

The Cherry Hill School Family Handbook 2026-2027



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Welcome to The Cherry Hill School (TCHS). Our school has been developed to provide an education built on a philosophy that incorporates the whole child, with attention to academics, social/emotional, physical, and individuality, as well as each child's learning style. A core value system is implemented in the curriculum, serving as a foundation for the cognitive development and growth of our students at The Cherry Hill School. We are proud and privileged to have you and your children as part of our learning community, and we thank you for the opportunity to be a part of your child's life and development.

We are accredited by Cognia Global Commission.

In this document, you will find general information, policies, procedures, and information you can refer to for the school. Please feel free to share any input, questions, and concerns you may have as we move along on this educational journey with your child.

MISSION STATEMENT

The Cherry Hill School (TCHS) is a K-8 private Jewish school designed to ignite a lifelong love of learning, advance rigorous scholarship, exemplify Jewish and universal values such as integrity, respect, empathy, and responsibility, nurture self-efficacy, and cultivate compassionate, service-minded students who strengthen their communities and the world beyond.

Core Values

- Kindness (Chesed) – Through acts of compassion and care, we do good for our community.
- Respect (Kavod) – Honoring and listening to the unique viewpoints of others, we encourage dialogue.
- Learning By Doing (Na'aseh) – Through hands-on discovery and practice, we engage in creative, collaborative, and problem-solving work.
- Community (Kehillah) – Inclusive practices unite children, families, and teachers, fostering belonging and celebrating all aspects of learning together.

encouraged to ensure their children attend school each day and arrive on time, prepared to learn. Consistent attendance supports academic achievement and social growth, and fosters a sense of responsibility and community within our school.

Families who require extended or frequent absences may speak with staff about options to ensure students receive the educational materials they need to succeed in school.

Attire

Our school does not have a dress code for students or parents. However, students and parents should choose clothing that does not distract from the school's educational or religious environment. The Head of School may address students or parents whose attire may be distracting to school operations, offensive, or inappropriate for the school's religious campus setting.

Since learning and playing are often active and sometimes messy, wearing practical clothes is necessary for full participation. Outdoor play is scheduled daily as an essential part of our curriculum, so children should be dressed appropriately for both indoor and outdoor activities. On days when Physical Education (P.E.) is offered as a special activity, students are required to wear tennis shoes or closed-toe shoes with non-slip soles and shorts under their dresses. Please ensure your child comes to school in comfortable, washable clothing and closed-toe shoes with non-slip soles.

Birthdays and Special Occasions

For special occasions like birthdays, small treats can be brought to school. If treats are for the entire school, they will be handed out during the Friday morning Shabbat meeting time. If treats are only for the students' class, they will only be distributed to the class before students go home around 2:15. Regardless of treats, students who have a birthday during the week will be called up during Shabbat to have 'Happy Birthday' sung to them in English, Spanish, and Hebrew. Parents are welcome to attend their child's special Shabbat event. Non-food items such as pencils, erasers, bookmarks, stickers, or small novelty items can also be brought in.

Departure and Pick up

Classes end at 3:00 p.m. Students will wait with their teachers until their teacher is instructed by security to send the child to the security guard for loading assistance. Kindergarten and First-grade students will be guided to their cars by their teacher. When picking up your child, please drive up, be prepared to load quickly, and leave promptly.

Anyone picking up a child must be listed as an authorized person in our Student Information System (SIS) under Emergency Contact and Parent Consent. Last-minute pickup requests from persons not listed as authorized will require an advance call to the office by an authorized person, including the pickup person's name. The pickup person must present a photo ID to the teacher or security guard before students enter the vehicle.

If you are late picking up your child, please give us as much notice as possible so we can inform your child of your expected arrival. Students who stay past 3:15 will automatically be placed in

the After School Fun Club, and parents will be billed the posted daily amount.

Family/School Communications

Our school will contact parents through email, text, and phone calls. Blackbaud, the school's information system, is the platform for official communication and will include the school calendar and school news. The Head of School will regularly provide a brief calendar update and a newsletter.

Confidentiality

Confidentiality is a top priority at the school. Personal information about our families and staff will not be shared for any reason without the individual's prior written consent. In situations involving behavior problems and/or Incident/Accident Reports, the names of children involved will not be shared with other families.

