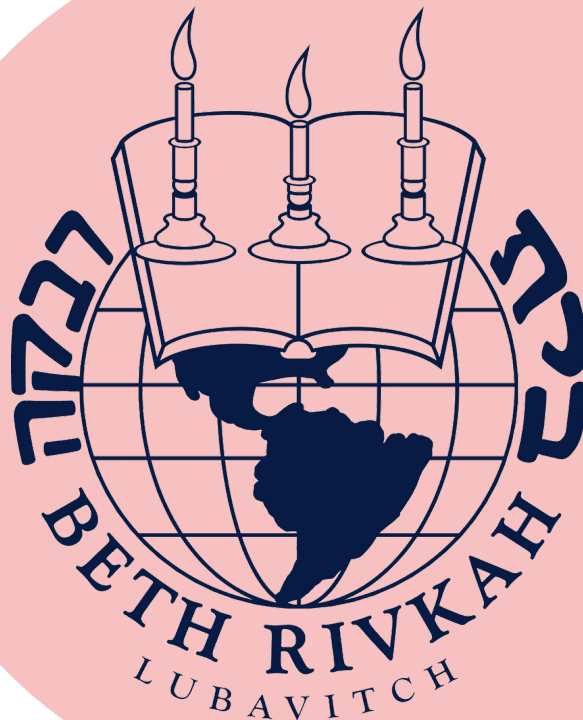




Primary Department Handbook

Parent & Student, Grades 1-3



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2025-2026

Beth Rivkah, Campus Chomesh

470 Lefferts Ave

718-735-0770



A note from The Principals

Your sweet and impressionable young daughter puts on her dark navy jumper and begins the new school year. Whether she is your oldest, youngest, or somewhere in between, as parents you have invested so much in her chinuch from even before she was born. Now new morahs are becoming your partners in helping her grow into a thriving, confident student. The new school year is full of promise and hope and we all daven that every child blossoms under our care.

The Primary years at Bais Rivkah are designed to help every child discover her strengths as we cultivate curiosity and enthusiasm for learning and living as a Yid. Our goal is for every child to develop a solid foundation in davening, learning, and friendship. The sounds of children's voices raised in songs of תורה and תפילה fill our hallway, with the warmth of חסידישקייט permeating every corner, on every day of the year. This environment is ideal for developing positive associations with kria, davening, learning, and being a Bas Chabad.

We wish all of our parents, students and teachers a year of הצלחה, with shared nachas from our children and the ultimate joy of the coming of משיח now!

כתיבה וחתימה טובה!

Morah S. S. Avtzon
Mrs. D. Brawer



Educational Administration



Campus Chomesh K-8

(718) 735-0770 x1200

Head of School:

Mrs. Eidle Sputz
esputz@bethrivkah.edu



Primary Principals - Grades 1-3

718-735-0770 x5

Principals:

Morah S. S. Avtzon
ssavtzon@bethrivkah.edu

Mrs. D. Brawer
dbrawer@bethrivkah.edu



Primary Administration

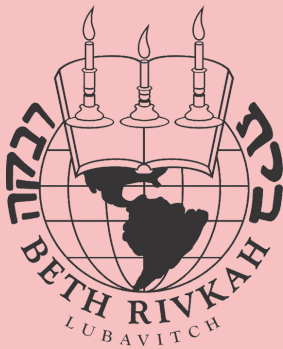
(718) 735-0770 x5
primary@bethrivkah.edu

Mrs. C.E. Slavin
primary@bethrivkah.edu

Morah N. D. Avichzer
navichzer@bethrivkah.edu

Mrs. G. Sternberg
gsternberg@bethrivkah.edu

Mrs. G. Itkin
gposner@bethrivkah.edu



Opening Schedule

GRADE 1:

Wednesday, א' אלול - Sept. 3

Parent Orientation

Zoom - 8:30 p.m.

