

Welcome to the new school year!



2022-2023  
Welcome Packet

**Hershorin Schiff Community Day School**  
4335 Wilkinson Road, Sarasota FL 34233  
941-552-2770 (phone) 941-552-2771 (fax)

# Table of Contents

Welcome

Board of Trustees Message

What You Need to Know

Guide to Key School Events

Kavod Code

Getting Involved

School Day Procedure

Carline Procedure

Policy Handbook

Afterschool Programs

Instructional Calendar

Government Brochures

The Welcome Packet excerpts and paraphrases content from the Community Day School Parent/Student Handbook, as such, this document is secondary to the Handbook. Community Day School reserves the right to interpret the contents of this Welcome Packet and the Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Welcome Packet and the Handbook are not a contract, nor are they intended to be so construed. The School reserves the right to revise and/or amend this Welcome Packet and the Handbook and the policies and procedures contained within it at any time. Significant changes will be distributed to parents as appropriate. Should you have any questions that are not addressed in this Welcome Packet and the Handbook, contact the parent helpline ([questions@communityday.org](mailto:questions@communityday.org)).

# Welcome To Your Community Day School!

Welcome to our community! Whether you are arriving for the first time or joining us as a returning Community Day family, you will find that our school (and our beautiful new campus) is unlike any other in Sarasota! Our goal is simple: create a safe, small, nurturing learning community where students impact our world as compassionate scholars and global citizens. Our pluralistic Jewish day school celebrates diversity through an inclusive curriculum that welcomes and honors students of all faiths and backgrounds.

As the Head of School and a proud Community Day parent, I am thrilled to share that our reputation for innovation, joyful learning, and academic excellence is well-founded. At Hershorin-Schiff Community Day School, teaching is hands-on and student-centered. Our unique Learning Expedition program leads students beyond the classroom walls as community stewards, cooperatively researching real-world problems with teachers providing guidance, expertise, and assistance.

I encourage you to visit our new, state-of-the-art Early Childhood center to see our nationally renowned Reggio Emilia-inspired program in action. Our research-based preschool curriculum develops our youngest students' social and fine motor skills in a joyful academic environment that features play, stories, songs, and projects. Witness our highly trained, veteran faculty structure learning around the natural wonder and curiosity of young minds by encouraging questioning, empathy, and cooperation.

On behalf of our school community, I invite you to become part of our CDS family. With our small classes, religious diversity, and rigorous, project-based curriculum, you will find that our school offers an academic experience unlike any other. I look forward to welcoming you to another wonderful year!

Dan Ceaser  
*Head of School*

## School Administration

4335 Wilkinson Road Sarasota, FL 34233 941-552-2770 (office) 941-552-2771 (fax) [FEID 47-3558984]

**Head of School, Dan Ceaser**  
[dceaser@communityday.org](mailto:dceaser@communityday.org)

**K-8 Director, Robin Sweeting**  
[rsweeting@communityday.org](mailto:rsweeting@communityday.org)

**ELC Director, Tracey Bortz**  
[tbortz@communityday.org](mailto:tbortz@communityday.org)

**Asst. ELC Director, Patty Redd**  
[predd@communityday.org](mailto:predd@communityday.org)

**Director, Admissions & School  
Ops., Amy Meese**  
[ameese@communityday.org](mailto:ameese@communityday.org)

**Development Director,  
Brenna Wilhm**  
[brenna@communityday.org](mailto:brenna@communityday.org)

**Human Resources Manager,  
Rhonda Grover**  
[hr@communityday.org](mailto:hr@communityday.org)

**Director, Jewish Studies,  
Rabbi Anat Moskowitz**  
[amoskowitz@communityday.org](mailto:amoskowitz@communityday.org)

**Head of Security  
Nayan Leslie**  
[nleslie@communityday.org](mailto:nleslie@communityday.org)

**Director, Business Operations,  
Carrie Kashawlic**  
[ckashawlic@communityday.org](mailto:ckashawlic@communityday.org)

**Accounting Associate,  
Ruth Slabaugh**  
[rslabaugh@communityday.org](mailto:rslabaugh@communityday.org)

**Front Office Manager,  
Alexis Djadju**  
[Adjadju@communityday.org](mailto:Adjadju@communityday.org)

**Facilities Manager,  
Jorge Cabellos**  
[jcabellos@communityday.org](mailto:jcabellos@communityday.org)

# Board of Trustees Message

Shalom Friends,

Over the past year, a task force of a variety of stakeholders has listened, reflected and worked thoughtfully and diligently to develop a comprehensive strategic plan. This plan reflects our most important priorities and highest aspirations and affirms the founding vision of our school's two namesakes.

Now, the implementation of this plan hinges on the work of the following six committees: Education; Finance; Facilities; Advancement; Governance; and Faith Values and School Culture.

Our success depends on the involvement and engagement of our broader community, and we are excited to continue this chapter with you in the development and advancement of our mission and vision. We look forward to leading CDS into the future, together.

With pride and gratitude,

Mitch Blumenthal and Rachel Saltzberg

## Board of Trustees

Mitch Blumenthal, President  
Rachel Saltzberg, Vice President  
Melissa Walsh, Treasurer  
Robert Landman, Secretary  
Andrew Cohen  
Lori Dorman  
Dr. Jesse Ehrlich

Gregory C. Farrington, Ph.D.  
Richard Hershorin\*  
Lillian Lincoln Lambert  
Barbara Rodkin  
Rabbi Michael Shefrin  
Rick Siegel  
Fred Starling

Dan Ceaser, Head of School

\*Honorary Lifetime Member

# What You Need to Know

## Preschool

### Friday, August 12<sup>th</sup>

- Meet-the-Teacher Day, 10 am-12 pm
- New Parent Orientation, 12:00 pm, in the Sanctuary

### First Day of School

Monday, August 15<sup>th</sup>

Early Morning Care and After School Program will start on the 1<sup>st</sup> day of School.

### Early Morning Care & Stay-n-Play

Open to all Transitional-Senior Students beginning on the 1<sup>st</sup> day of School.

### Early Morning Care

7:30-9:00 am sign in with the staff person on duty.

### Stay-n-Play

1:00-5:30 pm Monday-Friday

Parents must sign their child(ren) up for Stay-n-Play each morning. Sign out with the Stay-n-Play staff.

### Things to bring on the 1<sup>st</sup> Day of School

- Change of Clothes: Pack clothes & shoes in a clearly labeled zip lock bag.
- Hat & Backpack: Clearly labeled
- Diapers and Wipes as Needed
- "All About Me" Book
- Snack
- **Lunch**-please bring Kosher-style lunch. Kosher-style means no dairy and meat in the same meal, no pork products of any kind, and no shellfish of any kind. We recommend that parents place ice packs in their children's lunch boxes, as we do not refrigerate the children's lunches.

## K-8

### Friday, August 12<sup>th</sup>

- New Parent Orientation, 12:30 pm, In the Sanctuary
- Meet-the-Teacher Day, 1-3 pm
- Varsity Athletic Meeting, 2 pm (Bring Insurance Card), in the Sanctuary

### Bring to "Meet-the-Teacher Day"

- Change of Clothes: Pack clean uniform set, underwear, and socks in a clearly labeled ziplock bag.
- One large labeled beach towel for rest time. (Kindergarten Only)

### First Day of School

Monday, August 15<sup>th</sup> 8:30 am-3:30 pm

### Early Morning Care and the After School Program

Will start on the 1<sup>st</sup> day of School at 7:30 am and 3:45 pm, respectively.

