



**Parent Handbook
2013-2014**

**BELLWOOD PRESCHOOL
2359 WEST INGOMAR ROAD
PITTSBURGH, PA 15237
412-366-3812**

TO OUR PARENTS

The teaching staff wants to take this time to say hello and to tell you how glad we are to have you and your child be a part of Bellwood Preschool. We hope this year will be a unique and rewarding experience for you both. We look forward to getting to know you.

At Bellwood, we feel strongly about the advantages of parent involvement. We want to encourage your participation in our preschool. Please join us in making this year a very special year for your child.

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MISSION STATEMENT

To create a warm and loving place where children can become problem-solving, empowered, compassionate individuals who share a deep respect for our fragile planet.

TEACHER BIOGRAPHIES

LINDA MOSER—39th year at Bellwood. In addition to her duties as lead teacher in the AM and PM, Linda is also Director of Bellwood. Linda has a BA in Art Education from IUP and more recently has accumulated credits in Reading Education. She taught Elementary Art in the North Hills School District. She and husband David were Bellwood parents in 1975 when daughter Emily (now a Bellwood parent and teacher herself!) attended preschool. She began teaching at Bellwood in 1976, took time off when son Max was a baby, and began teaching again when he was a Bellwood student. She has been teaching the Pre-K program (K-Kids) for 25 years. As the lead teacher, she coordinates the curriculum and development with the other teachers and uses her creative energies in all areas. She has a passion for propagating small animals (usually rabbits) and later finding homes for them! We now have three grandmothers on our staff. Linda is a grandmother of two grandsons: John David (6-years old) and Tommy (4-years old).

DAN HILL—35th year at Bellwood as an AM and PM assistant teacher. Dan has an associate degree in Early Childhood Education from CCAC. He has enjoyed working with the children at Bellwood and is especially helpful in the Gross Motor Room. Coaching baseball and basketball for the Challenger League of Ingomar/Franklin Park Athletic Association has been one of Dan's passions for many years. Dan enjoys gardening, making his own greeting cards, and is an avid runner. Dan has a most difficult role as the only adult male at the school, but he loves it!

JUDY GIDDINGS—29th year at Bellwood as a teacher in the AM and PM sessions. Judy has a BS+ in Art Education from Edinboro University. She taught in the North Hills School System with Linda (back in the sixties!). She was a Bellwood parent for six years when their daughter Angela and son Joshua attended classes. She served on the Board as President, Treasurer, Building and Grounds chair (when we researched building a "solar school" but found it to be cost prohibitive), and Church liaison for two years. She then began her career as a Bellwood teacher. "I love the Art Show. Providing lots of materials and helping the children express themselves is a joy. Bellwood allows great freedom for artistic creation—the children's and mine!" Miss Judy has a gift for bringing out the artistic talents in each and every child that spends time with her in the Art Room. Judy has two grandchildren.

GAYLE KIVLAN—26th year at Bellwood as a teacher. Gayle attended Slippery Rock University and has a degree in Biology. She received her certification in Respiratory Therapy and for many years served on the staff at AGH. Gayle has a special interest in promoting the sciences and our relationship to the environment. (Yes! She's a "tree-hugger!") She shares her enthusiasm with her students by making science FUN! She has recently completed classes in digital processing. Gayle and her husband, Rick, have three children: Ben, a Physical Therapist and dad; Julie, a Physical Education Teacher, therapeutic PTA, and mom; and Laura, a paraeducator for the physically challenged at Pine Richland School District. Gayle has a 10-year-old granddaughter, Morgan; a 6-year-old granddaughter, Lindsay; a 5-year-old granddaughter, Hannah; a 2-year-old granddaughter, Mallory; a 1-year-old granddaughter, Chloe; and an infant grandson, Nathan.

