



# *Plymouth Balvihar*

Plymouth Balvihar is a non-profit organization, serving children of the Asian-Indian community since 1987. Earlier known as "CMW Audubon Balvihar", it was later renamed as "Plymouth Balvihar" in 1997. The organization is managed and run by volunteers from within the Plymouth Balvihar community. As Asian-Indian parents in the US, we have a responsibility to pass along the rich heritage that we have been so fortunate to inherit. A community of parents collaborating to provide our children with a nurturing environment that helps them grow, be proud of their heritage and the children who make us more proud with each passing season is Plymouth Balvihar! Our activities are held mainly in the Plymouth Meeting - Blue Bell area outside of Philadelphia where most of our members reside.

Plymouth Balvihar has taught Indian languages and culture to hundreds of students. It also offers a unique socio-cultural environment where students, parents and teachers gather to make new friends, exchange ideas and help each other. It is a bridge between the cultures of America and India, where ideas can move freely from one side to the other.

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## MISSION

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- Introduce and build upon the spirit of our Indian cultural heritage and values.
- Give our children the opportunity to understand Eastern and Western values and help them make informed decisions in life.
- Instill traditional Indian values and teachings to help build character, self-esteem, leadership qualities and above all make them better citizens.
- Develop reading, writing and communication skills in different Indian languages.
- Provide a forum for families to share experiences and knowledge and build a strong community.

## ADMISSION CRITERIA:

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To be eligible for admission to Plymouth Balvihar children must have completed 5 yrs of age by August 31st of the enrolment year. All children under 10 yrs of age will be assigned to beginner language class irrespective of their ability and will be assessed by the respective teachers for eligibility to advance to the next level. Balvihar offers a unique language level called Hindi Fast Track (HFT). This is a fast pace class designed for children 10 yrs and older enrolling in Balvihar for the first time and existing Balvihar students who have completed advance language level requirements for Marathi, Gujarati or Telugu and wish to learn Hindi. Children enrolled in Hindi language class may not be eligible to change to fast track. Children completing HFT levels 1 and 2 may be eligible to advance to Hindi Advanced class. Eligibility is assessed by student's performance in the examinations held thru' the year.

## **RULES AND REGULATION**

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### **SCHOOL DAY**

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Balvihar is conducted every Sunday between 2.30-4.30 pm from September to June. However, from February until after Annual Day celebrations of that academic year, Balvihar will commence ½ hour early (starting at 2.00 pm, note timings on the right side) and end ½ hour late to accommodate practices.

#### **Balvihar Timings Sept-June**

2:20 – 2:30 Arrival

2:30 – 2:45 Prayer

2:50 – 3:35 Language class

3:45 – 4:30 Culture Class

#### **Balvihar Timings Feb-Apr**

1:50 – 2:00 Arrival

2:00 – 2:15 Prayer

2:20 – 3:05 Language Class

3:15-- 4:00 Culture Class

4:00 -- 5:00 Annual Day Practice

All parents and students are expected to be present for Prayer. Any important messages and upcoming events are announced in the Prayer room. Any changes to the timings will be communicated through the weekly agenda.

### **SECURITY**

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Balvihar enforces strict security procedures for the safety of the enrolled kids. These following procedures will be implemented with no exception.

- The doors will open at 2:20 pm for regular session.
- The doors will be locked at 2:35 pm.
- Anyone arriving after 2.35 pm is required to buzz. Balvihar parent in-charge of security will let the members in after signing in.

## BEHAVIOR

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Mutual respect is highly encouraged throughout the Balvihar community. Acts of vandalism, destruction and theft of school property will not be tolerated at any time. No food or drink is allowed inside the building. Violation of Balvihar rules will result in a conference with student's parent(s) and teacher and/or the Education Secretary. If a student behaves inappropriately in class:

- He/she will get a warning from the teacher and parents will be notified.
- After three warnings, the Education Secretary will arrange a conference with the parents and respective teachers.
- If that behavior pattern continues, it will lead to suspension of that student for one session.
- If the situation is still un-resolved, it will be brought up to the Board of Directors to determine a course of action, which could possibly result in expulsion.
- Every student must have a liability waiver form signed by parent or guardian for the current school year.