Field Trips

Our school believes that field trips are a vital part of our educational program. Teachers will plan trips based on how they enhance students' understanding of the subject matter. Field trips may also be scheduled to coincide with national or Jewish holidays. All trips will include activities aligned with the Common Core Standards to ensure they provide standards-based educational opportunities.

Parents will be asked to volunteer to drive students on field trips. Parents can volunteer via the SIS. All field trips depend on sufficient parental involvement.

Items Brought from Home

All belongings brought from home, such as water bottles and jackets, should be clearly labeled with the student's name. Writing directly on the item with a permanent marker is recommended. All toys, games, cards, or valuables are to be left at home. Students and parents who want to bring a personal item of monetary or sentimental value may coordinate with the Head of School and the student's teacher to arrange special storage for the item. Even with special storage arrangements, The Cherry Hill School is not responsible for the loss or damage of any items brought to the school.

Student Cell phones/ SMART watches

Students are not allowed to bring cell phones or smartwatches to school. Students who accidentally bring a cell phone or smartwatch can leave it in the school office and pick it up after school. Students who are caught with a cell phone or a smartwatch will have it taken away and turned in to the office, where only a parent can pick it up from the Head of School.

Hot Lunch

Hot lunches provided at school are ordered monthly via Google Sheets. Kosher meals are provided by Congregation B'nai Zion. Students may also order lunch from Jason's Deli. Accounts are billed

monthly for the entire month's order. There is no mechanism to cancel or change lunch orders after they are submitted.

Congregation B'nai Zion hot lunches with meat selections

- Offered Monday, Wednesday, and Friday
- Lunches cost \$10.00

Jason's Deli – Vegetarian selections

- Offered Monday- Friday
- Parents can see the menu and order monthly via Google Sheets

Families who forget to order or bring lunch can order from Jason's Deli with a \$15.00 delivery surcharge.

Dropping off Lunches and Snacks

Parents are welcome to drop off students' lunches at the school as desired. All outside food must be vegetarian! The area where students eat is designated as Kosher for Congregation B'nai Zion, and The Cherry Hill School respects the religious values of our landlord.

Sack Lunch

Children are welcome to bring plant-based or vegetarian sack lunches. Please do not send any meat in the sack lunches. Students will have access to a microwave for their meals. Please see the memo regarding Kashrut for more details.

- o Children are welcome to bring sack lunches that are plant-based or vegetarian. Please do not send any meat in the sack lunches.
- o Lunch and snacks cannot contain beef, fowl, pork, shellfish, or non-kosher fish (without scales and fins). These items are considered non-kosher.
 - Pork includes bacon, ham, sausage, chorizo, kielbasa, pepperoni, and anything containing pork lard.
 - Shellfish includes clams, mussels, oysters, lobster, crab, and shrimp.
 - Non-kosher seafood includes swordfish, catfish, squid, octopus, eel, and similar fish.
 - Fish that are permitted have scales and fins, such as tuna, salmon, halibut, flounder, mahi-mahi, snapper, and cod.

Teachers and students eat lunch together each day to foster a sense of community, a tenet of The Cherry Hill School.

Morning Snacks

It is important for each student to bring a healthy snack every day. Each classroom schedule includes a short morning snack break, so it's essential that students have something they enjoy.

Since different families have different rules about acceptable foods, children are not allowed to share food from home.

Pets and Visiting Animals

Staff may introduce a class pet to the classroom. Pets and visiting animals brought into the classroom must be carefully evaluated for their temperament, health risks, and suitability for young children. No animal may be brought into TCHS without prior permission from the Head of School. Parents may need to provide proper vaccination documentation from a licensed veterinarian, showing that the animal(s) are fully immunized and suitable for contact with children, before approval is granted.

Updating Enrollment Records

Every year, all students must reapply to The Cherry Hill School to ensure that all enrollment records are up to date and accurate. All student records are stored in the secure Blackbaud system. Most forms can be completed electronically through the Blackbaud system.

Families whose demographic information changes over the course of the year may update records via Blackbaud. Other records must be updated throughout the year, such as physicals and immunization records. When you visit your child’s doctor for an annual “well-child” appointment, ask for a copy of your child’s physical and most recent immunization records. Please make sure we have any necessary information from your most recent pediatric visit.