Thursday ג' אלול - Sept. 4

Opening Day

9:30 a.m. - Lunchroom

Parents are encouraged to join for a 15 minute student orientation.

Students will begin going upstairs to their classrooms with their teachers at 9:50 a.m.

12:00 p.m. Dismissal

Parent Pick-Up at Exit 3

Friday י"ב אלול - Sept. 4

Regular Friday Sessions + Bus Service

GRADES 2-3:

Wednesday, א' אלול - Sept. 3

Opening Day

Lunchroom

Grade 2: 9:30 a.m.

Grade 3: 9:00 a.m.

12:00 p.m. Dismissal

Afternoon Busing Only

(excluding Chaim and Bus 310)

Thursday, ג' אלול - Sept. 4

Regular Sessions + Bus Service



School Hours

Monday-Thursday

Grade 1 9:00 a.m. - 3:50 p.m.

Grades 2-3 9:00 a.m. - 3:55 p.m.

Friday

Grades 1-3 9:00 a.m. - 11:55 a.m.

Sunday

Grade 1 9:30 a.m. - 12:20 p.m.

Grades 2-3 9:30 a.m. - 12:25 p.m.



Supervision for students in the Primary Department begins at 8:30 a.m. on Monday-Friday and 9:00 a.m. on Sunday.

Students should not arrive at school before these times.



Arrival and Lateness

”צריך להיות יקר כל רגע ורגע לשנה יחשב. ושמירת
הזמן צריך להיות במסירה ונתינה בעבודה ויגיעה”

ספר השיחות תרפ”ח

Arrival

It is of utmost importance that students are in school on time every morning. Teachers greet their students warmly in the first few minutes of class and then move on to important morning routines that set students up for success with the rest of the day. Late arrivals result in a student missing davening and are also disruptive to the class, distracting the other children who are in the middle of davening or learning.

Please help your child prepare for school each evening. Establish an evening routine so that homework is completed, signed and placed in your daughter’s backpack. Preparing snacks and uniforms the night before can also help reduce morning stress. A consistent, early bedtime helps children come to school on time and remain focused in class and follow a teacher’s directions.

Procedure in Case of Lateness

All students must stop at the 3rd floor office to be entered into our attendance records **before going to the classroom**. If your daughter arrives to school after 9:30 a.m., please send her with a note explaining why she is late.

For the safety of our students, students should enter the building alone when arriving late. Parents are asked not to visit the classroom floors during regular school hours.

Absences

Absences

Extended absence due to a family שמחה should be brought to the teachers' attention in advance.

Please be in touch with your daughter's teachers if she has an extended absence due to illness י"ן. The teachers can work with you so you can help your daughter with the work she is missing. If a child misses critical instruction and skills due to travel not coinciding with school vacation, private tutoring paid for by the parent may be required.



Permission to Leave School

If your daughter needs to leave school early, please send a note with her in the morning. **Students must sign out of the 3rd floor office before leaving school** and then hand the dismissal note to the guard near the entrance. For safety reasons, the school will not permit any unauthorized person to pick up a child from school without written permission from a parent.

In cases of shared custody, the department principals must be given legal documentation clearly outlining which adults may pick up students and on which days.

Please limit all early dismissal requests to medical or dental appointments that **cannot be scheduled after school**.



Locations of Dismissal

Parent Pickup/ Carpool

Location: Exit 3 — Lefferts Avenue in front of the playground

- Parents should pull up alongside the building on Lefferts Avenue **facing Brooklyn Avenue**.
- **Double parking is permitted only if a parent waits in the car.** For the safety of our students, U-turns on Lefferts Avenue are not permitted during arrival and dismissal times.
- **Students in grades 1-3 may not wait for parents or siblings at Exit 1** (Lefferts and Brooklyn Avenue).
- Students remain at Exit 3 **until 4:00 p.m.** and are then brought inside to the 1st floor office. Please be prompt!