SHARON ABRAHAM—18th year as a teacher at Bellwood. Sharon has a BS in Elementary Education with a Master's Internship in Teaching from the University of Pittsburgh. She taught for five years at the Community Day School in Squirrel Hill and one year at the Keshet Preschool in Atlanta, GA. She was a Bellwood mom, Board Secretary, and Book Club/Book Sale coordinator while her children were here. She lives in Sewickley in the midst of five wooded acres (you'll never find her!) with her husband, Bill; their children, Austin, Blair and Grant; and their dogs, Ruby and Bean. She has a passion for children, gardening, decorating, and travel, in that order. Sharon is a master storyteller. She keeps the children spellbound as she shares her love of children's literature.

TONI KAINAROI—9th year at Bellwood as a teacher. Toni attended the Art Institute of Pittsburgh where she earned a fine arts degree in Visual Communications. Realizing the dramatic effect art can have on children and adults with disabilities, Toni returned to school to pursue a degree in Art Therapy from Carlow College. She lives in Ingomar with her husband, Mike and children, Zoe (20), Sophia (17), and Samuel (8). The family also has two dogs, Max and Coolie, plus assorted turtles, fish, and whatever else wanders into the house. While raising her family, she did freelance graphic design from her home for Mt. Lebanon Magazine and SAE in Warrendale. She was very active as a parent volunteer in the Ingomar Elementary School. Toni joined Bellwood following daughter Sophia's Bellwood experience. The children respond to the warm and sincere way she communicates with them and enjoy her creative approach to learning.

SUSAN FLANDERS—4th year as a teacher at Bellwood. Susan is certified in Elementary Education and as a Reading Specialist. She was employed for 12 years by the Quaker Valley School District, where she taught kindergarten and first grade. Susan is married to Ron, and they have three daughters: Katie (14), Grace (13), and Emma (7). Susan and her family joined the Bellwood family when her daughters attended Bellwood. Before joining Bellwood as a teacher, Susan was a guest reader countless times, often acted as a substitute teacher, and served as Publicity Chairperson on the Parent Board. However, she is probably best known for her role as the beautiful Native American Princess Bluebonnet, who visits each year at Thanksgiving.

DEBBY TAYLOR—7th year as a teacher at Bellwood. Debby has a BS from Penn State in Individual and Family Studies and an MA from the University of Colorado in Early Childhood/Special Education. In Colorado, Los Angeles, and Pittsburgh, she worked as a developmentalist on home and center-based interdisciplinary early-intervention teams, with children age birth to 5-years old and their families. In Los Angeles, she began a new program and served as director and lead teacher on the team. Following her work at Easter Seals in the late 1990s, Debby came to Bellwood to teach from 2000–2004. Debby then focused her efforts on program administration for 8 years. In 2011, she returned to Bellwood and the joy of the preschool environment! She lives in Wexford with her husband and two golden retrievers. Her daughter is a Resident in Family Medicine at St. Margaret's Hospital and her son is in college. She enjoys family time, cooking, singing, traveling, and community service work.

EMILY MOSCHITTA—2nd year at Bellwood as an AM teacher. Emily has a BS in Secondary Ed/English from Edinboro University. She also holds a private school certification for grades K-12. She taught at McEwan Open School in Shadyside from 1992–1998 and at Sewickley Academy from 1998–2009. She is a certified personal trainer who specializes in prenatal/postpartum exercise design. Emily is a Bellwood alum and is thrilled to be back as a part of the staff. She and her husband, John, live in Wexford with their two children, Johnny D. and Tommy. She is looking forward to a wonderful year!

BELLWOOD PRESCHOOL PARENT BOARD 2013–2014

Position	Name	Home Phone	Email
President	Melissa Nelson	412.837.1370	mreash@mac.com
Vice President/KidStuff Sale Chair	Beth Pedone	412.654.5075	bpcreative@mac.com
Treasurer	Joanne Scherer	412.367.1549	bellkids1@gmail.com
Secretary/Snacks	Elene Moran	724.934.6106	emoran@zoominternet.net
Registrar	Rachel Handel	412.367.7932	bellwoodregistrar@gmail.com
Publicity and Communications	Kelly Ozelski	724-934-3238	kellymskillington@yahoo.com
Special Events	Kate Campbell	412.749.9663	klcampbell524@yahoo.com
Family Events and Community Liaison	Jamie Lopez	412.741.2563	pianoblue@hotmail.com
Building and Grounds	Mark Schiller	412.848.5093	schillerm@comcast.net
Yearbook Coordinator	Darla Carcia	412.367.0810	darlayjoey@aol.com
Teacher Liaison	Linda Moser	724.933.0103	linda.moser102@comcast.net
Church Liaison	Amy Wilks		akwilks@gmail.com

