

CHABAD OF BURBANK HEBREW SCHOOL

5777 / 2016-2017

PARENT- STUDENT HANDBOOK



**A Division of Chabad of Burbank
818.954.0070 ♦ chadaburbank.com**



LEARN IT LIVE. IT. LOVE IT.

Imagine a Hebrew School where kids don't want to miss a day. They come in with a smile and leave humming a Hebrew song. Walking through the halls, you can hear the sounds of lively discussion, of singing, laughter and prayer.

Welcome to Chabad of Burbank Hebrew School, an exciting and innovative educational program in Burbank. Our school enjoys a well-earned reputation as a trendsetter in creative Jewish education for children in Kindergarten through Grade 7, and for making every Jewish child feel welcome, regardless of knowledge or affiliation. Chabad Hebrew School is where Judaism comes alive and children are encouraged to ask and explore. Our experienced staff, hands-on curriculum, and holiday workshops are sure to make this year both educational and enjoyable for our students.

Our curriculum is designed to instill our students with a basic yet thorough understanding of our traditions and values, a strong sense of Jewish pride and a love of Jewish life. Our exclusive CAP-IT reading program has been uniquely successful in motivating the students toward Hebrew fluency. We firmly believe that the holistic approach we employ is the most effective way to educate children and ensure an enduring connection with our Heritage.

Please make sure to mark your personal calendars with all the special Hebrew School dates to ensure that your child is there.

We look forward to working together with you to educate and inspire your children. Should you have any questions or concerns, please feel free to call us any time at 818-954-0070 or email coburbank@gmail.com.

Looking forward to a wonderful year!

Yours sincerely,

Rabbi Shmuly & Elana Kornfeld, *Directors*



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GENERAL INFORMATION:

Chabad Hebrew School meets on Tuesdays beginning September 6th and ending May 23rd, from 2:45pm-4:15pm.

* Depending on the school, public school pick-ups will be between [2:20pm-2:40pm](#).

A Hebrew School year calendar has been inserted into this booklet. Please remove it and place it somewhere you can easily refer to it during the year.

TUITION:

Tuition is \$575.00 for the school year per child.

Tuition can be paid in full for the year or with eight post-dated checks of \$72.00.

Your prompt attention regarding payment of tuition is greatly appreciated as we are a non-profit organization and depend entirely on this money for operation.

REGISTRATION:

To register, complete our application form and mail it to our office. If you wish, you can schedule an interview with the Director to discuss Hebrew School in more detail.

A \$75.00 registration and book fee is due upon registration.

PICK UP & DROP OFF:

If you would like your child to be picked up from their local Public School there is a \$10 monthly fee for pick up.

DISMISSAL

Parents are asked to park in the side parking lot during dismissal. Parents can either enter the building to pick up their child, or have their child brought to them by a staff member. Children will not be released to anyone other than a parent or regular carpool driver without permission from the parent. Please send a note with your child or call Faygie at (818) 270-7640, or Elana at (818) 209-7194 if someone other than the parent will be picking up your child. Please help us keep our students safe by following our dismissal policy.

PAYMENT & REFUND POLICY

Tuition fees can be paid by check or credit card; credit card payments have an additional nominal fee.

Payments should be given to Debbie in the office. Tuition fees are non-refundable. Should you decide to withdraw your child from CHS, your refund will be pro-rated up to February 1. After that date no refund will be allowed for CHS tuition. There are no refunds or credits for days missed due to illness, holidays, or family vacations.



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COMMUNICATION

Should you need to contact our staff during school hours, please call Faygie at (818) 270-7640, or Elana at (818) 209-7194. Alternately, you can call the office at (818) 954-0070. You can also email us at: coburbank@gmail.com

CURRICULUM

At CHS, we put a lot of effort into providing our students with substantive lessons and a positive atmosphere. The lessons are multi-sensory and hands-on, ensuring that the students truly experience what they are being taught and that the information truly becomes the student's own. Each lesson is structured with discussion-starters to create a lively, interactive classroom experience.