Sister Pick Up

Location: Outdoor Playground - near Lefferts Avenue, Exit 3

On rainy days, students will wait in the building near the lunchroom.

Bus

Location: Lunchroom — East New York Ave exit

In the event that your daughter's dismissal method needs to change, please contact the primary office before 2:15 p.m. on Mondays-Thursdays and before 11:00 a.m. on Sundays and Fridays. **Messages should not be sent directly to the teacher during school hours as they will not be seen in time.**

Please do not give your daughter alternate instructions for dismissal without also communicating the change to the teacher or the primary office. No children's requests for a change to their dismissal will be followed without a phone call or note given to the teacher or our office.

Please note that changes involving busing should be communicated directly to the transportation department at Extension 1325 before 1:00 p.m.

Students attending after-school program may not leave school property at dismissal unless they have a signed note from a parent.

Getting to School Safely



The following safety procedures should be reviewed with your daughter:

Traveling By Bus



When waiting for the school bus, children must take care to:

- Remain on the sidewalk, away from the curb.
- Never step into the street until the bus comes to a complete stop and the driver opens the door of the bus.
- Never run after the bus. If a child misses the bus, she should return home and parents should make alternative arrangements for her to get to school.
- Students using bus service must go straight into the building on arrival.

Walking to School



On their way to school, children must take care to:

- Cross only at street corners.
- Wait for the traffic light to change and for all cars to come to a complete stop before crossing. **Children should check carefully to make sure there are no cars turning the corner.**
- Cross when the traffic signal indicates "Walk." Teach your daughter not to begin crossing during a flashing or steady "Don't Walk."
- Never run into the street in an attempt to catch up to friends or to chase after a lost object.



Getting to School Safely



Walking to School cont.

- Obey and be courteous to the crossing guards. There are crossing guards on the corners of Brooklyn & Empire and Brooklyn & Lefferts. **The city does not provide crossing guards on legal holidays.**
- If your daughter rides a scooter to school, please make sure she wears a helmet. Scooters are not allowed inside the building. There is a scooter parking station near the front entrance. The school can not take responsibility for lost scooters.

Driving to School



The safest place for parents driving children to school to drop off is in front of the building on Lefferts Avenue, on the same side as the school. **Never drop off children across the street or make a U-turn during arrival and dismissal times.**

Children should not walk between buses and cars.

The police department will ticket cars that make a right turn from Brooklyn Avenue onto Lefferts Avenue.

הנה לא ינום ולא יישן שומר ישראל



School Uniform

The school uniform is designed to give students an appropriate and dignified school appearance and will be firmly enforced.

Please review these guidelines *before* shopping for your daughter to avoid frustration and added expense.

Jumper

- Solid navy blue
- No colored buttons or trimmings
- Long enough to properly cover the knees

Please be prepared to purchase new, longer jumpers during the school year as your daughter grows. Parents will be notified and asked to bring a new jumper to school if a child is wearing a jumper that does not cover her knees.



Uniform Shirt

- Light blue button-down shirt with navy collar and cuffs available on Kingston Avenue.
- Light blue polo T-shirt with BR logo, navy collar and cuffs available at [BR Uniform Shop](#) and [Fraylich Uniforms](#)
- On **חדש ראש** and **חסידישע ימים טובים**, students are encouraged to wear a white blouse (long-sleeve button-down blouse with a collar).



Legwear

- Tights are a mandatory part of the Bais Rivkah uniform.
- Students may wear same-colored socks over their tights.
- If a student is wearing visible leggings, she will be given a pair of tights with a \$4 charge required. Payment must be made by **Cashapp to \$BRPrimary** or in cash before your daughter comes to school the next day.



