

PRESCHOOL HANDBOOK



5777
2026 - 2027

60-05 Woodhaven Blvd. Elmhurst, NY 11373

(718) 426-9369

jiqpreschool@jiq.org

Welcome Letter & Our Mission

Dear Parents, שיחיו

Welcome to a new year at Jewish Institute of Queens Preschool!

Our mission is to provide students with an outstanding Judaic and Secular studies education. We are honored to be partners in the upbringing of your children and to be able to help them build the religious, academic, and personal foundation that will enable them to possess a loving commitment to Torah and Mitzvot, to their parents and to the community.

Thank you for entrusting your precious children to us. We are very excited to see familiar faces and welcome new ones in our classrooms. We look forward to having a successful year.

Please read this handbook in its entirety for important information for this upcoming year.

Respectfully yours,
Morah Chana Belinow
Morah Shoshana Haimov
Preschool Principals

Contact Info

Morah Chana Belinow & Morah Shoshana Haimov

(718) 426-9369 Ext. 530 (please leave a message if no answer)

jiqpreschool@jiq.org

Orientation

Orientation enables you to meet your child's teacher and see his/her classroom.

The following is the orientation schedule and first week of school schedule.

Tuesday, September 1st	Orientation (come & explore the classroom and meet the teachers with your child)	3K Orientation Meet & Greet 9:15 am– 10:15 am: A-K 10:15 am– 11:15 am: L-Z (by last name initial) UPK Orientation Meet & Greet 10 am – 11 am: A-K 11 am– 12 pm: L-Z (by last name initial)
Wednesday, September 2nd	First day of school NO PM Transportation	Friday Schedule 8:30 – 1:00
Thursday, September 3rd	Full day of school AM/PM Transportation begin	8:30 – 4:05

SCHOOL GUIDELINES

Please take note of the following guidelines to ensure a smooth, successful year for everyone involved.

Arrival

Please ensure your child arrives promptly at 8:30 AM.

Students may not arrive at school before 8:15 AM. School doors open at 8:15, not earlier.

Parents who drop their child/ren off must walk them to the lobby on the first floor.

If your child is coming late to school, please drop off your child by the main office.

Dismissal

Dismissal will begin at 4:05 PM M-T and 1:00 PM on Fridays.

After School dismissal is at 5:15 M-T.

Parents who pick up their child/ren must be at school promptly. All pick up students will be released from the gym loading dock.

When picking up and dropping off your child with a car, please park your car on the local streets. NOT in the areas reserved for our SCHOOL BUSES. In addition, we remind you to not block our neighbors' driveways.

Absences

Parents should call the school or message the teacher by 9:30 AM to notify why their child is absent. Teachers must take daily attendance (required by state law). Each day teachers will submit a list of absent students to the office.

Snacks

School will be providing snacks. If you are sending snacks from home, only kosher non-dairy snacks will be allowed. Please send healthy snacks.

Birthday Parties

When planning a birthday party, please call the teacher a week in advance to discuss your birthday plans. We strongly encourage parents to celebrate their child's Hebrew birthday. All food must follow our Kashrut policy. Parents may order pizza through the front office.

Personal Items

Each child needs a labeled change of clothes to be kept in his cubby.

All sweaters and jackets must be labeled to avoid any lost items. In addition, scarves, gloves, and hats should be attached to the jacket.

The lost and found area will be located on the first floor near the elevator.

Dress Code

Students are expected to be neat and clean when they come to school. Hair and fingernails should be neat and well groomed. Parents should regularly check at home for lead lice. Students should wear proper shoes. Boys should wear a kippa and tzitzit daily.

School Nurse – Illness, Allergy and Medication

Students should not be sent to school if they have diarrhea, fever, threw up, or have eye irritation within the last 24 hours, for example, the night before.

If a student becomes sick in school. The parents will be contacted by the school nurse to pick him/her up. Parents must come or send someone to take the sick child home.

Parents are asked to have a plan for student pick-up if a child needs to leave school. It is unfair to the child and others in the building for the sick child to remain in school. Students sent home must spend the following day at home and return with a doctor's note.

