

COMPLIMENTARY  
EDITION!



- ✓ Day-by-Day Checklist to Make Erev Yom Tov Stress-Free
- ✓ Menu Planner for Every Meal
- ✓ Guest List with Detailed Accommodations
- ✓ Categorized Shopping List for Easy Shopping Trips
- ✓ Delectable Recipe Pull-Out Page

The Chesed Fund  
LIMITED

&

Project Ezra  
Of Baltimore

בנות  
ישראל  
of Baltimore

# SUCCOS HOSTESS PLANNER

A UNIQUE AND HANDY GUIDE FOR WOMEN

2017 / תשע"ח

The Succos Hostess Planner is in honor of  
**Rebbitzen Gitty Dinovitz, עמו"ש,**  
a beloved treasure of the Baltimore community,  
*with much love from her children, grandchildren and great grandchildren.*

This guide was developed by Frank Storch, Founder and Director of  
The Chesed Fund Limited and Project Ezra of Greater Baltimore, Inc.

Please note, this guide is meant to assist in Succos preparation and hosting only.  
Please review any information regarding *halachos* or *minhagim* with your rabbi.

*This guide contains divrei Torah and therefore should be placed in shaimos after use.*

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#### Special thanks to

Mrs. Hannah Storch, Danielle Sarah Storch, Bnos Yisroel of Baltimore, Rabbi Chaim Amster, Ahuvah Heyman, AMF Creative, Art of Tali Apt, Staiman Design, The Print House, Speedy Graphics, Rachel Hall, Shira Pepper, Talia Raun, Shari Rochkind, Esther Saltzman, Yosi Fischer, and Kimchit Shaliyehsabou.

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**Share this guide with family and friends.  
To download your free copy visit [www.chesedfund.com](http://www.chesedfund.com).**

Please feel free to contact Frank Storch with questions or concerns at [chesedfund@gmail.com](mailto:chesedfund@gmail.com) or 410-340-1000.  
*Your feedback is greatly appreciated and important for improving future editions of this guide.*

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**Chesed**  
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*The Chesed Fund Limited is dedicated in memory of Mordechai & Rebecca Kapiloff, ה"ע,  
Dr. Bernard Kapiloff, ה"ע, and Rabbi Norman & Louise Gerstenfeld, ה"ע.*

*Project Ezra of Greater Baltimore, Inc., is dedicated in memory of M. Leo Storch, ה"ע.*

# IN ADVANCE

## Succah

*Your succah should be comfortable, inviting, and furnished with everything your family and guests will need throughout Succos.*

### o Buy or set aside

- o A waterproof and childproof storage cabinet to keep in or near the succah, for supplies such as paper goods and other meal necessities
- o Waterproof folding table(s) and chairs, high chair, and booster seat
- o A timer to turn lights on and off on schedule
- o Cots or air mattresses, if anyone will be sleeping in the succah
- o A lock for the succah door
- o Succah posters or decorations, including flooring, wall coverings, and lighting

- o Decoration-hanging items (thumbtacks, staple gun, double-sided tape, Velcro, hooks, pipe cleaners, twist-ties, etc.)
- o A serving tray to carry items to and from the succah
- o A large quantity of disposable goods (plates, napkins, cups, cutlery, tablecloths)
- o Bee traps, insect deterrents, and mosquito spray (or professionally treat the area for mosquitoes)

- o Check tables and chairs for safety
- o Check cots and air mattresses to ensure they work
- o Test timers to make sure they work
- o Laminate posters to protect them from rain and dew

## Food & Meal Prep

*With so much to plan and prepare, the earlier you start, the better.*

- o Invite guests; try to include elderly, singles, widows/ widowers, and divorcés
- o Create a rough idea of menus for all meals. Consider the dietary needs of guests you will be serving (e.g., gluten-free, vegetarian, allergies/sensitivities)
- o Create a master grocery list to minimize return trips (see page 21)
- o Place orders for fish, chicken, meat, and paper goods
- o Buy or prepare
  - o Case(s) of wine and grape juice
  - o Candles/oil, disposable candle holders, *yahrzeit* candles, matches, and fireproof tray to hold them
  - o Items for *Havdalah* (e.g., *besamim*, *Havdalah* candle)
  - o A honey dispenser

- o Nonperishable food and drinks
- o Baby items (e.g., formula, diapers)
- o Enough paper goods and toiletries to last through Yom Tov (e.g., tissues, toilet paper, soap, shampoo)
- o 24-hour *yahrzeit* candles for *Yizkor*
- o 72-hour *yahrzeit* candles for a flame source
- o Kitchen appliances, dishes, or cutlery; *toivel* them as needed
- o Start baking items that freeze well in advance (e.g., challah, cakes, cookies, kugels); consider preparing extra to share with others who may benefit
- o Sharpen knives

## General To-Do



*Thinking about Yom Tov in advance and planning for it will help avoid stress and last-minute emergencies.*

- o Review Yom Tov *halachos* (e.g., cooking, applying makeup)
- o Review *halachos* and family *minhagim* for Succos
- o Prepare a *mi shebairach* card for *aliyos* for family members
- o Prepare a *Yizkor* card for names of departed family members
- o Decide together which *aliyos* your family will bid for
- o Ask your Rabbi questions pertaining to Yom Tov:
  - o For an expectant mother – the proper manner to travel to the hospital on Yom Tov (e.g., taxi, Uber)
  - o Washing clothes on Chol Hamoed for babies and children
  - o Taking trash out on Erev Yom Tov or on Yom Tov itself