Whenever a family’s information changes, such as address, place of employment, or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

II. ACADEMICS

Monday- Thursday Elementary Schedule (K-4) 8:00 School Day Begins	Monday- Thursday Intermediate and Middle School Schedule (5-8)
	8:00 School Day Begins
8:00 11:15 Instruction	8:00 12:00 Instruction
11:15 11:40 Recess	12:00 12:45 Lunch
11:40 12:00 Lunch	12:45 2:00 Instruction
12:15 2:00 Instruction	2:00 3:00 Homeroom
2:00 3:00 Homeroom	
3:00 Dismissal	3:00 Dismissal

Friday Schedule Elementary Schedule (K-4)	Friday Schedule Intermediate and Middle School Schedule (5-8)
8:00- 8:40 Shabbat	8:00- 8:40 Shabbat
8:40- 11:00 Instruction	8:40- 11:45 Instruction
11:00- 11:25 Recess	11:45- 12:30 Lunch
11:25- 11:45 Lunch	12:30- 2:00 Instruction
11:45- 2:00 Instruction	2:00- 3:00 Homeroom
2:00- 3:00 Homeroom	
3:00 Dismissal	3:00 Dismissal
All classes will have 40 minutes of Religious/Values education on Friday.	All classes will have 40 minutes of Religious/Values education on Friday.

Parent-Teacher Conferences

Parent-teacher conferences typically happen twice a year. The purpose of these meetings is to understand your child's development both at school and at home. During the conferences, your child's progress and any goals for them will be discussed. Portfolios are displayed during the meeting. Parents are encouraged to request conferences whenever they feel it is necessary.

The Head of School requests and encourages every parent to voice any concerns or questions directly in person, by phone (c) 915-691-2272, or email: mmacarah@thecherryhillsschool.org

Student Support Systems

TCHS does not have a formal Special Education program. However, TCHS offers personalized instruction tailored to each student's developmental needs. Students are not required to learn at the same pace as the entire class; instead, teachers differentiate instruction to support those who learn quickly or more deliberately. Teachers assist students in discovering the most effective learning strategies to ensure optimal learning. TCHS emphasizes data-driven, explicit teaching combined with hands-on, student-centered activities appropriate to each student's individual ability and growth level. Each student receives instruction customized to their skill level.

Students with Diagnosed Specific Learning Challenges

All students are welcome to attend TCHS. Students who enter the school with a diagnosed learning challenge will be required, at their parents' expense, to provide a school tutor for at least 2 hours per week. After two months, the students' teacher, admin, parents, and tutor can discuss the options going forward to ensure student success.

Student Testing

Students who are observed having difficulty in the classroom will be referred, by the teacher, to a Student Success Team (SST). The Student Study Team will consist of the parents, the Head of School or Curriculum Specialist, and all the students' teachers. The Student Study Team will follow this process:

- Discuss additional academic support for the student.
- Create and complete a daily log for at least 2 weeks to record the impact of the additional academic supports.
- If the support is effective, then the additional support will be memorialized for the student.
- If the team determines that further support is necessary, the Student Success Team may request testing at the parents' expense.

Student Support Services

Teachers and tutors collaborate and communicate at a minimum through the student tutoring notebook. Tutors and teachers may implement the recommended accommodations for students with special needs. Parents, tutors, teachers, students, and school administration will participate in

Student Success Team meetings as scheduled. All parties will maintain confidentiality regarding student services and interventions.

III. GUIDANCE and DISCIPLINE

All staff will address student discipline from a developmentally appropriate perspective. All staff discipline will adhere to Restorative Practices, emphasizing relationship repair over punishment. Teachers and staff are responsible for logging student incidents in Blackbaud, and parents will have access to all incident logs. Students who do not respond to repeated restorative practice opportunities documented in the logs may be placed on a behavior contract by the school's Head of School. All contracts will be agreed upon by the families, teachers, and staff involved.

IV. HEALTH AND SAFETY

Accidents or Injuries

In the event of an accident or injury, we will contact the people listed on your emergency contact form in the order they are listed. If we cannot reach you, we will call your child's doctor or ambulance if necessary. The Head of School or the Office Manager will decide your child's care and will stay with your child until you or a healthcare professional arrives.

It is important that you fill out and keep an Emergency Contact Form up to date as needed. This form includes contact details for parents and anyone authorized to pick up a child in the event of illness or an emergency.

Allergies

If your child has an allergy, please complete an Allergy Action Plan. This form will be displayed in your child's room and, in cases of food allergies, in food preparation areas as well. If medication is needed for an allergic reaction, have your physician sign the Allergy Action Plan. All staff working in the child's classroom must review the Allergy Action Plan to understand the emergency procedures for an allergic reaction.