## ATTENDANCE

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Students are required to attend classes every Sunday. Attendance is marked in every class and monitored by the Education Secretary. Parents must email or call at least one of the teachers and/or Education Secretary of child's absence by noon on the day of Balvihar. If a student is absent for three consecutive Sundays without notification, the student may be removed from Balvihar.

## GRIEVANCE PROCEDURE

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Any student, parent or teacher can file a grievance regarding education or Balvihar policy by observing the following guidelines:

### 1. Education related matters :

- Voice your concern to the specific teacher.

- If you are not satisfied, discuss it with the Education Secretary. Contact information for the Education Secretary is listed on the Officers' page of Balvihar.
- If the issue remains un-resolved, direct it to the President or Vice-President.
- If you are still dissatisfied, please submit your concerns in writing to the Balvihar Board of Directors.

## **2. Balvihar policy or Procedural matter :**

- Bring up your concern verbally to President or Vice-President.
- If the issue is un-resolved, please submit your concerns in writing to the Balvihar Board of Directors.

## **3. Any other Balvihar matter :**

- You may anonymously fill our online survey and voice your concerns.

## **REFUND POLICY**

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If for any reason, a parent chooses to withdraw their child/children from Balvihar after the first session, you must submit a written request for refund. Requests received before September 30, 2009 will receive 100% of minimum donation as refund. No refund will be issued after September 30, 2009.

In case of economic hardship a written request for refund may be made to the board of directors with details of the circumstances to issue the refund. Same holds true for minimum suggested donation for eligible students.

### **Reimbursement Procedure**

#### **1. Process of Reimbursements**

- Submit copies of receipts on an 8.5 x 11 paper to facilitate easy filing.
- Write your name, date, event and purpose of expense on the copied receipt and submit to the Event Leads.

- Event Leads should collect all copies of receipt and verify for accuracy.
- Event Leads should submit approved receipts to treasurer for reimbursement.
- Event Leads should collect and distribute reimbursement checks to appropriate parties.

## 2. Process of collections

- Event Leads should separate checks and cash into two envelopes, write the total amount on the envelope, verify the total amount from the signup sheets and hand over the entire amount to the Treasurer.
- All correspondence to Plymouth Balvihar needs to be mailed to:

***Plymouth Balvihar***  
***P.O Box 1481***  
***North Wales, PA 19454***

## 3. Treasurer's Role

- Treasurer will issue reimbursement checks for the approved event expenses only when they are verified and signed by Event Leads. President/Vice President have the authority to override in exceptional cases.

## **PARENTS ROLES AND RESPONSIBILITIES**

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All parents are required to review and commit to these responsibilities for maintaining the membership:

- Make sure the student come prepared to class (completed homework, notebook, sharpened pencils, erasers and any other supplies if required).
- Make sure the students come to class well rested.
- Make sure the students arrive on time to class and prayers.
- Make sure the homework given is completed and brought to class.

- Make sure the student attends all classes, in case of absence communicate to teacher or Education Secretary, and make sure the material covered in class is covered at home.
- Material taught in class has to be reinforced at home.
- Be an active parent in the child's class.
- Provide feedback to the teachers on curriculum and material learned.
- Be a good role model and lead by example.
- Meet the volunteering commitment without fail. Repeat offenders will not be allowed to renew their membership.

## EMAIL GUIDELINES

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Email is a powerful communication tool that should be used for informative/interactive communications, build relationships and help Plymouth Balvihar to be recognized as a model community in the Philadelphia area. The following guidelines widely cover any communication amongst Balvihar members and outside parties.

