

Welcome to the new school year!



2024-2025 Welcome Packet

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

Absence Reporting
Attendance@communityday.org

Parent Helpline
Questions@communityday.org



HERSHORIN SCHIFF
COMMUNITY DAY SCHOOL

Summer Family Meet-ups

SUNDAY, JULY 14 AND SUNDAY, AUGUST 4

URFER FAMILY PARK

4012 HONORE AVE, SARASOTA, FL 34233

PRESCHOOL
10AM - 12PM

MEET AT
THE
PAVILLION

GRADES K - 8
4PM - 6PM



Join us to connect with your child's classmates and other
CDS families
over the summer.

We look forward to seeing you!

RSVP at <https://forms.gle/8E5gwqFU4Ab9x2vG7>

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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).

Welcome To Your Community Day School!

If you are new to our Community Day School family, we are thrilled to welcome you; if you are a returning family, we're excited to welcome you and your child(ren) back for the 2024-2025 school year.

Our school has garnered international acclaim for its unique approach and has become one of the fastest-growing Jewish day schools in the nation. We are renowned for our model of diversity and inclusion as well as academic rigor. We are dedicated to creating a safe, small, nurturing learning community where students impact our world – right now and well into the future – as compassionate scholars and global citizens.

We are excited to announce some new developments for the coming school year:

- Fully revamped Music curriculum and new staff for early learning through 8th grade, including instrumental, choral, and band offerings across all grades;
- New Science Specialist position to support upper elementary and middle school laboratory sciences;
- Capital improvements to our gym and playgrounds;
- Continued growth of our Passport to Israel program, whereby our middle school students will have the opportunity to visit their exchange families in Tel Mond, Israel in the spring; and
- Additional learning support staff, Math and Language Arts positions to accommodate enrollment growth in our elementary and middle schools.

For our younger learners, we continue to incorporate the renowned Reggio Emilia method, a student-centered, research-based preschool curriculum that helps students develop social and fine motor skills in a joyful academic environment. All ages participate at some level in our Agriculture Science program, which provides hands-on experience, learning, and fun in our Rosenthal Kibbutz Sustainability Garden and Outdoor Classroom. Children in K-8 benefit from project-based, hands-on learning in all traditional topic areas and cutting-edge skills – such as building and flying drones, programming robots, and fabricating and cutting vinyl stickers – as well as learning expeditions that lead students beyond the classroom walls.

On behalf of our board, administrators, and teachers, we look forward to welcoming you to another wonderful school year!



Dan Ceaser
Head of School

Board of Trustees Message

Shalom Friends,

Over the past year, a task force of a variety of stakeholders continue to work thoughtfully and diligently on the action items outlined in our comprehensive strategic plan. As a reminder, this plan reflects our most important priorities and highest aspirations and affirms the founding vision of our school's two namesakes.

The implementation of this plan continues to hinge 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,

Board of Trustees

Board of Trustees

Rachel Saltzberg, President

Richard Hershonin⁺

Rabbi Michael Shefrin

Melissa Walsh, Treasurer

Nikhil Joshi, Esq.

Rick Siegel

Colleen Blumethal, Secretary

Dr. Wendy Katz

Dan Ceaser, Head of School

Mitch Blumenthal (z'l)⁺⁺

Robert Landman

⁺Honorary Lifetime Member

Lori Dorman, Esq.

Michael Ritter

* Of blessed memory

Benjamin Edelman

Barbara Rodkin

School Administration

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Jessica Balno
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Coordinator, Magan Weber
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Where to Direct Questions?

Tracey Bortz
Dr. Vincent Miller
Barbara O'Brien
Amber Whitenight
Jamie Griffiths
Carrie Kashawlic
Chrissy Johnson
Amy Meese
Magan Weber
Tracey Mara/Kari Jones
Brenna Wilhm

Early Childhood Curriculum, Classroom Matters, Extended Care
Middle School Curriculum, Classroom Matters, Student Placement/Progress
Elementary Curriculum, Classroom Matters, Student Placement/Progress
Learning Resource Support, Social Emotional Support
Athletics Program, K-8 After School Program and Clubs, Facility Rental
Business Operations and Finance
Parent Accounts, Billing, Tax Statements
Enrollment, Admissions, Scholarships, Financial Aid
Blackbaud Learning Management System
Attendance, Student Records, Early Dismissal/Late Arrival, Pizza Fridays
Donations, Sponsorship, Volunteering and Engagement
Communication, Newsletters, Media Policy, Photo Permissions
Lunch Program patrik@eatfreshflamingo.com 1-941-600-6551

Patrik @ Fresh Flamingo

[Absence Reporting](#)
[Parent Helpline](#)

Attendance@communityday.org
Questions@communityday.org

Getting Started - Early Childhood

Meet the Teacher Day - Friday, August 9th

- Time in the classroom, 10 am -12 pm
- New Parent Orientation, 12:00 pm, in the Sanctuary

First Day of School - Monday, August 12th

ECE families must complete the Influenza Acknowledgement form before leaving campus.

Early Morning Care & Aftercare*

Early Morning Care and Aftercare will start on the 1st day of School. *Must be preregistered - not a drop in service.

Early Morning Care

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

Aftercare

Children enrolled for aftercare will be signed into the program by faculty. Parents must sign their child(ren) out from aftercare each day.

Aftercare is available from 3:30 pm - 5:30 pm Monday-Friday. Aftercare is not available from 1:30 pm - 3:30 pm. Families requiring care during those hours would need to amend their enrollment schedule.

