



Ateres Bais Yaakov  
Handbook

2025-2026

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## Welcome to Ateres!

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Welcome to a new year at of learning, growth, and meaningful experiences for your daughter, designed to support her personal, academic, spiritual, and social development. This handbook outlines the policies and guidelines that help ensure a successful year. Please take a moment to review it carefully.

## Office Hours and Communication

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### Office Information

- **Phone:** 845-368-2200
- **Address:** 200 Summit Park Road, New Hempstead, NY 10977
- **Email:** office@ateres.org
- **Office Hours:** Monday–Thursday: 9:00 AM – 4:45 PM  
Friday: 9:00 AM – 1:15 PM
- After-hours messages can be left on the school’s voicemail system.

### Administration Contacts

- **Rabbi Teichman** | Phone: 845-368-2200 ext. 160 |  
Email: rabbiteichman@ateres.org
- **Mrs. Berkowitz** | Phone: 845-368-2200 ext. 110 |  
Email: aberkowitz@ateres.org
- **Mrs. Avrukin** | Phone: 845-368-2200 ext. 118 |  
Email: davrukin@ateres.org

## School Calendar and Schedule

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A copy of the Ateres school calendar is included for your reference. Please post it in a convenient location and refer to it as needed. Please be sure to schedule family vacations and special events at times when they do not conflict with school in order to minimize the amount of schoolwork that your daughter(s) will miss and be responsible to make up.

### Ateres Daily Schedule

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Grade	Arrival	Dismissal	
	Monday-Friday	M -TH	Friday
Kindergarten	9:15 am	3:15 pm	1:00 pm
Pre1a - 8 <sup>th</sup>	9:15 am	4:10 pm	1:00 pm

**No student will be admitted to the building prior to 9:00 am.**

## Attendance and Punctuality

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Consistent and timely attendance is essential for a successful school experience. It demonstrates to your children the importance you place on commitment, responsibility, and respect for learning. Except in cases of illness, students should arrive and depart according to the school schedule. Parents are encouraged to schedule personal appointments outside of school hours whenever possible.

Students arriving late or leaving early must be signed in or out at the office. Advance notice of alternative arrangements is appreciated.

## Excessive Absences and Lateness

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Regular attendance and punctuality are vital for a student's academic success and overall school experience. We understand that occasional absences are sometimes necessary due to illness or family emergencies. However, repeated absences or lateness can significantly impact a student's learning and classroom continuity.

- **Excessive absence is defined as missing more than 3 days in a trimester or 10 days in a school year, whether excused or unexcused.**
- **Chronic lateness is defined as arriving late more than 3 times in a trimester.**

Excessive absences or chronic lateness may result in follow-up from the school, including: parent meeting to discuss concerns and underlying cause, an attendance improvement plan, and disciplinary actions or loss of privileges, if appropriate.

Ateres reserves the right to request medical documentation to excuse a high number of absences.

## Dismissal

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For safety purposes, teachers are instructed to dismiss students only via notification from the school secretary.

**All dismissal messages must be emailed to [dismissal@ateres.org](mailto:dismissal@ateres.org).**

Please do not call the office.

To ensure student safety, all parents must check in at the front office when picking up their daughters. Students will be called to meet you there.

**Please note, messages regarding changes in carpool or transportation must be called in at least one hour prior to dismissal.**

**We do not have the authority to make bus changes. All students must go home on their assigned buses.**



## Transportation

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Ateres does not receive advance details about bus routes. All transportation questions or requests must be directed to your local school district's transportation office. Parents should review their child's bus route and number, which are listed on the bus pass. Please ensure your child brings this pass on the first day of school.

Bus changes are not permitted. The district prohibits students from switching buses, and Ateres is not authorized to make exceptions.

No transportation days are set by each district. Please consult the Ateres school calendar for those dates. If your school district is not listed, consult your local district calendar.