Bellwood Parent Board Member Descriptions

The Bellwood Parent Board consists of interested parents who volunteer their services to help the programs at the school. Board member terms run for one year, beginning in June. Board meetings are held once a month, and all parents are welcome to attend. Board members call for committee members as needed.

- **President**

The President presides over the Board Meetings, makes sure all Board positions are filled and running smoothly, sets up committees as needed throughout the year, and coordinates staff needs with those of the Board. The president is also responsible for budget of income and expenses for the coming year and writes the annual letter to the Unitarian Universalist Church of the North Hills on the school's activities and status.

- **Vice President/KidStuff Sale Chair**

The Vice President assists the President in the duties, if needed, and fills in during the absence of the President. This position manages the two major KidStuff Sale Fundraisers. This includes overseeing a committee to prepare seller materials, register sellers, coordinate donations for the sale, coordinate parent and seller work schedules during the sale, arrange for donation of unsold items, oversee the sale, input sold tags, and arrange (with Treasurer) for disbursement of monies to sellers.

- **Treasurer**

Handles school finances and is on the budget committee with the President and Director. The Treasurer records the tuition, lunch, extended day, and all other payments and makes the deposits. The Treasurer pays salaries and other bills. The Treasurer prepares periodic State and Federal taxes (for the Church employees and Bellwood teachers), prepares

monthly reports for board meetings, prepares annual report of finances for budget, prepares year-end W-2s and W-3 transmittals, and balances bank statements.

- **Secretary/Snacks**

The secretary takes the minutes at all Board Meetings, coordinates snack program with director, and sends reminder emails to parents for school supplies and toy cleaning program.

- **Registrar**

The registrar distributes information for prospective students, receives student applications and registration fees, keeps enrollment records, prepares morning and afternoon rosters, communicates with prospective families, coordinates school tours, open houses, and summer packets. This position works closely with the Director.

- **Publicity and Communications**

Publicity and Communications maintains the Bellwood Parent email distribution list and handles email communication to Bellwood parents, maintains the Bellwood website (or oversees website coordinator), publicizes school events, prints brochures for parent information, and prepares news releases for special events or for registration, if needed. Publicity and Communications also collects and submits *Labels for Education*.

- **Special Events**

Special Events arranges for the monthly visitors programs, plans the end of year picnic and off-site play dates, and oversees, as needed, Halloween parade, holiday music program, class parties, and Art Show.

- **Family Events and Community Liaison**

This position selects, plans, and implements various family social events held throughout the year (e.g., Parent Orientation, Soergel's family night, Parent's night out), oversees special opportunities such as Family Photography and River Cruises, and handles Bellwood logowear orders.

- **Building and Grounds**

Building and Grounds prepares the school building for the approaching school year (August), coordinating with the teachers any jobs that need to be done, gets bids and hires outside labor for jobs if volunteer labor is not available (this includes painting, cleaning, repairs, etc.). Generally, the Church takes care of the outside of the building and the School prepares the inside of the building according to its needs, but the School takes action on the outside of the building when needed. The School monitors the playground equipment and makes repairs when needed.

- **Yearbook Coordinator**

The yearbook committee takes photos of the children and special events throughout the school year. The Yearbook Coordinator organizes the parent volunteers to photograph various school events and plans for the production and distribution of the yearbook, calling on parent volunteers as needed.

- **Church Liaison**

The Church Liaison is a member of UUCNH and helps coordinate issues between the Church and the School.