Early Childhood Food

- Students enrolled until 1 pm will have **one snack** and **lunch** with us each day.
- Students enrolled until 3:30/5:30 pm will have one additional **afternoon snack**
- All snacks and lunches are provided by the family. Please note that all food items must be compliant with our *Kosher-style dietary guidelines*. Kosher-style means no dairy and meat in the same meal, no pork products of any kind, and no shellfish of any kind.
- **Snacks** - You may pack daily snack(s) or we'll use the shelf-stable snacks you supply.
- **Lunch** - Please bring Kosher-style lunch each day. We recommend that parents place ice packs in their children's lunch boxes, as we do not refrigerate the children's lunches. We can microwave lunches that require heating.
- **Allergies** - CDS is not an allergen-free school, please refer to the dietary guidelines on pages 18-19 for further details. Student allergies that require specific attention must be discussed with the ECE Director prior to a student's first day of attendance. Contact Tracey Bortz Tbortz@communityday.org.

School Day

Each student's schedule of attendance is determined based on the options selected in your enrollment agreement. The schedule options are:

9:00 am - 1pm part-day enrollment option

9:00 am - 3:30 pm full day enrollment option

9:00 am - 5:30 pm full day plus stay and play enrollment option.

If you pick-up after your contracted dismissal time you will be charged \$15 per hour or portion thereof.

Things to bring to Meet the Teacher Day

- Change of clothes: clothing, undergarments & shoes in a clearly labeled zip lock bag.
- Diapers and wipes as needed
- Zip-lock bag of shelf-stable snacks for your child

Lilio

ECE parents/guardians will be invited to our cell phone-based communication app.

Early Childhood Supplies

The following items are needed on the first day of school

- A complete change of clothes, including socks and shoes, in a zip lock bag (to be kept in their cubby). Please adjust these periodically to reflect changes in size and temperature.
- A labeled, refillable water bottle
- A waterproof book bag or backpack with a zipper or snaps to close. It should be large enough to hold papers, show and tell items
- A reusable (or disposable) lunch bag with an ice pack
- A crib sheet to place on their mat for rest time (required for all ages),
- A lovely/comfort item for use during rest time
- Snack
- Please bring Kosher-style Lunch (no milk and meat in the same meal, no pork, no shellfish.) We recommend that parents place ice packs in their children's lunchboxes, as we do not refrigerate the children's lunches.
- ALL ITEMS MUST BE LABELED WITH BOTH FIRST AND LAST NAME

A Note About Preschool Clothing

Preschool is MESSY! Smocks are provided and their use is encouraged, but teachers will not insist on their use if it presents a barrier to a child's participation or enjoyment of an art activity. Please dress your child accordingly. We paint, play with clay, watercolors, sand, glue, etc., so please make sure you send your child wearing preschool-appropriate clothes (simple t-shirts, easy-to-pull-up shorts, etc.). Autonomy, self-sufficiency, and independence - are watchwords of early childhood education.

Elastic waists and simple comfortable clothes allow your child the opportunity to learn to dress him/herself. Mastery of simple life skills leads to great feelings of self-worth! Please keep this in mind when choosing your child's clothes.

Safe shoes (sneakers, rubber-soled shoes, covered sandals - front and back) and socks are REQUIRED DAILY for safety reasons. This policy will be strictly adhered to and parents will be called to bring the appropriate shoes (and clothing, as applicable). We also MUST remove any dangling earrings or necklaces from children as a safety precaution.

Did you know?

Reggio Emilia is not only a city in Italy, it is an educational philosophy and pedagogy focused on preschool and primary education. This approach is a student-centered and self-guided curriculum that uses self-directed, experiential learning in relationship-driven environments. The fundamental principles of the Reggio philosophy are centered upon the image of the child, the hundred languages of children, the role of the teacher, reciprocal relationships, a pedagogy of listening, and the environment as third teacher. Community Day School's Early Child Education Center marries a Reggio Emilia philosophy with a wonder and play-based academic curriculum to ensure our students enjoy enriching and joyful learning and a respectful and nurturing care environment.

Getting Started - K-8

Meet the Teacher Day - Friday, August 9th

- New Parent Orientation, 12:30 pm, in the Sanctuary
- Time in the classroom, 1-3 pm
- Technology Orientation for grades 4-8, 2 pm, in the Sanctuary
- Varsity Athletic Meeting, 3 pm (Bring Insurance Card), in the Sanctuary

Bring to “Meet-the-Teacher Day”

- Change of clothes (K-4): 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

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. We do not have the ability to warm lunches in K-8.

Allergies - CDS is not an allergen-free school, please refer to the dietary guidelines on pages 18-19 for further details. Student allergies that require specific attention must be discussed with the relevant Program Director prior to a student’s first day of attendance, Elementary school K-5 Barbara O’Brien (bobrien@communityday.org) and Middle School 6-8 Dr. Vincent Miller (vmiller@communityday.org)

School Supplies and Shirts

- K8 supply lists are in the parent portal of the website at [communityday.org/school-supplies](https://www.communityday.org/school-supplies). Supplies may be purchased at a parent’s retailer of choice.
- Chromebooks are required for grades 5-8. For security purposes, Chromebooks must be purchased through Community Day.
- Headsets are required grades K-8. Please label them.
- All Students must have a purple school shirt for Learning Expeditions.
- Students are eligible for one replacement shirt each year free of charge.
- Additional school t-shirts may be purchased for \$10 each.
- **Order additional or replacement shirts online at <https://www.communityday.org/order-shirts>**
- Samples of shirt sizes are available at the front desk. Shirts may not be returned.
- Shirt orders are distributed on Fridays. Please allow ample time to receive a shirt in advance of a scheduled learning expedition.