## General To-Do continued

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- Permissibility of activities during Chol Hamoed such as fruit or vegetable picking, painting, ceramics, bead making, and clothes shopping
- Research and plan Chol Hamoed outings; look for ideas in local publications and online coupons (e.g., Groupon, Living Social)
- Buy and/or prepare Succos *machzorim*; label with your name and phone number
- Buy and/or prepare clothing, hosiery, shoes, and accessories, as needed:
  - Wash and iron clothes, polish shoes
  - Check new clothing for *shatnez*, if necessary
  - Take clothing to a tailor, if alterations are needed
  - Remove tags from new clothing
  - Drop off items at dry cleaners
  - Make a *sheitel* appointment and drop off *sheitel*
  - Make a manicure appointment
- Buy extra diapers, wipes, acetaminophen, ibuprofen, Benadryl, diaper cream, and other toiletries and supplies for grandchildren or guests
- Buy new games and/or toys for Succos; remove plastic wrappings, open any bags, and separate game pieces
- Have children's hair cut; remind others to get haircuts
- Check medication/vitamin supplies and fill prescriptions or buy as needed to last through Yom Tov
- Go to the library to return books and check out new ones
- Arrange a schedule with your cleaning help based on your Yom Tov needs
- Prepare guest room(s) with fresh bed linens and towels
- Provide the following for guests, as needed:
  - Additional beds, air mattress blown up before Yom Tov, crib, or pack n' play
  - Extra blankets and pillows
  - Fan, portable heater
  - Shabbos lamp, night light
  - Soap, tissues, *sheitel* holder
  - Water bottles, cups, snacks
  - Newspapers, magazines
  - Clocks set to the correct time
  - *Negel vasser* cup, bowl and towel
  - Closet and drawer space
  - House key/Shabbos lock combination written down

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## AFTER YOM KIPPUR

Week of September 24–30, 2017

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*The general tips below should be helpful in organizing and arranging your time in an efficient manner.*

### Succah

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- Decorate the succah by securely attaching the decorations to the walls or *s'chach*. Consider hanging up more fragile decorations such as childrens projects on *Erev Succos*
- Set up tables and chairs in the succah, if feasible; ensure there is enough room for family and guests

### Arba Minim

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- Make sure that the *lulav*, *esrog*, *hadassim*, and *aravos* are ordered and/or purchased; consider purchasing *arba minim* for boys under 13 for *chinuch* reasons
- Store the *arba minim* in a cool place; keep the *hadassim* and *aravos* in their packaging in the refrigerator or in water until *Erev Succos*
- Polish and clean the *esrog* holder

## Food & Meal Prep

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- o Wash and iron tablecloths
- o Polish candlesticks/candelabra, *kiddush* cup, and any other silver items
- o Shop for perishable food and drinks
- o Continue cooking and baking main dishes, side dishes, and desserts; try to make extra to have enough for the last days

- o Make sure you have enough challahs for all meals
- o Refine menus and invite more guests, if feasible
- o Write or type a menu for *Hoshana Rabba*, *Shemini Atzeres*, and *Simchas Torah* to avoid writing on Chol Hamoed

## General To-Do

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- o Do laundry
- o Straighten bedrooms, change bed linens
- o Clean bathrooms
- o Vacuum, mop, and dust the house
- o Open boxes of tissues or tear toilet paper and prepare baby wipes, according to your *minhag*
- o Test your smoke and carbon monoxide alarms
- o Cut and polish nails or get a manicure
- o Sew, mend, or iron clothing
- o Pick up items from the dry cleaner and remove tags
- o Pick up items from the tailor. Try on the items while you are there to make sure they are correctly altered
- o Pick up *sheitel*
- o Pick up medications or have them delivered
- o Pay bills that are due during the week of Succos
- o Call relatives and friends, especially those far away, to wish them good Yom Tov

- o Check email
- o Return and/or renew and pickup library books
- o Buy Jewish magazines, newspapers, or books to read on Yom Tov and Chol Hamoed. Remove plastic wrappings
- o Print *divrei Torah*
- o Buy and/or drop off hostess gifts
- o Remind children to bring home their Succos sheets and projects from school
- o Create a chart of age-appropriate chores for children to do (e.g., set the table, sweep the floor)
- o Arrange play dates for children
- o Buy or find children's Torahs and flags
- o Print out your shul's bulletin and post it in a conspicuous place. Check times for *shkiah*, *davening*, *Yizkor*, etc.
- o Visit [www.myzmanim.com](http://www.myzmanim.com) to check *zmanim* if you are outside of Baltimore (or call 718-331-8463 for North American times)
- o Check *shiurim* times and arrange babysitting

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## EREV SUCCOS

Wednesday, October 4 | י"ד תשרי

*Since the goal is to relax and enjoy your Yom Tov, getting these important last-minute details out of the way should be quite helpful.*

## Succah

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- o Put the finishing touches on the succah, including hanging up fragile decorations
- o Set up tables and chairs, if not already done, and beds if space allows
- o Clear walkways to the succah to avoid tripping hazards
- o Place a lock on the succah door; memorize or write down the combination, or keep a key in a safe place, away from children
- o Set up a timer for lights; check that it is set correctly and working

- o Set an alarm clock and place it in the succah, if anyone will be sleeping in it
- o Hang bee traps, place insect deterrents, and/or apply mosquito spray
- o **It is ideal to light candles in the succah. It is also a significant potential fire hazard so make sure to use as many preventative measures as possible.** Set up the candlesticks on a fireproof tray (filled with water or sand for safety) in a stable and out-of-the-way area. Make sure the tablecloth is short enough to avoid tripping, and do not leave lit candles unattended

