

**Bialik Hebrew Day
School**

Gradeparent

Handbook

2005 – 2006

September 21, 2005

Dear Gradeparents,

We would like to welcome you and your children back to Bialik, for what promises to be a busy, happy and productive year. Thank you for volunteering to be a Gradeparent.

Enclosed is the Bialik P.T.A. Gradeparent Handbook. Please take the time to read it and note any important information. If you have any questions regarding the information, please contact the Gradeparent Coordinator for your specific grade.

As you know, Gradeparents play a vital role in the process of communication between the school and Bialik families.

We would also like to wish you and your family a Happy New Year.

Looking forward to working with you!

Yours truly,

Marelene Morrow and Frances Altow

Head Gradeparents: 2005/2006

Marlene Morrow 416-488-9088 marsam@rogers.com
Frances Altow 416-781-8109 altow@rogers.com

JK Coordinator Nina Wine Hm: 416-784-0779
<awine@rogers.com >

SK Coordinator Amy Prenick Hm: 416-488-1431
<amy.prenick@sympatico.ca

Grade 1 Coordinator Susan Tobin Hm: 416-483-0523
<latobin@rogers.com>

Grade 2 Coordinator Naomi Strasser Hm: 416-482-3555
<n.strasser@rogers.com>

Grade 3 Coordinator Michelle Glied Hm: 416-398-9731
<mgg1@rogers.com>

Grade 4 Coordinator Carole Gliklich H: 416-545-1554
<caroleglik@rogers.com>

Grade 5 Coordinator Alysse Fogel Hm: 416-781-3030
<alan.fogel@rogers.com>

Grade 6 Coordinator Debbie Rubinger Hm: 416-785-5521
<rubinger@rogers.com>

Grade 7 Coordinator Deanna Lustig Hm: 416-481-8378
<deannalustig@hotmail.com>

Grade 8 Coordinator Lily Wisenberg Hm: 416-633-2377
<lwisenberg@rogers.com>

Duties of Gradeparents

1. Gradeparents act as a liaison between parents in the class, the Gradeparent Coordinator and the Head Gradeparents.
2. Gradeparents are responsible for calling parents to relay information regarding school events, snow closures, etc. As this is the best method we have of reaching the parent body, your co-operation is most important.
3. Gradeparents arrange assistance for the teachers at special class functions, i.e., trips, class plays, and holiday celebrations.
4. Occasionally, Gradeparents will be asked to help with the student Picture Day (for the younger grades).
5. Each class should be represented by at least one Gradeparent at every P.T.A. meeting.
6. Gradeparents inform parents of the appropriate channels to take when questions arise regarding parent/teacher/student issues. Do not become personally involved. Always advise the parents to speak to the teacher first. If they feel that their concern/issue requires further consideration, please refer them to the following;
 - a. Concerns in the Pre-school -refer to Rochelle Wise
 - b. Concerns in Grades 1 to 5 -refer to Anita Eckhaus
 - c. Concerns in Grade 6 to 8 -refer to Beverly Young

If you are unclear as to where a parent should express their concern, please call or email your Gradeparent Coordinator or a Head Gradeparent.

Marlene Morrow

416-488-9088

Frances Altow

416-781-8109

Thank you for your co-operation. We hope that these suggestions will help you and your work. If you have any other suggestions or comments please call us.

Gradeparent Procedures

1. Designate one Gradeparent from your class to be the main contact between yourselves and your Gradeparent Coordinator.
2. Divide the class list equally among yourselves, i.e., each Gradeparent will be responsible for 1/3 of the class list.
3. There are two types of calls that you will make to families:
 - a) Class Calls: These calls relate only to your class, i.e., class trips, class plays etc. **Use your entire class list for these calls.**
 - b) General Calls: These calls relate to events concerning the entire school, i.e., snow closure, major school-wide event. **Use your 'Emergency Short List' for these calls.** Please note that the role of the Gradeparent falls within the PTA and may require that you make calls that pertain to events sponsored by the PTA.
4. Create a folder for your class list and this booklet. Include in your folder all pertinent notes/letters brought home by your child. These will include letters regarding class trips, plays, events etc. These notes will provide you with the information to relay to parents who have either misplaced, or never got, their notes/letters.
5. The Head Gradeparents and / or the school will correspond with you through letters sent home from school with one of your children, via email or through phone calls. Note that all email from us will have the subject line 'Bialik PTA Gradeparents' and all email addresses will remain confidential. If you receive an email that does not have this subject line it is not from us and we would recommend that you do not open it.
6. Always keep a record of which parents have participated in a class trip or holiday.