Monday, August 12th 8:30 am-3:30 pm

Early Morning Care and the After School Program

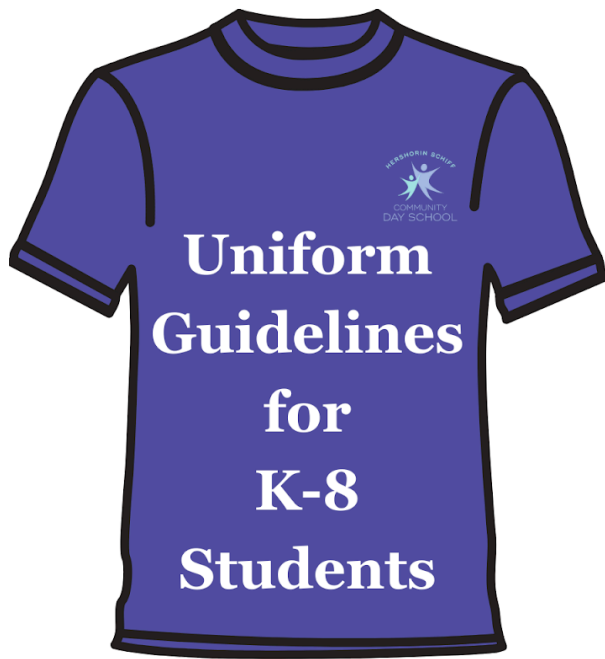
Will start on the 1st day of School at 7:30 am and 3:45 pm, respectively.

Families Stay & Schmooze in the Gym

August 12, 8:30 am - 9:30 am

Things to Bring to School

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



Additional shirts may be purchased for \$10.

Please order online at

<https://www.communityday.org/order-shirts>

- Shirts:
 - Students may wear any color, polo-style shirt.
 - Students may wear t-shirts associated with a school function (i.e., Panther Pride, Jog-a-Thon, etc.)
- Bottoms:
 - Must be fingertip length or longer and loose fitting.
 - K8 students may wear navy blue or khaki.
 - 6th-8th students may also wear black or jeans.
- K5 student's clothing may not be embellished with trim, beading, wording etc., or contain brand logos.
- 6th-8th students may wear discrete brand logos.
- Shoes
 - Must be closed-toed. Athletic shoes like sneakers are preferred.
 - Boots may only be worn in the winter months.
- Wearable technology, other than for medical monitoring purposes, is not permitted in school
- Cell phones are not permitted in class.
- Students are required to have a purple shirt for learning expeditions.
- *This is only a summary. See the Student/Parent Handbook for the full dress code provisions.*

Homework Supplies

All K-8 students need to keep a "Homework Box" of supplies at home.

Kindergarten: Crayons, Markers, Pencils, Scissors, Glue Sticks, Math Facts Flashcards

1st-4th: Also #2 Pencils w/erasers, Colored pencils and markers, Pencil Sharpener, Ruler (w/cm & in), Wide-rule Loose Leaf Paper

5th-8th: Also a Protractor/Compass

K-8 Summer Work

Summer Work Portal

<https://www.communityday.org/k8-summer-work-portal>

We hope you are enjoying your summer vacation! While we know this is your time to enjoy a more relaxed routine, it is important to keep academic skills strong. On the Parent Portal of Community Day School website you will find summer review work for Math and Language Arts. All grades, K through 8 have summer work to complete. For questions regarding IXL access email mweber@communityday.org.



Supporting Learning Success

Success in school is a partnership between student, parent, and educators - ***we all play a role***. Below are some ways that you and your child can work together to support their success in school. If ever you need help or have questions about your child's work, progress, or challenges they are facing, we are here for you. Please do not hesitate to reach out to the Program Directors Elementary K-5 Barbara O'Brien (bobrien@communityday.org) and Middle School Dr. Vincent Miller (vmiller@communityday.org), our Learning Services Coordinator, Amber Whitenight (awhitenight@communityday.org) or our Head of School, Dan Ceaser (dceaser@communityday.org) to ask for help or voice your concerns.

Strategies for Supporting Learning at Home

1. Send your child to school ready to learn
 - a. Fuel them up with a nutritious breakfast
 - b. Recharge them with a good night's sleep - Most kids need 10-12 hours of sleep
 - c. Clear their mind so they can unwind (limit stimulating diversions like technology)
 - d. Support good attendance. Missing school or being routinely tardy affects both their command of the material and their attitude toward school
2. Teach and reinforce good skills and learning habits
 - a. Establish a routine for completing school work at home
 - b. Select a workspace/area at which your child will complete their work and get them involved in setting it up with what they'll need to complete their work
 - c. Check your child's assignment book and homework folder every day
 - d. Talk to them about their day and what they are working on. If you are engaged, it helps them to be more engaged.
 - e. Monitor technology use and peer communications outside of the classroom
3. Keep in Touch - Communication is Key
 - a. Check in with your child, how are they feeling about their schoolwork?
 - i. Learning is work. Show your support, give them space and acknowledge their feelings. It is ok for them to feel like don't understand or to need help.
 - ii. If they are not making progress on the task, it is ok to take a break or put it aside and reach out to the teacher.
 - iii. Engage school administration as soon as you learn of any concerning interactions among students on our off campus.
 - b. Model good learning habits. Admit when you don't know, engage your child in a journey of discovery.
 - c. Reach out to the teachers...we want to hear from you! Our goal is for the students to learn and for everyone to feel supported. CDS faculty are compassionate, practical people who understand childhood upsets, parent questions, and that life happens! Please never hesitate to contact your child's teacher.

