



Boarder and Host Family Handbook

2018 - 2019
5778 - 5779



The Perfect Place For A Complete Education

General Living Arrangements

The host family will provide the student with a clean semi-private room, a comfortable bed, personal storage space, a desk in a quiet area suitable for studying, a house key, and access to common living areas.

Supplies

Students are required to supply their own linens, towels, toiletries, and laundry detergent and other laundry supplies.

Cell Phones

Each boarding student is required to provide her cell phone number to the school and all members of the host family. **Boarding students are not permitted to have “smart” phones or any phone with access to the Internet.** All boarder cell phones must be brought to the TAG office to have the internet removed. The phone should be a phone with texting only.

Computer Access

Students will be provided a school-owned computer for use while on campus. At home, students may use the host family's computer/printer in a public area with permission from the host parents.

No student should be able to access the Internet on her own at any time while in the host home. Host families are asked to monitor the Internet usage of boarding students and not to release passwords for hard-wire or wireless Internet access. Students may only use personal laptops in public areas - NEVER in bedrooms or private rooms. Personal laptops must be brought to TAG office and be approved by the Temima Administration.

While the many benefits and conveniences of internet usage are indisputable, we cannot ignore the fact that the internet also brings a host

of inappropriate messages, images, and opportunities into our homes. We caution all parents, students, and hosts that the use of the internet today must be highly selective and carefully monitored.

Student Responsibilities

Cleanliness

Students are expected to make their beds daily and keep their rooms in neat condition with the floor clear of clutter. They are expected to turn off all lights and electronic equipment in the room when not in use. Students must adhere to the host family's guidelines when using the kitchen, dining room, or other "public" areas of the house for study or other activities. The student's personal belongings should not be left in those areas, and the student should always clean up after herself and turn off the lights and other equipment if she is the last one to leave the room.

Babysitting

Hosts may ask the student to babysit for brief periods of time, such as when the host must drive a carpool. However, if the student is asked to babysit for longer periods of time, she should:

- 1) have the right to decline the "job" and
- 2) be compensated at the going rate for babysitters of the same age in the community.

Dress Code

All students are expected to adhere to the school dress code, which may be found in the Student Handbook, while at school or school activities. We expect all boarding students to dress in a manner that represents Temima's standards at all times, even when out of school.

Curfews

Curfew times are at the discretion of the host family, but no later than 11:00 pm on all nights except Motzai Shabbos. On Motzai Shabbos, the curfew is midnight. All students must be at the host home by this time, unless alternative arrangements have been made. If the host parents feel that the alternative arrangements are inappropriate, they should consult with one of the school's principals before granting permission.

Inviting Friends Over

Temima encourages boarding students to develop friendships with their fellow students and encourages them to invite visitors to their local homes. However, the student must ask permission from the host family before inviting a friend over, and, as a matter of consideration, should ask well in advance before inviting a friend for a meal or to sleep over on Shabbos. In the same vein, the student should communicate with the host family in a timely manner before missing meals at home.

Keeping Hosts Informed

The student must keep her host parents informed of her whereabouts at all times. The student must ask permission before going out and must let the host parents know where she is, how she is getting there, and when she expects to be home. If the student's plans change while she is out, she must check in with the host parents to approve the new arrangements. The school will do its best to communicate to the host family about all extracurricular activities.

Shabbos Plans

The student should inform her hosts of her Shabbos plans no later than the end of the school day Thursday.

Yomim Tovim

When students remain in Atlanta for Yomim Tovim (i.e. Rosh Hashanah, Shavuos, etc.), it is expected that they will be included in the host family's plans. If the student makes alternate arrangements for meals, she must inform the host parents at least one week prior to Yom Tov.

When Hosts Are Away

Students may not stay at the boarding home if the host parents are away overnight. If the student cannot stay in the house for any period of time, the hosts, together with one of Temima's principals, should coordinate alternative arrangements with the student.

MEALS AND FOOD

Teenagers often need more calories than adults to meet their nutritional needs and maintain energy throughout the day. The host family is responsible for providing three nutritious meals daily, plus reasonable snacks.

The student should inform the hosts promptly when cereal, lunch supplies, snacks, or other food supplies are running low. A household shopping list to which the student can add requests should be considered for this purpose.

If there are any special dietary needs (e.g., food allergies, Cholov Yisroel, vegetarian, etc.), the parents should let the host parents know. The student's parents will be responsible for defraying the cost of specialty and special needs foods.

Breakfast

Girls are expected to eat breakfast at home. Hosts should provide cereal or other typical breakfast foods.

Lunch

The student is expected to prepare her own lunch to take to school. The host family should familiarize the student with household kitchen procedures. The student should abide by all "kitchen rules" and should clean up after herself promptly.

The host family is responsible for providing the necessary provisions for lunches. The host family should discuss lunch preferences with the student and try to provide healthy foods that the student likes, in reasonable quantities. A typical lunch would consist of a sandwich or other protein food, a boxed or bottled drink, fruit, and a snack, such as chips, granola bars, crackers, etc.