1. **Tone** - Prepare an email by keeping the tone of message in mind. We are not in business to hurt anyone. If an issue needs attention, provide adequate reasoning and also a request to cooperate. Failure to achieve the results to multiple requests should be brought to the attention of the Operations Committee.
2. **Mood** - Every human being goes through different moods based on circumstances. **PLEASE do not initiate/respond to email messages when you are not in a good mood.** If the email/response has to be sent out urgently, just postpone it for 15 minutes.
3. **Content** - Please keep the content to a minimum and keep / highlight important details in the heading. People often read only the first few lines of a lengthy message.

4. **Timing** - Timing of an email is very important in every communication. Try to send an email at a time when it is more likely to be read by others. If a series of emails are coming out at the same time as you are planning to, you may want to wait for a day or two to send your message.
5. **Quality and Clarity** - When an email is framed, review it for quality and clarity. If it is not clear to the intended party, chances of it being read are zero. Additionally, the intended party can misunderstand the message.
6. **Recipient** - Please keep the recipient in mind while framing/responding to an email. Email to a recipient that has no added value will be a waste of time for all parties involved. Often times, people tend to reply to “all” with a message that has no value. Please abstain from these practices in consideration of others’ time.

## **TEACHERS AND OFFICERS LIST**

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The most current officers list with contact information is available on the website at:

**<http://www.plymouthbalvihar.org/pages/board.php>**

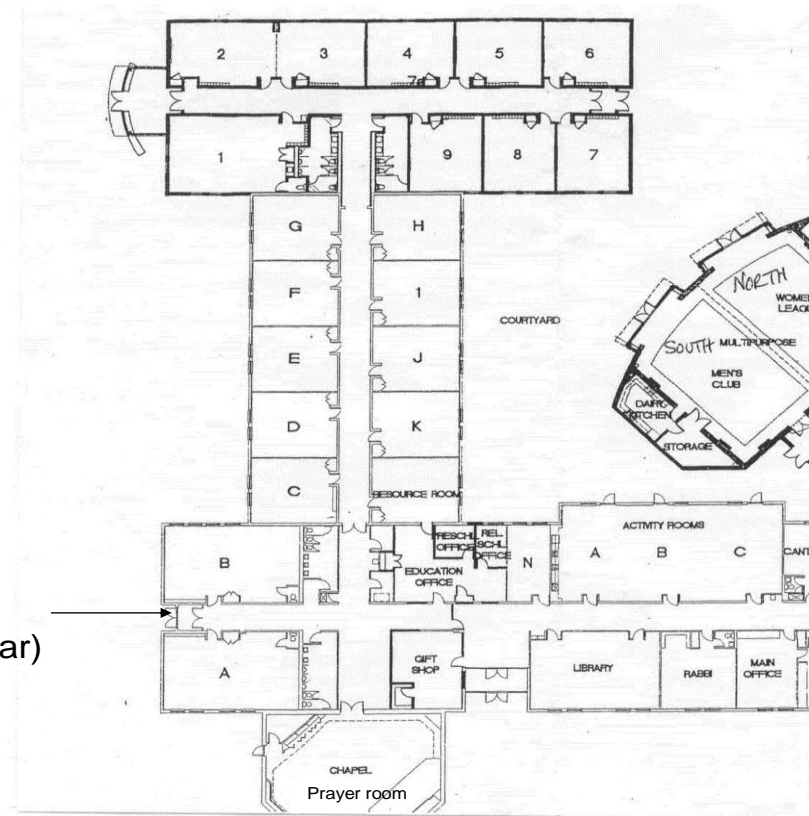
The most current teachers list with contact information is available on the website

at: **<http://www.plymouthbalvihar.org/pages/faculty.php>**

FLOOR MAP WITH CLASSROOM ASSIGNMENT

**TBI FLOOR MAP**

Room	Language	Culture
A	HFT 2	
B	HFT 1	
E	GI	VII
F	TI	
G	MI	V
H	MA	VI
I	TA	VIII
J	GA	
AR 1	HB	
4	HI 2	IV
5	TB	II
6	HI 1	III
7	MB	M
8	GB	I
K	HA	