Other Parent Involvement

Parents are encouraged to share any special talents or ideas to improve Bellwood. In the past, parent volunteers have contributed their time and expertise to programs on scuba diving, keeping our brains healthy, cooking with the children, and many other activities and programs. Talents are useful in everything from helping with school parties to preparing for the end-of-year art show. Please feel free to discuss any special interests or talents you may have with any of the teachers or Parent Board members.

BELLWOOD PRESCHOOL DAILY RHYTHM

9:00 – 9:15	AM KIDS ARRIVAL AND SETTLING IN
9:15 – 9:30	TOGETHER TIME
9:30 – 11:00	CHOICE OF FIVE AREA ACTIVITIES Art, Gross Motor, Cognitive, Practical Life, K-Kids A light snack is available during each session.
11:00 – 11:30	OUTDOOR ACTIVITIES, INDOOR GAMES, STORIES, SONGS
11:30	DISMISSAL OF AM KIDS
11:30 – 12:15	LUNCH
12:30 – 12:45	PM KIDS ARRIVAL AND SETTLING IN
12:45 – 1:00	TOGETHER TIME
1:00 – 2:30	CHOICE OF FIVE AREA ACTIVITIES Art, Gross Motor, Cognitive, Practical Life, K-Kids A light snack is available during each session.
2:30 – 3:00	OUTDOOR ACTIVITIES, INDOOR GAMES, STORIES, SONGS
3:00**	DISMISSAL OF PM KIDS

****NOTE: For children on the 5-session schedule, *Thursday dismissal is at 2:00.***

SCHOOL AREAS

Bellwood is a discovery-oriented school. Children are free to choose their activities. They are free to associate with all the children and adults in the school. They are not separated into small groups for control or adult-focused "lessons." The teachers help stimulate the children's activities with new ideas and processes. The teachers are there to praise and to establish the rules that people do not hurt each other and people respect their environment and the materials and objects in that environment.

The Cognitive Room

This area invites children to explore reading-readiness and math-readiness materials. The equipment promotes practice in such skills as small-motor development, eye-hand coordination, memory retention, counting, sorting, grouping, and listening. This area also encourages recognition of a wide variety of object attributes such as color, shape, size, volume, and weight.

Some of the math-readiness tools found in this area are: Attribute Logic Blocks, Unifix Cubes, Graduated Cylinders, Wooden Patterning and Stringing Beads, Cuisenaire Rods and cubes, Counting and Color Bears, and Metal and Wooden Shape Inserts (and a whole lot more). These tools are used to develop concepts of sorting colors, shapes, sizes, and functions of grouping as well as recognition, measuring, and addition and subtraction. They also promote and develop small-muscle control, memory retention, and concrete and abstract concepts of math.

Our reading-readiness materials are as follows: Tape recorder, Sandpaper and Wooden Letters, Sound Cylinders, Bell Tones, Letter Box, Metal and Wooden Inserts, Marble Roll-away, Lotto Games, Sequence sets, and a variety of Bingo games for sound, alphabet, and numbers.

There are always a variety of science activities going on in this area: Egg Hatching, Butterfly phases, and Plant Boxes. We often bring the Baby Bunnies or Mom and Pop (if there are no babies) inside to be held and cared for. The children may bring food from home for the animals.

Sand and Water are two fundamental elements that help the children discover the nature of our world, to fully list their attributes would be impossible. The water and sand tables develop social awareness, togetherness, and creative expression. We also have a Reading Nook with a Book Stand. The rule is that you must have a book to read if you are in the Nook.

The Practical Life Room

This room gives children the opportunity to explore daily life. They wipe the tables, pour water, prepare and count the snack, bake, take turns, and set up and clean up at snack time.

The equipment used in this room contributes mostly to small-muscle control and development. This equipment includes: Letter and Number Templates, Stampers, Shape Inserts, Rubberband Boards, Cube Pattern Trays, Puzzles, Magnet Boards, Salt Writing Trays, Sifters, and Pourers. Magic markers with lots of paper and the hot plate (crayon melter) help the children create ideas on paper.

