

COMMUNITY TORAH CENTER
OF
BUCKS COUNTY HEBREW
SCHOOL

PARENT/STUDENT
HANDBOOK

2007-2008

August 2007

Dear Parents,

It is with great enthusiasm that we welcome you to the 2007-2008 Hebrew School year with CTC/Total. This new and updated Parent/Student Handbook contains much of the necessary information that you and your child(ren) will be using throughout the school year. Please read the handbook carefully.

This handbook will familiarize you with the school's program, policy and procedures. Throughout the year, you will be continuously updated regarding the curriculum and your child's progress.

We invite you to share in this experience whenever possible. Of course, as the year progresses, you may have questions concerning the policies of CTC/Total Hebrew School. Please feel free to contact us to discuss any concern. Your shared commitment to your child's Jewish education makes the learning all the more meaningful and encourages growth beyond the school walls.

With your assistance, we look forward to a wonderful and productive year at CTC/Total Hebrew School.

Wishing you and your family a happy and healthy New Year!

Suri Max

CTC/Total Hebrew School Director

215-364-1160

ctbuckscounty@aol.com

Policies and Procedures

To Contact Us

Administration issues are attended to on weekdays by calling (215) 364-1160.

Our Sunday phone number is (215) 300-0229. You may also contact us via e-mail at ctcbuckscounty@aol.com.

Arrival and Departure Times

To fully benefit from our Hebrew School's rich and exciting program, consistent and timely attendance is crucial.

Classes begin at 9:30am and end at 12:00pm. Late arrivals are disruptive to our classes, so please make every effort to ensure that your child arrives on time. In the event that you have to pick up your child before noon, please send in a note addressed to your child's teacher indicating the expected time of pick up. Students will remain in the classroom until the designated person comes to pick him/her up. Please do not ask your child to wait for you anywhere outside of the classroom.

Snacks

Please do not send in any food with your child. The school will provide a light snack. You may send a water bottle to school.

Take Home Assignments

The goal of take home assignments is to help reinforce the material that your child has learned in school and has special significance considering that we only meet once a week. Assignments will require only a minimal amount of time to be completed. In most cases the homework will be practicing Hebrew reading. Some of our classes will have a parent's transliterated guide which will enable you to assist your child with his/her homework.

Curriculum

Our curriculum is focused on areas that will provide our students with an opportunity to become active and knowledgeable adults who are able to understand and appreciate the beauty of their heritage and traditions. Although we realize that there are a limited number of schooling hours each week, we find time to teach culture, history, tradition, and a foreign language. We believe that this time period creates a good balance between the school environment, socialization with peers, and the practical application of learned values and concepts in the home.

Our class activities focus on five areas of instruction: Hebrew, Bible, Holidays, History and Israel, and Ethics. Children will also learn customary prayers and are introduced to various aspects of religious services throughout the year.

Supplies Needed

1 marble composition notebook
a sharpened pencil

Textbooks and workbooks will be distributed during the first month of school and will remain the property of the student. If a textbook is missing for more than two weeks, a new book will be ordered at the family's expense.

Please make sure your child comes to school every week with his/her book bag, and their Hebrew reader.

Tutors

We have two Hebrew reading tutors. These tutors will be working with the students who need a little bit of extra help with their Hebrew letter recognition, and Hebrew reading. They will also help our new students. In addition we will be offering enrichment to those students whom we feel are more advanced. Each student will be tested on the first day of school so that we can properly place them in the right Hebrew reading group.

Cancellation of School

Should it be necessary to cancel classes because of inclement weather conditions an e-mail notice will be sent out in the early morning hours. We are waiting to hear back from KYW News radio as to what our official school closing number will be. We will forward that information to you as soon as we receive it. You can always call us at 215-364-1160.

There will be no school on any day in which the Council Rock School District closes their facilities for weekend events.

E-mail

If at any time you have a change in your e-mail address, kindly notify us as soon as possible. Very often we send important memos and information via e-mail. If you do not have an e-mail address, or if you cancel your service, please let us know so that we can make sure you will receive these messages either by phone or mail.

First Aid and Emergency Medical Care

First aid medication is limited to cleaning and bandaging wounds and bruises. No Tylenol or any other medication will be given to any student without written permission by a parent.

It is the responsibility of each parent to leave your home and cell number listed on the school health form so that you can be reached immediately, in the event of an emergency situation. Should we be unable to reach you, the parent, in case of an emergency, it is our procedure to take the child to the closest Emergency Room and contact the personal physician whenever possible.

Parent Program

The highlight of the adult education program is the Parent classes that are held on selected Sunday mornings. Its benefits are numerous. You, the parents, have the opportunity to study the same topics your children are studying. You will also be able to discuss Jewish issues in an open forum. We strongly encourage you to make every effort to attend these classes. Doughnuts and coffee will be served and babysitting is available upon request. In addition to these classes, occasionally we will bring in guest lecturers who will speak on a variety of interesting topics. All of these classes are free of charge.

We are looking forward to an amazing school year! Please feel free to contact me at any time with your questions and comments.

Thank You,

Suri Max
CTC/Total Hebrew School Director
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