TBI back entrance  
(Entrance for Balvihar)

SCHOOL CALENDAR

(Calendar is subject to change - refer to the website at <http://www.plymouthbalvihar.org/pages/calendar.php> for the most up to date calendar)

 <b>PLYMOUTH BALVIHAR SCHEDULE<sup>+</sup> FOR 2011-2012</b> Classes will be held at TBI, Blue Bell.				
9/11/2011 > Balvihar Begins > Satyanarayana and Ganesh Pooja > New Parents Class Room Visitations	09/18/2011 > Mandatory New Parents Orientation > Teaching Sessions Start on this day	09/25/2011	10/02/2011 > Garba Function On 10/01/2011 > No Balvihar	10/09/2011 > BOD Meeting 1 - 2:45 pm
10/16/2011	10/23/2011 > Pooja/Rangoli > Diwali Observed	10/30/2011 > Diwali > No Balvihar	11/06/2011	11/13/2011 > Teachers Meeting 1
11/20/2011 > BOD meeting 2 - 3:45 pm	11/27/2011 > Thanks Giving > No Balvihar	12/04/2011	12/11/2011	12/18/2011 > Teachers Meeting – Annual Day Planning
12/25/2011 > X-Mas > No Balvihar	01/01/2012 > New Year > No Balvihar	01/08/2012 > BOD Meeting 3 - 2:45 pm	01/15/2012 > Makar Sankranti/ Pongal Observed > Annual Day Coordinators Meeting	01/22/2012 > Mandatory Parents Meeting I
01/29/2012 > Mid Terms	02/05/2012 > AD Practices Begin	2/12/2012 > Teachers Meeting II	02/19/2012 > Mahashivratri Pooja > Coloring Contest	02/26/2012 > BOD meeting 4 - 3:45 pm
03/04/2012	03/11/2012	03/18/2012 > Holi Observed	03/25/2012	04/01/2012 > BOD meeting 5 - 3:45 pm
04/08/2012 > Easter Break > No Balvihar	04/15/2012 > Gudhi Padwa/Ugadi Observed	04/22/2012 > Annual Day On 04/21/2011 <sup>++</sup> > No Balvihar	04/29/2012 > Registration For Next Year Begins > Teachers Meeting III	05/06/2012 > Mothers Day
05/13/2012 > Mandatory Parents Meeting II	05/20/2012 > Culture Review session > Language Final Exams	05/27/2012 > Memorial Day Weekend > No Balvihar	06/03/2012 > Culture Final exams > Language Make-up Exams > BOD meeting 6 - 3:45 pm	06/10/2012 > Awards Ceremony > Picnic > Summer Break

Key: **Red** – No Balvihar, **Pink** – Balvihar Function not at TBI, **Yellow** – Mandatory Parents Meeting, **Brown** – Shortened Language & Culture Classes, **Green** – Balvihar Function at TBI

<sup>+</sup> This schedule is not permanent and is subject to change. (Last Updated on September 17, 2011)

<sup>++</sup> Some dates are not finalized yet- e.g. Annual Day and Field Trip. Teaching sessions may change depending on that.

## Balvihar Prayers

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### FIRST TRIMESTER

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१. एकदन्तं महाकायं लम्बोदरगजाननम् ।

विघ्ननाशकरं देवं हेरम्बं प्रणमाम्यहम् ॥

Ekadantam mahakayam lambodaragajananam

Vighnanashkaram devam herambam pranamamyaham.

O Lord Ganesha, who has a single tusk, mighty body, pendant bellied,

I pray to Thee Oh Lord, to remove the obstacles from all actions I intend to perform.