The Art Room

It is the process of doing and discovering rather than the final art product that is important to the child. No matter what the product looks like to an adult, praise and exposure (hang it up) are

extremely important. We acknowledge and accept what each child creates at Bellwood. Painting, cutting, gluing, play dough, printing, and stitching are just some of the activities in this area.

The Gross Motor Room

This area enables the child to exercise his large muscles. The equipment encourages body coordination, balance, control, special awareness of self, and self-confidence. The equipment here includes: A Balance Beam, Mini Trampoline, Ladders, Slides, Jumping Frames, Large Waffle Blocks, Rocking Boat, Playhouse area, Dress Up Box, Gym Mats, and Cubby Hole, all of which promote construction, balance, and creativity.

Group interaction and Fantasy play develop in this area. The equipment is not of a realistic nature and therefore can be used in many different ways to create places, situations, and things. Magic and fantasy abound, and relationships are better understood here.

The Group Experience

There is much in the way of Singing Together, Story Telling, Game Playing, Show & Tell, and Creative Drama and Dance. This all goes into establishing standards for group behavior. Children are always welcome to share with the group during Together Time. The experience of speaking to the group is very beneficial.

Outdoor Play

Included in the realm of outdoor play are the climbing structure, sandbox, tire swing, play bus, natural areas, hiking, and cooperative play. We take other pieces of equipment out when the weather allows (e.g., water table, easels, and snack).

K-Kids Pre-K Program

Bellwood Preschool offers an additional experience for those whose cognitive skills may benefit from more concentrated enrichment. This is a program for those children who will be moving onto Kindergarten the following year. The teachers discern a child's readiness for this program.

The K-Kids Pre-K program is an extension of our general developmental program and shares the philosophy that learning is individual and personal. It is also a subtle transition from a child-oriented class environment to a teacher-oriented program that prepares the child for the upper school. All four areas of the school and the K-Kids Pre-K room in the Church building constitute the complete Pre-Kindergarten program.

K-Kids students are divided into small groups and travel next door to the Church. We usually follow a basic format consisting of the pledge, calendar, weeks, months and interesting events and facts. Emphasis is given to the development of vocabulary, phonics, and pre-reading skills such as visual and auditory discrimination, initial consonant sounds, vowels, rhyme, left to right progression, and following directions. Exercises in basic math skills include activities in counting, set theory, matching, sequencing, and patterning.

ELIGIBILITY TO BELLWOOD

Children are eligible to attend the 3-session program (Monday, Wednesday, and Friday [AM or PM]) if they turn 3 years of age by September 1st of the current school year (and are potty trained). Children are eligible to attend the 4-session program (Monday, Wednesday, and Friday [AM or PM] and Thursday AM) or the 5-session program (Monday, Wednesday, and Friday [AM or PM] and all day Thursday) if they turn 4 years of age by September 1st of the current school year (and are potty trained).

REGISTRATION

Contact the Registrar to find out if there is space available in the session you desire. A registration form can be downloaded from our website at www.bellwoodpreschool.com. The registration fee is non-refundable, is not applied to a monthly tuition payment, and is equal to one month's tuition. Unless you are registering a current student or sibling of a current student, please do not send in a deposit until you have been notified that your child has been secured a spot. A more detailed registration form, a child-health appraisal by a doctor and a tuition agreement is required before school begins. Keep in mind that registration is required for each new school year. Though we will do our best to satisfy each family's preferences in regards to AM or PM, there is no guarantee from year to year. The Registration Schedule is as follows.

- **Current Students and Siblings**

A registration form will be sent out at the end of September for the following school year and must be returned by the end of November to secure a spot for the following year. The form must be accompanied by the registration fee.

