



Adath
Hebrew
Academy



POLICIES & PROCEDURES

2022-2023



Dear Adath Hebrew Academy parents;

The Parents' Handbook is being sent to all Adath Hebrew Academy families who have registered for the 2022-2023 school year.

We are very excited to finally start the school year on September 18. We look forward to sharing many A-HA! moments with each of you and your children.

Please Join us for our school open ceremony on September 18 at 9:30 - 10:00am (students and parents) in the Adath Sanctuary. At 10 am you child will walk with his\her teacher to the class and you can stay and schmooze and enjoy coffee in the shul library.

Please review the following Policies and Procedures to ensure you are ready for the 2022-2023 school year.

Thank you,

Ms. Avivit Yoffe

Principal, Adath Hebrew Academy

Ms. Ariella Markus

Vice Principal, Adath Hebrew Academy

POLICIES & PROCEDURES

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Section 1: School Address:

Adath Israel Congregation
Adath Hebrew Academy
37 Southbourne Avenue
Toronto, ON M3H 1A4

Section 2: Leadership Staff and Teachers

It is best to discuss academic related questions with your child's teacher as s/he has the best knowledge of the classroom situation. If the matter can not be resolved by a discussion with the classroom teacher (email, phone or in-person), then you may wish to speak with the principal avivit@adathisrael.com or our vice principal Ariella@adathisrael.com.

Shulamit Heisler will be your main contact in the office with respect to admin, registration and payment.

- Email: Shulamit@adathisrael.com
- Phone: 416 635 5340 (322)

Ashley Waltman, our Education Committee chair and **Rabbi Adam Cutler** our Senior Rabbi and Rabbi David Seed, oversee the scholarship committee. Should you wish to apply for a scholarship, the first step will be to complete a UJA application (Click [HERE](#)).

Teaching Staff: If you have a specific question or concern about your child's classroom experience, it is important that **the initial contact is with the classroom teacher.**

Grade	Room	Teacher	Email
Grade JK/SK	19	Brook Sacks	jk-sk@adathisrael.com
Grade 1 & 2	20	Rachel Aleman	grade1-2@adathisrael.com
Grade 3 & 4	Greenspoon Hall	Ariella Markus	grade3-4@adathisrael.com
Grade 5 & 6	21	Shayna Kravetz	grade5-6@adathisrael.com

During school hours on Sundays (9:30 am-12:15 pm) and Tuesdays (4:30 pm-6:15pm), you can reach our office at 416 635-5340 (314).

Section3: Schedule Information

Class times are laid out below. Classes will always start on time so please be sure to arrive 5 to 10 minutes in advance as it gives your child a chance to schmooze before the class begins.

GRADE	Sunday	Tuesday
<ul style="list-style-type: none">● JK/SK● Grades 1 & 2	9:30 am - 12:15 pm	N/A
<ul style="list-style-type: none">● Grades 3 & 4● Grades 5 & 6	9:30 am - 12:15 pm	4:30 pm - 6:15 pm

Section 4: The Curriculum

Avivit will continue to re-energize the curriculum emphasizing Hebrew reading geared to B’Nai Mitzvah preparation, Jewish lifecycle and history as well as integration of Jewish online technology. These are designed to spark a series of A-HA! moments through your child’s journey from JK to Grade 6.

Click [HERE](#) to view the *A-HA! Curriculum* by grade.

Section 5: COVID Protocols

Our in-class COVID protocols have been developed in collaboration with our Medical Advisory Committee. We are fortunate to have five doctors with diverse backgrounds providing counsel including Dr. Ronald Cohn, an Adath member, and the President & CEO of Sick Kids.

Please click [change link to the new HERE](#) or refer to Appendix 1 for our extensive COVID protocols.

Section 6: Early Pick-up Policy:

We appreciate that some children have outside obligations that may occasionally necessitate early dismissal. In order to not disrupt classroom learning, parents are required to call ahead and your child will be brought to you at the arranged time. A note to the teacher indicating early pick up is required to facilitate this procedure and ensure that your child is ready for pick-up.

- Do not park on the street where traffic is congested. Enter the Synagogue parking lot from Westgate Blvd or the Northmount entrance closest to the school wing.
- Park in a designated parking space. Turn off your engine.
- Do not communicate with your child by using the horn and do not allow your child to dart between parked cars.
- Please leave your car and escort your child from the exit of our school.

Section 7: Snacks & Food

All snacks brought by students must be **KOSHER AND NUT FREE**.

In order to provide a safe environment for all of our students, our policy conforms with Sabrina's Law and forbids students in our school from bringing any food items into the school containing **nut products**. Please wash your child's hands thoroughly before he/she attends school.