## Food & Meal Prep

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- o Fill and turn on the urn or hot pot
- o Set up a *blech*, if applicable
- o Plug in the hot plate and/or a crockpot filled with water (to prevent the crock pot from burning). Set them to the correct temperature, cover the dials, and ensure they are working
- o Keep cords out of children's reach (e.g., hotplate, crockpot, urn)
- o If you have a gas oven and you are leaving it turned on, leave a kitchen window slightly open to prevent carbon monoxide buildup
- o Set the oven and stove to the proper settings to facilitate cooking on Yom Tov; set to Shabbos mode, if applicable, and cover the dials
- o Make ice cubes. Set the refrigerator to Shabbos mode or tape fridge and freezer light switches, loosen light bulbs, or use Velcro or special Shabbos switches
- o Open sealed boxes, bottles, cans, and bags, including garbage bags
- o Tear aluminum foil, unless you use foil sheets
- o Tear paper towels
- o Separate tissues, bags, and plates if they are stuck together or perforated
- o Finish any last-minute cooking and baking
- o Clean and check vegetables and fruit
- o Prepare any special-diet foods
- o Chill drinks, including wine or grape juice, in the refrigerator or freezer
- o Make an *eruv tavshilin* to be able to cook or warm up food on Friday for Shabbos
- o Warm up the meal, including challah if you like it warm, on the stovetop, hot plate, or *blech*
- o If having guests, set out hot potato kugel or other food for refreshments
- o Leave snacks out or feed young children before Yom Tov starts
- o Keep the menu and guest plan easily accessible
- o Empty dishwasher and prop open, as needed
- o Empty trash cans
- o Set out Shabbos washing cup and towel
- o Put weekday sponges away and set out Shabbos brushes
- o Prepare a basin with hot, soapy water to clean dishes
- o Put a Shabbos/Yom Tov tablecloth on the dining room and kitchen tables
- o Set up candlesticks in your usual location, if lighting in the house
- o Pre-light candles and blow them out, if this is your *minhag*
- o Gather all items needed to set the table:
  - o Tablecloths, including plastic tablecloths, if you use them
  - o Challah board, cover, knife, and plate
  - o *Kiddush* cup, plate, and cups for *Kiddush*
  - o *Mayim achronim*
  - o Wine or grape juice
  - o Salt and pepper shakers
  - o Honey dish and spoon
  - o Paper goods/dishes
  - o Napkin holder
  - o Flowers
  - o Bentchers
- o If rain is forecasted, cover the succah with *schlock* (rain-protectant succah roof) if you have one. If not, do not set the table until right before the meal begins
- o Light a 72-hour *yahrzeit* candle to have a flame available for candle lighting on Thursday and Friday evenings. If you have shorter-duration *yahrzeit* candles, make sure to have several on hand so you can keep a flame going

## General To-Do

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- o Put away *muktzah* or non-Shabbos toys inside and outside of your home (e.g., electronic and musical toys, bikes, scooters)
- o Remove *muktzah* and unnecessary items from your diaper bag
- o Check pockets for *muktzah*
- o Remove any items needed from your purse
- o Remove stroller and any other necessary baby gear from your car
- o Turn off, put away, and/or charge phones and other electronic devices (e.g., iPads, Fitbits, computers)
- o Put away any other *muktzah* items left in places you will need access to on Yom Tov
- o Put away school and work bags; take out Succos projects, *divrei Torah*, or anything else needed from children's school bags
- o Fold the last laundry loads
- o Vacuum, wash floors, and dust, as needed
- o Water plants
- o Buy and arrange flowers
- o Pick up items from dry cleaners and remove tags
- o Take care of any pet needs
- o Set or turn on or off:
  - o Fans or heaters
  - o Baby monitor
  - o Shabbos timers for the house

- o Lights, and cover the switches
- o Shabbos lamps and/or night lights in bedrooms and guest rooms
- o Heat or air conditioner to desired temperatures
- o Medical equipment for Shabbos use
- o Home alarms or bypass switches on the home alarm



**Schedule rest or nap time for yourself. You deserve it!**

- o Take out Shabbos brushes, toothbrushes, liquid toothpaste, and liquid soap
- o Unplug and put away hair irons, blow dryers, and curling irons
- o Open Band-Aids
- o Prepare Shabbos diaper spray and/or wipes and spread ointment on diapers, if needed
- o Bring prepared food to neighbors, relatives, or people in need
- o Arrange for older children to walk to youth groups or friends' houses
- o Place snacks or fruit in guest rooms
- o Confirm play dates or babysitting for younger children
- o Make sure *Hatzalah*, *Shomrim*, and *Chaverim* phone numbers are prominently displayed
- o Clean and/or polish Shabbos shoes
- o Style hair or *sheitel*
- o Take medicines and/or vitamins
- o Give *tzedakah* before lighting candles

## Outside

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- o Check street parking regulations and alternate-side parking days and times; park appropriately
- o If you live on a designated emergency road, remove your car from the street if bad weather (e.g., snow, ice) is forecasted
- o Close and lock car windows and doors. Don't leave valuables (e.g., GPS, phone) in the car, especially if they are visible. Place a steering wheel lock on the steering wheel, if desired

- o Turn on outside lights
- o Turn off motion detectors
- o Turn off automatic sprinklers
- o Bring in the mail
- o Put trash cans at the curb and/or bring them back based on your trash pickup schedule, if permissible by your rabbi