- **Alumni and New Students**

Bellwood has a rolling admission procedure for new students and alumni. Alumni are given priority over new students if they apply by December 31st, so please check the alumni box when filling out the application form. Although applications will be accepted at any time, those received more than one calendar year in advance of the school year for which a student is applying will be postdated September 1st of the next school year. For example, if an application is sent for the 2014-15 school year in May of 2013, that application will be postdated September 1, 2013. If necessary, a lottery will be done to determine who is accepted. Please contact the registrar if you have any questions regarding these procedures. Please send in only the application and not the registration fee until you have been notified that there is a spot available for your child.

- **All Students**

At Bellwood Preschool, we enjoy a variety of children with individual learning styles and unique emotional and physical needs. While we make every effort to accommodate all children and families, we do reserve the right to determine if Bellwood Preschool is the best school environment for your child. The final decision regarding enrollment at Bellwood and placement in a particular session is ultimately left to the discretion of the Director.

TUITION AND FEES

Your child is beginning this year’s creative learning experience at Bellwood. It is our hope that you will participate in and support the program. The first way you are supporting the program is with your tuition payment; the payment requirements are described below. We hope you will become involved in other aspects of the program as well.

3-Session Tuition	4-Session Tuition	5-Session Tuition
M-W-F (AM or PM)	M-W-F (AM or PM) Th (AM)	M-W-F (AM or PM) Th (all day)
\$190 registration fee*	\$230 registration fee*	\$270 registration fee*
\$190 monthly tuition	\$230 monthly tuition	\$270 monthly tuition
\$100 fundraising fee**	\$100 fundraising fee**	\$100 fundraising fee**
\$50 special programs/snack fee	\$50 special programs/snack fee	\$50 special programs/snack fee

* Please note that the registration fee is not applied as a monthly payment but is a payment to hold your child’s space in a session and to purchase supplies to begin the year.

**\$100 if paid in one payment in September; \$12 per month if split over 9 months.

Upon enrolling your child, you are responsible for nine monthly tuition payments. Payment exceptions cannot be made for personal vacations or lengthy illnesses. Notice of withdrawal must be given one month in advance or we must charge for the time. Payment is due on the first of each month; a late fee of \$5.00 is due with any payment made after the 5th of the month. Please make checks payable to “Bellwood Preschool.” Tuition checks may be dropped into the tuition holder on the bulletin board at school or mailed to: Bellwood Preschool, 2359 W. Ingomar Road, Pittsburgh PA 15237. Feel free to pay for several months in advance.

In addition to tuition, there are two one-time payments:

- \$50 Special Programs and Snack fee, due in September. \$30 of this is for the monthly special programs brought to Bellwood and \$20 is for the daily snack.
- \$100 Fundraising Fee. This can be paid in full in September for \$100 or broken down into nine payments of \$12 payable with each month’s tuition. This fee replaces the need to hold fundraisers to cover operational costs (exception: KidStuff Sale is held in the fall and the spring and generates the remaining funds needed to operate the school).

Lunch care and extended-session service is available on Mondays and Fridays. The charge is \$5.00 for lunch care (you provide lunch) and \$15.00 for the extended session for a total of \$20.00. Advance sign-up is required for extended session but is not required for lunch care. Lunchtime is 11:30 to 12:15; **please pick up your child on time**. AM children who stay into the PM session (after 12:30) will be charged the \$15.00 extended session fee.

If you are paying for something additional (tuition, extra sessions, lunch, T-shirts, etc.) in one check, please include a note with your check itemizing each amount or use the monthly payment slips provided. Any cash payments must include a note and be in an envelope to avoid loss.

Bellwood is a community service offered by the Unitarian Universalist Church of the North Hills and is a non-profit organization.

FUNDRAISING/KIDSTUFF SALE

Fundraising is critical to Bellwood's day-to-day functions. Registration fees are used for supplies. The tuition money is paid out almost immediately to provide teacher salaries. Fundraising profits are used to pay all other expenses such as church donation for building use, utilities, building improvements, insurance, equipment purchases, and other daily expenses. The KidStuff sale generates the majority of the funds needed to operate the school; however, the \$100 fundraising fee has been implemented to replace the need to hold additional fundraisers throughout the year.