School Uniform



Sweater



- Sweaters and sweatshirts are available at [BR Uniform Shop](#), at Little People, [Fraylich Uniforms](#), and at [Lands' End](#).
- Blue v-neck sweater with the Bais Rivkah logo or a navy blue hooded [uniform sweatshirt](#).
- Any solid, navy blue sweater may be worn. (NO logos or words)
- A student will be asked to hand in a sweater that does not follow uniform guidelines and it will be returned at the principal's discretion.
- Clearly label your daughter's uniform sweater and outerwear with her name so that items be returned to her if lost.
- When purchasing a zipper/hooded sweatshirt for a child in the primary grades, please keep in mind that she will not be allowed to wear it in elementary, grades 4-8.



Shoes

- Only neat and conservative styles
- No crocs, slippers, light-up sneakers, or shoes with wheels



General Guidelines

- Hair should be neat. Long hair must be pulled back.
- Nail polish may not be worn in school. Students will be asked to take off nail polish.
- Earrings should be small, not hanging below the ear.
- Denim outerwear may not be worn to school, including arrival, dismissal, and recess time.

We thank you for helping us instill an everlasting chinuch in our daughters.

We keep to the halachic standard of tznius at Bais Rivkah and we welcome parents visiting our school building to honor these guidelines. Please wear a sheitel and dress with full sleeves and knee length.

Please note that there is an independently-operated neighborhood gemach that can assist with new or gently used uniforms.

Please call 718-493-1740 and leave a message.

All appointments are strictly confidential!

Uniform Purchasing Information

**THE BR
UNIFORM
SHOP** 

ONLINE:

THEBRUNIFORMSHOP.COM

Uniform polo shirts, pleated jumpers, and sweaters available

POP-UP SHOP

Dates: August 24 - August 29

Location: Bais Rivkah Lefferts Lunchroom

Discounts available based on need

Navy hooded sweatshirt Item #529183-BP7

Preferred School #900101940

When ordering, please indicate Bais Rivkah's preferred school number to add the Bais Rivkah logo.

Order by phone: (800-469-2222)
or online on Lands' End.

**LANDS'
END** 

School Supplies

Please label all books and supplies with your child's name. If your daughter finishes or loses supplies during the school year, it is important to replace supplies quickly.

If your daughter misplaces any of her booklets during the school year, she will be required to pay a replacement fee of \$1-5, depending on the size of the booklet. Misplaced workbooks will need to be replaced at a cost of \$10-\$30, depending on their cost.

We have made the following supply lists as comprehensive as possible, but a teacher will occasionally ask for other supplies for special projects.

Please be sure all supplies are appropriate for a **בת חב"ד** - *no non-Jewish characters or non-kosher animals.*



Grade 1

- **LABELED CHANGE OF CLOTHES** (underwear and tights)
- Backpack – One that is befitting a **בת חב"ד** (*no characters, non-kosher animals, etc*)
- Box of tissues
- Folders: Hebrew: 2 x 2-pocket **plastic** folders
English: 2 x 2-pocket **plastic** folders
- 1 x 1-inch, soft plastic binder
- 1 package 25 sheet protectors
- 1 hardcover composition notebook (60 page)
- 1 pack **fine point**, Expo brand **black** dry erase markers (markers will be collected)
- 1 pack **fine point**, Expo brand **assorted colored** dry erase markers (markers will be collected)
- 30 quality pencils (Ticonderoga brand preferred) for classroom use (pencils will be collected)
- 1 box Ziploc bags- *Quart size preferred*
- Small **צדקה** pouch with coins for daily use
- Two pencil cases – we will keep one pencil case **in school** and one pencil case is used **at home**.

Each pencil case should contain the following supplies:

- 6 sharpened pencils with erasers – lead pencils **not** allowed. (24 pencils will be collected)
- 1 crayon box – 24 count – no markers please!
- 1 sharpener – closed case
- 6 glue sticks (glue sticks will be collected)
- 2 pairs scissors (2 pairs of scissors for classroom use)
- 1 good quality eraser

Teachers will collect and pool pencils and dry erase markers for shared class use to avoid the problem of students losing their supplies. If you would like to purchase additional, special pencils for your daughter's own use, please do not send them to school until the second week of school.