Guide to Key School Events

Summer Meet Ups - Join us to connect with your child's classmates and other CDS families over the summer. We look forward to seeing you! July 14, 2024 and August 4, 2024 at Urfer Park.

Early Childhood program at 10-12 noon. K-8 at 4 pm-6 pm

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.

Early Childhood - August 9th, 10 am-12 pm and K-8 August 9th, 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 9th in the Sanctuary. Early Childhood program at 12 noon. K-8 at 12:30 pm.**

Family Shabbat Dinner - Join us for a family-friendly potluck dinner celebrating the start of a new year! Bring your favorite entrée, side or dessert (dairy, vegetarian or vegan).

Save the Date - September 6 - More details coming soon to your inbox!

Upper School Parent Information Night - This evening is an opportunity for K-8 parents/guardians to meet Administration and our faculty, learn about your child's classroom, and ask any questions you may have. **August 22nd in the Classrooms, start time 6:00 pm-7:30 pm.**

Grandfriend's Day - Please join us for a morning celebrating our grandparents & special grandfriends including intergenerational Shabbat services, classroom activities & more! **Friday, October 18th**

Challahween Bake-Off - A celebrity-judged family-friendly challah bake-off. **Friday, November 1st**

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. **Friday, February 7th**

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. **Friday, November 22nd**



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. **Fall: Wednesday, December 18th; Spring: Thursday, April 17th - ECE 9:00 am-10:30 am and K8 6:30 pm-8:00 pm**

Hanukkah Scholastics Book Fair - Our annual Scholastic Book Fair will be held in the Janis Kaplan Multicultural Media Center. Our students will have an opportunity to peruse the shelves, buy books or add something to their holiday wish list. **Thursday, December 12th - Thursday, December 19th**

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.

Friday, December 20th (Early Childhood & K-8) and May 21st (ECE) and May 22nd (K-8)

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. **Thursday, May 22, 2025 1:30 pm-3:00 pm**

Holiday Observances - Programmed days and School Closures - Hershorin Schiff Community Day School is an pluralistic 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.

Did you know?

The school mascot is a purple panther named **Menschy!**

Menschy's name comes from the concept of being a mensch which is part of our Kavod code (Code of Conduct). A Mensch is a person of integrity and honor. You can find Menschy out at school activities and celebrations, usually giving hugs and high-fives to students (and occasionally dancing!).



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.

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 Early Childhood 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
- Student will only be released to a custodial parent/guardian or individuals specified on the authorized pick-up list on record with the school. *We do not accept verbal modifications to the list.* Please email the Front Office personnel to add/modify your authorized pick-up individuals.
- If you have an occasional, extenuating circumstance that prevents you from parking your vehicle, please call the front desk at 941-552-2770 and we will assist you with your child's arrival/dismissal.

Early Childhood

Early Morning Care

7:30-8:55 am

Parents drop off their child/ren by checking in with the staff person on duty. 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 Lillio.

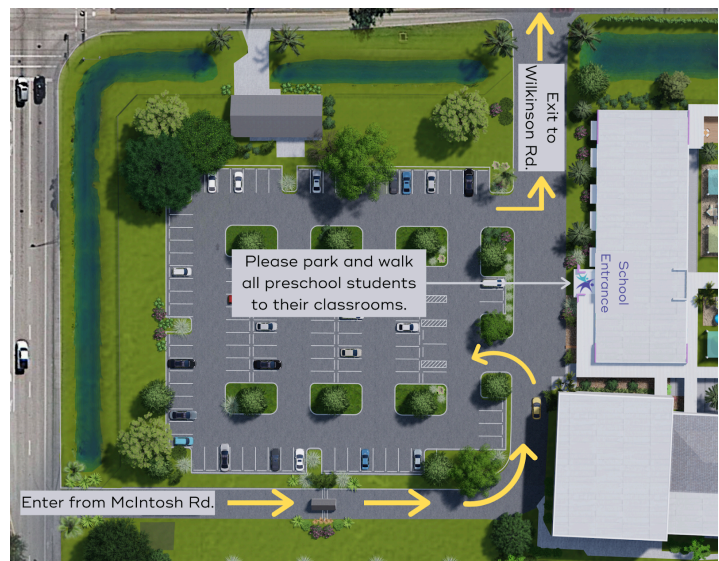
1:00 pm/3:30 pm Pick-up

Parents pick up their child/ren in their classrooms or on the playground at the end of their school day and sign them out with the teacher through Lillio.

Aftercare Pick-up

Parents pick up their child/ren by 5:30 pm. Parents must sign their child/ren out from aftercare.

Students must be preregistered to use extended day programming. If you drop-off in early morning care or pick-up after your contracted dismissal time you will be charged \$15 per hour or portion thereof for your child's attendance in these optional, contracted programs.



K-8

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 gymnasium entrance and to be admitted to EMC.

Morning Carline 8:15-8:25 am

Faculty and safety patrols assist students out of their cars.

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.

Trunks/cargo areas MAY NOT be accessed during carline.