२. गुरुर्ब्रह्मा गुरुर्विष्णुः गुरुर्देवो महेश्वरः ।

गुरुरेव परं ब्रह्म तस्मै श्रीगुरवे नमः ॥

Gurur Brahmaa Gurur Vishnuh Gurur Devo Maheshvarah;

Gurureva param Brahma tasmai Shree Guruve namah.

Guru is Brahma, guru is Vishnu, guru is Lord Maheshwara; guru is the visible

supreme divinity incarnate, salutation to that guru.

३. सरस्वति नमस्तुभ्यं वरदे कामरूपिणि ।

विद्यारंभं करिष्यामि सिद्धिर्भवतु मे सदा ॥

Sarasvati namastubhyam varade kaamaroopini

Vidyaarambham karishyami siddhir bhavatu me sadaa.

Salutation to you, O Saraswati, grantor of blessings and embodiment of all wishes;

I am getting inducted to studies, may there be fulfillment for me forever.

४. कराग्रे वसते लक्ष्मीः करमध्ये सरस्वती ।

करमूले तु गोविन्दम् प्रभाते करदर्शनम् ॥

Karaagre vasate Lakshmi, karamadhye Sarasvatee

Karamoole tu Govindam prabhaate karadarshanam.

At the fore of the hands resides Lakshmi, and at the middle, Saraswati;

at the root is seated Gauri, (so) see the palm of the hand at dawn (first).

५. ॐ सह नाववतु सह नौ भुनक्तु, सह वीर्यं करवावहै ।

तेजस्वि नावधीतमस्तु मा विद्विषावहै ।

ॐ शान्तिः शान्तिः शान्तिः ॥

Om saha naavavatu saha nau bhunaktu saha veeryam karavaavahai

Tejasvinaavadheetamastu maa vidvishaavahai,

Om Shaantih, Shaantih, Shaantih.

May he protect us both—the teacher and the taught. May he nourish us both.

May we acquire more strength (from knowledge).

May our study be enlightened and may we not dislike each other.

## SECOND TRIMESTER

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६. सर्वे भवन्तु सुखिनः सर्वे सन्तु निरामयः ।

सर्वे भद्राणि पश्यन्तु मा कश्चिद् दुःखभाग् भवेत् ॥

Sarve bhavantu sukhinah, sarve santu niraamayaah;

Sarve bhadrani pashyantu, maa kashchid duhkhabhaag bhavet.

Oh Lord in Thee may all be Happy, may all be free from misery

May all realise goodness and may no one suffer pain.

७. ॐ भूर्भुवः स्वः । ॐ तत्सवितुर्वरेण्यं भर्गो देवस्य धीमहि ।

धियो यो नः प्रच्योदयात् ॥ ॐ ॥

Om bhur bhuvah, Om tat savitur vareNyaM, bhargo devasya dhimahi

Dhiyo yo nah prachodayaata, Om.

We meditate on the glory of the Creator, ; Who has created the Universe;  
Who is worthy of Worship; Who is the embodiment of Knowledge and Light;  
Who is the remover of all Sin and Ignorance; May He enlighten our Intellect.

८. ॐ पूर्णमदः पूर्णमिदं पूर्णात्पूर्णमुदच्यते ।

पूर्णस्य पूर्णमादाय पूर्णमेवावशिष्यते ॥

Om poornamadah poornamidam poornat poornamudachyate

Poornasya poornamadaaya poornamevaavashishyate.

That (pure consciousness) is full (perfect); this (the manifest universe of matter;  
of names and forms being maya) is full. This fullness has been projected  
from that fullness. When this fullness merges in that fullness, all that  
remains is fullness.

९. ॐ त्र्यंबकं यजामहे सुगंधिं पुष्टिवर्धनम् ।

उर्वारुकमिव बंधनान्मृत्योर्मुक्षीय मामृतात् ॥

Om Tryambakam yajaamahe sugandhim pushtivardhanam

Urvarukamiva bandhanaat mrutyor mukshiya maamrutaata.