# NIGHT ONE

## SUCCOS

Wednesday, October 4 | ט"ו תשרי  
Candle Lighting (Baltimore, MD): 6:26 PM

- o When lighting candles, make the *brachas* of *L'Hadlik Ner shel Yom Tov* and *Shehechyanu*
- o Light a 72-hour *yahrzeit* candle for a flame source
- o Prepare or cook any food for the meal as per your menu
- o Say *Ushpizin* every night of Succos, if it is your *minhag*
- o Dip the challah in honey, if it is your *minhag*
- o Have *kavanah* during the *bracha Leshev B'Succah* that you will be eating the meal in the succah and to remember *yetzias Mitzrayim* and the clouds that protected us in the *midbar*
- o Use a serving tray to reduce the number of trips to the succah
- o Succah decorations are *muktzah*; avoid touching or moving them if they fall down or slip



**Enjoy yourself. You finally made it!**

- o After the meal
  - o If you have a *schlock*, after the meal, cover the succah with it. If not, tip or fold up chairs so they won't get too wet if it rains. Consider placing a heavy waterproof tablecloth on the table or turning the folding table on its side
  - o Bring silver items from the succah into the house after the meal
  - o If children want to sleep in the succah at night, make sure an adult sleeps in the succah with them; they should be accompanied by the adult if they need to use the bathroom during the night
  - o Lock the succah and house doors
  - o Wash or soak dishes, glasses, and silverware. Put away food in the refrigerator
  - o Defrost any frozen food you will need for Thursday during the day or plan to cook in the morning

## Guest List & Menu



**EATING OUT?**

EXPECTED TIME: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



**MENU** (Appetizer, Entrée, Dessert)

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**GUESTS**

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**CONTACT INFO**

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**DRINKS**

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**EXTRAS**

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### ACCOMMODATIONS / ALLERGIES

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\_\_\_\_\_



**ADULTS**

\_\_\_\_\_



**CHILDREN**

\_\_\_\_\_



**HIGH CHAIR?**

Y  N



**STROLLER?**

Y  N



**PACK N' PLAY?**

Y  N



# NIGHT TWO

## SUCCOS

Thursday, October 5 | ט"ז תשרי  
**Candle Lighting** (Baltimore, MD): **Not before 7:25 PM**  
 (Rabbeinu Tam 72 minutes: **7:55 PM**)

- o Wait until after *tzais hakochavim* (see candle lighting time above) to prepare for the night meal
- o Prepare or cook food for the meal as per your menu, if you made an *eruv tavshilin* on *Erev Succos*. If you forgot to make one, ask your rabbi about what is permissible
- o Make the *bracha* of *L'Hadlik Ner shel Yom Tov* and *Shehechyanu* when lighting candles
- o Light another *yahrzeit* candle, if the first one will go out before Friday evening
- o Defrost any frozen food you will need for Friday day meal or plan to cook in the morning

### Guest List & Menu



**EATING OUT?**

EXPECTED TIME: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



**MENU** (Appetizer, Entrée, Dessert)

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**GUESTS**

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**CONTACT INFO**

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**DRINKS**

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**EXTRAS**

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**ACCOMMODATIONS / ALLERGIES**

\_\_\_\_\_  
 \_\_\_\_\_



**ADULTS**

\_\_\_\_\_



**CHILDREN**

\_\_\_\_\_



**HIGH CHAIR?**

Y  N



**STROLLER?**

Y  N



**PACK N' PLAY?**

Y  N

- o Prepare or cook food for the meal as per your menu
- o If going to shul, bring shul-related necessities with you (see page 9)
- o Remember to *daven* full *Hallel* and *Mussaf* for *Shalosh Regalim*
- o Make the *bracha* and shake the *lulav* and *esrog* according to your *minhag*
- o Prepare, cook, and defrost food for Shabbos meals right after day meal
- o If making cholent in a crockpot, first pour out the water that was prepared before Yom Tov; do not to adjust the dial
- o Make tea essence, if this is your *minhag*
- o Prepare a basin with hot, soapy water for dishes
- o Turn sink faucets to cold
- o The *lulav* and *esrog* are *muktzah* on Shabbos; store them in a safe, cool place inside the house where they will not need to be moved
- o Try to feed young children before the night meal

## Guest List & Menu

<div style="margin-bottom: 15px;"> <b>EATING OUT?</b>      EXPECTED TIME: _____         </div> <div style="margin-bottom: 15px;">           NAME _____            ADDRESS _____            PHONE _____         </div> <div style="margin-bottom: 15px;"> <b>MENU</b> (Appetizer, Entrée, Dessert)            _____            _____            _____            _____         </div> <div style="margin-bottom: 15px;"> <b>ACCOMMODATIONS / ALLERGIES</b>  _____            _____            _____         </div>	<div style="margin-bottom: 15px;"> <b>GUESTS</b>  _____            _____            _____            _____         </div> <div style="margin-bottom: 15px;"> <b>DRINKS</b>  _____            _____            _____            _____         </div>	<div style="margin-bottom: 15px;"> <b>CONTACT INFO</b>  _____            _____            _____            _____         </div> <div style="margin-bottom: 15px;"> <b>EXTRAS</b>  _____            _____            _____            _____         </div>
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**ADULTS**