Late Arrivals, After 8:25 am

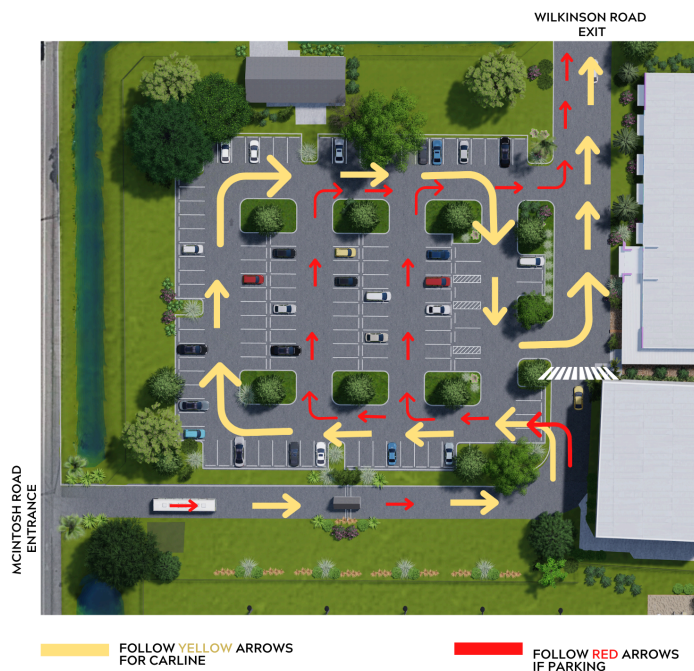
In order for students to do their best in school, it's important that they start off their day on a positive note and arrive at school no later than 8:25 am.

Students who arrive late must check in at the front desk to receive a Tardy Pass, they may then go to their classroom.

K/1 parents must walk their children into the building to sign them in. 2nd-8th grade students may walk themselves into the main entrance.

Excessive Absenteeism/Tardiness

Excessive absences equals *exceeding 17 days absent per school year*. If a student is absent from school for more than 2 hours, a half day absence will be recorded; a full day absence is recorded after 3.5 hours absent. Excessive absences, lateness will adversely affect student learning. It may result in consultation with administration, evaluation of the student's academic progress, and/or extra requirements



for promotion such as additional academic assignments. Excessive absences/tardiness may impact a student's performance/grades.

Dash Pass

K8 Families will be invited to utilize *Dash Pass* for regular afternoon dismissal. Dash Pass is a cell phone-based application designed to increase the efficiency and safety of our school dismissal process. Students remain safely in the classroom until parents, guardians & approved pick-up individuals cross the campus' geofence and are automatically detected.

Afternoon Carline 3:25-3:45pm

Pick-up begins at 3:25 pm. 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 morning 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.**

Afterschool Programs

Enrichment and Clubs

❖ Early Childhood

Students remaining after 1 pm dismissal will participate in our Full-Day Early Childhood program. The program consists of a suite of age and developmentally-appropriate activities designed to nurture and engage them while further stimulating their learning and growth in a fun, play-based atmosphere. Our afternoon enrichment program will highlight specific STEAM subjects like science, art, math, literature, and music. Children will be exposed to experimentation, creativity, and exploration through different activities. The student will complete a state-mandated rest period at the beginning of the afternoon session.

❖ K-8

The aftercare program is an open play environment on the playground, athletic field, and/or gymnasium. Aftercare 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 may be offered after the start of the school year. The schedule is designed around the needs of students. The sessions provide a quiet space for students to complete their homework, study, and receive assistance or 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.

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, cheerleading, and tennis. Our varsity program welcomes all 5th-8th grade students to participate.

Parent/Athlete Meeting Friday, August 9th (Meet the Teacher Day) at 3:00 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.

Policy Handbook Highlights

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

Dietary Guidelines

Community Day School adheres to the spirit of Jewish tradition by observing a [Kosher-style food policy](#). All food falls into three categories: [meat](#) (chicken, beef, turkey), [dairy](#) (yogurt, cheese, milk) and [parve](#) (everything else including, fruit, vegetables, breads, eggs, fish). Parve foods may be eaten with either dairy or meat.

- All food *consumed on CDS property* (lunches, snacks, parties) must be Kosher-style compliant
- Beef and poultry may be included. Pork or shellfish are not permitted
- Meals and snacks may not contain dairy and meat products in the same meal.
- Breaded, fried foods, cooked with milk do not meet Kosher-style standards (i.e., Chik Fil-a)
- Community Day is not an allergen-free (i.e., gluten, peanut) 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.
- During Passover there are additional dietary restrictions relative to foods that may be consumed on campus. Any food *consumed on CDS property* during Passover may not contain any *hametz* and leavened items (i.e. no bread, rolls, pasta, flour tortillas, or cookies).
- Please contact us if you have any questions at questions@communityday.org

Lunch Program

Community Day School students may bring a Kosher-style lunch (see dietary guidelines) from home each day or may participate in the lunch program offered through the school. We are excited to share that **Fresh Flamingo** will again serve as our lunch program provider for the 2024-25 school year. Details of the program options and logistics of ordering will be available during Meet the Teacher Day, August 9. 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.

Lunch Delivery services - Please make every effort to send your child to school in the morning with a packed lunch or pre-order lunch through the caterer. Lunch delivery through services like UberEats, DoorDash etc. is highly discouraged. The Front Office is unable to bring delivered lunches to the classroom and must call into class, disrupting instruction. In addition, delivery timing is not consistently timed to align with a student's lunch period, resulting in lunches sitting in the front office because they have arrived too early or too late for the grade-level lunch period. If you have an exceptional circumstance and must order lunch for delivery please remember that all ordered foods must be Kosher-style in compliance with the schools dietary guidelines.