### Things to Bring to School

- Large waterproof book bag (for supplies)
- Lunch in a lunch box/bag with ice packs
- Hat for outside time
- Reusable water bottle, labeled with full name

### Community Day School Homework Supplies

All students need to keep a "Homework Box" at home. Please refer to your child's grade level for materials.

#### K

- Crayons
- Markers
- Pencils
- Scissors
- Glue stick
- Math Facts Flashcards

#### 1st/2nd/3rd/4th

- #2 Pencils w/erasers
- Pencil Sharpener
- Colored Pencils
- Crayons & Markers
- Scissors
- Glue Sticks
- Math Facts Flashcards
- Ruler (w/cm & in.)
- Wide-ruled Loose Leaf Paper

#### 5th-8th

- #2 Pencils/Erasers
- Pencil Sharpener
- Colored Pencils
- Crayons & Markers
- Scissors
- Basic Calculator
- Glue Sticks
- Protractor/Compass
- Rule r(w/cm & in.)
- Loose Leaf/Graph Paper

**\*All Students must have a purple uniform shirt for Learning Expeditions.**

# Guide to Key School Events

**Meet the Teacher Day** - Welcome to the new school year. This is an opportunity for families to get acquainted and for students to become familiar with their teachers and classroom.

**Preschool - August 12th, 10 am - 12 pm**

**K-8 August 12th, 1 pm - 3 pm**

**New Family Orientation** - We welcome all our new families to join us for an informational session to help you become familiar with and learn about our school. New family orientation will be held on **August 12th in the Sanctuary. Preschool program at 12 noon. K-8 at 12:30 pm.**

**Parent Information Night** - This evening is an opportunity for parents/guardians to meet Administration and our faculty, learn about your child's classroom, and ask any questions you may have. **September 1st in the Sanctuary, start time TBD.**

**Challahween Bake-Off** - A celebrity-judged challah bake-off. **Specific date TBD**

**Jog-a-thon** - A fun family field day. Come out and run with our students. Cheer them on as they run laps to raise money for the school! 100% of the money raised goes directly to our school. Sponsorship opportunities are available. **Specific date TBD**

**Friendship Luncheon** - The Friendship luncheon is generally held the week prior to Thanksgiving break. It is an opportunity to come together as a school and celebrate our Community Day family. Students prepare decorations and side dishes in their classrooms while the school provides a yummy lunch. The luncheon is for the students; however, parent volunteers are always needed for both the classroom preparations and for the luncheon itself. **Specific date TBD**

**Learning on Display** - All year Hershorin Schiff Community Day School students learn core academic topics, develop their social and emotional knowledge and cultivate their 21st-century skills. Twice a year, Winter and Spring, students share their learning journey with us and serve as docents for an exposition of their projects. Learning on Display is their opportunity to shine and for the school community to be inspired by all our students have learned and accomplished. **Specific dates TBD**

**Parent Education Seminars** - At various points during the year, Community Day school offers seminars on topics relevant to our families to support parents in obtaining the tools and resources they need. Topics include those that link directly to activities in school to those that pertain to age-appropriate social dynamics.

**Spirit Days** - Everyone shows their CDS spirit and dresses with as much flair as they can muster. Spirit days are often themed. The school hosts fun, spirited activities to celebrate our school and students. They are generally scheduled for the middle of each trimester.

**Panther Pride** - The student body is divided into Panther Pride teams. Each student works within their assigned team on Panther Pride activities to earn points for their team. At the end of the year, the team with the most points is crowned the victor. Panther pride events include sporting events, field days, cheer competitions, and other creative activities for team building and academic fun. They are scheduled for the end of each trimester



**Chanukah & End-Of-Year Parties** - Each classroom's room parent coordinates with the other classroom families to bring in snacks and activities for a classroom party. classroom party during Chanukah.

**Janis Kaplan Author's Day** - Janis Kaplan worked as an enthusiastic and committed elementary teacher in the Norfolk Virginia school system. She loved teaching and adored her students. Tragically, she passed away in 1990 after a 10-year battle with cancer. In her honor, her parents established a fund for an annual author's day program at Community Day School. Jay Kaplan, Janis' brother, calls the annual Spring event "a tribute to quality education and a small attempt to help in the endless challenges of giving children the best opportunity to learn and grow."



**Measure of Academic Progress (MAP)** - We know that children learn better—and faster—when teachers have a clear picture of what each student knows and what they are ready to learn next. That's why we have selected the MAP, Measure of Academic Progress, assessment for our K-8 students. This tool reacts to each student's answers, making it "adaptive" or personalized to measure the needs of every student.

- If your child answers a question correctly, the test follows up with a more challenging question.
- If your child answers incorrectly, the test follows up with an easier question.

Adaptive tests make it possible for us to pinpoint what each child needs to learn best. This will help teachers understand each student's unique learning needs.

**Moving Up Day** - Toward the end of the school year, students get to visit the grade they will be entering the following academic year. This provides them with the opportunity to know what to expect and helps them get excited about things to come.

**Alumni Day** - Alumni day is a great day for the students and teachers. Past graduates visit Community Day and share their stories about life after graduation. They often discuss how their Community Day education prepared them for their next steps and what they valued about their experience as students of our school.

**Holiday Observances - Programmed days and School Closures** - Hershorin Schiff Community Day School is an interfaith Jewish school. We invite and respect all families and faiths to be a part of our school family. As a Jewish Day school, our traditions and observances are steeped in the Jewish faith. In the past, the school would close for all days of conservative Jewish religious observance. Given the current composition of our Community Day family, with members from a range of observances and faiths, we recognize that this does not necessarily serve the needs of our families any longer. As such, we have adjusted our calendar and programming. On certain holidays for which we would have previously closed, we will remain open. On those days, we will offer a special program of instruction that reinforces our school's values and philosophy, while also respecting the Jewish traditions of our school. Communication specific to the programming days will be shared with you at a later point. We welcome and encourage families to ask us about these special programming days at any time.



# Kavod Code

**Kavod כבוד** is the Hebrew word for honor and respect. It is a word of great strength and importance in the Hebrew language. Hershorin Schiff Community Day School seeks to instill Kavod traits in our students' lives and interweave similar, reinforcing values throughout all aspects of the school. At Community Day we believe Kavod is essential to a meaningful learning environment. All members of our school community are asked to conduct themselves accordingly. In order to develop 21st century-educated, socially aware, lifelong learners, Community Day students partake in activities that help them to understand and cultivate these traits as a core element of their education.



## The Kavod Code

1. Respect all cultures, religions, and differences among your classmates



2. Treat people how you want to be treated

3. Be sure to include others in all activities (leaving people out can be hurtful)



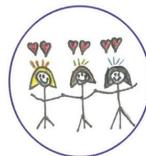
4. Always tell the truth so you can be a trustworthy person



5. Take pride in your work and have spirit in your heart



6. Be a *mensch* and not a bully



Inspired by the Native American Hopi Tribe of the Desert Southwest  
Created by the 2/3 Team 2013-2014

# Kavod Code Supplement

Middle School students are considered partners in maintaining their adherence to the Kavod Code. A supplemental Middle School Kavod Code elaborates on these core concepts. The students engage in group discussions with the Faculty to ensure a shared understanding of the code of conduct.