The following is a sample of a typical Hebrew School's schedule:

2:45pm-2:55pm	Snack
2:55pm-3:10pm	Tefillah-Prayer
3:10pm-3:50pm	Hebrew reading-CAP-IT/Hebrew Writing/Hebrew language
3:50pm-4:15pm	Individual Class Curriculum/Holidays

WORKBOOKS/SUPPLIES

CAP-IT workbooks are purchased with the registration fee. They are yours to keep at the end of the year. **There will be a \$75 fee for any book that is lost or misplaced.**

Boys are encouraged to bring and wear a *Kipah* for all classes. If you do not have one, Hebrew School will provide one for you.

ATTENDANCE & PUNCTUALITY

Consistent and timely attendance is vital! Consistent attendance is key to a successful year in Hebrew School and crucial in accomplishing the goals of our educational program. There is a direct correlation between a student's attendance, and his/her interest, achievement and attitude. For the benefit of your child and all students, it is imperative that your child arrives on time and remains in school until the end of the session. Your support of our attendance policy is greatly appreciated.



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If for any reason your child must leave early, please send a note with an explanation and the time you will pick up your child. This note must be given to your child's teacher. Please pick up your child from his/her classroom.

PERSONAL BELONGINGS

Students are not permitted to bring cell phones, iPods or other electronic devices to Hebrew School, all of which serve as a distraction for the student and the class. In the event that a student brings these items, the teacher will hold it for safekeeping and return it to the student at the end of the day. We respectfully request that parents take the lead in reinforcing this important rule.

TZEDAKAH

Tzedakah (charity) is a concept that is basic to Judaism. CHS strives to develop a commitment among our students to share with others less fortunate than themselves, by donating a few pennies a day to charity. Please send your child with some coins for Tzedakah to encourage them to perform this Mitzvah. Older children should be encouraged to give Tzedakah from their own allowance money. Each class will have the opportunity to discuss and decide where to allocate the money they collect throughout the year.

SNACKS

Please send a nutritious snack in case your child gets hungry.

HOMework

Your child will be coming home from school with weekly homework for review. In order to gain the most from our once a week Hebrew School, students are strongly encouraged to practice their Hebrew reading and to go over at home what they have learned in class. Your child's teacher is available during the week if they need help completing their homework and to go over the reading with them. Please encourage your child to complete his/her assignments.

PARENT/CHS COMMUNICATION

We believe in a strong parent/teacher partnership. Communication between parents and CHS is very important to ensure that Hebrew School be a meaningful and pleasant experience for your child.

We will be sending out monthly emails notifying you of upcoming events, important notices, and what your child has covered in class each week. Homework and other important information will be sent home with your child as well. Please check his/her school bag for these notices.



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Photos of Chabad Hebrew School in action will be posted monthly on our website-make sure to view them at www.chabadburbank.com.

Should you have any questions or concerns regarding your child's performance and/or progress, please do not hesitate to contact us at any time.

Parental Involvement

When a parent is involved in their child's educational experience, the child's schooling is far more effective. When enrolling your child in Hebrew School, you demonstrate to your child that their Judaism is an integral part of your life, and you want it to be an integral part of theirs.

Chabad Hebrew School offers many venues for parental involvement. We invite our parents to take advantage of our many adult education classes, our innovative and unique women's classes and programs, the wealth of information located on our website: www.chabadburbank.com, as well as our Shabbat and Holiday services/events.

Class updates are emailed monthly and we encourage you to read them over and discuss them with your children as you embark on their Hebrew School journey. Additionally, we welcome parent volunteers at our extra-curricular Hebrew school events and holiday programming.