## School District Contact Information

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East Ramapo .....	845-577-6490
Suffern Central .....	845-357-7783
North Rockland/Haverstraw .....	845-429-3407
Clarkstown .....	845-639-6380

## Student Phone Use and Emergency Communication

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Please do not call the office to leave messages for your daughter or to request that she call home.

Students may not use the school phone without permission, and the office will only place calls on a student's behalf in cases of genuine emergency.

Forgotten lunches, snacks, water bottles, homework, or playdate arrangements are not considered emergencies.

## Protocol For Addressing Concerns

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We believe that a strong partnership between home and school is essential to a child's success. Open and respectful communication is the foundation of that partnership.

We recognize that there may be times when a parent feels the need to address a concern regarding their child, whether academic, social, or disciplinary. In such cases, we ask that you follow these guidelines to ensure the most constructive and collaborative resolution:

- **Start with the Teacher:** Whenever possible, begin by speaking directly with your child's classroom teacher. Teachers are often best positioned to provide context, insight, and support. To arrange a conversation, please contact the school office to set up an appointment.
- **Next Steps:** If, after speaking with the teacher, the issue remains unresolved, you may then bring the matter to the appropriate administrator. Our goal is always to listen with care and work together to support your child's well-being and growth.

## Kashrus

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All foods brought into school must have a recommended kashrus symbol. For a list of recommended symbols, please visit <https://consumer.crckosher.org/acceptable-kashrus-agencies/>.

For a recommended list of kosher establishments in Monsey, please visit <https://www.rocklandkashrus.com/>.

**All foods brought into the Ateres building must be *Cholov Yisrael*.**

**All food brought for class functions must be store bought and *Cholov Yisrael*.**

## **Food Deliveries**

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Students are not allowed to receive food deliveries from food establishments during school hours.

Parents who need to drop off lunch for their daughters are asked to bring home made food only.

## **Nut-Free**

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Ateres Bais Yaakov is a nut free school. Please be aware that there are students at Ateres with severe, life threatening (anaphylactic) air borne allergies to peanuts and tree nuts.

Look out for: peanuts, hazelnuts, walnuts, almonds, pistachios, cashews, pecans, macadamia, chestnuts, pine nuts, brazil nuts.

Please note: many products mix chocolate and hazelnut such as Nutella, hazelnut filled wafers and more.

It is important that we work together to ensure the safety of these students during the school day and including on the bus ride to and from school.

## **Field Trips**

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Hands-on experiential learning is best complemented with field trips to places of educational insight and application. We look forward to your daughters' participation.

Her registration as a student at Ateres is considered your full permission to participate in all school trips.

## Technology Policies for Your Children

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Chinuch is a partnership between the home and school. Technology decisions are among the most impactful chinuch choices you will make for your children. With that in mind, please consider reaching out to Rabbi Teichman or Mrs. Avrukin for guidance and support when setting technology policies for your home.

- **Internet access must always be filtered and supervised.**

No child should have unrestricted or unfiltered access to the internet. Devices should be used only in public areas of the home, never behind closed doors, and always with adult oversight.

- **Adopt a “yichud” policy:** A child should never be alone with an internet-enabled device.
- All devices used in the home that your child has access to, including smartphones, iPads, tablets, Smart TVs etc., must be appropriately filtered and regularly monitored. Parents should have full access to all devices.
- Be sure your daughter is only using age-appropriate apps.

- **Smartphones must be filtered.**

The local **TAG Office (845-371-1824)** offers filtering services. If you feel it is absolutely necessary to purchase a phone for your daughter, please consult with **Mrs. Avrukin** who can share helpful resources and guidance.

- **Devices in School**

Students in **Grades K–8** may **not bring** smartwatches, cell phones, iPods, or video devices to school or on the bus. Devices used in violation of this policy will be confiscated.

- **Hosting Classmates**

When your child has guests, please do **not expose other children to media (e.g., videos)** without first receiving permission from their parents.

- **Group Chats**

Group chats on texting platforms, for both parents and students, are a breeding ground for lashon hara and bullying. As such, participating in these chats is strongly discouraged. Please carefully monitor both your own and your daughter’s activity in such chats.



