

**Beulah Christian  
Preschool and Child Care**

**FAMILY HANDBOOK  
2023-2024**

**BCPCC OFFICE 412-242-4424**

**WEBSITE: [beulahpscc.org](http://beulahpscc.org)**

**ADMINISTRATION E-MAIL: [bcpcoffice@beulahpresby.org](mailto:bcpcoffice@beulahpresby.org)**

**TRACY BELMONTE , DIRECTOR  
412-242-4424 x28**

**CINDY MATHIEU, ASSISTANT ADMINISTRATIVE DIRECTOR  
412-242-4424 x27**

**AMANDA SCIFO, ADMINISTRATIVE ASSISTANT  
412-242-4424 x39**

**TERESA MASON, ENROLLMENT COORDINATOR  
412-242-4424 x30**



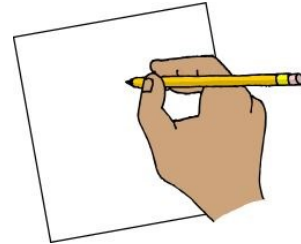


## **TABLE OF CONTENTS**

<b>OFFICIAL RECEIPT OF HANDBOOK</b>	<b>PAGE 5</b>
<b>WELCOME LETTER</b>	<b>PAGE 7</b>
<b>MISSION STATEMENT</b>	<b>PAGE 8</b>
<b>PHONE AND MAILBOX SYSTEM</b>	<b>PAGE 9</b>
<b>SCHOOL WIDE INFORMATION &amp; POLICIES</b>	<b>PAGE 10</b>
<b>FINANCIAL INFORMATION</b>	<b>PAGE 11</b>
<b>HEALTH AND SAFETY</b>	<b>PAGE 12</b>
<b>PART DAY PRESCHOOL INFORMATION &amp; POLICIES</b>	<b>PAGE 18</b>
<b>FULL DAY CHILD CARE INFORMATION &amp; POLICIES</b>	<b>PAGE 20</b>
<b>CALENDAR</b>	<b>PAGE 24</b>
<b>NON-DISCRIMINATION IN SERVICES</b>	<b>BACK COVER</b>



**OFFICIAL RECEIPT OF HANDBOOK**



DATE \_\_\_\_\_

PARENT/GUARDIAN NAMES \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

I/we, \_\_\_\_\_, have read the Family Handbook of Beulah Christian Preschool and Child Care and understand and agree to comply with all of the terms, conditions, and stipulations provided therein. If the school is unable to meet the educational and/or developmental needs of your child, it reserves the right to dismiss your child from the program. The school reserves the right to dismiss any child who demonstrates aggressive behavior as stated in the handbook.

We agree that we are jointly and severally liable for all payments:

\_\_\_\_\_  
MOTHER/GUARDIAN SIGNATURE & DATE

\_\_\_\_\_  
FATHER/GUARDIAN SIGNATURE & DATE

\_\_\_\_\_  
DIRECTOR SIGNATURE & DATE



To the families of the Beulah Christian Preschool and Child Care:

Welcome! We are pleased to have you as members of our Beulah Family. We hope you will feel free to drop in at school often and that you will participate in special events as they are scheduled. We further extend to you an open invitation to participate in all Beulah Church functions.

As part of the Christian Education program of Beulah Presbyterian Church, the Preschool /Child Care answers to the Session of the Church and functions under the guidance of the Session of Beulah Church. Our school is founded on the promise made by the congregation at the time of Baptism, to undertake the responsibility for the growth of the child in Christian nurture. (The Book of Order W-2.3013) The school is open to all children, regardless of race, nationality or creed who may benefit from our program. The aim of the school is to cooperate with families in helping children to develop spiritually, socially, emotionally and cognitively.

Our program is accredited by NAEYC—National Association for the Education of Young Children which recognizes us as a high quality early childhood program. In addition, we also have achieved a 4-star rating through the State’s Keystone Stars Initiative. The State Board of Private Academic Schools has granted us status as “accredited in lieu of licensing” and we are pleased with this recognition as well. Our Child Care program is registered with the Department of Health Services (DHS). Teachers are certified in Early Childhood Education and all classroom assistants have a minimum of a Child Development Associate Certification. The Director of Beulah Christian Preschool and Child Care is accountable directly to the Preschool Advisory Board, and is subject to the authority of the Pastor, Head of Staff and the Session of Beulah Presbyterian Church. The Advisory Board establishes the policy for the Preschool and Child Care, establishes the budget and carries out long range planning. The Board is responsible to the Session of the Church.

