

PARENT HANDBOOK INFORMATION 2019-2020

Tuition Payment (Pages 5-8)

- Tuition is due on the 1st of each month and late after the 5th of the month. A \$25 late fee will automatically be charged to your account if not paid by the 5th. Returned check fee is \$15.00. Payments can be made by check, money order or via Tuition Express. The BPCC office **does not accept cash**. Please make checks payable to BPCC with the child's first and last name in the Memo line. You only need to write one check even if paying for multiple invoices or classes.
- The tuition amount is the same for each month regardless of the number of school days that month. Tuition is not refunded or reduced for days missed due to severe weather conditions, illness or family vacations.

Accident Clothing (Pages 8-9)

- BPCC will provide clean clothing (pants with elastic waistbands, shirts, socks and **new** underwear) to be used if a child has an accident. The soiled clothing will be sent home in a plastic bag. Parents are asked to return, as soon as possible, the laundered, borrowed clothing with the exception of the underwear. If the parent prefers to supply the child's own "accident" clothing it must be placed in a plastic zip lock bag with the child's full name printed clearly on the bag. This bag will be returned to the parent at the end of the school year. **Children enrolled in our 2's class will be asked to keep a clean set of clothing in the classroom at all times.*

Communication (Pages 10-11)

- Regular, ongoing communications between BPCC and the parents are essential for the success and efficiency of the program. The following is a list of the various ways BPCC provides parents with vital and timely information.
- **Children's Backpack and Cubbies:** Each parent should check the child's cubby upon arrival and the child's backpack or tote after class for daily work and possible staff and/or office communications.
- **Mailings:** Occasionally important information will be mailed to the home.
- **Emails:** Important information will come to you by e-mail from the preschool office or from your child's teacher. Please be sure we have your correct email and to read all emails.
- **Teacher Calendar/Newsletter:** Each teacher will share a calendar and some a newsletter (weekly, some monthly) to inform parents of snack responsibilities, upcoming preschool events and student birthdays.
- **Parent Bulletin Boards:** Each class has a parent bulletin board near the classroom door to inform parents of daily events or important news.
- **Parent-Teacher Conferences:** Formal parent-teacher conferences are scheduled twice a year for parents of 2's, 3's, 4's and Pre-Kindergarten students. A conference can be requested at any time to address immediate concerns or timely issues.
- **Parent -Teacher Conversations:** Teachers can talk very briefly when the parent drops off the child but this special time for the teacher to greet and focus on the child is not the best opportunity for a conversation. Parents can give the office a written message for the teacher or call the office to leave a message for the teacher.
- **BPCC Monthly Newsletter:** A monthly school-wide newsletter is sent home from our office and is also posted on our parent bulletin board which is in the main hallway when you enter the school.

Delays and Cancellations (Page 11)

- In case of inclement weather, BPCC will follow the Pine-Richland School District schedule for cancellations or delays. This information is available on WPXI, KDKA, our Facebook page and by calling 724-443-7575, the Pine-Richland Information Phone Number.
- If there is a day when BPCC chooses to delay or cancel when Pine-Richland does not, or if BPCC decides not to follow Pine-Richland's cancellation or delay decision for that day, parents or caregivers will be informed by email and/or text.
- When a two hour delay is called:
 - Morning session will be from 11:00 a.m. to 12:30 p.m.**
 - Afternoon session will be from 1:30 p.m. to 3:00 p.m.**
 - Mommy & Me classes will be from 11:00 a.m. -12:30 p.m.**

Emergency Contact Card (Page 12)

- Every child must have on file an Emergency Contact card *before* the first full day of school. In case of an emergency, every effort will be made to contact the parent but the information on the card will be vital if the parent cannot be reached. No child will be permitted to begin school without the emergency card on file.
- ***Parents should immediately contact the office in writing with any information changes.**

Health Issues (Pages 13-15)

Children should be symptom free for 24 hours before returning to school. Symptoms include the following but not limited to:

- fever of 101 degrees or more

- excessive coughing or nose drainage
- vomiting or diarrhea
- symptoms of pinkeye
- an unidentified rash or signs of lice

Parent Permission (Page 17)

- Parents must complete a Parent Permission form (lilac) if the child will be leaving BPCC with an adult other than the parent or the parent designated adult who regularly picks up the child. The parent must give this form to the office. Parent Permission forms are available on the white shelves outside the BPCC office. ***The person picking up the child MUST have the child's name sign in the window of the car and have photo identification available.** In an emergency when the parent is unable to arrive at BPCC for pick up, that parent should call the office with the name of the person who will be picking up the child. If a parent wants to deny access to the child to the other parent, BPCC must have a copy of the court order stating that access is denied. Without it, by law, BPCC cannot deny access to the child by the noncustodial parent.

Party Guidelines (Pages 17-18)

Fall Harvest, Christmas, Valentine's Day and Easter are celebrated with classroom parties planned and coordinated by parent volunteers. Parents sign up for party responsibilities on the appropriate form located on the hall classroom bulletin board. Simplicity is the key to a successful party!