As paraphrased and translated by the students of the Community Day Middle School, to be observed in addition to the Official Community Day Middle School Handbook and Kavod Co - *Amended Tuesday, August 21, 2018*

**Respect for Class Time** – Ways to show respect for class time are: to not talk out of turn, to not be disruptive in the hallway and/or in the HUB, to only snack during appropriate times, to take water (if possible), bathroom (if possible), locker breaks between classes, to always focus on your work, to always give your full effort, always listen to your teacher, be prepared and productive, always show up on time, always be positive, have meaningful/appropriate work to do when finished with assigned work, and do not bring distracting items to class (unless approved by the teacher).

**Respect for Others** – Showing respect for others is being courteous and putting others before yourself, being a good listener, properly greeting others, making an effort to include others, being sensitive to other students' space and needs, being aware of others' emotions/moods and reaching out to help; respecting the school/temple by wearing appropriate clothing, bringing only kosher lunches, and wearing kippot to respect others and the school's religious beliefs.

**Respect for School Property** – Always keep school property and/or the property of others in great condition and return it when finished. Only use school computers for school work (not social media, Youtube, games, unsupervised internet use, etc.) unless given permission; take initiative to keep your locker, the outside areas, the HUB, the hallways, and our classes neat and organized (to each classroom teacher's standards), and do not vandalize or misuse school equipment. Specifically, do not leave classrooms and/or hallways messy when leaving, including whether the mess is yours or not.

**Ruach** – Having Ruach (pride, spirit) means having a positive attitude no matter what activity you are

participating in. Show appropriate levels of pride and spirit when participating in school teams and clubs, support your school teams, and be proud of your school. Continue these positive actions outside of school, as well, as you are a representative of CDS.

**Trust** – Be trustworthy: you should never lie, cheat, or plagiarize. Trust your teachers to make the best decisions with/for you; have faith that your teachers have your best interest in mind. Your teachers have trust in you that you will make good choices and follow the Kavod Code.

**Accountability** – Being accountable means being honest, being trustworthy, and taking responsibility for your actions in and out of all classrooms – in addition to helping others follow rules. Take credit and responsibility for your own work. Accountability in school means being prepared and on time for classes, putting forth your best effort, accepting grades you earn, remembering your homework, and being honest.

**Safe Environment** – Safety means coming to school and doing your part to ensure the **physical, mental, spiritual, and/or emotional** well-being of others. This includes cautious and mindful transitioning through classes and the hallways by walking on the right side (being extra careful around areas where there are younger students), not bringing prohibited materials, always checking all medications in with the office, paying attention in car line, not bringing weapons, and **being thoughtful and kind to others**. Also, fire drills and emergency procedures should be practiced regularly to ensure a safe exit in the event of a real emergency.

# Getting Involved

Community Day School believes that connecting home and school is essential to creating a supportive and nurturing learning environment for our students and also for building a sense of community among our teachers, parents, and administrators. Involvement and support for Community Day School and our students can take many forms. We hope to continue opening our campus to our school community and expand opportunities to invite families and Community Day School partners to share their time and expertise, to help create opportunities for Learning Expeditions and Project-based Learning, and to help support the school's fundraising efforts. Some examples of such opportunities are noted below and are included on the volunteer participation form in your packet, however, we would love to hear from you if there are other ways in which you would like to contribute and become involved with the school and your child's education. Please reach out to [Brenna@communityday.org](mailto:Brenna@communityday.org) to share your ideas.

## Volunteer Opportunities

There are a range of choices that allow you to contribute in a way that fits your interests and schedule.

In the classroom, you may play various roles:

Parent Volunteer - Reading, sharing your expertise, assisting with special projects, etc.

Room Parent - This role is the connection between the classroom teacher(s) and respective families. The room parent helps keep families informed of upcoming events and information about the classroom and helps organize and communicate about celebrations or needs for assistance.

Special Occasions - During special events and celebration days, there is a need for additional volunteers to help ensure the activities are successful and the students are guided through the events.

### On-Campus Activities

Garden - Our garden is a remarkable resource for our students and our school. Lend your green thumb and help cultivate and maintain it.

Library - Assist with keeping the collection organized and connecting students with reading materials that both reinforce their education and stimulate their interests.

Sports - Our athletics program provides the opportunity for our students to play a range of sports. Many of our teams are coached by volunteer coaches, and parents with expertise in the sport they are coaching. If there is a sports team that you would like to be involved with, please let us know.

Parent Ambassadors - Community Day School participates in and hosts in-house and off-campus events where we share information about the school with prospective families. Speaking with members of our school family is the most authentic way of helping a prospective family understand the difference our school makes and the value of our educational approach. Help us spread the word. Contact Amy Meese [ameese@communityday.org](mailto:ameese@communityday.org) if you are interested in becoming involved as a parent ambassador.

# School Day Procedures

## Arrival and Dismissal

We are committed to the safety and well-being of our students and families. Our arrival and dismissal procedures are designed to ensure that the parking lot is safe and school entry is an efficient process for all people coming to campus. Please adhere to the general guidelines and refer to the Preschool and K8 content for procedures specific to your child's program of attendance.

- Passing other vehicles and cell phone use within the parking lot or travel lanes is unsafe and is not permitted.
- Parking is restricted to the parking lot area. No parking or idling is permitted in front of the school building or along the travel lanes/entry ways.
- Drivers must remain in their vehicles at all times during carline. Only students may exit the vehicles.
- All student entry and exit must be from the passenger side of the vehicle only.
- Please use the marked crosswalk to access the school buildings
- If you have an extenuating circumstance that prevents you from parking your vehicle (i.e., a sleeping infant etc.), please call the front desk at 941-552-2770 and we will assist you with your child's arrival/dismissal.

## Preschool

### Early Morning Care 7:30-8:55 am

Parents drop off their child/ren by checking in with the staff person on duty. You may also sign up for Stay-n-Play, as necessary. EMC staff transfer the students to the classroom at 9 am.

### Classroom Drop-Off

#### At 9:00 am

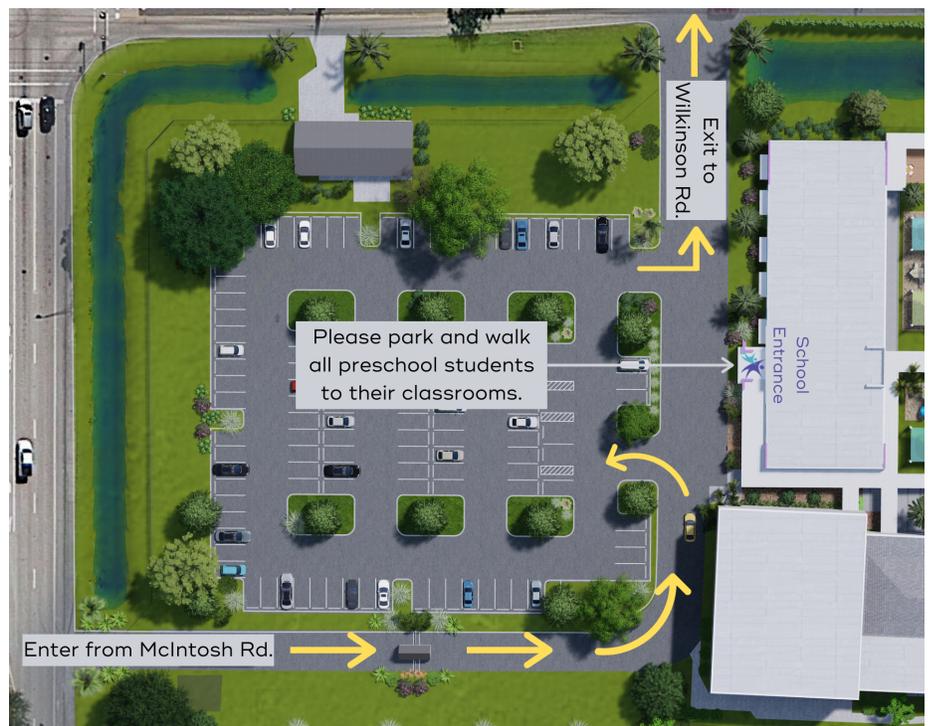
Parents accompany their child/ren to their classroom at 9:00 am, sign-in with their teacher through HiMama, and sign up for Stay-n-Play as necessary.