\_\_\_\_\_

**CHILDREN**

\_\_\_\_\_

**HIGH CHAIR?**

Y  N

**STROLLER?**

Y  N

**PACK N' PLAY?**

Y  N

# CHOL HAMOED FRIDAY NIGHT

Friday, October 6 | י"ז תשרי  
Candle Lighting (Baltimore, MD): 6:23 PM

o Prepare and warm up food for the meal as per your menu

o Defrost any frozen food you will need for Shabbos day

## Guest List & Menu

<div style="margin-bottom: 10px;">  <b>EATING OUT?</b>      EXPECTED TIME: _____         </div> <div style="margin-bottom: 10px;">           NAME _____            ADDRESS _____            PHONE _____         </div> <div style="margin-bottom: 10px;">  <b>MENU</b> (Appetizer, Entrée, Dessert)            _____            _____            _____            _____         </div> <div style="margin-bottom: 10px;"> <b>ACCOMMODATIONS / ALLERGIES</b>            _____            _____            _____         </div>	<div style="margin-bottom: 10px;">  <b>GUESTS</b>            _____            _____            _____            _____         </div> <div style="margin-bottom: 10px;">  <b>DRINKS</b>            _____            _____            _____            _____         </div>	<div style="margin-bottom: 10px;">  <b>CONTACT INFO</b>            _____            _____            _____            _____         </div> <div style="margin-bottom: 10px;">  <b>EXTRAS</b>            _____            _____            _____            _____         </div>
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**ADULTS**  
 \_\_\_\_\_

  
**CHILDREN**  
 \_\_\_\_\_

  
**HIGH CHAIR?**  
 Y  N

  
**STROLLER?**  
 Y  N

  
**PACK N' PLAY?**  
 Y  N

# SHABBOS DAY

Shabbos, October 7 | י"ז תשרי

- o Remember not to shake or move the *lulav* and *esrog* on Shabbos
- o If going to shul, bring shul-related necessities with you (see page 9)
- o If the *eruv* is not up, empty clothing pockets before going outside

- o Daven regular Shabbos *Shacharis*. Remember to add *Ya'aleh V'yavo* and daven full *Hallel*. Daven *Mussaf* for *Shalosh Regalim*

o Prepare food for the meal as per your menu

**Menu on next page**

# SHABBOS DAY

continued

Shabbos, October 7 | י"ז תשרי

## Guest List & Menu

<p> <b>EATING OUT?</b>      EXPECTED TIME: _____</p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>PHONE _____</p>	<p> <b>GUESTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p> <b>CONTACT INFO</b></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p> <b>MENU</b> (Appetizer, Entrée, Dessert)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p> <b>DRINKS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p> <b>EXTRAS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p><b>ACCOMMODATIONS / ALLERGIES</b></p> <p>_____</p> <p>_____</p>				
<p> <b>ADULTS</b></p> <p>_____</p>	<p> <b>CHILDREN</b></p> <p>_____</p>	<p> <b>HIGH CHAIR?</b></p> <p><input type="radio"/> Y <input type="radio"/> N</p>	<p> <b>STROLLER?</b></p> <p><input type="radio"/> Y <input type="radio"/> N</p>	<p> <b>PACK N' PLAY?</b></p> <p><input type="radio"/> Y <input type="radio"/> N</p>

# SEUDAH SHLISHIS

Shabbos, October 7 | י"ז תשרי

o Prepare food for the meal as per your menu

## Guest List & Menu

<p> <b>GUESTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p> <b>MENU</b> (Appetizer, Entrée, Dessert)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p> <b>DRINKS</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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# MOTZEI SHABBOS

Shabbos, October 7 | י"ח תשרי

Havdalah: 7:22pm

Rabbeinu Tam: 7:52pm

- o Make *Havdalah* in the succah
- o Unplug or turn off the timer in the succah
- o Turn off the oven and stove top, unplug the crockpot, hot plate, and urn
- o Wash dishes and/or start the dishwasher
- o Put the *blech* or hot plate away after it cools down
- o Turn on the refrigerator and freezer lights
- o Activate alarms, security lights, motion detectors, and sprinklers
- o Unplug or turn off the timers for house lights
- o Put away leftover food
- o Bring in mail and newspapers
- o Bring in trash cans, if applicable
- o Turn off Shabbos lamps and nightlights
- o Have *melaveh malkah* in the succah. Eat a *kzayis* in conjunction with the *bracha* of *Leshev B'Succah* from *Havdalah*, if it is your *minhag*
- o Lock the succah



Take a moment to recognize all of your efforts and their successful results!

# CHOL HAMOED

Sunday–Tuesday, October 8-10

י"ח-כ"א תשרי

Try to use these days to recharge physically, mentally and spiritually.

- o Make the *bracha* of *Al Mitzvas Lulav* and shake the *lulav* and *esrog* every day of Chol Hamoed
- o Daven regular weekday *davening* with full *Hallel* and *Mussaf* for the *Shalosh Regalim*
- o Take stock of the food in the house and plan a trip to the grocery store, keeping in mind your menu for the last days of Yom Tov
- o Make sure to have enough challah and wine, and bake or buy accordingly
- o When going on trips, remember to bring foods that are not *mezonos* or *hamotzi* for male family members, unless you have access to a succah or have brought a pop-up succah with you
- o Call ahead to verify hours of operation and directions to planned attractions. Take a camera with a fully charged battery, cellphone, cellphone car charger, and GPS. Consider bringing a *Tashlich* pamphlet, if you didn't do *Tashlich* yet and the trip is near a body of water
- o Some Chol Hamoed activities, such as fruit or vegetable picking, painting, ceramics, bead making, and clothes shopping may need to be done differently or not at all; check with your rabbi
- o Remind your family to behave properly in public in order to make a *Kiddush Hashem* (not littering, not being loud, following the rules, etc.)
- o Plan or prepare supper before leaving (crockpot recipes, etc.)
- o Take a picture with your cellphone of each child before you leave
- o If your child is traveling with another family, make sure you have the accompanying adult's cell phone number
- o Review with your children how to respond if they become lost (e.g., stay in a public place, find someone in uniform or a mother with children)
- o Check if there will be a women's section available and attend *Simchas Beis Hashoeva* at your shul
- o Arrange for your children to attend school celebrations (e.g., *chagigah* or *Simchas Beis Hashoeva*)
- o Purchase *hoshana* bundles for family members
- o Check your shul bulletin for the time for *Yizkor* on *Shemini Atzeres* and arrange for a babysitter, if applicable

# HOSHANA RABA

Wednesday, October 11  
כ"א תשרי



By now many of these tips should be familiar and easier. You can now savor the last few days of Yom Tov.

