



# *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 enrollment year or be enrolled in Kindergarten at a private/public school. 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 during the year.

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## 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 through June. However, from January until after Annual Day celebrations of that academic year, Balvihar will commence ½ hour early (starting at 2.00 pm) and end ½ hour late to accommodate practices.

| Balvihar Timings Sept-Jan           | Balvihar Timings Jan-Apr        | Balvihar Timings Apr-Jun   |
|-------------------------------------|---------------------------------|----------------------------|
| 2:20 – 2:30 Arrival                 | 1:50 – 2:00 Arrival             | 2:20 – 2:30 Arrival        |
| 2:30 – 2:45 Prayer in Culture class | 2:00 – 2:15 Prayer in Chapel    | 2:30-2:45 Prayer in Chapel |
| 2:50 – 3:35 Culture class           | 2:20 - 3:05 Culture Class       | 2:50 – 3:35 Culture Class  |
| 3:45 – 4:30 Language Class          | 3:15 - 4:00 Language Class      | 3:45 – 4:30 Language Class |
|                                     | 4:00 - 5:00 Annual Day Practice |                            |

Note change in timing and Prayer venues through the school year in the table above. Any important messages and upcoming events are announced by email. Any changes to the timings will be communicated through the weekly agenda web-page and weekly agenda email.

### 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 unresolved, 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 unresolved, 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 unresolved, 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 will receive 100% of minimum donation as refund. No refund will be issued after September 30.

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

- Submit all your expenses electronically per this process so we receive the claims within 30 days of spending/event date.

Submit the [Balvihar expense reimbursement form](#), and a copy of your receipts in order to receive a check.

- Provide the details requested on the form - Name, Address (No PO Box), and a Telephone number
- Attach a **copy** of your receipts with the form. Keep the original receipt with you. **Expenses will not be reimbursed without receipts (Per CPA requirements)**. A picture will be accepted as long as the entire receipt is viewed in it.
- Please copy the **appropriate Approver** on your email so they can submit an online approval.
- Please attach a copy of the receipt, submit to [treasuryplymouthbalvihar@gmail.com](mailto:treasuryplymouthbalvihar@gmail.com) and copy appropriate approve.
- After the approval is confirmed, you will receive a check directly from bank at the address you provided on the reimbursement form.
- Below are approvers:

**Class room expenses (Language/Culture) - Education Secretary**

**Event Specific expenses - Event Lead**

**Balvihar Youth Group - BYG Lead**

**Technology Expenses - Tech Leads**

**Other / Miscellaneous expenses - Cultural Secretary or President**

**The Cultural secretary will approve class expenses as a backup for Education secretary.**

**For event related expenses backup for event lead is event lead coordinator or Cultural secretary.**

Without their approval, the reimbursement cannot be completed.

If you have any Balvihar treasury related questions, please email us at [treasuryplymouthbalvihar@gmail.com](mailto:treasuryplymouthbalvihar@gmail.com)

- Refer to the Plymouth Balvihar reimbursement web-page at <http://plymouthbalvihar.org/pages/reimbursement.php> for more information and links to the reimbursement forms.

## **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.

**1.1. 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.

**1.2. 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.

**1.3. 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.

**1.4. 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.

**1.5. 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.

**1.6. 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.

## **VOLUNTEER POLICY**

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Balvihar cares to provide a safe environment for our children. All volunteers coming in direct contact with unaccompanied child (child under 18 yrs) are required to obtain clearance prior to starting volunteer work. For additional details, please refer to the Plymouth Balvihar Volunteer Policy document located at <http://plymouthbalvihar.org/pdf/volunteer/volunteerpolicy.pdf>

## **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>

## **BY-LAW AND OTHER DOCUMENTS**

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The most current by-law and other documents are available on the website at: [http://www.plymouthbalvihar.org/pages/general\\_forms.php](http://www.plymouthbalvihar.org/pages/general_forms.php)

FLOOR MAP WITH CLASSROOM ASSIGNMENT



**SCHOOL CALENDAR**

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

## NATIONAL ANTHEMS

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### INDIAN ANTHEM

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Jana-gaṇa-mana adhināyaka jaya he  
 Bhārata bhāgya vidhātā  
 Pañjāba Sindh Gujarāta Marāṭhā  
 Drāviḍa Utkala Baṅga  
 Vindhya Himācala Yamunā Gaṅgā  
 Ucchala jaladhi taraṅga  
 Tava śubha nāme jāge  
 Tava śubha āśiṣa mānge  
 Gāhe tava jaya gāthā  
 Jana gaṇa maṅgala dāyaka jaya he  
 Bhārata bhāgya vidhātā  
 Jaya he, jaya he, jaya he  
 Jaya jaya jaya, jaya he