Student Support Services

If a student has a learning or behavior concern, an evaluation system of the Board of Education can help your child greatly in meeting your child's needs. Please reach out to the preschool director or your child's teacher for more guidance.

After School

JIQ provides an after-school program until 5:30 M-T. Students will have a snack and play. If you are interested, please get in touch with the office for more information.

The policies and procedures during the school day will also apply in the after-school program. The after-school program will be canceled on days when school is closed.

General Notices

All parents are strongly encouraged to fully toilet train their child before the school year.

Tzedakah (coins for charity) and Mitzvah notes are an integral part of our day. It boosts a child's self-esteem as their Morah reads it each morning.

Access to the building by visitors/parents will be extremely limited and only for specific educational purposes. Visitors can only enter the building if they have an appointment or a pass.

Looking forward to a smooth and successful year BEZ"H!

JIQ Kosher Policy

All food brought to school must be under the JIQ standard of Kashrut.

1. Baked goods that contain one of the 5 grains (wheat, barley, rye, spelt or oats) for example: cakes, cupcakes, pretzels, or cookies, must be labeled **PAS YISROEL** and must be **Pareve** or dairy **Chalav Yisrael**.
2. All candies or drinks need to have a Kosher Symbol.



3. All dairy products must be labeled **Chalav Yisrael**. Any dairy products that are just labeled  or  are not to be brought to be given out to the class.

- No home baked products may be brought to the school for parties or other school functions.
- If you have any concerns about the Kashrut of a product, please do not hesitate to call our principal, Mrs. Batya Zvulonov or Mrs. Chana Belinow.

Transportation

All buses will have a bus monitor.

Students will be expected to ride the same bus to the school in the morning and the same bus home in the afternoon every day.

Once the office confirms a bus stop, it will remain the same.

According to the NYC department of transportation, students should be at their assigned bus stop **10 minutes** before the arrival time of the bus.

1. An adult must accompany their child/ren to their bus stop each day.
2. Students may not eat or drink on the bus. They may not chew gum on the bus.
3. Students need to stay seated at all times.
4. Students are expected to behave safely and courteously on the bus.
5. Always use appropriate language (no cursing).
6. Use indoor voices
7. Items may not be hung or thrown out a window.
8. Drivers and bus monitors have the authority to assign a specific seat on the bus to any student, to help maintain order on the bus.
9. The emergency doors may only be opened by the driver.

After School Transportation

After school transportation will be offered for a fee. Parents who need this service should contact the office to arrange for transportation.

Supplies (Judaic Studies)

- ❑ 1 Backpack
- ❑ 1 small blanket
- ❑ 1 fitted cot sheet - Amazon title: standard sized daycare/pre-school cot sheet.

Image:



- ❑ 3 jumbo glue sticks
- ❑ 2 bottles of liquid Elmer's glue
- ❑ 1 pair of scissors
- ❑ 1 box of gallon sized Ziploc bags
- ❑ 1 box of quart/sandwich sized Ziploc bags
- ❑ 3 boxes of tissues
- ❑ 1 roll of paper towel
- ❑ 3 pack of Clorox wipes
- ❑ 3 packs of baby wipes
- ❑ 1 roll of coins for Tzedaka (charity)

- ❑ 2 Labeled and complete sets of clothes including:
 - 2x pant/leggings or skirts/dresses (girls)
 - 2x underwear
 - 2x socks
 - 2x shirts
 - 1x zip-up sweater/ hoodie
 - 2x Kippa (boys)
 - 1x tzittit (boys)

- ❑ **\$100 Activity fee**

Administrative Staff

Executive Director

Rabbi Zalman Zvulonov

Financial Director

Rabbi Yitzchok Wolowik

Principals

Preschool, Mrs. Chana Belinow & Morah Shoshana Haimov

Judaic Studies, *Elementary*, Mrs. Batya Zvulonov

Secular Studies, *Elementary*, Mrs. Jennifer Seideman

Support Staff

Ms. Rebecca Shamalov – Preschool Assistant Principal

Mrs. Michelle Johns – After School Director

Mrs. Ariella Baturov - Secretary

Mrs. Stella Mallayeva – Secretary

Mrs. Fran Aschendorf – Secretary

Mr. Albert Kimatov- Transportation