



## **Policies and Procedures**

SULAM embraces Beth El Temple's mission: building community and deepening personal engagement. We are a community of learners; caring for one another, helping each other to grow, and striving to become the best we can be.

### **Hours**

- Sundays, 9am - 11:30am for all SULAM learners, K - 7th grade
- Weekdays (T, W, Th) 4pm - 5:30pm or Th 5pm - 6:30pm, for 3rd - 7th grades

It is important that learners arrive on time and stay until conclusion so as not to miss activities and peer interactions.

### **Attendance**

All learners will be assigned PIN numbers to log in their attendance. This procedure has been instituted for safety and security. It allows us to quickly assess who is in the building at any given time.

### **Arrival**

Upon arrival, learners log in to SULAM using their assigned PINS.

#### **Weekdays**

Learners are dropped off at the Sanctuary entrance. Those arriving early may congregate in the lobby area and enjoy a kosher snack they have brought from home.

#### **Sundays**

There is no drop-off. Parents escort learners from parking lot into the building.

#### **Grades 3 - 7**

Learners arriving early may congregate in the lobby until the start of SULAM (9:00am).

#### **Grades K -2**

Parents and learners stop by the synagogue office to log in to SULAM using their assigned PINS. Then, parents will escort their learners to their designated learning spaces downstairs to be greeted by their educators.

### **Absences**

We expect good attendance from all learners. We will track attendance and contact you monthly if your child needs to make up work with an outside tutor. To help our learners' progress, you can arrange a make-up day during the week if your child is absent on a weekday. Please contact Liz, [edepalma@bethelwh.org](mailto:edepalma@bethelwh.org), to make arrangements.

### **Snacks**

All (kosher) snacks are provided by parents. On weekdays, learners arriving early may eat their snacks in the lobby area prior to the start of SULAM. On Sundays, a snack break has been scheduled for learners.

## **Dismissal**

- Upon dismissal, learners log out of SULAM using their assigned PIN.
- All learners are dismissed to parents or authorized adults in the lobby at 5:30pm on weekdays, and 11:30am on Sundays.
- Primary grade learners will be escorted to the lobby and remain with their educators until being picked up by their parents.
- No learner may depart the building unless accompanied by a parent or authorized adult.

## **Parking Lot**

With safety and security our priority, all parents/caregivers must park their vehicles in regular parking spaces in the lot. The entrances to the synagogue must remain clear and unobstructed.

## **SULAM Closures**

- SULAM will not meet weekdays when the West Hartford school system is closed due to weather.
- On snowy Sunday mornings we will determine whether a delayed start, to allow for driveway clearing, is a viable option.
- We announce cancellations and delays on Facebook and email and on NBC/Channel 30 and Fox/Channel 61 news stations by 7:30am.

## **Illness or Medication**

- If a learner becomes ill at SULAM, we will contact the learner's parents, guardians, or emergency contacts.
- Learners may not have prescription or non-prescription medication in their possession except for epi-pens or inhalers that they know how and when to administer to themselves.
- SULAM educators will not administer any medication to a learner for any reason, with the exception of an emergency epinephrine auto-injector provided by the family. An Epi-Pen Authorization Form must be on file.

## **Health Emergencies**

Should a health emergency arise, 911 will be called immediately and an educator will remain with your child. Parents / guardian will be notified of the situation. In the event we cannot reach a parent/guardian the emergency contact will be notified. One of our educators will accompany your child in the ambulance and remain with them at the hospital until you arrive.

## **Cell Phone and Electronics Policy**

No cell phones or personal electronics are permitted for learners during SULAM. If a learner comes to SULAM with a cell phone it will be held until dismissal.

## **Inclusion**

At SULAM we are committed to providing the best possible educational experience for each learner whatever their needs or abilities. If a child requires any accommodations in order to learn effectively, please note this during the registration process or contact SULAM Director.

## **Family Education Programs**

In addition to weekly Shabbat services and programs, family activities are scheduled throughout the academic year for parents to join their children in learning together. These dates are indicated on the SULAM calendar. Additional information is disseminated regularly. Please take advantage of these opportunities to enhance your child's learning and to be a part of our SULAM and Beth El community.

## **Communication**

We will regularly update parents about what our learners are exploring during SULAM. We ask parents to keep us informed of any changes in your family's life or situation that may affect your child's mood or participation. Please contact the SULAM Director if you have any concerns or questions at any point in the year.