KidStuff Sale (KSS)

Through significant effort by parent volunteers, the KidStuff Sale is a semi-annual, 4-day event (including setup and breakdown) that provides the majority of Bellwood's fundraising money. To support this effort, each family is required to work a minimum of 2 hours for each sale (4 hours a year). Because the sale is run entirely by parent volunteers and because the sale generates about \$200 of fundraising money for each child, a family may choose to donate the \$200 in lieu of volunteer hours. If a family chooses to donate the \$200, then the charge can be paid as \$100 in November (Fall KSS) and \$100 in May (for the Spring KSS).

BUILDING FUND

Families may choose to make a donation to a specific or general project via the Building Fund. Bellwood's tuition does not cover repairs to the school. For this purpose, a building fund has been established to deal with needed repairs as they may arise. Any donations to this fund are greatly appreciated. Mark this donation as going to "Bellwood Preschool Building Fund."

DROP OFF AND PICK UP PROCEDURES

Drop off

When bringing your child to school, please line up along the grass and sidewalk entrance in the upper drive. There will be a teacher or aide outside (from 9:00 to 9:15 and 12:30 to 12:45) to greet the children and make sure they get into the school building safely. This also aids parents who have smaller children in the car.

If you wish to escort your child into the school, please park in the lower lot and walk up to the school. The upper drive parking spots are for church members. This is especially important on Thursdays when elderly members need to use the upper parking spaces.

Pick up

When picking up your child, line up in the same manner as for drop off, with the exception that pick up is from the main entrance to the church instead of the doors to Bellwood. The teachers will escort the children to their cars from the church building. Lunch bunch pickup is from the Large Motor Area of the Bellwood Building at 12:15 PM.

Please remember:

- Do not pull into the drop-off or pick-up line if you need to go into the school or have a lengthy discussion with a teacher; this line is intended to be a convenient ***and quick*** drop off/pick up.

- When in the drop-off line, do not allow your child to leave your vehicle until a teacher is present to escort him/her into the building.
- Do not bring your children earlier than 9:00 AM for the morning session and 12:30 PM for the afternoon session. The teachers need the time prior to this for preparation and clean-up from lunch. *If you arrive earlier than the start time, do not send or walk your child in early; a teacher will come out of the building at the appropriate time to escort the children in.*
- Please drive slowly when coming down the church drive and in the parking lots. Please do not be in a hurry to drop off or pick up your child. Some children take more time exiting their car and everyone must exercise patience!
- Please share this information with anyone dropping off or picking up your child.

RELEASE OF CHILDREN

Only persons for whom the preschool has written authorization will be allowed to pick up children. Parents must send in a note authorizing anyone else for pickup.

CLOTHING AND TOYS

Please mark your child's clothing and any other personal items with their names. We hope you will send your child to school in play clothes. At Bellwood your child has opportunities to play with many kinds of exciting tools and materials. They may spill paint or get dirty at times. Play clothes will allow freedom of involvement with the many learning experiences provided. Please mark all toys with your child's name or initials. Toys may get lost and are not Bellwood's responsibility.

EMERGENCY PROCEDURES

Bellwood has an Emergency Operations Plan in place to respond to all types of emergencies. Depending on the type of emergency, one of the following protective actions is taken:

- In-place sheltering—Sudden occurrences, weather, or presence of hazardous materials may indicate that taking cover inside the building is the best immediate response.
- Immediate evacuation—Students are evacuated to a safe area on the school grounds.
- Evacuation—Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be transported to **Soergel Orchards, 2573 Brandt School Road, Wexford, PA 15090**. In the event of evacuation, children will be released only to those authorized for pick-up (designated on the Parent Consent Form completed prior to the beginning of each school year).
- Modified operation—May include delay/cancellation of normal schedule due to weather or building problems.

Please do not call the main telephone line (412-366-3812) in an emergency in order to keep the line free to make emergency calls and relay information. You may call the 412-366-9216 line.