Please note that the Alta Mina Yiddish class students will need several additional supplies. A supplies list will be shared during the first week of school.



School Supplies

Grade 2

- Backpack – One that is befitting a בת חב"ד (no characters, non-kosher animals, etc)
- Box of tissues
- Small צדקה pouch with coins for daily use
- 2 hardcover composition notebooks
- 3 x 2-pocket **plastic** folders
- 8-pocket folder, **plastic accordion-style preferred**
- Two pencil cases
 - One regular sized for pencils and erasers
 - One larger sized box for supplies (glue, scissors, etc.)
- 12 sharpened pencils with erasers – (Ticonderoga brand preferred) lead pencils are not allowed
- Good quality eraser
- 1 crayon box – 24 count – to be kept in school
- 4 dry-erase black markers – fine point, Expo brand
- Sharpener – closed case
- 6 glue sticks
- 3 highlighters – green, yellow and pink
- Scissors

Please have additional pencils, crayons, scissors, and glue for use at home.
Bais Rivkah provides a homework book for students in Grade 2.

School Supplies

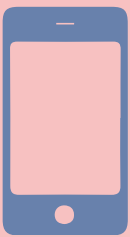


Grade 3

- Backpack – One that is befitting a בת חב"ד (*no characters, non-kosher animals, etc*)
- Box of tissues
- 2 x 2-pocket **plastic** folders
- 2 x 8-pocket **plastic** folders
- 4 hardcover composition notebooks
- Pretty journal-size notebook
- Box of sheet protectors (30 count)
- Pencil case (large enough for supplies)
- 4 dry-erase black markers – fine point, Expo brand
- 3 highlighters – green, yellow and pink
- 12 sharpened pencils with erasers – (Ticonderoga brand preferred) lead pencils not allowed
- Good quality eraser
- Sharpener – closed case
- 6 glue sticks
- 1 crayon box – 24 count – to be kept in school
- 1 box thin colored pencils/markers
- Scissors
- Small צדקה pouch with coins for daily use
- Machzor for Rosh Hashana and Yom Kippur

Please have additional pencils, crayons, scissors, and glue for use at home.
Bais Rivkah provides a homework book for students in Grade 3.

School Policies



Cell Phones and Electronics

School policy is that students may not bring a cell phone to school. **Cell phones or watches with phone capabilities found with a student will be confiscated and only returned directly to a parent at a meeting with the principals.**

If your daughter travels a long distance to school and you feel she needs a cell phone or watch with phone capabilities, this must be cleared with a principal at the beginning of the school year. Only a phone without data will be considered. If permission is given, the student must drop off the phone in the primary office at the beginning of every school day and pick it up at the end of the day.

Electronic games and equipment including but not limited to smartwatches, any watch with phone/game/camera capabilities, cameras, or walkie talkies are **not allowed in school or on the bus.** A smartwatch on “school mode” must be left in the office during the school day.

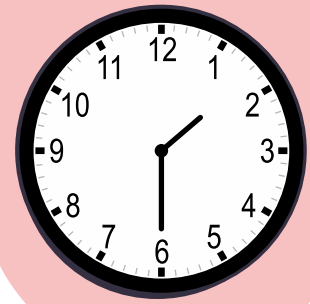


Personal Items

Slime is not allowed in school and will be taken away and not returned.

Non-Jewish books may not be brought to school. Classrooms are stocked with appropriate reading material for your daughter to enjoy during recess or when finished classroom work early.

School Day



Student Health



A child with fever over 100 degrees should not be sent to school. Giving a child Tylenol to lower her fever does not make her less contagious. After illness, please wait 24 hours from when fever subsides before sending your child back to school.

If a child is not feeling well and has a fever above 99 degrees at school, parents will be asked to pick her up.