We thank you for allowing us to join with you in providing for the care, love and nurture of your children. We believe each child is a unique gift from God to be appreciated and encouraged. Through our life with them and with each other, we seek to live out the commandment to love one another. We believe sharing and forgiving cannot be taught; they must be caught. We believe, also, that where children are treated with respect, shown love and given encouragement they learn quickly and well. We also believe that through experiencing the love and nurturing environment here at Beulah, children and families will develop a greater sense of community.

We pray: Creator God,

Thank you for Love.

Encourage us to be more loving with each other. Help us to love You more each day.

Thank you for making each of us.

Help us to recognize the strengths in each child, teacher and family member. May we celebrate the ways we are alike and different.

Thank you for Community.

Guide us this year as we live together. May we grow stronger as individuals while we learn to live with others.

Amen.

The Preschool and Child Care Staff

2023-2024

Beulah Christian Preschool and Child Care provides a caring, nurturing community where each child and family is encouraged to grow cognitively, emotionally, physically, and spiritually.

Therefore the mission statement of Beulah Christian Preschool and Child Care shall be...

“God leads us to:

Share what we know

Help you to grow

Model Christ’s care...

With God’s Light always there!”





## **PHONE AND MAILBOX SYSTEM**

Here is how you access the preschool, child care, and staff. A voice mail system is always activated. Please follow the simple instructions if you reach a recording. We will return your phone call as soon as possible. We have three phone lines which all ring through the central office.

412-242-4424  
412-242-4425  
412-247-9013

### BCPCC Office

Amanda Scifo, Administrative Assistant #39  
Tracy Belmonte, Director #28  
Cindy Mathieu, Assistant Administrative Director #27  
Teresa Mason, Enrollment Coordinator #30

### Child care rooms:

4 & 5 's #215 #40  
4 & 5's #213 #46  
3 's #203 #32  
Infants #205 #33  
Young Toddlers #204R #34  
Young Toddlers #204L #56  
Toddlers #202R #21  
Toddlers #202L #55

If you reach the automated attendant, please follow the instructions and you will be transferred to a care room. If the caregiver is unable to answer the phone, please leave a message in the room's voicemail. Of course, we are still available to you during the hours of 9:00 a.m. and 3:00 p.m. for any questions you might have concerning this phone system or anything else.

Sometimes when you attempt to call your child's care room in the late afternoon, the children may be outside enjoying the nice weather or in the gym. Please note that you can usually reach a "real person" by calling the Infant Room – extension #33 – and your message will be given to the appropriate staff member. You may also simply leave a message on the care room's voice mail and the caregivers will return your call as soon as possible .

**[PRESCHOOL WEB SITE-www.beulahpscc.org](http://www.beulahpscc.org)**  
**[CHURCH WEB SITE-www.beulahpresby.org](http://www.beulahpresby.org)**

Access the preschool link for calendar information, newsletters, forms and other information.

# SCHOOL-WIDE INFORMATION

## 1. Safety During Drop-Off and Pick-Up of Children (DHS #3270.171)

Morning Preschool sessions run from 9:00 a.m. to 11:30 a.m.

Toddler groups meet from 9:00 a.m. to 11:00 a.m. Child care hours run from 7:00 a.m. to 5:30 p.m.

Families shall enter and exit the parking lots via McCrady Road, driving slowly and watching for children being accompanied to and from the school or the play areas by their grown-ups.

**The ignition of all cars must be turned OFF and the keys removed from the ignition. Exception: should the weather be either extremely hot or cold, and you have a remote starter, you may leave your car idling to maintain the vehicle's interior or engine temperatures. NO CHILD MAY BE LEFT UNATTENDED IN A PARKED VEHICLE. DHS# 3270.177**

All children must be accompanied by a parent or designated caregiver into the classroom of the school. While the children are in the hallways, or walking to/from their cars, their care and safety is the responsibility of the parent or caregiver. Bringing your child to school or care and then reuniting with him/her at the end of the day are very important times in your child's world. Saying good-bye and helping your child transition into the classroom sets the tone for your child's day. Then, experiencing the reunion at the close of your child's time with us helps to build your child's trust in you for returning as well as allowing for a powerful bonding moment when your child sees how happy you are to greet them! It is our responsibility to advocate for these times with your child as they are important in your child's overall emotional development. Therefore, we insist that you **REFRAIN FROM TALKING ON YOUR CELL PHONE** during drop-off and pick-up times so that your attention can be focused solely on your child. Thank you!

