

PARENT HANDBOOK INFORMATION 2021-2022

Tuition Payment (Pages 6-8)

- 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 \$25.00. 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.
****The only case in which tuition may be refunded is if BPCC is forced to close due to COVID-19. If it is a partial month, tuition will not be refunded. However, if it is a full month, BPCC's Board of Directors will review for approval of refunds****

Accident Clothing (Page 8)

- Parents are asked 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.

Communication (Pages 10-11)

- Regular, ongoing communication between BPCC and the parents is 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.
- **Mailings:** Occasionally important information will be mailed to the home.
- **Emails:** Important information will come to you via 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/or a newsletter (weekly, some monthly) to inform parents of class leaders, upcoming preschool events, tuition due dates, holiday events, field trips, and student birthdays.
- **Parent-Teacher Conferences:** Formal parent-teacher conferences are typically scheduled twice a year for parents of 2's, 3's, 4's and Pre-K students. A conference can be requested at any time to address immediate concerns or timely issues.
****Keep an eye out for an invitation from your child's teacher to sign up for a conference in November!**
- **Parent -Teacher Conversations:** Drop off this school year will be the same as pick up (CURB SIDE) so there will not be an opportunity to speak in person before school starts. If there is something that you need to discuss with the office or your child's teacher prior to the start of the day, please feel free to call the office or your child's teacher. Conversations are difficult at pick-up, but if you have a question or concern, let your child's teacher know that you will be emailing or calling them to discuss.
- **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. This will be sent home electronically this school year.
- **Apps:** Each teacher will use a school communication platform of their choice where they will be able to share pictures with you of our school day, send messages to you as a class or individually, and share any other information that they need to at any time. One example that you may be familiar with is Class DoJo. Your child's teacher will let you know what they will be using and how you can receive the information.

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 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 10:30 a.m. -12:00 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**
****THERE ARE TWO SIDES OF EMERGENCY CARD**.**

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

Regarding COVID-19: Parents are asked to screen children each day prior to bringing them to school for any of the following symptoms associated with Covid:

SYMPTOM LIST:

Fever of 100.4 or higher	Sore throat
Cough	Runny nose/congestion
Shortness of breath	Chills
Difficulty breathing	Muscle pain or fatigue
Nausea or vomiting	Headache
Diarrhea	Rash
Eye symptoms (pink eye)	
Lack of smell or taste (new and without congestion)	

****If your child displays any of the above symptoms listed above that are related to COVID-19, they will be separated from their classroom to an area in the school away from others. A staff member will wait with them. You will be contacted immediately and must pick up your child within 15 minutes of being notified. Please do not hesitate to keep your child at home if he/she has the above symptoms or does not seem to be feeling well. We are asking everyone to err on the side of caution****

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.

Snacks (Page 21)

- We will be providing snack this year. If you would like to contribute to our snack fund, please feel free to send in cash or a check at the beginning of the school year and it will go towards the purchase of our snacks. We are a nut free school so all snacks will be nut free. If your child has another type of allergy and you would like to send his/her own snack, feel free to send in a few weeks of snacks in a Ziplock bag with your child's name and the teacher keep them in the room.
- We will provide a "special" treat on birthdays as well as holidays!
- Please be sure to send a water bottle in (filled) each day with your child.

Student Drop Off and Pick Up

Student Drop Off: (pages 21-24)

- Drop off will be the same as pick up this year. Parents will pull up curb side or line up in the parking lot upon arrival. **Please be sure your child is unbuckled from their car seat, has their coat/hat on, mask on, and lanyard.** Your child's teacher or teaching assistant (in some cases another staff member) will help them from your car and escort them into the building. **If your child is having a difficult time separating, we will ask that you pull up and come back through the car line once it is finished.*
- Staff will use your right passenger door for safety reasons.
- **Please also be sure that your car sign is visible to help staff identify which class your child is going to.**
- **PLEASE be sure to arrive on time! Drop off will begin at 8:55am. Doors WILL be locked immediately following drop off at 9:15.** We are attempting to have as little contact between classes as possible. Once arrival is finished, teachers will be in classrooms and unable to leave the classroom again to help children out of cars. We are also limiting our office staff with contact as well.

Student Pick-Up:

- Your child's teacher, teaching assistant or a staff member will accompany your child to their car after it pulls in front of the school.
- Loading of students will be done on the **RIGHT** side of the car for safety. Please **do NOT** get out of your car.
- 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 every day and given to any substitute driver. NO other name signs are permitted! They must be the ones you received from BPC.***
- 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!

Car Line for Pick Up:

- The first (approximately) 7 drivers to arrive for pick up can line up their cars facing north in front of the BPC 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.