: white, royal blue or navy

long or short-sleeved

crew neck or collared - **NO v-neck or boat-neck shirts allowed**

NO capped sleeves or sleeveless shirts

if shirts are layered by girls, both shirts must be of the same color (white outer white underneath) **NO** tank type tops allowed for shirt underneath

shirts must remain below waist level and cover the top of the waist-band at all times

*clothing should not be clingy

*shirts must be completely solid, including the collar

*embellishments on shirts should be minimal

*Items of clothing that are to remain on a child throughout the day, such as **sweaters or vests** must also be of the selected top colors. No requirement with regard to outerwear such as coats.

During Break the Dress Code days, short shorts, miniskirts, short tops, and t-shirts with inappropriate slogans, tight fitting clothing, FLIP FLOPS, ETC. ARE not ACCEPTABLE. Regular shoes and socks are to be worn and dress code basics are to be followed.

FOR DAYS THAT ARE THEME DAYS (FOR EXAMPLE PURIM DRESS UP WEEK), STUDENTS ARE NOT ALLOWED TO:

Wear costumes that depict or include a prop:

- Thugs
- Inappropriate movies, TV, cartoons, books, reality TV, characters, etc.
- Weapons (guns, knives, swords)
- Cigarettes (and like items)
- Gory characters/people/monsters

If you are unsure, please ask an administrator BEFORE you make your costume choice. Children with inappropriate costumes will be asked to call home for dress code clothing and will not be allowed to participate in activities.

Appropriate dress for school events is mandatory. Events such as: sports banquets, Chanukah program, end of the year assembly. (Examples: no t-shirts, flip flops, etc.)

*Breaking the dress code will result in consequences put in place by the classroom teachers/administrators.

Food/Snack/Lunch

Some areas of the school must be NUT FREE due to several children that are allergic to various nuts.

Food for lunch or snack should never be shared with a friend at school during recess or lunch. This policy will be enforced by faculty. **No student is to discuss with other students what foods are considered kosher or not kosher. This policy will be taken very seriously by staff as every student has the right to be comfortable in school and this matter is ONLY to be addressed by faculty.**

The administration is strongly encouraging all parents to discuss this matter with their child/dren.

All snacks and food brought into the school must be kosher: snack, lunch, parties. For information regarding specific food items, please contact the office. Birthday and other parties may be arranged with the student's teacher however; **all food must be checked by the principal or Office Manager prior to being served.**

Lunches/Snacks Must Follow Healthy Standards – USDA BAG LUNCH criteria (at least two foods from the four options: fluid/milk, fruit/vegetable, grain/bread, meat/protein) and all lunch containers/bags must be labeled with student's name.

Preschool (2Y-4Y) morning snacks will be provided by the school and will follow nutritional guidelines from Bright from the Start.

Sample snack schedule for two weeks

Monday pancakes	Tuesday graham crackers oranges	Wednesday bagels & cream cheese bananas	Thursday pretzels apples	Friday bagel chips oranges
Monday Cheeze crackers Bananas	Tuesday wheat crackers cream cheese	Wednesday pretzels oranges	Thursday cheese sticks veggi sticks	Friday cereal/milk

For a beverage water will be served. Not more than twice a week, a juice may be served.

Birthday parties may consist of one sugar treat per child. Any other food items or drinks may not be of sugar content.

Please refrain from sending sugary snacks. Most children are affected by the sugar rush.

Allergies and Medical Needs

Parents must inform the school and teachers of food allergies and it must be listed on the registration card. A plan of care form must be completed and updated every three months by a physician. The form is attached at the end of this booklet and it is titled: Plan of Care.

Homework

Homework is an extension of class work and should be challenging and meaningful. Teachers will clearly explain homework requirements for each day. Parents should check all homework to make sure that it is complete and accurate.

It is understood that the amount and type of homework may vary with individual students. Homework will be assessed by the teacher and incorporated into the student's grade.

The homework policy adopted for the middle school is as follows: All homework is due on the date assigned. If homework is one day late, 10 points will be taken off of the grade earned on that particular assignment. The second day an assignment is late, the assignment will be given a "0" and the assignment will not be accepted.

Grading

Students are encouraged and expected to meet the highest academic standards. The following grading scale is used:

Grade Scale for grades 1-8

A	90-100
B	80-89
C	70-79
D	65-69
F	below 64

Honor Roll

Rambam Day School recognizes Middle School students for their exemplary performance during each marking period. A student may be eligible in both Secular and Torah Studies Honor Roll. Honor Roll-Students must receive grades of "A" and "B" only, with at least a 50% average ratio of "A".

High Honor Roll-Students must receive all "A's" to receive high honor roll.