### ENGLISH TRANSLATION

Thou art the ruler of the minds of all people,  
 Dispenser of India's destiny.  
 Thy name rouses the hearts of Punjab, Sindh province/Sindh,  
Gujarat and Maratha,  
 Of the Dravida and Odisha and Bengal;  
 It echoes in the hills of the Vindhyas and Himalayas,  
 mingles in the music of Yamuna and Ganga and is  
 chanted by the waves of the Indian Ocean.  
 They pray for thy blessings and sing thy praise.  
 The saving of all people waits in thy hand,  
 Thou dispenser of India's destiny.  
 Victory, victory, victory to thee.

### AMERICAN ANTHEM

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O say can you see by the dawn's early light,  
 What so proudly we hailed at the twilight's last gleaming,  
 Whose broad stripes and bright stars through the perilous fight,  
 O'er the ramparts we watched, were so gallantly streaming?  
 And the rockets' red glare, the bombs bursting in air,  
 Gave proof through the night that our flag was still there;

O say does that star-spangled banner yet wave,  
O'er the land of the free and the home of the brave?

## BALVIHAR PRAYERS

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### FIRST TRIMESTER

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1. ekxdntaM mahakxayaM lambaaodrgajaanama\ |  
ivaGnanaaSakxrM dovaM hormbaM pa`Namaamyahma\ ||  
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.
2. gaur}ba`-Óa gaur}iva-YNau: gaur}do-vaao mahoEvar: |  
gaur}rova parM ba`Ó tasmaO Ea`IgurvaO nama: ||  
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.
3. sarsvaita namastauByaM vardo kxamar}ipaiNa |  
ivaVarMxBaM kxirYyaaima isaiQdBa-vatau mao sada ||  
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.

## 4. kxraga`o vasatao laXmaI: kxrmaQyao sarsvataI |

kxrmaUlaO tau gaaOivandma\ pa`Baatao kxrdSa-nama\ ||

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).

## 5. \* sah naavavatau sah naaO Bauna@tau, sah vaIya-M kxrvaavahO |

taojaisva naavaQaItamastau maa ivaiWYaavahO |

\* Saainta: Saainta: Saainta: ||

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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## 6. savao- Bavantau sauiKana: savao- santau inaramaya: |

savao- Bad`aiNa paSyantau maa kxiEcad\ du:KaBaaga\ Bavaota\ ||

Sarve bhavantu sukhinah, sarve santu niraamayaah;

Sarve bhadrani pashyant, maa kashchid dukkhabhaag 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.

## 7. \* BaUBau-va: sva: | \* tatsaivatauva-roNyaM BagaaO- dovasya QaImaih |

iQayaaO yaaO na: pa`cyaaodyaata\ || \* ||

Om bhur bhuvas suvaha, 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.

8. \* paUNa-mad: paUNa-imadM paUNaa-tpaUNa-maudcyatao |  
paUNa-sya paUNa-maadaya paUNa-maovaavaiSaYyatao ||

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.

9. \* ~yaMbakMx yajaamaho saugaMiQaM pauiYTvaQa-nama\ |  
{vaa-r}kximava baMQanaanmaRtyaaomau-XaIyamaamaRtaata\ ||

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).

10 Asataao maa sata\ gamaya | tamasaao maa jyaoitaga-maya |  
maRtyaaomaa- # maRtaM gamaya || \* SaaMinta: Saainta: Saainta: ||

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.

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**THIRD TRIMESTER**

11. vak` tauMD mahakxaya, kxaoiTsaUya- samapa`Baa |

inaiva-GnaM kuxr}maodova, sava-kxayao-Yau sava-da ||

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.

12. AaoMkxarma\ ibaMdusaMyau@tama\, inatyaM Qyaayainta yaaogana: |

kxamadM maaoXadM caOva, AaoMkxaraya namaao nama: ||

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.

13. kxayaona vaacaa manasaoMid`yaOvaa-, bauQyaatmanaa vaa pa`kRxtao: svaBaavaata\ |

kxaraoima yaVta\ sakxlaM parsmaO , naarayaNaayaoita samapa-yaaima ||

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.

14. tvamaova maataa ca ipataa tvamaova, tvamaova banQauEca saKaa tvamaova |

tvamaova ivaVa d`ivaNaM tvamaova, tvamaova sava-M mama dovadova ||

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.

15 SauBaM kxraoita kxlyaaNaM, AaraogyaM QanasaMpad: |

Sa~au bauiQd ivanaaSaaya, dIpajyaoita: namaao#stau tao ||

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**