We ask that you send your child(ren) to school each session with a water bottle and a healthy, nut free, kosher, dairy snack. For safety reasons, children should not be sharing snacks. The school will provide special foods for various holiday celebrations and we will communicate these days in advance.

Section 8: Children with Allergies

Any parent who has a child with allergies or who requires emergency medication will be required to complete Emergency Medical Forms with Physician and Parental written permission to administer emergency medication. Parents will be required to adhere to our strict policy of coming in personally to discuss their child's allergy, medications and emergency plans of action with the staff.

Parents and teachers/principal will sign off on the Allergy/Anaphylactic Plan of Action Form after this visit has taken place. Written documentation of any changes made to allergy information or treatment must be provided. Students who are anaphylactic must always carry an EpiPen with them. Our staff will be trained in the use of an EpiPen.

Section 9: Fire Safety/Evacuation and Lock Down Plan:

Security is a priority throughout the synagogue and that includes Adath Hebrew Academy and our entire school wing. A-HA has a fire safety, evacuation and lockdown plan in place to ensure the safety of each of our students and staff (for which we will conduct drills throughout the year).

In the case of an emergency evacuation, Summit Heights Public School field will be used as an emergency location during Hebrew School hours.

Section 10: Behaviour Management:

We ensure a safe and secure environment while recognizing the individual social and developmental needs of every child. We always take a positive approach to classroom management.

Section 11: Off-Premise Excursions:

If an off-premises excursion is planned, parents will be informed well in advance and will be asked to sign a detailed permission note.

Section 12: School Closings/Holidays

Adath Hebrew Academy will be closed on all Statutory Holidays. We will be closed for December Break (2 weeks), Family Day weekend and March Break and Passover. Click [Please change link](#) to review the annual school calendar.

Section 13: Inclement Weather Policy:

Adath Hebrew Academy will make every effort to remain open in inclement weather. However, it is at our sole discretion to close in severe weather conditions to protect the well-being of our students, parents and staff. In this instance, emails will be sent Tuesdays by 2:30 p.m. and Sundays by 8:00 a.m.

Section 14: A-HA! Family Convenience Program Participation

We are excited to re-introduce our Convenience Program for the 2022-2023 school year.

1. **Carpool Program:**

The majority of parents have acknowledged interest in participating in the Carpool Program. We look forward to parents and children meeting each other if you don't have that connection now.

After the initial Tuesday session and once registration is finalized, we will be sending a registration form to all families who opted in to share contact details for each class.

This will enable parents to set up carpools and playdates on their own. Information captured will include: Student and parents' name; parent's email; child's school and FSA. what is FSA?

2. **Walk Over Service from Summit Heights (Tuesday Afternoons at 3:40 pm)**

For all students at Summit Heights between Grades 3 to 6, we will be offering an optional walk-over (or driving) service each Tuesday afternoon when classes are in session as coordinated with Principal Bill Mah. Parents interested in participating in this program should complete the required form. [link](#)

Students are to meet outside Door 5 at the 3:40 bell.

After-School Club grades 3-6 (Tuesday Afternoons):

We are excited to welcome students from a broad range of schools who will join us on Tuesdays between 3:45 and 4:30 for our after-school club. Adath Israel volunteers and staff will supervise your children during that time.

The after-school club offers your children a chance to catch up on homework, eat snacks (kosher and nut-free of course), chill, hang out and socialize with old and new friends from around the city.

From our experience two years ago, we do not have plans to formalize the Club into a focused learning-based program as the intent is to allow kids to decompress between the school day and Hebrew School.

For entry into the After School Club and school on Tuesday afternoons,

Students must enter through our main security entrance at the Westgate Avenue entrance where our guard will register the children upon arrival. They will be escorted downstairs to Greenspoon Hall for the After School Club if they arrive before 4:30 pm.

Anyone arriving at 4:30 (or later) will be escorted to their classrooms:

- Grade 3 & 4:
- Grade 5 & 6:

Dismissal for all children will be via the school wing entry/exit doors.

Section 15: Tuition Payment

A-HA offers flexible payment terms. You can pay all at once *or* in two *or* three installments. The payment dates are September 15, October 15 and November 15.

- Click [here](#) to review the Fee Schedule.
- For more details and to set up your payment schedule, please contact Perry@adathisrael.com

Thank you for reviewing our 2022-2023 Parents' Handbook.

We look forward to an incredible school year in collaboration and partnership with you!

Avivit Yoffe

Principal

avivit@adathisrael.com

Ariella Markus

Vice principal

ariella@adathisrael.com

Ashley Waltman

Education Committee Chair

Rabbi Adam Cutler

Senior Rabbi

rabbicutler@adathisrael.com