HOW TO HELP YOUR CHILD SUCCEED

In order for our CHS program to be most effective, the home and CHS must work hand in hand and promote a close partnership. The following are a few suggestions:

- Many of our students are involved in other extracurricular activities, i.e. sports, music lessons, etc. All these are important; however, please place priority on your child's Jewish education.
- Participation in Synagogue services and celebration of Jewish Holidays will greatly enhance your child's interest in Judaism and strengthen his/her Jewish identity. We invite all Hebrew School families to join us at Chabad for Shabbat and holiday services and programs. You belong-no membership needed!
- Show your child that you are interested in his/her Jewish education. Make a habit of asking your child/ren how their day was, and what they have learned. This will greatly encourage and help foster a strong Jewish identity and positive attitude.
- Always remember that informal Jewish education is one of the best motivators for creating a positive Jewish identity!

Student Information

Name: _____

Hebrew Name: _____

Birth date: _____ / _____ / _____ Age: _____ Grade: _____

Does your child read basic Hebrew? Yes No If Yes: Good Fair Poor

What school does your child attend? _____

(Child 2)

Name: _____

Hebrew Name: _____

Birth date: _____ / _____ / _____ Age: _____ Grade: _____

Does your child read basic Hebrew? Yes No If Yes: Good Fair Poor

What school does your child attend? _____

Parent Information

Parent 1 Name: _____

Home Phone Number: _____ - _____ - _____ Work Phone Number: _____ - _____ - _____

Mobile Phone: _____

Address: _____

City, Province, Postal Code: _____

E-mail address: _____

Parent 2 Name: _____

Home Phone Number: _____ - _____ - _____ Work Phone Number: _____ - _____ - _____

Mobile Phone: _____

Address: _____ Check here if same as above

City, Province, Postal Code: _____

E-mail address: _____



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General Information

Is the biological mother of the child Jewish? Yes No

Were there any conversions or adoptions in your family? Yes No If Yes please explain:

Additional comments: _____

Is the family a member of a Synagogue? No Yes Which one: _____

Names and ages of other siblings: _____

Medical Information/Emergency Contact

Emergency Contact (other than parent): _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Relationship: _____

Doctor: _____

Address: _____ Phone Number: _____

Health Card Number: _____

Allergies or Special Needs: _____

In the event of an emergency, if we, our emergency contact(s), or our physician (as noted on this form) cannot be reached, the Chabad Hebrew School has my permission to arrange for any necessary first aid or care by a licensed physician for my child while he/she is attending school.

Signature of parent or legal guardian

Date

Payment

Please mail completed form to: Chabad of Burbank
2415 W. Magnolia Blvd.
Burbank, CA 91506

- I have enclosed the \$75 registration fee and payment of \$575.00 for tuition
- I have enclosed the \$75 registration fee and eight post-dated checks of \$72.00 for tuition
- I have enclosed a deposit of \$_____ for tuition for my child, and will call Debbie at the Chabad office to discuss further payment. *(Chabad will never turn anyone away due to lack of funds.)*

SEPTEMBER 2016						
S	M	T	W	Th	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	

6 First Day of Hebrew School

FEBRUARY 2017						
S	M	T	W	Th	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				

OCTOBER 2016						
S	M	T	W	Th	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	31					

2-4 Rosh Hashana
11-12 Yom Kippur
16-23 Sukkot
24 Shemini Atzeret
25 Simchat Torah

MARCH 2017						
S	M	T	W	Th	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	31	

21 No Hebrew School

NOVEMBER 2016						
S	M	T	W	Th	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			

26-30 Winter Break

APRIL 2017						
S	M	T	W	Th	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						

7-19 Passover Vacation

DECEMBER 2016						
S	M	T	W	Th	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	31

22-31 Winter Break

MAY 2017						
S	M	T	W	Th	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	31			

23 Last Day of Hebrew School

JANUARY 2017						
S	M	T	W	Th	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	31				

3 No Hebrew School

JUNE 2017						
S	M	T	W	Th	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	