### 1:00 pm Pick-up

Parents pick up their child/ren in their classrooms or on the playground at 1:00 pm and sign them out with the teacher through HiMama.

### Stay-n-Play Pick-up

Parents pick up their child/ren by 3:30 pm/5:30 pm. Parents must sign their child/ren out with the teacher in charge of Stay-n-Play.



# K-8

## General Carline Info

Trunks/cargo areas MAY NOT be accessed during carline.

Students must be prepared to exit the car immediately upon the doors being opened (i.e. fully dressed, shoes on, backpack, lunch, and water in hand)

Chronically unprepared students may be requested to park for future mornings.

## Early Morning Care 7:30-8:15 am

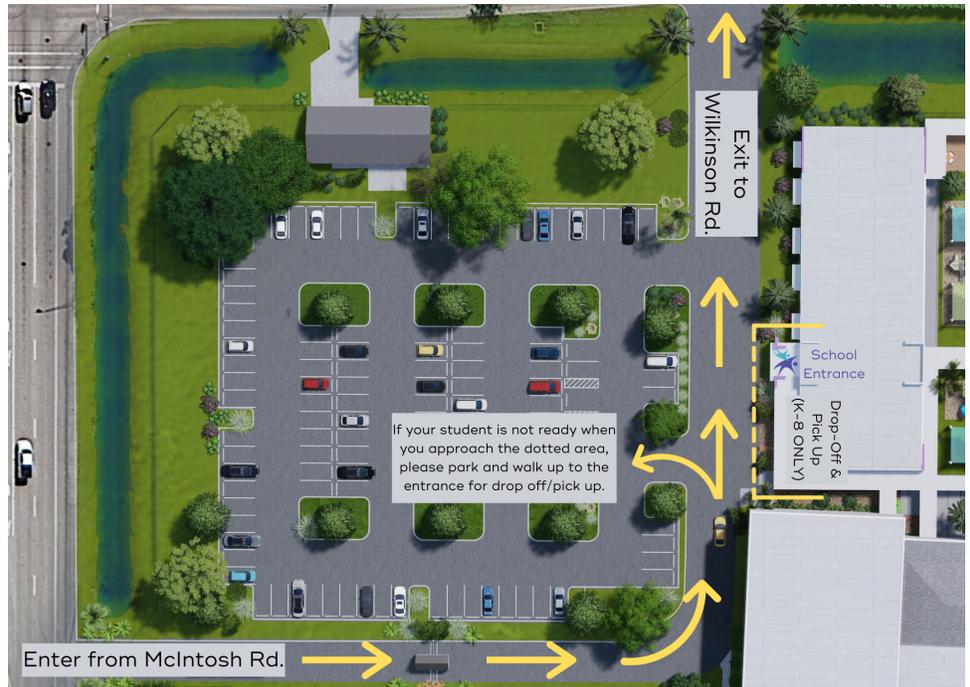
Parents must remain with their child(ren) until they are admitted by staff at 7:30 am.

Beginning at 7:30 am students may be checked in with staff on duty at the main entrance and then be admitted to EMC.

**Morning Carline 8:15-8:25 am**  
Faculty and safety patrols assist students out of their cars

**Late Arrivals After 8:25 am**  
In order for students to do their best in school, it's important that they start off their day on a positive note and arrive at school no later than 8:25 am

K/1 parents must walk their children into the building and sign them in. 2nd-8th grade students arriving late may walk



themselves into the main entrance.

After checking in at the front desk to receive a Tardy Pass, the students may then go to their classroom. Note: excessive tardiness will adversely affect student learning.

**Afternoon Carline  
3:25-3:45pm**  
Pick-up begins at 3:25 pm when staff and students are ready.

Cars may begin stacking at the carline at 3:15.

If you arrive prior to 3:15, please park in a parking space and walk up to pick up your child.

## Early Dismissal

In order to allow for a smooth and efficient dismissal process, please advise staff of early dismissal needs at drop-off or via email **to the front office** early in the school day.

Early dismissal is not permitted within the last 15 minutes before carline (after 3:10 pm) without advance notice.

# Policy Handbook

This section contains excerpts of the full handbook available through the quicklinks on our website.

## School supplies

- Parents may purchase supplies from any source - lists are in the parent portal of the website
- Chromebooks are a required school supply for 5th – 8th grade
- Chromebooks must be purchased through Community Day for security purposes
- Headsets are a required school supply for K – 8th grade - Please label your student's headsets

## Lunch Program

Community Day School students may bring a kosher-style lunch (see dietary guidelines below) from home each day or may participate in the lunch program offered through the school. We are excited to share that **Apple Spice** will again serve as our lunch program provider for the 2022-23 school year. Details of the program options and logistics of ordering will be available during Meet the Teacher Day, August 12. The link for ordering is <https://www.communityday.org/hot-lunch>, orders for the upcoming week must be placed by the end of the school day on Friday.

Forgotten lunches - CDS keeps a small supply of essential food items on hand in case a student forgets their lunch. The supplies are not intended to replace a complete lunch or to be utilized on a routine basis.

## Dietary Guidelines

- All Lunches must be Kosher-style
- Beef and poultry may be included
- Lunches and snacks may not contain dairy and meat products in the same meal.
- Pork or shellfish are not permitted
- Community Day is not a peanut-free school, however, some classrooms may have additional restrictions due to allergies of enrolled students.
- Food sharing is not permitted except for organized classroom events/parties.
- Any products brought to share must be store-bought and marked Kosher.
- Please contact us if you have any questions

## Uniforms - Dress Code Summary

A copy of the dress code is provided at the end of this packet and in the student/parent handbook

- Students in the Elementary and Middle school are required to wear uniforms.
- Uniforms for K-8th grades consist of a collared shirt and Khaki/Navy bottoms.
- Shirts may be any color as long as they are not embellished with a logo, design, etc.
- T-shirts associated with a school activity or event may also be worn (i.e., Panther Pride)
- All students must have a purple uniform shirt for field trips.
- Shorts/skorts/dresses must be fingertip length or longer when standing up straight.

- Closed-toe shoes are required.
- Outerwear must be of a single, solid color and not be embellished.