Students are checked for lice periodically. If a child has nits or lice, she will only be allowed back at school after her hair is checked and is found to be clean by a professional.

Messages



Our office staff is happy to give your child a message about a change to her normal arrangements for going home. Please notify the office before 2:15 p.m. Monday-Thursday and before 11:00 a.m. on Fridays and Sundays, **as we may not be able to deliver messages afterward.**

The office telephones are not available for students' personal calls or arrangements for after-school projects or play dates.

Recess



Recess is given twice a day, at 10:40 a.m. and 2:20 p.m. At every grade level, students have one opportunity every day to play outdoors, except in rain, snow or very cold temperatures.

For safety, students may not visit sisters or friends on other floors during recess or at other times of the day.

No ball playing is allowed in the building. Balls will be taken away.



School Day

Snacks and Lunches

Sugary snacks result in difficulty in concentration, behavioral problems, and cavities. We recommend pretzels, fruits and vegetables as healthier alternatives to candy. Please be sure to pack enough snacks every day, taking into account both morning and afternoon recess, and that lunch is eaten around 11:45 a.m.

No home-baked goods may be sent to school for projects or parties.

All snacks sent to school must have a חסידישער הכשר, OU pareve is not enough.

Chewing gum is not permitted anywhere in school, even during recess.

We are a nut-sensitive school. In consideration of those students with severe allergies, snacks with nuts may not be brought to school. Please read labels carefully when purchasing items for snack, parties, birthday parties, or a סיום.

Students may not bring instant soups that require hot water.



Parent-School Communication



PTA and Report Cards

When parents, teachers and principals work together, every child has her best chance at success. Your daughter's teachers will be in touch within the first few days of school to introduce themselves and hear any specific concerns you may have about your child. You will also have the opportunity to meet the teachers in person at Open School Night. Please see the school calendar for more information.

PTA conferences are scheduled to offer parents the opportunity to have a brief in-person meeting with their children's teachers to review student progress. PTA conferences do not replace regular communication to ensure your daughter's continued progress.

Report cards are issued each term to record student progress. If your daughter's grades indicate that she is struggling to keep up with grade level, please reach out to her teachers and/or the principals to help create a plan for her success.

Homework

Homework is an important part of building confident, independent learners. Teachers will keep the amount of homework within reasonable limits at every grade level. Other than kria and reading, your daughter should be able to do her homework either independently or with just a little encouragement.

Nightly out-loud kria and English reading homework with an adult listening is mandatory in the primary grades. 15-20 minutes of Hebrew kria and English reading every day can transform a struggling reader into a fluent reader and a hesitant student into a confident one.

Please act as your child's guide; encourage her but do not do the work for her. Please supervise any written homework and encourage neatness. Help your daughter take responsibility to make sure that her homework is signed and placed neatly in her backpack together with all her booklets and other materials she will need at school.

Parents who find that their children's homework takes too much or too little time to complete should talk to the teacher or principal.



Parent-School Communication

Communications

The Primary Department communicates with parents via email. We send a Weekly Update email every Friday with a link to the upcoming week's lunch menu (also available on the school website) and information about upcoming school events.

It is essential that parents check their online portal and update contact and emergency information as needed. Please check that current email addresses are on file so that you receive all school communication. Please complete and return the emergency card included in your daughter's welcome packet on the first day of school.

If there is a change to cell phone numbers, address, or email addresses at any time, please notify our office directly at primary@bethrivkah.edu.

WhatsApp: *Many classes have organized WhatsApp groups. These groups can be a helpful way to share information about upcoming events or assignments. If there is an issue facing your daughter's class, please reach out to the teacher directly and be cautious not to discuss the issue on a public forum.*

Student Services



Therapists/ P3s

Bais Rivkah is fortunate to have a team of professionals who can give proper support to a student with social, academic, and/or emotional needs. Teachers and support staff work together to provide the necessary accommodations to help each child develop skills both inside and outside the classroom.