The Borough requires a clear right-of-way for emergency vehicles at all times; please take the extra time and energy to park legally for the safety of all our children. **Park only in the designated parking spaces or you may be may be ticketed.**

## **DROP-OFF AND PICK-UP ETIQUETTE**

The Security of Beulah Christian Preschool and Childcare (BCPCC) is critical to the safety of the children enrolled in BCPCC as well as the protection of the property. We are limiting the number of external doors available to access the facilities. Key fobs to access the building are issued to parents of children enrolled in BCPCC, BCPCC employees and other selected individuals who regularly have business with BCPCC or Beulah church. BCPCC expects in individuals that are issued a key fob to carefully monitor their key fob to ensure that no unauthorized persons have access to the key fob. Specific rules for usage and care of fobs are delineated on the "fob request form."

### **DROP-OFF**

Please allow time to bathroom your child before you leave. We may not be able to immediately take your child to the bathroom during drop-off time. Also, allow time to check in with the teacher in the room.

### **PICK-UP**

It is important to pick up at your scheduled time or when class is finished. We staff according to our families needs. Your pick-up time is when you have your child with you. Please greet your child first and then get their belongings together. We welcome the opportunity to greet you and share some snippets of your child's day and/or important developmental information. We must however be mindful of all families who may be waiting to pick up their child and have a moment with the teachers. We ask you to be mindful of time out of respect for those who may be waiting. You are always welcome to call during the day and/or schedule a time to talk later. Please refrain from hanging out and socializing for an extended time outside Door #6 near the playground after you pick up your child.

## **2. Admittance Forms**

Please be advised that your child must have the following forms on file before admittance to school: Pick-up, Information/Permission, and Health.

## **3. English as a Second Language**

The program administration will work with families as needed to provide support for non-English speaking children and their families. Please indicate your desire to receive such support by informing the Director.

#### **4. Authorization to Pick Up Child**

Make sure your Preschool/Child Care Permission form is up-to-date, because no child will be released to a person who is not named on this form. In an emergency, a member of the school staff may be reached by phone and will document necessary information. A child will not be released to a person unless you have completed the Preschool's "Designated Pick-Up Release Form". No voice mail messages will be accepted. If the person designated to pick up your child is unfamiliar to the staff, a photo driver's license will be required for purposes of identification. Persons picking up your child must be 18 years of age or older. Staff will not release a child to any individual who is visibly intoxicated, or who has engaged in substance abuse rendering such an individual manifestly incapable of caring for a child.

#### **5. Financial Information**

##### NSF CHECKS

Any family tendering a "Non-sufficient Funds" check will be assessed a \$30.00 service fee and will be required to make the delinquent payments by money order. Any subsequent NSF checks must be replaced with a money order and will also be assessed an additional \$30.00 service fee.

##### DELINQUENT ACCOUNTS

Any family found to be one month delinquent at the time bills are due will be informed in writing that services will be suspended on the 15th of the coming month until the account is paid up. Should the family remain delinquent, services will be terminated at the end of the month. Notice of the decision to end services will be made in writing. The family's account will be assessed \$20.00 if paid after the 15th of the month.

If you need to make special arrangements about paying after the 15th, please contact the Assistant Administrative Director. We are glad to work with you should problems arise.

##### **NO CASH PAYMENTS WILL BE ACCEPTED.**

**Registration Fees:** A non-refundable registration fee of \$75.00 is due each year at the time of enrollment. This fee is not credited to the first month's tuition. When more than one child in a family is enrolled on the same date, only one fee will be charged.

**Activity fee:** A one-time yearly fee of \$75.00 for each child to help supplement everyday activities of the Preschool and Child Care, e.g. craft supplies, snacks, and playground/gym equipment.