## Public Health Policies

Community Day School will utilize recommendations and guidance from local, state, and national officials to update current health and safety policies. Given the evolving nature of information and guidance regarding public health, please refer to the Health/Safety tab on the school website for up-to-date information on the school's public health policies and procedures.

### **For the 2022-23 school year our protocols relative to COVID-19 have been updated.**

COVID-19-specific communication will be sent to families within the classroom of a confirmed COVID-19 positive individual. Symptomatic individuals will be restricted from school in accordance with our existing illness policy. Classrooms will not be quarantined. Each family of a student attending the affected classroom will have discretion to act in a manner consistent with their comfort level relative to illness management (i.e., keep a child home, wear a mask, etc.)

## Illness Policy Summary

A copy of the illness policy is provided at the end of this packet and in the student/parent handbook. For your child's well-being, and out of respect for our other students and teachers, please refrain from bringing a sick child to Community Day. Children demonstrating signs of illness will be sent home from the program. If called to pick up your child, you or an authorized emergency contact are asked to do so as quickly as possible. If we are unable to reach a parent, we will call the emergency contacts listed. Illness is defined as any condition or behavior that prevents them from fully engaging in program activities; a fever of 100 F; a green runny nose; diarrhea or vomiting. Any child sent home will be unable to return until they are symptom-free, without medication, for 24 hours.

## Media Policy Summary

Community Day students may be photographed over the course of the school day and during special events. The photographs often capture the essence of our program and students' love of learning. As such, Community Day School may use the images in promotion of the school and in sharing on-campus activities. In addition, special events and other activities may be captured by members of the professional media. The tuition contract grants permission to use a student's name, photograph, voice, image and information by the School for use in the School's publications, promotional materials, social media sites, and website. It also authorizes students to be interviewed by the media on campus or at school-related events. Your registration form provided a procedure you may utilize to opt-out from default media permissions. Please contact [Brenna@communityday.org](mailto:Brenna@communityday.org) with any questions.

## Learning Expedition Summary

Elementary and Middle School Learning Expeditions are a way of enriching the curriculum and are encouraged. Careful thought goes into planning a trip. As an experiential, project-based school, an expectation of a student's enrollment at CDS is participation in any scheduled learning expedition.

All learning expedition attendees must meet at school first and then proceed to the field trip destination. Students are not to meet at the destination. Siblings are not permitted on learning expeditions. Students are required to wear purple school t-shirts on all learning expeditions.

Parents of any K-8 student may notify the school and request to opt out of expeditions on a case-by-case basis. For any students whose parents have opted out, the student may be given an educational alternative that may be completed independently or may remain at home.

It must be stressed, that only those students who, in the administration's sole discretion, have demonstrated good conduct during their classes will be permitted to attend. Proper behavior during the trip continues to be of utmost importance. Parents/Guardians of any K-8 grade student unable to follow the given guidelines will be notified. In severe cases, the parent/guardian will be requested to come and/or provide transportation home for the student.

### **Car seats**

We require age-appropriate car seats on all learning expeditions as applicable by Florida law.

### **Chaperone Guidelines/Learning Expeditions**

Per DCF (Department of Children and Family Services), drivers must submit copies of their licenses and insurance cards prior to driving. Please note that primary insurance coverage is provided by the driver's policy. The School reserves the right to check the motor vehicle records of the drivers prior to a field trip. Drivers are also required to sign appropriate forms mandated by DCF. Drivers are prohibited from using cell phones while driving. Chaperones' undivided attention is required at all times. Parents need to be aware they are in a supervisory capacity when serving as chaperones on class field trips. To this end, any time a parent is acting as a field trip chaperone, all cell phones must be silenced AT ALL TIMES and conversations with other parent chaperones must be kept at a minimum. Parents who are not able to fulfill their responsibilities as field trip chaperones will not be permitted to serve as chaperones on future field trips.

## **Birthday Celebrations**

Community Day School wants every child to feel special on their birthday. We understand that you may wish to arrange something in school on your child's birthday and welcome you to contact your child's teacher if you would like to arrange an acknowledgment or *non-food-related* birthday activity on your child's special day. If you arrange with the classroom teacher to bring a food-related treat to share with the class, please be considerate of any food allergies or dietary constraints of the students (i.e., gluten free). In order to maintain and moderate a healthy and nutritious community, please limit birthday food treats to wholesome items.

## **Cultural Holidays - Honoring Diversity**

Community Day School is an interfaith, pluralistic, Jewish Day school and is committed to educating our students to be citizens of the world. We recognize and honor differences among cultures and traditions, as well as our similarities, as important and valuable in fostering tolerance and acceptance in the world. This message is a core value of our school and is weaved in throughout our programming and project-based learning curriculum.

Community Day School welcomes all families and all faiths to attend our school and become part of our community. Students are welcome to share their culture and traditions with us. If your family is observing a cultural celebration and your child wishes to share their tradition with their classmates, we are excited for them to do so. Similar to Learning-on-Display, your child sharing in this manner is a project-based opportunity for expanding awareness and understanding among their peers.

Community Day School will not program other holiday celebrations or instruction into the curriculum or calendar but will support your child in sharing what is important to them as a member of the Community Day School family. Please direct any questions to Dan Ceaser, Head of School.

## Discipline Policy In the Early Years

Discipline comes from the word disciple - to teach. Discipline is not punishment; it's our way of teaching children to make proper choices. We believe children are creative problem solvers. We facilitate conflict resolution skills by guiding the children to define the problem and find solutions with which everyone can be happy. Classroom rules will be determined during the first week of school. The children and teachers will work together to develop rules, which they feel are necessary for their class. The rules will be role-played and discussed using "what-if" scenarios.

1. We anticipate problems and redirect whenever possible.
2. We use a 3-part reminder
  - A. What you can't do
  - B. Why you can't do it
  - C. An alternate choice
3. We praise the deed not the doer.
4. We use logical natural consequences.
5. We encourage children to express themselves verbally.
6. We believe that the time-out in a group setting is more humiliating than helpful. For this reason, *Community Day School does not use time-out*. We may remove a child from a situation *to protect the child, the teacher, or the other children*, but it is within the parameters of narrowing (eliminating) choices, not punishment. Needless to say, we will not subject a child to humiliation, ridicule, or frightening threats. Spanking or other forms of physical punishment are prohibited. For further clarification of our discipline policy, please speak to one of our Directors.
7. We communicate with parents and work together as a teaching team.

**As our students develop and mature, we continue a respectful approach to discipline using natural and logical consequences.**

# Afterschool Programs

## Clubs

### ❖ Preschool

The after-school program is designed by our professional staff to meet the very diverse needs of our children. The children have the opportunity to choose from a wonderful variety of organized activities, such as art, drama, literature, and outdoor play in a relaxed but stimulating environment. We offer a variety of Clubs, Examples of these clubs are Gymnastics, Science, Soccer, Dance, Spanish, Literature, Cooking, and Music & Movement. There is a fee associated with these clubs.

### ❖ K-8

The after-school care program is an open play environment on the playground, athletic field, and/or gymnasium. After-school care provides the opportunity for the students of all grades to interact and play with each other. This is where special friendships are made between the upper and lower school students.