Dinner

Generally, the student will eat dinner with the host family. If their dinner schedules are incompatible, the host family should make sure that dinner is ready for the student at a reasonable time and the student should clean up after she is finished eating. As a general rule, dinner should consist of a protein food (e.g., chicken, fish, eggs, dairy products), a starch (e.g., potatoes, rice, pasta), and a vegetable or salad.

The student should communicate with the host family in a timely manner before missing meals at home.

Snacks

The host family should supply fruit, juice, and snack foods (chips, cookies, crackers) in reasonable quantities on a regular basis for the student to "nosh" on at home. The student should be considerate about the amount of snacks she takes. Guidelines should be established when the student first arrives that define appropriate access to food in the refrigerator and cabinets.

TRANSPORTATION

Boarding students are not permitted to drive while in Atlanta. They may not use the host family's or anyone else's car. Special requests may be made by parents who may want their daughter to drive theirs or a relative's car. This will be handled on a case by case basis.

Travel to School

It is the student's responsibility to wake up and get to school on time. In the case of inclement weather, the host family is responsible for providing safe and reliable transportation to and from school.

If there are circumstances beyond the student's control (e.g., a power outage), the host family should help the student get to school as soon as possible.

Travel to School Activities and Other Errands

Boarding students are required to attend all school activities. Transportation to school activities is treated the same as access to school. When a ride is needed, students should make arrangements, but may depend on the host family if no other options are available.

When needed, the host family should also provide or arrange transportation for the student to go to the public library, dry cleaner, school supplies, personal needs, etc.

Travel Related to Health Care

If the student is ill or injured and needs to see a doctor, the host family is responsible for providing safe and reliable transportation.

If the student requires ongoing medical appointments, the student's parents must arrange and pay for transportation to and from the practitioner.

Traveling Home

We expect all transportation arrangements for travel home to be made in line with the boarder calendar. Please check the calendar before making tickets. **Allow a minimum of 3 hours between the end of classes and the departure time to account for travel to the airport and airport security.** When possible, the host family should provide transportation to and from the airport for students traveling home. When the host family is unavailable, arrangements and payment for transportation door to door are the responsibility of the student and her parents.

COMMUNICATION AMONG ALL PARTIES

When a student lives away from home, it is essential that the adults involved in their care work together in the best interests of the child. Open lines of communication should be maintained between the school, the host family, the student, and the student's parents. There is a baseline understanding that all communication about the student is confidential and their privacy should be respected at all times by all parties. **Weekly contact between parents and hosts is recommended.**

Hosts should bring concerns about the student's adjustment or other issues to the attention of the parents and/or the Principals of Temima. Hosts should also notify the school at once if they become aware of infractions of Temima policies by their boarding student. Quick intervention can often prevent problems from escalating.

If there is a need for clarification of school policies on any issue, hosts, parents, and students should not hesitate to consult Mrs. Feldman.

FINANCIAL OBLIGATIONS

Boarding Fee

The host family provides the student with room and full board. The room and board fee for 2018-2019 school year is \$6,000. The room and board fee is paid directly to the host family.

Payments may be made in one lump sum at the beginning of the school year or by providing post-dated checks, dated on or about the first day of each month of the school year, September through June.

If a student withdraws from the school or moves to another boarding home during the school year, the boarding payments will be pro-rated in weekly increments. For the purposes of this calculation, a week is defined as any instance where the student resided in the host family home for three to seven calendar days.

Emergency Funds

Parents are required to maintain a balance of at least \$500 with the host family, for use in the case of unexpected expenses that are the responsibility of the parents - e.g., an unexpected trip home, medical care not covered by insurance, etc. This amount must be maintained throughout the year. Any remaining funds will be returned to the parent on the student's return home. If the student has her own credit card for these contingencies, emergency funds are not necessary.

MEDICAL CARE

Forms

In addition to forms provided to the school, parents of boarding students must provide the host with a EMERGENCY MEDICAL FORM, including a copy of both sides of health insurance cards, before the student settles into the host house.

The student should also carry a copy of her insurance card with her at all times. If her insurance is not accepted locally, the student should have a credit card (or credit card number) or extra cash on hand to cover the cost of an office visit or prescribed medication. The host's "emergency funds" (see section above) may be used for this purpose.

Coverage

Parents should check their Insurance policy and make provisions for the student's medical care while the student is in school. It is the obligation of the student's parents to research which doctors and hospitals in the Atlanta area accept their plan, and inform Temima and the host family prior to the school year.

NOTE TO HOST PARENTS

The host family must notify the school, as well as the student's parents, in the event of any medical emergency.

If your student becomes ill during the day, the school will notify you. If the student feels she needs to stay home sick for all or part of the school day, she must notify you as soon as possible. You are responsible for notifying the school by 8:30 a.m.