- o Make the *bracha Al Mitzvas Lulav* and shake the *lulav* and *esrog*. Say *hoshanos* and *tefillos* and bang the *aravos* bundle, according to your *minhag*
- o Prepare a day meal that includes meat or chicken and *kreplach*, if that is your *minhag*
- o Cook and prepare food for *Shemini Atzeres* and *Simchas Torah*
- o Do all *Erev Yom Tov* preparations (see page 5-7)
- o Remember today is the last day to do *Tashlich*
- o Change linen for new guests and clean guest rooms, if applicable
- o Defrost any frozen food you will need for *Shemini Atzeres* day meal or plan to cook in the morning
- o Try to feed young children before the night meal
- o Make an *eruv tavshilin*



# SHEMINI ATZERES NIGHT

Wednesday, October 11  
כ"ב תשרי

Candle Lighting (Baltimore, MD): 6:15 PM

- o When lighting candles, make the *bracha* of *L'Hadlik Ner shel Yom Tov* and *Shehechyanu*
- o Light a 72-hour *yahrzeit* candle for a flame source
- o Prepare or cook food for the meal as per your menu
- o Defrost any frozen food you will need for Thursday day meal or plan to cook in the morning
- o Eat the meal in the *succah* without making a *bracha* of *Leshev B'Succah*
- o Go to shul for *hakofos*, if that is your *minhag*

## Guest List & Menu



EATING OUT?

EXPECTED TIME: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



MENU (Appetizer, Entrée, Dessert)

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GUESTS

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CONTACT INFO

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DRINKS

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EXTRAS

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### ACCOMMODATIONS / ALLERGIES

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ADULTS

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CHILDREN

\_\_\_\_\_



HIGH CHAIR?

Y  N



STROLLER?

Y  N



PACK N' PLAY?

Y  N

- o Attend shul if you need to say *Yizkor*
- o If going to shul, bring shul-related necessities with you (see page 9)
- o *Tefilas Geshem* is said during *Mussaf*; remember to add *Mashiv HaRuach* and *Morid HaGeshem* until Pesach
- o Prepare or cook food for the meal as per your menu
- o Eat the day meal in the succah, without saying the *bracha* of *Leshev B'Succah*
- o In the afternoon, eat a *kzayis* of *mezonos* in the succah and say the *Tefilas Yotzei min HaSuccah* after eating, if it is your *minhag*
- o Eat a snack before *shkiah*, as the night meal will be late

- o Defrost any frozen food you may need for a small afternoon meal, but remember that food needed for the *Simchas Torah* night meal may not be defrosted or prepared until after *tzais hakoachavim* (see candle lighting time page 17)
- o Feed young children before the night meal
- o Try to have children take naps in the afternoon so they are not cranky during *hakofos*
- o Do not do any other *Simchas Torah* night preparations until after *tzais hakoachavim* (e.g., setting the table, getting childrens' Torahs and flags together)
- o Plan where everyone will be *davening* and dancing *hakofos* on *Simchas Torah*
- o Plan together when the night meal will begin

## Guest List & Menu

<div style="margin-bottom: 10px;"> <b>EATING OUT?</b>      EXPECTED TIME: _____         </div> <div style="margin-bottom: 10px;"> <small>NAME</small> _____         </div> <div style="margin-bottom: 10px;"> <small>ADDRESS</small> _____         </div> <div style="margin-bottom: 10px;"> <small>PHONE</small> _____         </div> <div style="margin-bottom: 10px;"> <b>MENU</b> (Appetizer, Entrée, Dessert)         </div> <div style="margin-bottom: 10px;">           _____            _____            _____            _____         </div> <div style="margin-bottom: 10px;"> <b>ACCOMMODATIONS / ALLERGIES</b> </div> <div style="margin-bottom: 10px;">           _____            _____            _____         </div>	<div style="margin-bottom: 10px;"> <b>GUESTS</b> </div> <div style="margin-bottom: 10px;">           _____            _____            _____            _____         </div> <div style="margin-bottom: 10px;"> <b>DRINKS</b> </div> <div style="margin-bottom: 10px;">           _____            _____            _____            _____         </div>	<div style="margin-bottom: 10px;"> <b>CONTACT INFO</b> </div> <div style="margin-bottom: 10px;">           _____            _____            _____            _____         </div> <div style="margin-bottom: 10px;"> <b>EXTRAS</b> </div> <div style="margin-bottom: 10px;">           _____            _____            _____            _____         </div>
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**ADULTS**  
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**CHILDREN**  
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**HIGH CHAIR?**  
 Y  N

**STROLLER?**  
 Y  N

**PACK N' PLAY?**  
 Y  N

# SIMCHAS TORAH NIGHT

Thursday, October 12

כ"ג תשרי

Candle Lighting (Baltimore, MD): Not before **7:14 PM**

(Rabbeinu Tam 72 minutes: **7:44 PM**)