The schedule includes check-in; followed by outside or indoor play. In addition, Community Day School offers After School Enrichment Clubs. A variety of clubs involving sports, arts, music, science, animals, cooking, math, language, etc. have been offered in the past. Some clubs are offered by local youth sports and activities businesses. An additional fee and pre-registration will be required for clubs. Look out for the club sign-up notice at the start of the school year.

Homework Help is offered Monday through Thursday in a classroom supervised by CDS Faculty. The sessions provide a quiet space for students to complete their homework, receive assistance, study, or receive additional practice/instruction in a certain subject. CDS offers a mentoring program with alumni who participate as volunteers to assist in homework help. Pre-registration for homework help is required and an additional fee is assessed for this program.

If you have any questions or concerns please contact the school office. The Community Day School aftercare program intends to provide your child with enriching learning experiences after school hours.

## Athletic Program-Welcome Panther Athletes!

Our Athletics program provides our students with a socially safe, emotionally and mentally sound, and developmentally appropriate learning environment. Our Varsity athletics programs participate in the Gulf Coast Athletic League in the sports of volleyball, flag football, cross country, basketball, soccer, golf and tennis. We are super excited to announce that new to CDS varsity sports this year is Cheerleading! Our varsity program welcomes all 5th-8th grade students to participate.

### **Parent/Athlete Meeting Friday, August 12th (Meet the Teacher Day) at 2:00 pm**

This meeting is a must for all 5th through 8th-grade varsity athletes and their parents!

### **Sports Fees**

A sports fee is associated with each varsity sport and is due at the beginning of each season. The sports fee covers uniforms, referees, court/field rentals, and other sport-related expenses.

## Where to Direct Questions?

Robin Sweeting	Elementary or Middle School Curriculum
Robin Sweeting	Learning Resource Support
Kristin Calvert	School Counselor, 1-on-1 support, small group counseling etc.
Jamie Griffitts	Athletics Program, K-8 After School Program and Clubs
Tracey Bortz	Preschool Curriculum, Classroom structure, Adding days
Tracey Bortz	Preschool Clubs, Preschool Stay-n-Play
Carrie Kashawlic	Business Operations and Finance
Ruth Slabaugh	Parent accounts,A/P, A/R, Tax Statements
Amy Meese	Enrollment, Admissions, Scholarships, Financial Aid
Alexis Djadju	Report Absences, Student Records
Brenna Wilhm	Donations and Engagement questions
Brenna Wilhm	Communication, newsletters, media policy, photo permissions
<a href="#">Parent Helpline</a>	<a href="mailto:Questions@communityday.org">Questions@communityday.org</a>

# Instructional Calendar

## Community Day School Instructional Calendar 2022-23

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			13d/13

August 8 – Teachers Return for In-service  
August 12 – Meet the Teacher – Welcome Back!  
August 15 – First Day of School

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27*	28	29	30	
						20d/193

September 1 – Parent Information Night  
September 5 – School Closed - Labor Day  
September 26 – School Closed – Rosh Hashanah  
September 27 – Special Programming Day\*

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19d/152

October 5 – School Closed – Yom Kippur  
October 14 – No classes – Professional Day

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17d/169

November 21 – No classes – Conference Day  
November 22-25 – School closed – Thanksgiving Break  
November 28 – Classes Resume

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18*	19	20	21	22	23	24
25	26	27	28	29	30	
						16d/185

December 18 – 1<sup>st</sup> Candle of Chanukah  
December 23-30 – School Closed – Winter Break

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30*	31				
						16d/101

January 2-6 – School Closed – Winter Break  
January 9 – Classes Resume  
January 16 – School Closed – MLK day  
January 30 – 100<sup>th</sup> day of school

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						19d/123

February 20 – School Closed – President's Day

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17d/137

March 13 – 17 Spring Break  
March 20 – No classes – Professional Day  
March 21 – Classes Resume

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13*	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						17d/194

April 5-7 – School Closed – Passover  
April 10 – Classes Resume  
April 13 – Special Programming Day\*

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						18d/172

May 15 – No Classes – Conference Day  
May 25 – Last Day of School  
May 29 – Memorial Day

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Important Dates - School Year August 15, 2022 - May 27, 2023

Labor Day	September 5	School Closed
Rosh Hashanah	September 26	School Closed
Yom Kippur	October 5	School Closed
Professional Day	October 14	No Classes
Conference Day	November 21	No Classes
Thanksgiving Break	November 22-25	School Resumes November 28
Winter Break	December 23, 2022 - January 6, 2023	School Resumes January 9
MLK Day	January 16	School Closed
100th Day	January 30	100th Day Celebrations
Professional Day	February 20	No Classes
President's Day	February 21	School Closed
Spring Break	March 13-17	School Resumes March 22
Passover	April 5 -7	School Closed
Passover	April 13	Special Programming Day
Conference Day	May 15	No Classes
Last Day of School	May 25	Have a great summer!

# Government Brochures



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.

### GENERAL REQUIREMENTS

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and chapter 65C-22, F.A.C., which include, but are not limited to, the following:

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain appropriate transportation vehicles (if transportation is provided).
- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.
- ✓ Maintain minimum staff-to-child ratios:

Age of Child	Child:Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old	25:1

### Health Related Requirements

- ✓ Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- ✓ Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- ✓ 40-hour introductory child care training.
- ✓ 10-hour in-service training annually.
- ✓ 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- ✓ Director Credential for all facility directors.

### Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- ✓ Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.



## QUALITY CHILD CARE

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, storytelling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.

### Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ✓ Communicate with parents.

### Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

## PARENT'S ROLE

A parent's role in quality child care is vital.

- ✓ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate directly with caregivers.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to your child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.
- ✓ Familiarize yourself with the child care standards used to license the child care facility.

This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on: \_\_\_\_\_

License Expires on: \_\_\_\_\_

For more information regarding the compliance history of this child care provider, please visit: [MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare).



More information  
and free resources:

[MyFLFlorida.com/ChildCare](http://MyFLFlorida.com/ChildCare)

**To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.**

# Classes begin at Community Day School August 15, 2022



## School Health Requirements FOR ATTENDANCE 2022-2023



**The school year begins August 10, 2022. Are your kids ready to enroll?**

- ✓ Physical Examination
- ✓ Immunizations

A **physical exam** including a full body systems check is required of each student initially entering a Florida school. It must be signed and stamped by a licensed provider and dated within a year of registration.

**Up-to-date immunizations** are required (see table).

- The Florida Department of Health in Sarasota County (DOH-Sarasota) provides free childhood immunizations.

**Florida Certificate of Immunization** (form DH 680) is required of all students for school entry. Contact your physician or DOH-Sarasota for the form. If your child is new to Florida schools, provide **a copy** of your child's existing immunization records to DOH-Sarasota. **Please do not send original records.** (Allow 3-7 days for processing). You will be notified if your child is missing any immunizations and should then call for an immunization appointment. For full details, visit [www.sarasotahealth.org](http://www.sarasotahealth.org). Send copies:

- **By mail** to DOH-Sarasota Immunizations Program  
2200 Ringling Blvd, Sarasota FL 34237
- **By fax** to 941-526-1532
- **In person** at one of the locations below

### Florida School Immunization Requirements (2022-2023)

#### Pre-Kindergarten

(Completed series for the age group)

DTaP (Diphtheria, Tetanus, acellular Pertussis)  
Polio  
Hib (Haemophilus Influenzae Type B)  
MMR (Measles, Mumps, Rubella)  
Hepatitis B  
Varicella (chickenpox)  
PCV 13 (Pneumococcal conjugate) - minimum one dose

#### Kindergarten, Grades 1 - 6

(Completed series for the age group)

DTaP  
Polio  
MMR  
Hepatitis B  
Varicella (chickenpox)

#### Grades 7 - 12

(Completed series for the age group)

DTaP  
Polio  
MMR  
Hepatitis B  
Tdap  
Varicella (chickenpox)

### Florida Department of Health in Sarasota County (DOH-Sarasota)

North Port Health Center  
6950 Outreach Way, North Port  
941-861-3850 - Immunizations

William L. Little Health and  
Human Services Center  
2200 Ringling Blvd, Sarasota  
941-861-2784 - Immunizations



Please call for an appointment. Leave a message if you reach an answering machine.