SNOW DAY DELAYS AND SCHEDULE

Bellwood will follow the same policy as the North Allegheny School District (NA) for the closing or delay of class because of snowy or icy road conditions.

If NA delays the opening of school in the morning due to snowy or icy road conditions, Bellwood's morning session will commence at 11:00 AM and conclude at 12:30 PM. The afternoon session will commence at 1:30 PM and conclude at 3:00 PM. If NA dismisses classes early, please call the school. North Allegheny closing and delay information is announced on KDKA radio, television, and the North Allegheny school website.

LUNCH BUNCH

You may leave your child at Bellwood for lunch on Mondays and Fridays. Send them with a lunch and drink. Lunch boxes should be marked with their names because of duplicate boxes. Lunch care is \$5.00. Lunch hour begins at 11:30 and ends at 12:15. Please pick up your child from lunch on time to ensure a smooth transition from lunch hour to the PM session. Students who stay longer than 12:30 PM will be charged the extended day fee of \$15.00. If for some reason you are unable to pick up your child by 12:15 PM, please notify us. Please sign up in advance for "lunch bunch" as spots are limited.

NUT-FREE ENVIRONMENT

Bellwood has declared itself a nut-free school to create a safe and healthy environment for all students. Over the years we have enrolled more and more children who have severe allergies to nuts and nut products. When planning lunches, please do not include nuts in the menu.

EXTENDED DAY

Children may occasionally stay for the alternate AM or PM session on Mondays and Fridays to make a full day (including lunch). There are a limited number of spaces for each session and you must sign up in advance on the sheet in the school entrance. Please do not abuse this service as it is available to everyone. Extended Day fee is \$15.00 and, together with lunch, the total cost is \$20.00.

SNACK PROGRAM

In an effort to best accommodate food allergies, reduce waste, and ensure a healthy variety of snacks, the school will provide snacks for the children. To cover the cost of the food, we charge a one-time fee of \$20. This fee can be paid with your first tuition payment. As always, we ask that you refrain from bringing edible birthday treats.

SCHOOL SUPPLIES AND TOY CLEANING PROGRAM

School Supplies

Parents are asked to provide some school supplies (such as water, paper towels, small paper cups) during one week of the school year. The Parent Board Secretary will send a reminder with your assigned week and what items are needed for your week. In addition, some items are always

welcome: AA batteries, liquid dish soap, dishwasher detergent, fragrance-free hand soap for the bathroom (e.g., Method brand [free of dyes and perfumes]).

Toy Cleaning

During your school supply week, you are asked to wash a bin of toys (such as Duplo blocks, waffle blocks) over the weekend and return the toys to the school on the following Monday. Toys will be given to the parents on Friday of their school supply week.

BIRTHDAYS

Bellwood enjoys sharing a child's birthday with a special celebration at school. Advise the teachers of the day you plan to celebrate your child's birthday. Your child will be honored by being presented with an original birthday crown and (if you choose to do so) will pass out the non-edible treat that you send in (send in a few extras) to all the children as they are leaving the building. *Please, no candy or edible treats.* The children enjoy treats such as stickers, rings, etc.

If your child's birthday does not fall within the school year, you may establish a "school birthday" on a day of your choice.

Another way to celebrate is to donate a book to the school. A beautiful label acknowledging your child's gift will be affixed to the book. The teachers have a book wish list.

SPECIAL VISITORS PROGRAM

Special monthly programs are booked with various individuals and groups providing special programming for children ages three through six (e.g., Animal Friends, the Pittsburgh Symphony, the Gemini Theater). We also have had parents provide special programs on the heart, good dental health, etc. During the last week of school, we plan a picnic for families at Blueberry Park in Franklin Park. To cover the additional costs of these events we charge a one-time fee of \$30. This fee is to be paid with your first tuition payment.

PHOTOGRAPHS

Irvin Simon Photographers takes individual and class photographs. They have been our photographers for several years, and everyone has been very pleased with their service. Photos will be taken in October.