#### **6. Office/Telephone**

The Preschool/Child Care Office is located on your right as you enter the building by the playground. The Office is staffed from 9:00-3:00. Should you need to reach us by phone please use

**412-242-4424.** If you call at a time when the office is not staffed, please use our mailbox system. We will respond as quickly as possible.

#### **7. Severe Weather Schedule & School Closings**

In severe weather we *may* adopt a special delay schedule: Morning Preschool sessions will run from 10:00 a.m. to Noon. Be advised that Child Care may also need to delay the opening hour. Should the weather or other emergencies necessitate a delay or closing school, this will be announced on WTAE, KDKA, and WPXI TV stations. Please note that you may also access the station's website –WTAE: [www.wtae.com](http://www.wtae.com) and WPXI: [www.wpxi.com](http://www.wpxi.com) and KDKA: [www.kdka.com](http://www.kdka.com) to check for delays or closings.. School delays/closings are also posted on the web-site [www.beulahpscc.org](http://www.beulahpscc.org), and our Facebook page. Additionally - a message will be sent through the "Remind APP". Snow days make-up will be at the discretion of the Director. We do not follow any local school districts for decisions.

#### **8. Spiritual Development/Worship**

As a Christian Preschool, we are called to nurture the faith development in young children. This is accomplished by being together in a community of faith where Christian values are lived out daily in the classroom environment. We believe the Christian faith is more "caught" than "taught" and the caring, committed staff model Christian values such as sharing and forgiving. In addition to being a part of the community of faith, children participate in both formal and informal prayer (e.g. saying blessing before snack/lunch, saying a special birthday prayer for a child's birthday), singing/listening to Christian songs, celebrating the Christian holidays, listening to God's stories, and participating in monthly worship experiences. Three times a year—at Thanksgiving, Christmas, and Easter—families are invited to join us for a short worship service held in the Church sanctuary. Additionally, younger children enjoy special Bible stories as presented by Beulah Church's Director of Discipleship Ministries.

## **9. Emergency Operations Plan**

The program has developed a detailed Emergency Operation Plan which is on file in the office. A letter outlining the details is sent home at the beginning of each school year.

**10. Teachers' In-Service and Supervision** - Periodically through the school year teachers may video or audio tape class sessions to assess their own effectiveness. Such tapes are reviewed with the Director as a part of our program of teacher supervision. Once during each month teachers meet to handle school business and for in-service training. While some of these sessions occur in the evening, several occur on school days. Each of the teachers' meetings is noted on the school calendar. Reminder signs are posted prior to each monthly planning session and posted by classrooms on Facebook and sent through REMIND. At some time during the school year your child's teacher may be away to observe at another child care setting or to participate in a training workshop. All of this is a part of our commitment to high quality childhood education.

## **11. Student Teachers/Interns**

As a nationally accredited Preschool we are valued by local colleges as a placement site for interns and student teachers. We are pleased to provide support for these new teachers and believe we gain a great deal from them. We value the opportunity for a continuing relationship with their colleges as well. All of the student teachers/interns have the required clearances.

## **12. Communications**

BCPCC desires to be diligent in notifying families of important and/or newsworthy information regarding programming and the school schedule. We use a variety of methods to share information and continue to work towards a paperless system. We periodically post newsworthy articles and/or social information such as calendar revisions on the BCPCC web-site. Each teacher also prepares her own monthly newsletter which contains notes on specific activities and needs for her classroom as well as school-wide information. We use our FACEBOOK page to share information and post important news there as well. Additionally, families may opt to sign up for the REMIND APP so that you can receive either text messages or emails of school notifications. See item #13 for details.

## **13. Social Media**

Web-site: [www.beulahpscc.org](http://www.beulahpscc.org). Follow us on Facebook. Important updates, school delays, closings will also be posted on these sites. **REMIND APP** - to receive instant texts or e-mail reminders from the Program, sign up for the remind app. Text @bcpccl516 to the number 81010; to receive messages via e-mail, send an e-mail to [bcpccl516@mail.remind.com](mailto:bcpccl516@mail.remind.com). Check with your child's teacher for her **REMIND APP** class details.