For additional information, contact your school or visit [www.SarasotaCountySchools.net](http://www.SarasotaCountySchools.net)

Florida Statutes 1003.22 and Sarasota County School Board Rule 5.10

# Las clases comienzan en Community Day School diurna el 15 de agosto de 2022



## Requisitos de Salud Escolar PARA ASISTIR A LA ESCUELA 2022-2023



**El año escolar comienza el 10 de Agosto del 2022. ¿Están sus hijos listos para matricularse?**

- ✓ Exámen Físico
- ✓ Vacunas

**Un exámen físico** incluyendo una verificación de los sistemas de todo el cuerpo es requerido para cada estudiante que ingrese inicialmente a una escuela de Florida. El examen físico debe ser firmado y sellado por un proveedor con licencia y fechado dentro de un año del registro.

**Vacunas actualizadas** son requeridas (vea tabla).

- El Departamento de Salud de Florida en el Condado de Sarasota (DOH-Sarasota) ofrece vacunas para niños gratis.

**El Certificado de Vacunas de Florida** (formulario DH 680) se requiere para cada estudiante que ingrese a la escuela. Comuníquese con su médico o DOH-Sarasota para obtener la forma. Si su hijo es nuevo en las escuelas de Florida, proporcione **una copia** de los registros de vacuna existentes de su hijo al DOH-Sarasota. **Por favor, no envíe registros originales.** (Espere de 3 a 7 días para el procesamiento). Se le notificará si a su hijo le falta alguna vacuna y luego debe llamar para programar una cita de vacunación. Para obtener detalles completos, visite [www.sarasotahealth.org](http://www.sarasotahealth.org). Envíe las copias:

- Por correo al DOH-Sarasota Immunizations Program, 2200 Ringling Blvd, Sarasota, FL 34237
- Por fax al 941-526-1532
- En persona en una de las ubicaciones enumeradas a continuación

### Requisitos de Vacunación Escolar de Florida (2022-2023)

#### Pre-Jardín de Infancia

(Series completadas para este grupo de edad)

DTaP (Difteria, Tétano, Tos ferina acelular)  
Polio  
Hib (Haemophilus Influenzae Tipo B)  
MMR (Sarampión Común, Sarampión Alemán y Paperas)  
Hepatitis B  
Varicela  
PCV 13 (Neumococo Conjugado) - mínimo una dosis

#### Jardín de Infancia y Grados 1 - 6

(Series completadas para este grupo de edad)

DTaP  
Polio  
MMR  
Hepatitis B  
Varicela

#### Grados 7 - 12

(Series completadas para este grupo de edad)

DTaP  
Polio  
MMR  
Hepatitis B  
Tdap (Tetano, Difteria, Tos ferina acelular)  
Varicela

### Departamento de Salud de la Florida en el Condado de Sarasota - Inmunizaciones

**North Port Health Center**  
6950 Outreach Way, North Port  
941-861-3850 - Immunizations

**William L. Little Health and Human Services Center**  
2200 Ringling Blvd, Sarasota  
941-861-2784 - Immunizations



Por favor llame para una cita. Deje un mensaje si sale un contestador automático.

Para más información, contactar su escuela o visitar [www.SarasotaCountySchools.net](http://www.SarasotaCountySchools.net)

Estatuto de la Florida 1003.22 y Regla 5.10 del Consejo Escolar del Condado de Sarasota

# The flu form is here for informational purposes and must be signed by preschool parents on the first day of school in order for children to attend

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



### What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



### How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

### What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

#### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



### How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

### What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

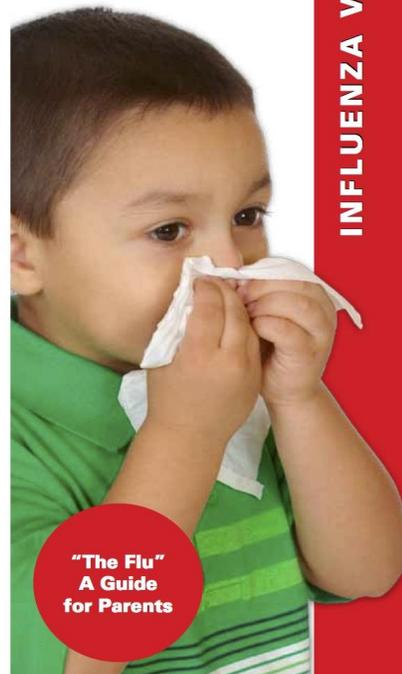


### When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

INFLUENZA VIRUS



"The Flu" A Guide for Parents



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



**REPORTING CHILD ABUSE IS  
EVERYONE'S RESPONSIBILITY**  
**1.800.962.2873**

Every year in Florida, thousands of children are subjected to child abuse, which can take the form of physical or sexual abuse, neglect, abandonment or mental injury. Too many continue to suffer because the abuse is never reported. Under Florida law, anyone who suspects a child may be abused or neglected has a responsibility to report it.

**Signs that a child may be a victim of abuse:**

- Unusual fearfulness
- Lack of hygiene or inappropriate dress
- Delayed emotional, intellectual or language development
- Frequent injuries
- Feeding disorders
- Rocking, self-inflicted pain
- Sleep disorders, bed-wetting
- Lack of eye contact, poor socialization
- Acting out in school
- Unexplained scars or bruises
- Malnutrition
- Many school absences

**CALL 911 FOR EMERGENCIES**

**How to report abuse:**

**Telephone 1.800.962.2873**

**Fax 1.800.914.0004 TDD 1.800.453.5145**

**Online at [www.MyFLFamilies.com](http://www.MyFLFamilies.com)**



## Full Dress Code and Uniform Policy

The Community Day School dress code and uniform policy reflect modesty and neatness. It is in place to support an atmosphere of academic excellence and inclusiveness. Attire that is consistent with the dress code is required. Clothing must be properly sized, neat and in good condition (no frayed edges, holes, etc).

### School-wide Uniform Provisions

- ❖ *Learning Expeditions*: All students are required to wear a purple school shirt for learning expeditions. Uniform bottoms are required unless advised otherwise by Faculty.
- ❖ *Purple T-shirt & Jeans Fridays*: Students are encouraged to wear their “Community Day School” Purple Logo t- shirt on Fridays. T-shirts from other school events or spirit wear may also be worn.
- ❖ *School Spirit Days*: Students should wear as much purple as possible! CDS spirit wear or a t-shirt from a previous school event may be worn.

### Early Childhood Center Dress Code

The dress code standard for our preschool is intended to support students’ health and well-being. The children are active and engaged in a range of activities, including messy projects, playing outside and on the playground.