If you have concerns about any area of your daughter's development, please contact our office and we will assist you in requesting a free evaluation from the Board of Education.

We strongly encourage a partnership between parents, teachers, principals, therapists and P3 providers to implement a program for the maximum success of every child. It is important that parents regularly communicate with P3 providers and/or therapists to advocate for their child. School counselors and therapists often recommend a program for parents to implement at home to supplement the therapy in school. Working closely with each of your child's therapists can help her succeed.

Parent Volunteers

Parent involvement can lead to more classroom resources for our children and can help us add extra-curricular programming throughout the year.

If you would like to get involved in special programming, please email one of the principals.

To arrange a special project with your daughter's class before a יום טוב or any other time, please speak directly with her teacher. We welcome visiting parents and request that when visiting our building you follow הלכה guidelines of tznius. Children see visiting mothers in the role of morah and we ask that you respect these guidelines (full sheitel, proper legwear, and dress covering knees, elbows and collarbone.)

Special Occasions

Birthday Parties



A birthday is a very special occasion. The רבי encouraged us to celebrate with a פארבריינגען and the halutzot טובות on this day.

The birthday girl should:

- Prepare a דבר תורה to be shared with her classmates.
- Make a החלטה טובה.
- Bring extra צדקה to be distributed.
- Say her new קאפיטל.
- **Come dressed in שבת clothing, taking extra care that the outfit follows הלכה guidelines.**

All parties will be held in the afternoon unless the birthday falls out on Friday. Please send a message to your daughter's English teacher a few days in advance to schedule a party. Birthday parties should be held in school on the day of the actual birthday.

- **NEW OPTION!** Parents can now order birthday donuts via Bais Rivkah's website at <https://www.bethrivkah.edu/birthdays>. Orders must be placed at least 2 days before the birthday and the treats will be delivered directly to your daughter's class.
- Please prepare one cupcake/cookie/donut and a drink for every child in the class. (Special reminder to include enough for your daughter's teachers!)
- Please send non-caFFEinated drinks only. NO coke/caFFienated iced tea, please!
- Only products with a חסידישע הכשר, OU Pareve is not enough. No home-baked goods may be brought.
- Rather than goody bags, please consider donating a book or game to your daughter's classroom in honor of her birthday.
- Pizza parties are not allowed.
- Slime may not be distributed as part of a birthday bag.

Students are not permitted to attend the birthday parties or performances/graduations of siblings/cousins in older or younger classes, unless they are taking the place of a parent who is unable to attend.

Please note that parents do not join in-class birthday parties in grades 1-3.

Special Occasions



Summer Birthdays

Teachers will be in touch towards the end of the year about a special day designated for all students whose birthdays fall out during the summer months. Students will be invited to wear שבת clothes and feel special. Parents will contribute something to help the teacher plan the special day.

Additional summer birthday parties should not be scheduled during the school year.

Trips

Students go on field trips or class outings throughout the year. Please look out for permission slips as students will only be permitted to leave school with a signed permission slip.

שלוחות Visiting

We welcome the children of שלוחים for visits to our school. Please contact the office in advance to explore the possibility of a visit for a relative or friend. Students may not bring guests without prior permission from the principal. Visitors are expected to dress in accordance with הלכה and Bais Rivkah standards.



דרך ארץ

Respecting Property

Respect for someone else's property is fundamental to a Torah education and is a sign of good **מידות**. Students are expected to care for school property at all times.

If a student causes damage to school property, she will be required to pay the cost of any repairs/replacements.

Students may never touch classroom technology unless directed by a teacher.

Books

Students may not write in textbooks. A student will be required to pay to replace lost or defaced books.

At the end of the school day, students must put all their books away neatly in cubbies, lockers or desk baskets as they may get lost if left out.

Any lost and found items (including **ספרים**) that are unclaimed at the end of June become the property of Bais Rivkah.