Om. We worship the three-eyed One (Lord Shiva) Who is fragrant and  
Who nourishes well all beings; may He liberate us from death for the sake of  
immortality, even as the cucumber is severed from its bondage (to the creeper).

१० असतो मा सत् गमय । तमसो मा ज्योतिर्गमय ।

मृत्योर्मा ऽ मृतं गमय ॥ ॐ शान्तिः शान्तिः शान्तिः ॥

Asato Maa sat gamaya, tamaso maa jyotir gamaya

mrityor maa amrutam gamaya, Om Shaantih, Shaantih, Shaantih.

O Lord, please lead me from unreal to real. Please lead me from darkness to light.  
(i.e. from ignorance to knowledge). Lead me from death to immortality.

**THIRD TRIMESTER**

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११. वक्रतुंड महाकाय, कोटिसूर्य समप्रभा ।

निर्विघ्नं कुरुमेदेव, सर्वकार्येषु सर्वदा ॥

Vakratunda mahaakaaya, kotisurya samaprabhaa;

Nirvighnam kurumedeva, sarvakaaryeshu sarvadaa.

O God with the twisted trunk, broad-bodied, brilliant as thousand suns, bless me with freedom from obstructions and hindrances in all my works and for all times.

१२. ओंकारम् बिंदुसंयुक्तम्, नित्यं ध्यायन्ति योगिनः ।

कामदं मोक्षदं चैव, ओंकाराय नमो नमः ॥

Aumkaaram bindusanyuktam, nityan dhyayanti yoginah;

Kaamadam mokshadam chaiva, aumkaaraaya namo namah.

Yogis meditate forever on Aumkara associated with the Bindu, salutation to the Aumkara, the grandor of wishes and salvation.

१३. कायेन वाचा मनसेन्द्रियैर्वा, बुध्यात्मना वा प्रकृतेः स्वभावात् ।

कारोमि यद्यत् सकलं परस्मै , नारायणायेति समर्पयामि ॥

kaayena vaachaa manasendriyairva, budhyatmanaa vaa prakruteh swabhaavaat;

Kaaromi yadyat sakalam parasmai, naaraayanaayeti samarpayaami.

Whatever I do either by body, speech, mind or sensory organs, either with my personal knowledge or natural trait, I surrender and submit all to that supreme divine Narayana.

१४. त्वमेव माता च पिता त्वमेव, त्वमेव बन्धुश्च सखा त्वमेव ।

त्वमेव विद्या द्रविणं त्वमेव, त्वमेव सर्वं मम देवदेव ॥

Tvameva maataa cha pitaa tvameva, tvameva bandhushcha sakhaa tvameva;

Tvameva vidyaa dravinam tvameva, tvameva sarvam mama devadeva.

You are the mother, you are the father, you are the relative, you are the friend,  
you are education, you are wealth, you are everything for me, O Lord, O Lord.

१५ शुभं करोति कल्याणं, आरोग्यं धनसंपदः ।

शत्रु बुद्धि विनाशाय, दीपज्योतिः नमोऽस्तु ते ॥

Shubham karoti kalyanam, aarogyam dhanasampadah;

Shatru budhhi vinaashaaya, deepajyotih namoostu te.

The grantor of auspices, welfare, health, wealth and prosperity, salutation to you

O flame of the lamp, for the destruction of the thought of enmity.

**PLEDGE**

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We stand as one family, bound to each other with love and respect.

We serve as an army, courageous and disciplined, ever ready to fight against all low tendencies and false values within and without us.

We live honestly the noble life of sacrifice and service, producing more than what we consume and giving more than we take.

We seek the Lord's grace to keep us on the path of virtue, courage and wisdom.

May thy grace and blessings flow through us to the world around us.

We believe that the service of our country is the service of the Lord of Lord's and devotion to the people is the devotion to the Supreme Self.

We know our responsibilities; Give us the ability and courage to fulfill them.

**OM TAT SAT**