**NOTE: Per BCPCC policy, staff are not permitted to "Friend" current BCPCC Parent/Families on Facebook.**

## **14. Health and Safety COVID: Be advised BCPCC may continue certain COVID Health & Safety Protocols as we follow ACHD guidance for COVID and all illnesses.**

BCPCC seeks to provide and support a healthy environment for children, families, and staff. We purchase materials and supplies-especially toys and art-that are non-toxic and appropriate for use with or around children. We take steps to reduce risk to any potential environmental health hazards such as unhealthy air, e.g. when there is an "ozone action", the classes all remain inside the building. Should there be any need for construction or painting, cleaning-these projects are completed when the building or rooms are unoccupied. We utilize safe and non-toxic cleaning supplies that are approved by DHS including those that are fragrance-free.

We promote and encourage safe food practices-washing any fruits and vegetables before consumption and ask families to do the same before sending in items for lunches or donated snacks.

Our program promotes other eco-healthy practices and is partnering with our church Earth Care Team to take care of our church campus and promote good environmental practices including recycling. While our local community of Churchill does not recycle; BCPCC staff members and church members take personal steps to recycle as much as possible by taking items to recycling centers. We encourage our BCPCC families to do likewise.

Upon enrollment, you must submit an up-to-date health form for each child, yearly, signed by a physician. The current health form must be in your child's file before the start of school. We recommend the full regimen of immunization listed on the form. Please note that we are required to report infectious diseases to the Health Department and to post notice of such illnesses.

For many children this is the first exposure to group activities and with the fun comes exposure to colds and upset stomachs. Should your child develop symptoms of illness during the school session, you will be called to come for him/her. Until your arrival, every effort will be made to isolate the sick child from the other children.

**Hand-Washing:** in order to reduce the spread of germs, both children and staff are required to wash their hands upon entry into the building. Please assist your child in completing this task either in a bathroom or at the classroom sink each day.

**Keep Your Child Home If He or She:**

- \*Has a fever or has had one during the previous 24-hour period.
- \*Has vomited or had diarrhea during the night.
- \*Has been taking an antibiotic for less than 1 to 3 days.
- \*Has a cold that is less than four days old.
- \*Has a cold that is causing discharge.
- \*Has a constant cough.
- \*Is fussy, cranky, and generally out of sorts.
- \*Is just tired. Rest at such times may prevent serious illness.
- \*Has symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, or eyes that itch, burn and have a yellowish secretion, sore throat, headache and abdominal pain, plus a fever, rashes, mouth sores). Please notify the school at once if the child does have a communicable disease.

**Your Child May Come to School**

- \*If a cold is over, but a minor nasal drip remains.
- \*If there has been exposure to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.
- \*If sufficiently recovered from illness to engage in active play, indoors and out. Please notify teachers of any symptoms which may persist following an illness; for instance, the continuing loss of hearing which may follow ear infections.

**Medications and Sick Child Policy**

- a. **Sick Child Policy** Each teacher has the **responsibility to refuse care to any child who is obviously ill**, e.g. fever or continual cough. Should your child develop symptoms while in school, every attempt will be made to isolate the child and contact the parent/guardian to come for him/her.
- b. **Emergency Care** (Reg. #162): A copy of the emergency care form completed as part of the application process is kept on file. Should medical emergencies or illness occur while your child/children are in school, we will follow the guidance on this form.
- c. **Administration of medication:** In accordance with regulation #166, any medication which is to be administered while the child is at school must be in the original prescription container with doctor's directions accompanying. You will be asked to fill out and sign a "permission to give medication" form at the time you check in your child. Any over the counter drug (such as Tylenol, cough syrup, sunscreen, Desitin, etc. ) to be administered must be in the original container and accompanied **by doctor's written instructions**. All medications are kept in a locked box until the time they are to be administered and are logged by the teacher at the time they are given. Epi-pens and/or inhalers go with each child when the class leaves the room (gym or playground) and are kept out of reach of children.
- d. **Illness Symptoms Report** Your child's caregiver/teacher may send home an illness symptoms report. In this event, we suggest you contact a health professional.