Introductory Call to Parents

1. Introduce yourself and tell them you will be calling them several times during the year.
2. Ask parents if they will be available for class trips, events etc. Please remember that many parents work, but can take the morning or afternoon off if they are given ample time to make arrangements. Check with them if this is possible.
3. Confirm with parents that you have their correct cell phone numbers and verify the primary numbers to call during **emergency closures**. Make note to parents that they should inform you when their cell phone numbers change or when they go away and someone else will be taking their place when they are out of town.
4. Remind parents that they are allowed the opportunity to participate in only one event per year for their child's class. In situations where the Gradeparents cannot find enough volunteers, it may be necessary to ask a parent to participate twice in one year.
5. Ask parents when and if they will be available to volunteer for other school activities, and if anything interests them, i.e. P.T.A. Family Nights, fundraising events, distributing holiday treats to classes. Keep a record of this information on the attached gradeparent information sheet, as the P.T.A. Volunteer Committee may require a copy.
6. Please remind parents that Thursday is flyer day and to check their children's school bag often as most school and P.T.A. information will be sent home with the children.
7. Advise parents regarding birthday celebrations to contact the teacher to make arrangements for their child's birthday.
8. * Remind parents that Bialik is a **NUT FREE** school. In addition, all snacks sent into class for the class to share, **must be kosher and nut free**. Nutritious treats are preferred. Please refer to the Food Guidelines section of this handbook for more details. If your class

has been designated with a child that has a severe food allergy, please mention this to the parent and highlight how important it is to follow the 'nut free' rule.

9. Inform the parents that they are encouraged to attend P.T.A. meetings and are welcome to participate in P.T.A. events and activities. Dates for P.T.A. meetings are marked on the school calendar.

Parent Participation in Class Events

Selecting parents for participation in school events is an important role as a Gradeparent. All parents should have equal opportunity to be involved in school events, whether it is field trips, Passover seders, Yom Sport or class plays. The P.T.A. has a policy in place to ensure this is done in a fair and equitable manner.

When the teacher needs parent volunteers for field trips or events, the Gradeparents must combine their lists and **SELECT BY LOTTERY** the number of parents needed for that particular trip or event. Once selected, call those parents to see if they would be available for the event. If they are not available put them back into the 'pot' for the next trip and select another parent. If they can go on the trip, remove them from the list of available parents for up-coming events.

Please note that if a parent has twins in the same class then that parent should be given the opportunity for only one class trip or event within that class.

As a Gradeparent or Gradeparent coordinator you have the opportunity to participate in the Passover Seder for your class. However, you can relinquish your place at the Passover Seder with a field trip or class event. You are allowed the opportunity to participate in one event of your choice. If you decide to do a class trip or event, then your place at the Seder must be filled by the lottery system. Please make it clear to whomever takes your place that part of the participation in the seder requires that they help with the set-up and the clean-up of the seder.

Class Celebrations

Each class puts on a play every year. These class plays are an important part of your child's school year and are listed on the Bialik Calendar. As a Gradeparent, you are responsible for organizing a class celebration after the play.

1. Approach the teacher many weeks in advance of the play and inform them that you will be planning the class celebration. Ask them if they have any specific requests. The Multi-purpose Room and the Senior Division Lunchroom are sometimes available for class celebrations. If your teacher would prefer one of these rooms, rather than the classroom, the Contact Gradeparent should check on room availability with Varda Shalev in the school office. Please remember that use of these rooms must be confirmed a few days prior to the play.
2. Using your class list, enlist as many parents as you can to provide the contents of your party. You will need to have cups, plates, napkins, juice, fruit, veggies, cookies, chips etc. Please remember that the children have worked very hard on their play and they really look forward to a festive party with a variety of snacks and treats. Please refer to the suggested list of items if you are not sure of the types of treats to organize. Gradeparents should arrive 30 minutes in advance to set up the celebration.
3. Some Gradeparents have "opted" to ask their respective class families/parents for a donation of funds towards the purchase of food and sundry items for the class party. The Bialik PTA Executive requests that a limit of \$5.00 per event, per family be implemented. This will ensure that all class families/parents can participate in the event.
4. Tribute Cards are kept in the school office. You must pick up two cards a few days prior to the performance and fill them out in appreciation on behalf of the class. The P.T.A. purchases Tribute Cards. It is not necessary for Gradeparents to collect any money for these Cards. Tribute cards are presented to the teachers at the class party. A designated Gradeparent or class representative should also give verbal thanks. Thanking the teachers is very important and is much

appreciated. It demonstrates to both the teachers and children that we appreciated the great deal of time and effort they have put into the class performance.

5. The video order forms for your class will be in the office the day prior to your play. Please designate one gradeparent to collect the video order forms from the parents, and return the envelope with the completed checklist to the office immediately after the play.

