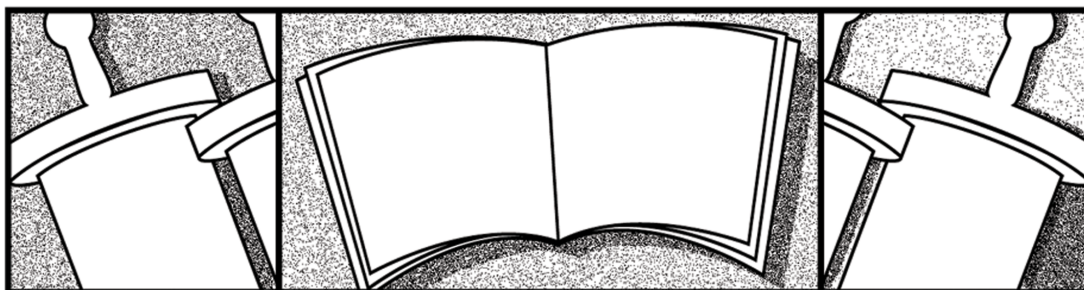


# TORAH DAY SCHOOL OF DALLAS



GREaTneSS STaRTS HeRe!

## **Student/Parent Preschool Handbook 2022-2023**

Information in this handbook supersedes any previous Torah Day School of Dallas handbooks.

### ***TDSD Mission Statement***

Our mission is to be an exemplary educational institution that provides Jewish children from all levels of family observance with a rigorous and progressive general studies curriculum and an exceptional Judaic curriculum. We seek to prepare our students for success in challenging high schools and to impart to each of them a positive Jewish identity, a lifelong passion for learning, and a love of and commitment to Torah and the Jewish people. Torah Day School of Dallas's positive and nurturing environment emphasizes moral and ethical behavior, encouraging individual achievement and respect for individual differences.

### ***Hours of Operation***

Our school year runs from August-June, Monday-Thursday 8:15am-4:00pm and Friday 8:15am-2:30pm.

### ***School Cancellation or Delayed Start***

In the case of emergency or weather-related closings or late starts, parents will receive texts and e-mails to the numbers we have on file by 6:40 a.m. of the day in question. If no message is sent, parents may assume that the schedule is as usual.

### ***Picking up a Child during the School Day***

We recognize the occasional need to schedule an appointment during school time. For the children's safety, any student leaving must be signed out through the west lobby by a parent. Students returning must also be signed in.

### ***Attendance Requirements***

The state of Texas requires students to be in attendance a minimum of 90% of school days in order to receive credit for the school year. Anyone who misses 5 or more days per quarter is in danger of not meeting this minimum. If a student misses 5 or more days in the first quarter, parents will be called. If the pattern continues in the second quarter, a meeting of parents, student, and administrators will be held.

### ***Behavior Requirements***

Torah Day School Preschool strives to maintain a positive environment even in times conflict. Using the practices of Dr. Becky Bailey, Conscious Discipline, teachers focus on the desired behavior. When a situation arises where a child is consistently being physical compromising the safety of others (hitting, biting etc.) and many interventions have been implemented the child may be asked to leave the preschool.

## ***Health Requirements***

### ***Illnesses that Exclude Children from School:***

A child should be kept home for the following reasons:

- Fever in the past 24 hours
- Vomiting in the past 24 hours
- Symptoms of contagious illness including green or yellow discharge from the nose; an undiagnosed rash on the skin; an eye discharge or red, itchy eyes; fever; barking cough (croup); mouth sores; or any other suspected contagious ailment.

If a child is sent to school and exhibits any of the above criteria, parents will be called and asked to pick up their child.

### ***Medication:***

All medication, either prescription or over-the-counter, must be administered to students by office personnel. **No student of any age may keep any type of medicine in his or her locker, backpack, cubby, or any other personal place.**

- One-time or daily medications: Parents must sign an authorization and include times for TDSD employees to administer each medication according to label directions. Medication must be in the original container labeled with the child's full name and the date brought to school
- Recurring medical problems: If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent and healthcare professional must sign a medication authorization allowing the school to administer as needed. Any necessary medical devices such as an inhaler must be provided by the parent and labeled with the child's name. All medications must be picked up by parents at the end of each school year, and re-authorized the following school year.

### ***Critical Illness or Injury:***

Emergency Medical Services will be contacted or the child will be taken to the nearest emergency room. If time allows, in the judgment of TDSD personnel handling the situation, parents will be contacted before this decision is made; if not, they will be contacted at the earliest possible opportunity. **Efficient parent communication depends upon the parent providing an adequate number of phone contact numbers on the medical authorization form that must be updated each year.**

### ***Head Lice***

Students are checked periodically for head lice. Parents will be notified when lice or nits are found, and students will be sent home. Before returning to school, a student must have approval from an authorized school checker (please see the secretary for names). If live lice or more than one or two nits are found, a card will not be given. Students must be rechecked two days after re-entry; it is the parent's responsibility to take the student to a school-authorized checker. Rechecks will continue as long as the checker feels it is necessary.

### ***Immunizations***

Parents must provide TDSD with updated records documenting each child's compliance with the standard schedule of immunizations as outlined by the state of Texas. TDSD does not allow exemptions for reasons of conscience. Medical exemptions are allowed when a physician completes and signs TDSD's own affidavit, available upon request, for this category of exemption. Failure to comply with immunization requirements could result in removal of a child from school until the situation is rectified.

### ***Vision and Hearing Screening:***

Parents must provide TDSD with updated records documenting each child's vision and hearing screening upon entering the school and again in Pre-K, grade 1, 3, 5, and 7. As a courtesy, TDSD arranges for health care professionals to conduct these screenings, at a small charge to the parent. Parents who do not submit their own records will be automatically billed when the screening is done at school. Screenings are required for all first-time students age 4 or above, as well as all students in Pre-K, grade 1, 3, 5, and 7.

### ***Safe Sleep***

We do not have any children 12 months or younger in our facility.

### ***Meals***

We do not provide any meals at our facility; all parents send in lunch and snacks from home.

### ***Enrollment Procedures***

Current students are automatically re-enrolled for the next year with an opt-out option. This is communicated with parents through email typically in mid-January. New students to the program enroll through an online portal.

### ***Parent Discussions***

We welcome parents to be in touch with us with any questions or concerns about our preschool policies. Parents have been given our school phone number and email address. Parents have access to our Parent Handbook on our website.

### ***Parent Participation***

Due to COVID 19, we allow parents to participate via Zoom, we are not currently allowing outside visitors (including parents) into our building during the school day.

### ***Abuse and Neglect***

Our staff have all completed training in awareness of Abuse and Neglect. There are signs in each classroom with contact information needed to report abuse and neglect.

Our policies and procedures for minimum standards are available upon request.

***Notifications to Licensing may be made:***

***Online 24 hours a day***

***at [http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp) ;***

**Dallas Intake: 1-800-582-6036 or 214-583-4253**

***By phone 24 hours a day to the Texas Abuse and Neglect Hotline  
1-800-252-5400***

### ***Health Checks***

Due to COVID-19, we conduct daily temperature checks and hand sanitizing. All classrooms are sanitized and disinfected on a daily basis.

### ***Emergency Preparedness***

Our emergency preparedness plan is available upon request.

### ***Gang-free Zone***

### ***Staff Vaccination Requirement***

As of right now, we do not require any teachers to be vaccinated.