**e. Accident/Incident Reports**

When minor accidents or injuries occur during school hours, teachers will prepare an accident/incident report discuss the situation with parent/guardian, and seek parental response on the form and a signature. In case of serious accidental injury we will make an immediate attempt to contact a parent/guardian. If we cannot reach you we will utilize the instructions you give on the emergency form filed in the Office. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

**f. Special Health Care Needs or Food Allergies/Individualized Care Plan**

For children with special health care needs or food allergies, the child's health care provider must provide the BCPCC with an individualized care plan that is prepared in consultation with the family and any specialists involved in the care of the child. You may obtain this form from the Office.

**g. Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) Policy:** BCPCC realizes the importance of providing a safe and nurturing place for children to grow and learn. To this point, we have established a policy regarding SBS/AHT so employees are informed and trained in understanding, recognizing and preventing SBS/AHT. Part of our commitment to young children also involves educating our families about good safety practices. A copy of this policy shall be given to and explained to parents/guardians of newly enrolled children on or before the first day of enrollment. For more information, please see an administrator.

**15. IMMUNIZATION:** BCPCC supports the full schedule of immunizations as outlined by the American Academy of Pediatrics. Should you choose to not or under immunize your child, you must complete specific documentation regarding your rationale BEFORE your child is admitted to the program.

Please see an Administrator for paperwork. Be advised that should a vaccine-preventable illness occur, a non or under-immunized child must be excluded from school.

**16. Potty Training Policy**

Potty training is a very important process in your child's development. We do have a policy that we follow. Please simply ask for the policy hand-out if this applies to your child.

**17. Party Days and Birthdays**

We try to keep party day excitement at a manageable level. Parent/guardian helpers are welcome, indeed we can't manage without them, but we also involve the children in preparation. Treats and favors must be discussed with specific teachers. Birthdays are celebrated during snack time by singing the birthday song, saying a special poem and saying a special birthday prayer. If you would care to provide a special birthday snack, please follow the guidelines listed below in Section #18. If your child is enrolled just for the school year and his/her birthday occurs during the summer, you may consider celebrating in school on the half-birthday date. If you are having a party outside of school and not inviting the entire class, please mail your invitations rather than placing them in to classmates cubbies. This can help to alleviate hurt feels.

**18. Snacks**

While we love home-made treats, NAEYC guidelines state families should bring either whole fruits or commercially prepared packaged foods in factory-sealed containers for the time you would like to bring a snack to share. Staff do not offer children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Please cut your child's food into pieces no larger than 1/4 inch square for infants and 1/2 inch square for toddlers/twos, according to each child's chewing and swallowing capability. **WE ARE A "NUT-FREE" FACILITY!** (no peanut butter, almond butter, or cashew butter, etc.) You might want to try soy butter sandwiches. If you graciously contribute snack for your child's classroom, please take care to read the label to ensure that the item is **NOT made in a facility that processes nuts.** Thank you! Families of children with severe allergies or dietary restrictions are welcome to provide their own personal snacks. Please simply discuss this with your child's teacher.

**19. What to Wear to School**

Think of your child's comfort--and provide simple clothing that is free of complicated fastenings. While we use cover-ups for messy activities, it is advisable to provide clothing that is washable. Think of the play yard and gym--provide clothing that is sturdy. Think of your daughter's comfort and provide her with long pants from mid-October through mid-April. Think of our changeable weather--provide sweaters, jackets and appropriate head covering. It is much easier to remove an unneeded item than to put on something you don't have. Slippery-soled dress shoes and flip-flops are not appropriate for outdoor or gym play. Finally, think of our collection of unlabeled, unclaimed clothing--**PLEASE LABEL ALL OUTERWEAR, INCLUDING HATS AND BOOTS.** Use adhesive tape or permanent marker if you do not have commercial labels.

***Extra Clothing:*** Each child is to keep a change of clothes in a labeled backpack which is to be brought to school daily. Remember to check sizes about mid-year and make sure the clothes are appropriate for the current season. If your child is toilet training, please send several changes—including socks and possibly shoes.

***Sunscreen:*** While children have the opportunity to play under the shade structure outside, you may want to apply sunscreen S.P.F. #15 or higher before arriving at school. Teachers will re-apply in the afternoon with parent permission.

***Insect Repellent:*** When public health authorities recommend use of insect repellent due to a high risk of insect born disease, you may want to apply only repellents containing DEET before arriving at school.