- Close-toed shoes are required for all students.
- Clothing should not be challenging for a child to take on/off.
- Children should be dressed casually, in clothing that can get messy
- We encourage hats and sunglasses for sun protection
- A purple, logo t-shirt is required for any off-site learning expeditions. Each student is provided one shirt at registration. Additional shirts may be purchased from the Admissions office.

### K-8 Dress Code Provisions

**Uniforms are required for K-8 students. No brand logos or embellishments are permitted (piping, trim, etc.)**

#### Shoes

- Must be sneakers, rubber-soled, closed toe, covered back.
- Boots may only be worn from December thru February.

#### Uniform Bottoms K-8

- Shorts = Walking shorts in navy or khaki; navy gym shorts
- Pants = Docker-style chinos, any brand, navy/khaki/black.
- Skorts, skirts or shorts must be longer than a student’s fingertips when standing up straight.
- Bottoms must fit at a student’s waist. Undergarments must not be visible.

#### Shirts K-8

- Polo-style shirt, any color
- No brand logos or embellishments permitted
- Branded school spirit wear.
- **A purple, school logo shirt is required for any off-site learning expeditions.**
- **Students arriving without an appropriate shirt will be provided with a school t-shirt (cost \$10 billed to SmartTuition)**
- *Dresses* are permitted and must follow the same uniform standards of shirts/bottoms.

### PE and Agriculture Attire

- Students are not required to change clothes for PE/Ag.
- PE/Ag approved attire may be worn to school in lieu of a standard uniform on days a student will be attending PE or Ag class.
- PE/Ag approved attire means navy blue, fingertip length gym shorts; school spirit wear or an event t-shirt.
- Navy sweatpants and a solid-colored sweatshirt may be worn during cooler weather (Dec.-Feb.)

### Varsity Sports Attire

- PE/Ag attire should be worn for sports practices.
- Students must change clothes after dismissal.
- Students may wear their School Team uniform, with an undershirt, as appropriate to meet the dress code, in lieu of a standard uniform on days they have a scheduled game.

### Hats

- We encourage hats and sunglasses for sun protection.
- Hats may only be worn during all outdoor activities.

### Cooler Weather (December through February ONLY)

- School logo or solid colored sweater/sweatshirt
- Neutral-colored, soft soled boots
- Leggings under shorts or skort

### Kippot

- Kippot are required for all boys during Jewish Religion classes, Shabbat, and when eating.
- Girls are also provided Kippo; however, wearing them is optional.

### Items NOT Permitted

- Patches to cover brand logos
- Overalls
- Skin-tight or yoga pants or jeggings
- Shorts/skirts/skort more than 4" above knee
- Bottoms with underpants visible
- Pants dragging on the ground
- Clothes with holes/cut-outs/see through mesh
- Embellishments i.e., rhinestones, studs, embroidery, stripes, & piping
- Platform shoes, sandals, flip-flops, crocs, slippers
- Visible piercings, other than small earrings or studs
- Jewelry that is distracting or extreme
- Make-up for K-4th grades (modest make-up is allowed in 5th-8th grades)
- Watches that beep or buzz during school hours
- **Any internet-connected, wearable technology (i.e., Apple watch)**
- **Other items deemed distracting or inappropriate as determined by the school.**

Community Day School reserves the right to make additional changes throughout the school year as necessary.

If you have gently used, school uniform-compliant clothing you would like to donate for use by other school families, please contact the Admissions office.

Dress Code Exceptions are only permitted for:

- School-declared “dress-down days
- Students using an earned “dress-down” pass may use it to be out of uniform for a single day.
- Passes may not be used during learning expeditions.
- Students granted a Uniform Policy accommodation for a clinically documented need. (See accommodations section of handbook)
- Student granted accommodations must be attired consistent with the remainder of the Dress Code provisions.

### **Dress Code Enforcement**

Students arriving at school who are not in compliance with the Dress Code may be subject to progressive discipline resulting in the following consequences:

- Asked to change clothes
- Parents/guardians contacted to bring clothing
- Letter sent home with student
- Parents and students meet with Director
- Uniform contract

Enforcement of the Uniform Code is at the discretion of the K-8 Director.

## Expanded Illness Policy

### **Illnesses**

- For your child’s well-being, as well as the well-being of other children and staff, children are to remain at home or will be sent home immediately if:
- has had a fever of 100°F or above within the previous 24 hours; is in school with a fever of 100°F or above. Students are to remain home until at least 24 hours after there is no longer a fever *without the use of fever-reducing medicine*.
- has diarrhea; children with 2 or more cases of diarrhea in a single school day will be sent home immediately
- has been on prescribed medication for less than 24 hours
- is sneezing, or coughing due to a viral or bacterial illness
- has a nasal discharge that is cloudy, thick, or yellow/green
- seems tired, cranky, or “under the weather” (often a sign an illness is coming on)
- has suspected infected eyes, especially red eyes with discharge and drainage, or matting of the eyelids until a written diagnosis by a physician indicates a non-contagious eye ailment, or signs and symptoms have disappeared
- Presence of any rash with fever or behavioral change
- Mouth sores that interfere with the control of saliva (unless the child’s physician or local health department states the child is noninfectious and/or open sores around the mouth area.
- Any open sores that are raw and/or bleeding must be treated and covered properly
- Impetigo or ringworm - may be allowed back 24 hours after appropriate treatment has begun. The area should be covered.
- Head lice - the child may return after treatment has been initiated and a head check has been performed at school \*See Lice/Nit Policy\*
- Scabies - the child may return 24 hours after therapy has been completed
- Strep throat, may be allowed back 24 hours after appropriate treatment has begun and until the child has been without fever for 24 hours
- Vomiting - two or more times in the previous 24 hours, unless vomiting is determined to be due to a non-contagious condition and the child is not in danger of dehydration.

- The child has any of the following conditions: fever, wheezing, lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
- The illness prevents the child from participating comfortably in activities as determined by the staff
- The illness is in greater need for care than the staff can provide without compromising their ability to care for other children

### **Illness/Injury Communication/Pick-Up**

If a child shows symptoms of illness during the day, the child will be isolated. A parent/guardian will be called, at the *preferred phone number listed in Blackbaud*, to pick up the child. If the parent/guardian called is unavailable, CDS will leave a message advising them the child needs to be picked up. CDS will then contact other custodial parent/guardian(s) listed in Blackbaud, if applicable.

If CDS does not hear from a parent/guardian within 30 minutes of leaving a message, CDS will call members of the emergency pick-up list to come and get the child. An adult, authorized to pick up the child, must get the ill student within 60 minutes of the first message having been left at the parent/guardian's preferred telephone number.

CDS will not release a student to anyone not listed on the authorized emergency contact list without written consent from a custodial parent(s). Those individuals picking up a student will be asked for identification before a child is released.

Please keep in mind that although pediatricians vary in terms of defining "contagious or communicable," (ex. nasal discharge), our policy will be enforced, as we must be concerned with the well-being of all children and staff. A doctor's note stating your child is not contagious, and is well enough to attend classes, will be required for any child demonstrating symptoms that would keep them from attending CDS under the Health and Safety Policy.

*Please notify the school when your child is ill and will not be attending. In the case of communicable diseases, we have to notify other parents as well as the Health Department.*