Class Play - Suggested Items

The following list is a guide only, and ultimately the gradeparents should decide the preferred menu for the celebration. Please remember that all fruit and vegetables must be cut at school using plastic utensils or those found in the PTA office. All items must be kosher and nut free. Here are some ideas when making up a food list for the class:

ITEM	QUANTITY	RESPONSIBILITY
Napkins	5 dozen	
Paper plates	3-4 dozen	
Plastic forks	3-4 dozen	
Paper or plastic cups	4 dozen	
Clementines	1 box	
Chips	1 bag	
Pretzels	1 bag	
Jelly donuts (for Chanukah) must be ordered in advance from designated Kosher-nut free establishment	2 dozen (these can be cut in half at school)	
Hamantaschen (for Purim) to be ordered in advance from designated Kosher-nut free establishment	3 dozen	
Donut holes (recommended to order in advance from designated Kosher-nut free establishment)	4 dozen	
Watermelon or cantaloupe	1 melon	
Strawberries	2 pints	
Candy (i.e. liquorices or Sunkist fruit jellies)	1 bag	
Cookies – read labels carefully to avoid items with for any signs of ‘Traces of Nuts’	2-3 dozen	

Juice or juice boxes	3 dozen juice boxes or 3 1 litre bottles of juice	
Fresh vegetables (i.e. mini carrots)	1 bag	
Cheese (must be cut at school)	1 or 2 bricks	
Crackers	1 box	
Paper tablecloths	4	
Bottled water	3 or 4 1 litre bottles	
Disposable trays – there are some in the PTA office		
Ziploc bags for left over food		

Snow Closures/Emergency Closures

In the event of an early morning snowstorm, or the need to dismiss the students prior to the regular daily closure, an emergency procedure for school closing has been developed. The decision to close the school because of a snowstorm is done in cooperation with the Jewish Board of Education. The decision to close the school due to other circumstances will be made by the school administration.

The chain of procedure for Bialik is as follows:

1. The administration calls the Head Gradeparents.(by 7:00 a.m. in the event of a snow closure)
2. The Head Gradeparents call the Gradeparent Coordinators.
3. The Gradeparent Coordinators call the Contact Gradeparents for each class.
4. The Contact Gradeparent calls the other Class Gradeparents. **The Gradeparents then call all the families using their divided SHORT CLASS LIST. Try to begin your calls with those families living farthest from the school.**

The Gradeparents must call their Gradeparent Coordinator to report any families who they were unable to contact. The Coordinators, in turn, must call one of the Head Gradeparents with this information. All calls must be made as quickly as possible.

The following radio stations will broadcast the closing of school;
CBC 99.1 FM CFRB 1010 AM CHUM 1050 AM

Emergency Closures

In the event of a daytime emergency and the closing of the school, the Gradeparents will use a **SHORT LIST of family cell phone numbers to contact the parents in your class.** The cell phone numbers should only be used when it's a designated school emergency and when a parent cannot be reached at home or work. The cell phone numbers must remain confidential. This list will be resent to you periodically to ensure that you have the most current information.

Please keep an extra copy of your short list in (for example) the glove compartment of your vehicle, your briefcase, desk drawer, or purse. If you have a Palm or some form of electric day timer, you may wish to add these numbers for quick reference.

Holidays

When an emergency happens every minute counts. For this reason, we are asking that Gradeparents contact their class Head Gradeparents if they will be away when school is in session; Head Gradeparents should contact their coordinators; and coordinators should contact the Head Gradeparents. In this way we will be able to run the 'phone-chain' as quickly as possible.

Guidelines on Food

The food committee in conjunction with the board and administration is preparing a detailed set of guidelines for the school and parent body as it pertains to bring in and distribution of food. Once this has been completed, it will be added to this manual. Until this time the following policy applies to:

- 1) student lunches
- 2) student snacks
- 3) class parties/celebrations

Students may not bring into the **school or school yard** any products that:

- 1) contain peanuts and/or nuts
- 2) "may contain" traces of peanuts and/or nuts
- 3) are labelled that they were manufactured on equipment shared with peanuts/nuts or manufactured in a facility that manufactures products containing peanuts and/or nuts

- Homemade food is **not** allowed to be distributed to the class for parties/celebrations.
- Homemade food is permitted in student lunches and snacks but **must** abide by points **1, 2 and 3** listed above.
e.g. homemade items cannot contain peanuts/nuts or any ingredients that "may contain" peanuts/nuts or any ingredients that are labelled to be produced in a facility that processes peanuts/nuts. (cookies made with chocolate M&Ms are not acceptable because the chocolate M&Ms contain traces of peanuts.)

Guidelines on Kashrut

1. The following symbols indicate that a product is kosher:

2. Kosher brands include; Carmel, Dainty Stripes, Danish Delight, Entenmann's, Manischewitz, Paskesz, Rippin Good, and Streit's.

3. Please note that the packing laws in Israel are different than in North America. For this reason, items may not be listed as 'containing traces of nuts' when in fact they do. Please be aware of this when purchasing kosher foods made in Israel.
4. For a complete list of kosher products please consult the current Kashrut Directory. A copy of this should be in the school office.
5. When ordering food for school functions you may wish to purchase items from kosher bakeries or kosher caterers/restaurants.
6. If you are ordering Pizza for a class celebration, please consider using a kosher nut-free establishment such as King David Pizza.
7. For your convenience, here are the names and numbers of kosher and Nut Free bakeries;

Richman's Bakery	4119 Bathurst Street	416-636-9710
Ammazing Donuts	3772 Bathurst Street	416-398-7546
Hermes Bakery	4119 Bathurst Steet	416-787-1234