Pizza Fridays - Shortly after the beginning of the school year our 8th graders begin their weekly pizza sale fundraiser. They use pizza sales to support their end of year trip. Families may order pizza for their child. The pizza will be delivered to ECE students and K8 is served at lunchtime. *Orders must be placed by noon on Thursday. Order forms are available from 8th graders in carline or at the front desk.*

Allergies

CDS is not an allergen-free school. Students are permitted to consume nuts, gluten, eggs, milk, and other common allergens as part of their snacks/lunch. If your child has a specific allergy, we can work with you to be cautious on a classroom-specific basis, however, we cannot guarantee an allergen-free environment. Student allergies that require specific attention must be discussed with the relevant Program Director prior to a student's first day of attendance.

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.

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. Jeans are permitted on Friday for all grades.
- Shirts may be any color as long as they are not embellished. School associated t-shirts may also be worn (i.e., Panther Pride). All students must have a purple uniform shirt for field trips.
- Bottoms must be fingertip length or longer when standing up straight.
- Middle School students only may wear black bottoms and jeans on any school day; their shirts may include discrete brand logos.
- Leggings are not permitted, except under skirts or dresses.
- Closed-toe shoes are required. No crocs, slippers, open back or slip on shoes (e.g. mules).
- 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.

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 100.4 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.

Immunization Policy Summary

Community Day School follows the State of Florida and Sarasota County School District procedures relative to immunization for school-aged students (Grades K through 8); a flyer of immunization standards is included at the end of this packet. Early Childhood immunization policies are determined at the sole discretion of the school.



CDS does not accept any vaccination exemptions for Early Childhood students. As of May 19, 2019, Community Day School's Early Childhood health policy was amended to no longer accept unvaccinated children into the early childhood learning center. All students enrolled after that date must supply proof of up-to-date immunizations.

Students enrolled prior to May 19, 2019 who are not current on their immunizations may provide a physician-signed letter indicating the plan for completing any outstanding immunizations. Community Day School will consider the plan and determine if it meets the requirements of our Health and Safety policy. If you have questions, contact us at questions@communityday.org.

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 enrollment agreement includes a procedure you may utilize to opt-out from default media permissions.* Please contact 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. If a child arrives at school on the day of a learning expedition and is not wearing a purple logo uniform shirt, they will be provided a shirt and their account will be charged \$10.

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

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 and may 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.

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.
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.

Elementary and Middle School disciplinary procedures are available in the Student/Parent Handbook and from the program directors.

Judaism at Community Day School

As a Jewish day school that serves families of all faiths, our school provides a fertile ground for families, students and teachers to learn from each other's faith and practices. Less than 2% of the population in America identifies as Jewish. That means many members of our CDS community experience Judaism for the first time at school. Jewish values are taught throughout our curriculum and are integrated in a manner to emphasize building character and fostering our connection as a community, exclusive of any individual member's faith.

Jewish holidays are an important part of life at school. In K-8 most holidays are taught through Jewish Studies and World Religions classes. In Early Childhood the children will explore the holidays during Judaica time. Classroom teachers may also incorporate the Jewish holidays into their unit explorations, art, and into their centers. Some holidays are also celebrated school-wide through special programming, hallway decorations, class parties and more.

Holiday dates are set in the Jewish calendar which is a lunar calendar. That means the dates float around the secular calendar from year to year. Please note, on the Jewish calendar a day lasts from sundown to sundown, rather than from 12:00am-12:00am. Thus, Jewish Holidays always begin at night and continue through the next day(s) this is why you may see "special programming days" on the school calendar. These are days of religious observance on which the school remains open. Since some families observe these Jewish holidays, we adjust the academic programming on these dates so tests are not administered and no new content is covered in class. Below is a list and brief description of Jewish holidays and observances at Community Day School. You are welcome to contact us to learn more through the parent helpline questions@communityday.org. A useful online resource is <https://www.myjewishlearning.com/article/calendar-of-major-jewish-holidays/>

- **Shabbat** - weekly - A celebratory, end of week service focused on gratitude and community.
- **Rosh Hashanah** - Sept/Oct - Jewish New Year. The beginning of a period of reflection and renewal.
- **Yom Kippur** -- Sept/Oct - Day of Atonement. The holiest day of the year in Judaism, traditionally observed with a 25-hour period of fasting and intensive prayer
- **Sukkot** - Sept/Oct - The "Festival of Tabernacles" and the "Feast of Booths." It is one of Judaism's three pilgrimage festivals. Students help build a Sukkah, a temporary hut, and may eat snack there.
- **Shmini Atzeret/ Simchat Torah** - Sept/Oct - Celebration marking the conclusion of the annual cycle of public Torah readings, and the beginning of a new cycle
- **Chanukah** -December - Festival of Lights, the eight-day festival is observed by lighting the candles of a hanukkah to recognize the miracle that occurred at rededication of the Jewish Temple
- **Tu Bishvat** - Usually January - New Year for Trees. One of four "New Years" in Jewish life
- **Purim** - Usually March - Celebration of Jewish deliverance in Persia.
- **Passover/Pesach** - April - Feast of Unleavened Bread. It commemorates the Exodus and freedom of the Israelites from ancient Egypt
- **Yom Hashoah** - April 23 - International Holocaust Remembrance Day
- **Yom Hazikaron** - April 30 - Israel Memorial Day
- **Yom Ha'atzmaut** - May 1 - Israel Independence Day
- **Shavout May/June** - Commemorates the giving of the Torah at Mount Sinai

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.

Parent/Guardian Support

Your support of School programs and policies is essential. *If you disagree with a policy or a decision, speak to the people who can make a difference and engage with you in seeking a solution.* Please try to refrain from discussing this in front of your child or other parents. See the teacher first, then the Director, and then the Head of School, if necessary.