- o Wait until after *tzais hakochavim* (see candle lighting time above) to prepare for the night meal
- o Prepare or cook food for the meal as per your menu; keep it simple, since the meal will either be a quick meal before *hakofos* or a late one after *hakofos*
- o If you forgot to make an *eruv tavshilin* on *Hoshana Rabba*, ask your rabbi what is permissible
- o Set up candles and light inside the house
- o Make the *brachas* of *L'Hadlik Ner shel Yom Tov* and *Shehechyanu* when lighting candles
- o Light another *yahrzeit* candle, if the first one will go out before Friday night
- o Eat the meal in the house
- o Gather and bring childrens' Torahs, flags, candy bags, and other shul-related necessities (see page 9)
- o Bring sweaters or coats if it is cold outside
- o Choose a reunification spot in your shul for family members to meet, to hand over children during *hakofos*, or for after *hakofos* are over
- o Arrange for your children to walk home with friends or families, if they are not leaving shul with you; review safety and self-awareness tips with them
- o Set boundaries and discuss alcohol abuse with family
- o Consider preparing children's clothes at night so they can get dressed quickly in the morning to be ready for *hakofos*
- o If you have not yet bid on *aliyos*, decide together which *aliyos* your family will bid for
- o Defrost any frozen food you will need for the Friday day meal or plan to cook in the morning
- o Review the time for the next day's *Shacharis*; it is usually earlier than normal

## Guest List & Menu



EATING OUT?

EXPECTED TIME: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



MENU (Appetizer, Entrée, Dessert)

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GUESTS

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DRINKS

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EXTRAS

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### ACCOMMODATIONS / ALLERGIES

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ADULTS

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CHILDREN

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HIGH CHAIR?

Y  N



STROLLER?

Y  N



PACK N' PLAY?

Y  N

- o *Birchas Cohanim* is said during *Shacharis*
- o If going to shul, bring shul-related necessities with you (see page 9)
- o Arrange to have your sons by the men's side for *Kol HaNearim*
- o Prepare or cook food for the meal as per your menu
- o Prepare, cook, and defrost food for Shabbos meals right after day meal
- o If making cholent in a crockpot, pour out the water that was prepared before Yom Tov and make the cholent; do not adjust the dial

- o Make tea essence, if this is your *minhag*
- o Prepare a basin with hot, soapy water for dishes
- o Turn sink faucets to cold
- o Wash yourself and your children up using hot or warm water
- o Feed young children before the night meal



*Enjoy and celebrate the last day of Yom Tov!*

## Guest List & Menu



**EATING OUT?**

EXPECTED TIME: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



**MENU** (Appetizer, Entrée, Dessert)

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**GUESTS**

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**CONTACT INFO**

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**DRINKS**

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**EXTRAS**

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**EXTRAS**

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### ACCOMMODATIONS / ALLERGIES

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**ADULTS**

\_\_\_\_\_



**CHILDREN**

\_\_\_\_\_



**HIGH CHAIR?**

Y  N



**STROLLER?**

Y  N



**PACK N' PLAY?**

Y  N

# FRIDAY NIGHT SHABBOS

October 13 | כ"ד תשרי  
Candle Lighting (Baltimore, MD): 6:12 PM

o Prepare and warm up food for the meal as per your menu

o Defrost any frozen food you will need for Shabbos day

Guest List & Menu		 GUESTS	 CONTACT INFO
 <b>EATING OUT?</b>	EXPECTED TIME: _____	_____	_____
NAME _____		_____	_____
ADDRESS _____		_____	_____
PHONE _____		_____	_____
 <b>MENU</b> (Appetizer, Entrée, Dessert)		 <b>DRINKS</b>	 <b>EXTRAS</b>
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<b>ACCOMMODATIONS / ALLERGIES</b>			
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 <b>ADULTS</b>	 <b>CHILDREN</b>	 <b>HIGH CHAIR?</b>	 <b>STROLLER?</b>
_____	_____	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N
			 <b>PACK N' PLAY?</b>
			<input type="radio"/> Y <input type="radio"/> N

# SHABBOS DAY

Shabbos, October 14 | כ"ד תשרי

- o Shabbos is *Shabbos Mevorchim* and *Shabbos Bereishis*
- o If going to shul, bring shul-related necessities with you (see page 9)

- o If the eruv is not up, empty clothing pockets before going outside
- o Prepare food for the meal as per your menu

**Menu on next page**

# Guest List & Menu



**EATING OUT?**

EXPECTED TIME: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_



**GUESTS**

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**CONTACT INFO**

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**MENU** (Appetizer, Entrée, Dessert)

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**DRINKS**

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**EXTRAS**

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## ACCOMMODATIONS / ALLERGIES

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**ADULTS**

\_\_\_\_\_



**CHILDREN**

\_\_\_\_\_



**HIGH CHAIR?**

Y  N



**STROLLER?**

Y  N



**PACK N' PLAY?**

Y  N

# SEUDAH SHLISHIS

Shabbos, October 14 | כ"ד תשרי

o Prepare food for the meal as per your menu

# Guest List & Menu



**GUESTS**

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**MENU** (Appetizer, Entrée, Dessert)

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**DRINKS**

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# AFTER SUCCOS

**Havdalah: 7:11pm**  
**Rabbeinu Tam: 7:41pm**

- o Make *Havdalah* and do a full Motzei Shabbos clean-up (see page 14)
- o If decorations are wet, make sure they are completely dry before removing them, to avoid mold
- o Unhook and detach lighting, extension cords, and any other succah items and store them
- o If your decorations need to be discarded and they are possibly *shaimos*, dispose of them appropriately

- o Wipe down, fold, and store chairs and tables
- o Move the succah storage cabinet and all items from the succah into the house or other designated place
- o If your *minhag* is to burn the *arba minim* with *chometz* before Pesach, don't store them in plastic, to avoid mold. If this is not your *minhag*, discard them in an appropriate manner as you would with *shaimos*



*You did it! The weeks of planning, shopping, prepping, cooking, baking, hosting, serving, and cleaning have paid off!*





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The Chesed Fund Limited & Project Ezra of Greater Baltimore, Inc. Complimentary

# YOM KIPPUR CHECKLIST 5/778/2017

Completely Revised & New and Improved Here!