- All party volunteers must have a copy of their State-mandated Child Abuse Clearance and Criminal Record Clearance on file in the BPCC office.
- Simple, well organized and age-appropriate crafts, games without prizes, stories and healthy snacks are best.
- The party should be a Christian theme. (No scary Halloween topics/costumes, Santa Claus or the Easter Bunny, please.)
- Classroom parties are limited to the parents who volunteered to assist with the party.
- Due to room size, younger siblings may not attend class parties.

Parking Lot Safety (Page 18)

In order to keep the preschool parking lot safe for everyone, parents need to abide by the following:

1. Do not leave your car running and unattended.
2. Hold hands with your child and do not let your child run.
3. Park only in the lot in front of the preschool.
4. We have several parking spaces in the front for parents so feel free to use those for drop off.
5. Observe the traffic signs in the parking lot. The speed limit is 6 mph, and there are "one way" areas marked.
6. When we implement curbside parking (due to inclement weather or any other reason we feel necessary) **PLEASE do NOT walk your child into the building.** You will follow the same procedure that you use when picking up. It is extremely dangerous to park and walk in while all other cars are moving through the parking lot to drop off.

Snacks (Pages 20-21)

Teachers of the preschool 2's, 3's and 4's classes will develop a monthly snack calendar indicating the date each parent is responsible for providing a snack only (children will drink water provided by the preschool with their snacks).

- The snack should be simple and conform to the list of safe snack choices. (included in parent folder)
- Snacks high in sugar are discouraged (donuts, cookies with sprinkles or icing)
- Each family is asked to provide 1 box of 5oz. drinking cups for the school year.
- All snacks must be **pre-packaged** and contain a **clear label of ingredients; no homemade** snacks are permitted

If it is necessary for a parent to change an assigned snack day, it is that parent's responsibility to contact another parent to trade snack day assignments. If a parent forgets to send a snack on the assigned day, BPCC will provide a snack but a replacement snack from the parent is requested. **A child's food allergy should be indicated on the Emergency Contact Card.**

The office notifies the staff of any allergies. Parents who have a child with a food allergy will be asked to provide a non-allergic snack for their child to keep on hand. This snack must have the child's name clearly printed on it.

Please keep in mind we are **a nut free school** so be sure that there are no nuts in the snacks that you provide. If a container/box says that a snack is processed in a facility that processed other foods with nuts, those are also not permitted. Teachers do check the labels and will return any snack that is not nut free. We appreciate everyone's cooperation with this! **Same policy applies to birthdays!**

Drop off and Pick up (Pages 21-23) --SEE ADDITIONAL PAGE

Supplies (Not in Handbook)

*5oz plastic cups *baby wipes *Paper Towels *Tissues

Student Drop Off and Pick Up

Student Drop Off:

- An adult must always accompany a child into the building and stay with the child until the child is in their classroom
- Parents and children should arrive at BPCC no earlier than 8:55AM for the morning session and 12:25PM for the afternoon session. The preschool Director will open the front door when school is open. **Please wait for the doors to open before entering.** Once the director opens the front doors and you enter, all classrooms are open as well.
- Parents will accompany students to the cubby area and assist their child with hanging coats and backpacks.
- Drop-off is not an opportune time for parents to converse with the teacher, as the school day has begun and the teachers' responsibility is to be with the children. Please feel free to email your child's teacher or just ask them a good time to talk and schedule it for another time.

Student Drop Off in Inclement Weather:

- If inclement weather makes it difficult or unsafe for parents to bring the children across the parking lot and into the building, we will implement "curb side drop off" which will be indicated by LARGE RED CIRCLES on front doors.
- This is the same process as pick up.
- BPCC staff will help unload the children and deliver them to their classes.
- **When you see these dots, please do NOT park and walk your child in.** Use curbside drop off **ONLY** as it is the safest option.

Student Pick-Up:

- A staff member will accompany the child to the parent's car after it pulls in front of the school.
- Loading of students will be done on the ***RIGHT*** side of the car for safety.
- Each parent will be given 2 colored name cards to be displayed on the visor of your cars when the child is picked up. ****This card must be displayed everyday and given to any substitute driver. NO other name signs are permitted! They must be the ones you received from BPCC.***
- A lilac colored Parent Permission Form must be completed, signed and hand delivered to the office if the child is to ride home with someone other than the parent or a regular designated adult. That person must have your child's car sign!
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Car Line for Pick Up:

- The first 7 drivers to arrive for pick up can line up their cars facing north in front of the BPCC doors.
- The other parents line up their cars behind the handicap signs facing south and then turn left to be parallel to the back of the administration building (the red brick house) leaving the driveway in front of the church open. When a line in the parking lot is full, start a new row. **Please do not cut in front of parents who arrived prior to you.**
- When the 7 cars pull away from the school entrance after children are loaded, the next 7 parents in line can pull their cars to the entrance for pick up. Be sure to pull the whole way to the front of the line to the end of the sidewalk.
- After the child is in the car, the teacher will close the car door and the parent will drive forward to side lot or upper lot to fasten the child's seat belt.

Entering/Exiting Parking Lot

For safety reasons, please refrain from entering our parking lot via Route 8. Turning left into our parking lot can be dangerous, especially during busy times of the day. We ask that you enter from Heckert Road. When entering please be sure to drive slowly.