Emergency Situations

We prioritize your child's safety and security. Our emergency plan covers events such as fires, severe weather, and intruders. Fire evacuation routes are posted near classroom exits, and fire drills are conducted monthly. Shelter-in-place and severe weather drills are held quarterly. If an evacuation is necessary, we will move to the nearest safe location and notify parents once it's safe. For everyone's safety—children, parents, and staff—we ask that parents not attempt to pick up their child during an emergency.

Weather-Related Closings

If the school closes early or cancels school for the next day, parents will be notified via Blackbaud Emergency Contact and/or phone. Children should be picked up promptly to ensure everyone's safe travel home.

Power Failure

In the event of a power outage, staff members and children will remain in the classroom and, if possible, continue activities as usual. Some classes might go to the playground until power is restored. If power cannot be restored within a reasonable time, TCHS will close. TCHS will notify parents about the closure and the need to pick up students. Activities will continue as best as possible until parents arrive.

Illness

Our first priority at the school is to provide a safe and healthy learning environment for all children. If a child becomes ill while at school, they must be removed from the classroom to prevent the spread of contagious illnesses. The ill child will be taken to the office or another designated area to wait for their parent's arrival. We ask families to pick up a sick child as soon as possible.

Please keep your child home if they:

- Have had a fever, diarrhea, vomiting, or a constant cough in the last 24 hours
- Have a rash – until a physician determines this doesn't indicate a communicable disease
- Have symptoms of a communicable disease, such as a reddened eye or a fever

If your child has a communicable disease, please notify the school immediately. TCHS reserves the right to make the final determination regarding exclusion due to illness. In certain cases, we may request a written note from a licensed healthcare professional confirming that the child is not contagious. All parents will be notified of any communicable illnesses present in the school via Blackbaud or by phone. Please advise your teacher whenever your child is ill, either through the SIS or by phone (915-900-1800). Your teacher will want to know, and they may need to adjust the day's planned classroom activities.

Medications

Prescription and over-the-counter medications must be brought to the front office in their original containers, clearly labeled with the child's full name and date of birth. The school staff cannot administer any medication without a signed Medication Authorization Form. These forms are available at the front office.

Medications are stored securely in a high cabinet (for non-refrigerated medications) while in use at TCHS. The Medication Authorization Form must always stay with the medication. Unused medications must be promptly returned to the family and will not be kept at the school.

Medications are given by the Head of School or Office Clerk. When a medication is administered, we record the type, dosage, and time of administration.

Vaccinations

All students enrolled at the school must be vaccinated against vaccine-preventable diseases caused by infectious agents, in accordance with the immunization schedules set by the Texas Department of State Health Services and the American Academy of Pediatrics.

All students must submit written proof of required immunizations from their physician before the first day of school. Attendance depends on being up to date on all immunizations. The only exception is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in Texas, including the physician's license number. You can upload your child's immunization records to the SIS.

Exemptions for Medical Reasons must state that, in the physician's opinion, the vaccine is medically contraindicated or presents a significant risk to the health and well-being of the child, student, or any household member.

Unless the statement explicitly states that a lifelong condition exists, the exemption is valid for only one year from the date the physician signs it.

Immunization records must be updated whenever a new immunization is received.

V. FINANCIAL and BILLING POLICIES

Enrollment Process

[ReturningStudentRegistration](#)

All families are required to complete the Blackbaud re-enrollment checklist to re-enroll for the year. Re-enrollment is not automatic. You can find the re-enrollment form in your Blackbaud account.

[NewStudentEnrollmentandRegistration](#)

New student enrollment begins with the admission inquiry form at www.thecherryhillsschool.org. After all forms are completed, a decision will be provided to the family. If a student is accepted, families will receive the enrollment contract via Blackbaud.