We have key expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. We expect parents/guardians to have students arrive at school on time and to read all school-home correspondence such as class newsletters, school flyers, etc.
2. As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
3. Students must learn to seek assistance from an adult on campus for academic, social, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor & Director.
4. When parents/guardians contact the School without the student's knowledge ("John doesn't know I'm calling, but ..."), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your call. Refer to expectation number two.
5. The School will typically investigate issues and question students without the parent's/guardian's presence. This helps us move quickly to resolve issues.
6. Although your student's issue is important, concerns take time to address.
7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.
8. The School will not communicate everything that occurs in the student's daily life to a parent/guardian. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you prefer our attention to be focused there.

9. Neither the teachers nor the School will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.
10. The School believes that a positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students.
11. All communications between the parents/guardians and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.
12. If the parent's/guardian's or other individuals associated with the family (e.g., nanny, grandparent, guest, etc.) behavior, communications, or interactions on or off campus (including during school sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.
13. Should the School dismiss the family from the community, there will be no refund of tuition and any unpaid balance is payable in full according to the payment schedule in the Contract. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Tuition Contract.

Tuition and Accounts Overview

Community Day School utilizes an online account management system called Blackbaud Financial Management (formerly called SMART Tuition). Responsible payers, usually a parent/guardian, create their account when they first enroll their child. Each subsequent year they renew their account at registration, confirm their payment plan, enroll in optional programs, and provide 3rd party scholarship information, if applicable, so the Business Office may setup their tuition for the current school year.

Tuition can be paid upfront in one payment, or in installments quarterly or monthly for 10 months from June through March. Tuition must be paid on time. Late fees are charged by the 3rd party payment plan administrator for payments not received by their due date. At registration families select their payment plan frequency, payment date, and method of payment. Responsible payers are provided direct access to login for the purpose of monitoring their account, making payments, or adjusting their payment method.

Throughout the academic year charges for optional programs (e.g., clubs, aftercare) or other school fees are posted to the tuition account; families are advised in writing when charges are added to an account. Be sure to review all communication about your account and periodically log in to review the line by line details of the account. Please reach out to the Business Office if you have any questions about your account. Any billing questions or disputes need to be received in writing with 60 days of the posting of the charge. All academic year accounts are considered final as of June 30 annually.

Did you know?

Each week at Community Day School we celebrate three Shabbat services - Early Childhood, Elementary grades K-2, and Elementary grades 3-5 with Middle School. Although Shabbat is traditionally welcomed at sundown, at CDS we observe it when we are together as a school community so we can joyfully celebrate the end of the week and spend time recognizing how happy we are to be all together.

Shabbat is the day of rest and reminds us of how G-d rested after creating the Earth. Jews observe its importance through the sense of family and community involvement in the synagogue, or in our case, at school.

We sing songs, share “shout outs” in recognition of each other, and lift our hearts and spirits as we acknowledge how much our school family enriches our lives. We welcome you to join us in celebrating Shabbat.



Watch your inbox for more details and please join us for our first family celebration of the school year - the Back to School Shabbat Potluck Dinner on September 6.

ENROLLMENT TECH TIP

Are you having trouble logging into Blackbaud?

Did you try to reset your password but it still does not work? We may have a solution...

If you used credentials from another domain to create your Blackbaud ID (i.e., Gmail), you need to use those login details (email and password) to access the system

Blackbaud learning management system and enrollment System Access

<https://communityday.myschoolapp.com/app#login>

email admissions@communityday.org if you continue to have access issues

Instructional Calendar

Community Day School

Instructional Calendar 2024-25

| August 2024 | | | | | | |
|-------------|----|----|----|----|----|--------|
| 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 |
| | | | | | | 15d/15 |

August 5 – Teachers Return for In-service
 August 9 – Meet the Teacher – Welcome Back!
 August 12 – First Day of School
 August 22 – Parent Information Night (K8)

| September 2024 | | | | | | |
|----------------|----|----|----|----|----|--------|
| 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/35 |

September 2 – School Closed – Labor Day

| October 2024 | | | | | | |
|--------------|----|----|----|----|-----|--------|
| 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 | | |
| | | | | | | 21d/56 |

October 3 – School closed – Rosh Hashanah I
 October 11 – Erev Yom Kippur – No clubs or sports
 October 14 – No classes – Professional Day
 *October 4 & 25 – Special Programming Days

| November 2024 | | | | | | |
|---------------|----|----|----|----|----|--------|
| 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 |
| | | | | | | 15d/71 |

November 7 – Noon Dismissal – ½ Conference Day
 November 8 – No classes – Conference Day
 November 25-29 – School closed – Fall Break

| December 2024 | | | | | | |
|---------------|----|----|----|----|----|--------|
| 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 | | | | |
| | | | | | | 15d/86 |

December 2 – Classes Resume
 December 25 – 1st Candle of Chanukah
 December 23-31 – School Closed – Winter Break

| January 2025 | | | | | | |
|--------------|----|----|----|----|----|---------|
| 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/104 |

January 1-3 – School Closed – Winter Break
 January 6 – No classes – Professional Day
 January 7 – Classes Resume
 January 20 – School Closed – MLK day
 January 27 – 100th day of school

| February 2025 | | | | | | |
|---------------|----|----|----|----|----|---------|
| 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 | |
| | | | | | | 18d/122 |