SPONSORED BY: COLONIAL OFFICE 7002 RISTENWASS ROAD 410-484-3544

THE CHESSED FUND LIMITED

THIS CHECKLIST IS DEDICATED TO THE LIVING MEMORY OF MR. FRANK & MRS. GRACE SCHLESBERG, 778

TIMES FOR BALTIMORE, MARYLAND  
Friday, September 29, 2017, Candle Lighting: 6:15pm  
Musaf Shabbat, September 30, 2017, Fast Ends: 7:53pm Shabbat Ends: 7:20pm - 8:07pm  
For Service Details, Please Visit Our Website: [www.chesedfund.com](http://www.chesedfund.com)

COMING SOON! PREVIEW!

## SUCCESS HOSTESS PLANNER

A UNIQUE AND HANDY GUIDE FOR WOMEN

2017 י"ח

New Updated 2017/2018 Edition

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agbi.com  
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HOURS:  
MONDAY-FRIDAY 9AM-6PM  
SATURDAY 9AM-1PM  
SUNDAY CLOSED

URGENT PLEASE READ!

## SAFETY TIPS FOR THE ECLIPSE

Begin: 1:19pm - Maximum Partial Eclipse: 2:43pm - Ends: 6:01pm

— MONDAY —  
08.21.17  
BALTIMORE, MD

The Keep Your Community Safe Initiative Presents

# STAY SAFE IN ISRAEL

A STUDENT HANDBOOK BY FRANK STORCH

FREE

Available online at [StaySafeInIsrael.com](http://StaySafeInIsrael.com)

The Keep Your Community Safe Initiative

## STAY SAFE IN ISRAEL

Personal Safety 101

By Frank Storch January 2016

### HOW TO PROTECT YOURSELF DURING THIS WAVE OF VIOLENCE

REMAIN calm when you are in a violent situation. Do not panic. Do not run. Do not fight. Do not resist. Do not scream. Do not yell. Do not shout. Do not cry. Do not beg. Do not plead. Do not beg for mercy. Do not plead for mercy. Do not beg for mercy. Do not plead for mercy.

FOR A FREE DOWNLOAD OF THE IMPORTANT STUDENT HANDBOOK STOP BY AT: [www.staysafeinisrael.com](http://www.staysafeinisrael.com)

IN LOVING MEMORY OF SARAH BINCZBERG, 778

Second Edition

## Keep Your School SAFE

An informative guide to assessing and implementing an effective and affordable security program for North American Jewish Schools

Author: Frank Storch

Communal Candle Lighting Safety

FOR THE SHABBAT & HOLIDAYS  
ADAR II 5776 | APRIL 2016

by Frank Storch

FREE PREVIEW EDITION

THE KEEP YOUR COMMUNITY SAFE INITIATIVE PRESENTS:

## A GUIDE TO GUARDS

Dear Schools, Shuls, Camps, and Jewish Organizations,

Recently, throughout the world, we have seen a marked rise in antisemitism and terror. This opening is a wake-up call for all Jewish communities everywhere to increase security. The following is a brief outline to help ensure that your institutions select the most appropriate security personnel.

1. **Special Weapons and Tactics (SWAT)**

2. **Off-Duty Police Officers**

3. **Retired Police Officers**

4. **Former IDF Soldiers**

BY FRANK STORCH

In memory of the late address to the Bar Bar in the Talmud (Tractate Shabbat, 118a) for a public address in the name of the late Rabbi Shimon ben Yochai, with his wife and his sons, the remaining family.

The Keep Your Community Safe Initiative Presents:

## STAY SAFE Abroad

Group Security for Overseas Trips

UPDATED!

FREE PREVIEW EDITION

Frank Storch

Dedicated in memory of the victims of the March 23rd Shootings in Istanbul, Turkey and Brussels, Belgium. The Keep Your Community Safe Initiative is a Division of The Chesed Fund Limited and Project Ezra of Greater Baltimore, Inc.

March 2016

## Keep Your CAMP SAFE

A Self-Guided Assessment & Effective Implementation for Safety and Security

BY FRANK STORCH

FREE PREVIEW EDITION

DEDICATED IN LOVING MEMORY OF RABBI BONNIE GREENGLASS, 778

Download this free guide at [www.keepyourcamp.org](http://www.keepyourcamp.org)

Please send your comments, questions, and feedback to Frank Storch at [chesedfund@gmail.com](mailto:chesedfund@gmail.com) or call 410-340-1000.

The Chesed Fund Limited is dedicated in memory of Mordechai & Rebecca Kapiloff, ע"ה, Dr. Bernard Kapiloff, ע"ה, and Rabbi Norman & Louise Gerstenfeld, ע"ה.

Project Ezra of Greater Baltimore, Inc. is dedicated in memory of M. Leo Storch, ע"ה.



*Bnos Yisroel*  
בנות  
ישראל  
*of Baltimore*

*Teaching Students, Not Subjects*



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inculcating a joy for Yomim Tovim and Shabbos is a priority.

*Educating girls in grades Nursery - 12, we are proud to focus on students, not subjects.*