Page 12

Exams

Exams will be given to middle school students. **All 5th-8th grade students will take midterm and final exams. (Should we be in Shelter Down due to Covid-19 during exam time, they may be cancelled).**

CHILDREN'S RECORDS

Children's records are treated with the highest level of confidentiality. All report cards are sent only to legal guardians. Copies are in Renweb – our computer base for various information on students and families. Each family has a code they must use to enter Renweb and retrieve any confidential information on their child. Hard copies of children's ITBS scores, any correspondence between the administration and parents and any professional evaluations are kept in a fire proof file cabinet located in the main office.

Use of Electronics

In Pre-school – **NO USAGE (except to play music)**

Elementary school – main usage of electronics is for educational purposes.

Middle School – main usage of electronics is for educational purposes. During breaks, children may use electronics and go to sites only approved by staff

Communication Plan

The purpose of a communication plan is to keep parents informed of the progress of their child (ren).

In communicating with teachers, please follow the following school policy.

If a parent needs to speak with a teacher, the parent must call the school office and leave a message for the teacher as to the nature of the call and when would be the best time(s) for the parent to be contacted. Also, parents may not drop in to speak to a teacher. If a parent must speak to a teacher in person, he/she must contact the office to arrange an appointment.

Methods of Communication:

Student/Parent Handbook	progress reports/applicable to pre-school & Elem. Letters to parents
Emails	Conferences (twice a year, 1 st or 2 nd quarter and last quarter)
Phone Calls	Newsletters
Reports with work samples	Renweb
Nine-week progress reports	ConstantContact
Interim academic status reports	

Transcript Release

Transcripts of students' performance (copies of the cumulative record) will be issued upon receipt of:

- written permission from the child's parents or legal guardian.
- written request from another school.
- fulfillment of all agreements and obligations between parents and Rambam Day School.

Page 13

Visitors to School

(In effect until further notice: Due to Covid-19 visitors/special guests will be placed on hold).

All visitors must report to the office. Parents who need to confer with a teacher should call the school's office manager or send a note to set up an appointment so that the instructional day is not interrupted.

Telephone Use

Students are permitted to use the school phone only for emergencies and with permission from a faculty member and parents should only expect to leave telephone messages for students in emergency situations. **Parents should NOT tell their children to call home if they don't feel well. Such instructions should be communicated to the office and the office will communicate with parents concerning a child that is sick or not feeling well.**

Cell phones are not allowed to be **ON** in school. Students caught with cell phones in use will have the cell phone taken away.

Emergency Drills/Severe Weather Policy

The safety of your child is one of our greatest concerns. The school has an emergency plan booklet that remains with staff at all times. Please note - should there be inclement weather with not enough time to dismiss children, all children will be taken to Buckingham South, located at 5450 Abercorn St. 912-355-5550, which is a Category Three Hurricane Approved Building. The school will hold regular drills to teach students to respond calmly in the event of an emergency. Detailed escape plans are posted inside each classroom. All emergency policies are posted in each classroom and teachers are required to have their emergency manuals and student rosters with them at all times.

School will be in session unless weather conditions create dangerous traffic conditions. School cancellations, late starts, or early dismissals due to weather related events may be broadcast over the local ABC, NBC, and CBS affiliate television stations/Constant Contact/or through Renweb.

In the event of a Fire/Policy

Attendance will be taken prior to leave the building.

The children will be evacuated to Buckingham South's front parking lot.

Medical permission forms will be taken.

In the event of a Power Failure for an extended period of time

An attempt to contact parents via cell phones will take place.

Parent Teacher Organization

We encourage you to be an active member in our P.T.O. Notices will be sent home regarding various P.T.O. functions. If you are interested in becoming more involved in this organization, please contact the school.

The dedicated parents of our Parent Teacher Organization have several fund-raisers throughout the school year. Thanks to these dedicated parents, funds are raised to help our school in many vital areas. Please give them your support when they ask for your assistance.

Textbooks and Fines

It is the responsibility of each student to use textbooks and equipment carefully. Abuse, damage, or loss of equipment, books, and/or other materials assigned to or used by students may result in fines to repair or replace the item. **ALL HARD-BACK BOOKS MUST BE COVERED!**

DAY CARE FEE SCHEDULE

MONDAY - FRIDAY	12:00-3:35	Annual fee of \$2,200.00
EXTENDED DAY CARE	3:45-5:30	\$11 (for any child who stays after 3:35)
DROP-INS (on an occasional basis only)	12:00-6:00	\$15

Drop- ins can only be accepted after the office is notified of your need for aftercare and it is determined that appropriate supervision will be in place for the number of children remaining in after care.

You may work out a pay schedule through the office; however, one month's owed amount must be paid up within the first week of the next month.

Academic year of 2021-2022 there will be a slight increase to aftercare fees.