February 7 – Jog-a-Thon
 February 13 – Noon Dismissal – ½ Conference Day
 February 14 – No classes – Conference Day
 February 17 – School Closed – President's Day

| March 2025 | | | | | | |
|------------|----|----|----|----|----|---------|
| 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 | | | | | 15d/137 |

March 7 – Mitchvah Day of Service
 March 14 – No classes – Professional Day
 March 17 – 21 Spring Break
 March 24 – Classes Resume

| April 2025 | | | | | | |
|------------|----|----|----|----|----|---------|
| 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 | | | |
| | | | | | | 21d/158 |

April 14 – School Closed – Passover

| May 2025 | | | | | | |
|----------|----|----|----|----|----|---------|
| 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/174 |

May 15 – Noon Dismissal – ½ Conference Day
 May 16 – No classes – Conference Day
 May 23 – Last Day of School
 May 26 – Memorial Day

| June 2025 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2025 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 12, 2024 - May 23, 2025

| | | |
|--------------------|-------------------------------------|--|
| Labor Day | September 2 | School Closed |
| Rosh Hashanah | October 3 | School Closed; Oct 4 is a special programming day. |
| Professional Day | October 14 | No Classes |
| Noon Dismissal | November 7 | Conferences |
| Conference Day | November 8 | No Classes |
| Fall Break | November 25-29 | School Resumes December 2 |
| Winter Break | December 23, 2024 - January 3, 2025 | School Closed |
| | January 6 | School Resumes January 7 |
| Professional Day | January 20 | No Classes |
| MLK Day | January 27 | School Closed |
| 100th Day | February 13 | 100th Day Celebrations |
| Noon Dismissal | February 14 | Conferences |
| Conference Day | February 17 | No Classes |
| President's Day | March 14 | School Closed |
| Professional Day | March 17-21 | No Classes |
| Spring Break | April 14 | School Resumes March 24 |
| Passover | May 15 | School Closed |
| Noon Dismissal | May 16 | Conferences |
| Conference Day | May 23 | No Classes |
| Last Day of School | | Have a great summer! |

Link to calendar online: <https://www.communityday.org/instructional-calendar-2024-25>

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 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 Brenna Wilhm Brenna@communityday.org if you are interested in becoming involved as a parent ambassador.

Government Brochures



Know Your Child Care Facility

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.



More information
and free resources:

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 12, 2024**



School Health Requirements FOR ATTENDANCE



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. 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

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

The flu form is here for informational purposes; a hard copy must be signed by Early Childhood parents **before leaving campus** on their 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 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/>

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.



For additional information, please visit 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.



INFLUENZA VIRUS

"The Flu"
A Guide
for Parents



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



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). Students with dress down passes must remain compliant with the dress code.

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 Early Childhood 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 sheer or netted materials or cut-outs permitted. School appropriateness is determined at the discretion of the program directors and/or Head of School.

Shoes

- Must be sneakers, rubber-soled, closed toe, covered back.
- No crocs, slippers, open back or slip on shoes (e.g. mules or clogs) permitted.
- Boots may only be worn from December thru February.

Uniform Bottoms K-5

- Shorts, Skorts, Skirts = Navy or khaki; navy gym shorts
- Pants = Docker-style chinos, any brand, navy/khaki/black.
- All bottoms 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.
- Grades 6-8 only may wear black bottoms and jeans on any school day

Shirts K-8

- Polo-style shirt, any color
- No brand logos (in grades K-5) or embellishments permitted.
- Grades 6-8 only may wear shirt with discrete brand logos.
- 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 Blackbaud Financial Management)**
- *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 Kippot; however, wearing them is optional.

Items NOT Permitted

- Patches to cover brand logos
- Overalls
- Skin-tight or yoga pants or jeggings
- Shorts/skirts/skorts 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.

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
- Repeated infractions (3+ incidents) will have consequences as defined in the progressive discipline policies of the corresponding academic program.
- Enforcement of the Uniform Code is at the discretion of the Elementary and MS Directors.

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 100.4°F or above within the previous 24 hours; is in school with a fever of 100.4°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 who experience diarrhea during school day will be sent home immediately
- has vomited; 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
- 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 handbook 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
- 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.

Info At A Glance

Main Office Phone 941-552-2770

Main Office Fax

941-552-2771

Mailing Address

Community Day School
4335 Wilkinson Road
Sarasota, FL 34233

Absence Reporting

Attendance@communityday.org

Parent Helpline

Questions@communityday.org

Directors

Head of School

Dan Ceaser

dceaser@communityday.org

Early Childhood

Tracey Bortz

tbortz@communityday.org

Elementary (K-5)

Barbara O'Brien

bobrien@communityday.org

Middle School (6-8)

Dr. Vincent Miller

vmiller@communityday.org

Systems and Information

2024-2025 Instructional Calendar

<https://www.communityday.org/instructional-calendar-2024-25>

K8 Summer Work Portal

<https://www.communityday.org/k8-summer-work-portal>

School Supply Lists

<https://www.communityday.org/school-supplies>

Lillio Log In

<https://www.lillio.com>

Blackbaud (academics and enrollment)

<https://communityday.myschoolapp.com/app#login>

Technology assistance: Academics = Magan Weber (mweber@communityday.org)

Enrollment = Amy Meese (ameese@communityday.org)

Blackbaud Tuition Management (tuition, billing and payments)

<https://parent.blackbaud.school/Login.aspx>

Technology assistance: Christine Johnson (cjohnson@communityday.org)

Blackbaud Financial Aid Management (tuition assistance)

<https://studentfinancialaid.blackbaud.school/#!/login>

Technology assistance: Amy Meese (ameese@communityday.org)

Notes