Tuition and Fees:

- Grades K-3 - \$9,000.00
- Grades 4-5 - \$9,500.00
- Grades 6-8 - \$10,000.00

Discounts Offered

- Family Multiple Student Discount – Families with more than one student attending the Cherry Hill School may receive a \$500 discount on tuition after paying full tuition for the oldest student. Fees are not waived or reduced for additional children.
- Biannual Payment- \$100.00 off the First tuition payment if remitted by July 1st, and \$100.00 off 2nd payment if remitted by January 1st.
- Annual Tuition Pre Payment- 5% discount on tuition for families who pay full tuition and fees (registration, security, and technology) before July 1st.
- Family Professional Services Credit- Parents may offset some tuition costs by providing required special services to the school, as determined by the Head of School. For further information, contact the Head of School.
- Financial Aid applications are available. Applications can be completed at [Blackbaud FA](#) . Financial Aid will only be provided to families who complete the application. Please contact the school if you have any questions about the process.

Mandatory Fees

- Student Registration Fee: \$500.00. The registration fee is due when the contract is signed.
- Book and Technology Fee: \$100.00
- Security Fee: \$1,000.00. The security fee may be spread over 11 months.

Fees (including registration, security, and technology) will NOT be waived or discounted. All families are responsible for paying students' fees for each enrolled student. Fees are not refundable.

Texas Education Freedom Accounts

Parents applying for the voucher: (All parents are encouraged to apply)

1. Register for the next school year, which includes paying the registration fee to secure a place at The Cherry Hill School.
2. Apply for Financial Aid, if it may be needed in the event the TEFA voucher is not approved.

If the TEFA voucher is approved, the paid registration fee will be used to cover tuition and fees not covered by the TEFA voucher or credited towards any remaining tuition, fees, or billed miscellaneous costs. Families are responsible for all school costs not covered by or in excess of the TEFA voucher amount.

If TEFA is not awarded, parents may receive financial aid if all Blackbaud FA forms are completed.

Tuition Refunds

Notice of Withdrawal

Families wishing to terminate their enrollment agreement must provide notice via email to the Head of School, on or before the 20th day of the month prior to the month in which the withdrawal will take effect

- Example: To end enrollment effective March 1, notice must be received no later than February 20

Late Notification

If notification is received after the 20th of the preceding month, the family remains financially responsible for the full tuition of the following month, regardless of the student's attendance.

- Example: Notice submitted on February 21 or later results in responsibility for March tuition, and the effective withdrawal date will be April 1.

Method & Timing of Refunds

Refunds will be issued within 30 days of the school's confirmation of withdrawal and eligibility. Refunds are issued to the original payment method unless otherwise arranged.

Non-Refundable Fees

Registration fees, security fees, technology fees, and other non-tuition charges are non-refundable.

Student Withdrawal Procedure

To ensure a smooth and timely withdrawal process, families must complete all steps outlined below:

- Submit Written Notice. Parents/guardians must provide notice of withdrawal, submitted via email to the Head of School. The withdrawal date is not considered official until written notice is received.
- Complete the Checkout Form. Families must complete the school's Withdrawal/Checkout Form, confirm the student's last day of attendance, and return any school materials.
- Settle All Outstanding Balances. All tuition, fees, and other outstanding charges must be paid in full before the withdrawal can be finalized.

Enrollment Termination by School

Expected Conduct Violations: The school reserves the right to terminate this Contract if the Parent/Guardian or Student violates the Responsibilities and Expected Conduct Policy, per the 2026-2027 Family Handbook. This includes disciplinary issues that disrupt the learning environment or endanger the safety and well-being of other students, staff, or stakeholders.

Non-Payment of Tuition: The School reserves the right to terminate this Contract if tuition payments are not made on time.

Other Grounds for Termination: The School reserves the right to terminate this Contract for other reasons, including, but not limited to, providing false information during the enrollment process, severe breaches of school policies that impact the health or safety of others in the school community, or actions that bring the school into disrepute.

Late payment fees

Families have a 10-day grace period for tuition payments before a \$50.00 late fee is applied, either after the grace period or on the first of the next month, whichever comes first. Parents may request an extension from the Head of School before the grace period ends. Frequent late payments may lead to termination of the Enrollment Contract. For payment concerns, contact the Head of School.

Students Sign Up After the First Day of School

Students who enroll and begin classes before the 20th of the month are charged full tuition for that month. Those starting on or after the 21st will be charged beginning on the 1st of the following month.

After School Activities

Parents can register students for after-school activities using the Blackbaud system. The school will send monthly billing to parents through their Blackbaud account.

Financial Aid

Financial aid may be available only to parents who complete the financial assistance application, which includes submitting the required documentation [Blackbaud FA](#) . Regardless of available scholarship funds, scholarships may NOT exceed more than 2/3 of the set tuition price. See the front desk for further details.