## Pre-School Dress Code

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Girls in grades Kindergarten and Pre1a must wear:

- skirts to the knee
- shirts with sleeves
- sock must be worn daily
- closed toe, school appropriate shoes (no crocs or slippers may be worn)

## Dress Code

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### Student Dress Code Guidelines

At Ateres, we believe that the way our students dress reflects the values of dignity, tznius, and school pride. To maintain a respectful and unified atmosphere, we ask that all families adhere closely to the school dress code.

### Pre-School Dress Code

Girls in grades Kindergarten and Pre-1A must wear:

- skirts to the knee
- shirts with sleeves
- sock must be worn daily
- closed toe, school appropriate shoes (no crocs or slippers may be worn)

### Grades 1–8

Unless otherwise noted, all uniform items must be purchased exclusively at:

Uniform Headquarters at 18 College Road, Monsey, NY

## **Dress Code**

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### **Sweaters Grades 1-8**

- Knit V-neck with Ateres logo (burgundy or navy)
- Velour V-neck with Ateres logo (grey, navy, or black)
- Velour zip-up hoodie with Ateres logo (black)

### **Grades 1–4**

- Shirts
  - Light blue long sleeve uniform polo  
May also be purchased at Children’s Place, Old Navy, or Target – no brand logos
  - White long sleeve polo (for special occasions: Rosh Chodesh, plays, siyum)
- Skirt or Jumper
  - Grey pleated
  - Must fully cover the knees at all times—when sitting, standing, and walking

### **Grades 5–6**

- Shirts
  - Light blue oxford blouse with Ateres logo
- Skirt
  - Grey pleated, long enough to cover the knees at all times
- Legwear
  - Knee socks or tights
  - No words, pictures, or visible leggings

## **Dress Code**

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### **Grades 7–8**

- Shirts
  - Light blue oxford blouse with Ateres logo
- Skirt
  - Grey pleated, long enough to cover the knees at all times
- Legwear
  - Solid-colored knee socks or tights in grey, white, black, or blue
  - No visible leggings

Additional note: Nail polish may not be worn in school

### **Visitor Dress Guidelines**

At Ateres, we believe that chinuch is most impactful when the messages students receive at home and in school are aligned. As such, we kindly ask that all parents visiting the school model the same standards of tznius that we uphold for our talmidos.

Women visiting the school should wear clothing that covers the knees, elbows, and collarbones, and reflects a “Bais Yaakov” standard of dress. Men are expected to wear attire that is at least business casual and appropriate for a *makom Torah*, such as would be worn in shul.

To maintain the atmosphere of kedushah in our school, administrative staff may approach visitors who are not dressed in accordance with these guidelines. We appreciate your sensitivity in helping us avoid such situations.

Parents and moros alike serve as powerful role models for our students. Your partnership and cooperation in upholding both the letter and spirit of halacha are deeply appreciated.

# Ateres Bais Yaakov Calendar 5786 • 2025/26 • Grades K — 8

2	Staff Development Day Nit-Checking 11:00 - 3:00	<b>September 2025</b>	<b>February 2026</b>	1-3 4 16	Midwinter Break – No Sessions Sessions Resume Presidents Day - No Sessions, Staff Development Day																																																																													
3	First Day of School ES/JH Preschool Orientation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		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					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	S	M	T	W	T	F	S	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		
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10	Back to School Night ES & JH																																																																																	
22-24	Rosh Hashana - No Sessions																																																																																	
25	Tzom Gedalia - Dismissal 1:00 JH - No Sessions																																																																																	

1-2 6-16 17	Yom Kippur - No Sessions Sukkos Break - No Sessions Sessions Resume	<b>October 2025</b>	<b>March 2026</b>	2-4 27-31	Taanis Esther /Purim/Shushan Purim – No Sessions ES/JH Pesach Vacation																																																																																				
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\*For all no busing days, please consult your local district

= Early Dismissal    
  = No Transportation    
  = Special Events  
 = No Sessions    
  = First Day of School/ Sessions Resume