## **20. Toys from Home**

Except for toys that are needed in the very opening days of school or first days in care to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item is brought to school, we cannot be responsible for it. It must be shared and it must have the child's name on it. When teachers are planning "Show and Tell" times you will be notified in advance. **Any guns, war toys, or other toys of destruction are not appropriate for our school.**

## **21. Babysitting Policy**

Families are prohibited from engaging BCPCC employees on a private basis for the purpose of providing babysitting or any other service. This practice is considered to create potential legal and conflict of interest issues. Employees violating this policy will be subject to discipline in accordance with the BCPCC policy manual and families soliciting employees for these services may be terminated from the program.

## **22. Curriculum**

The Program uses The Creative Curriculum for Preschool and The Creative Curriculum for Infants/Toddlers/ Twos which is a developmentally appropriate curriculum aligned with Pennsylvania's Early Learning Standards for infants, toddlers and preschool age children. To enhance our curriculum, we plan special "in-house" programs for three and four year old classes during the year. These may include visits from the zoo, local agencies, puppet shows, music and more.

## **23. Assessment**

As part of the curriculum, staff use a variety of assessment tools to assist them in monitoring the development of children throughout the year. Children new to the program receive a basic developmental screening within the first 3 months of entry into our program. We use The Ages and Stages Questionnaire. An informational letter is sent home at the beginning of each school year informing parents of the specifics of the process for screening. Teachers have been trained in assessment procedures during annual staff in-service days. Regular assessments occur quarterly throughout the year. Teachers monitor student progress through a process of direct observations and student portfolios and this information is shared regularly with families. For preschool ages, Teaching Strategies is the assessment system for the Creative Curriculum. Teachers use it to monitor and track student developmental progress. More detailed information about the assessment process is shared at our Fall Open House with Preschool families and all families are welcome to speak with teachers at any time about assessment. Results of all screenings and assessments are kept confidential by being placed in each child's file which is locked in the BCPCC office.

### **When Developmental Concerns Arise:**

All children face challenges, however while most children have the ability to adapt and cope within the learning environment, some children do need additional support to master the challenges that they face. Beulah Christian Preschool and Child Care (BCPCC) has a very knowledgeable and professional staff, however we do not specialize in special education. The educators at BCPCC will use their education and experience to document any atypical development in any of the learning domains (Physical/Sensory, Language, Social/Emotional, and Cognitive) and will report when concerns arise that suggest one or more areas of atypical Development.

Lead teachers will present information regarding the concern(s) to the family during a conference and the Program may seek the cooperation of the family in pursuing additional assessment from an outside agency or professional. At all times, BCPCC staff (including the Director) will work to the best of their abilities to support the family in obtaining services that will assist their child in being successful within the early learning environment at BCPCC.

***Families are expected to actively participate in this process and cooperate with the teachers and administration in a timely fashion.***

**Please note:** BCPCC desires to be inclusive of all children-no matter their developmental level and will work with families as stated above. However, given that our staff are not specialists in special education, the Program reserves the right to discontinue or deny services for any child for whom we feel that BCPCC cannot meet their educational and/or developmental needs.

**24. Conferences:** information about your child's progress is shared quarterly which includes two face to face conferences with your child's teacher. Families are encouraged to speak with the lead teachers at any time throughout the year to gain information or address concerns you may have regarding your child's experience in our program.

**25. Animal and Pet Policy**

Classroom pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized and that the animal is suitable for contact with children; however adults only will handle visiting pets. Program staff will make sure that any child that is allergic to a type of animal is not exposed to that animal. Required forms can be obtained from the Preschool office before the classroom visit.

**26. Discipline** In general, at school we work to develop an atmosphere of love and cooperation. Teachers remind children that we take good care of each other at school. Any inappropriate behavior is dealt with quickly--with affection and creativity--so as to insure the safety and well being of all the children. If children are having a disagreement teachers will help them discuss the situation. If a child is acting out in ways that are dangerous to self, others or property, teachers will remove the child from the situation and ask the child to think about what happened and to talk about it. Teachers treat each child in a respectful manner and expect such respect in return.

**Aggressive Behavior:** Parents will be notified when disagreements between children involve aggressive behavior. In particular should biting, choking, punching, kicking or scratching occur we will seek immediate parental cooperation in assuring the safety of all children and teachers. Should such behavior continue, after consideration of the child's developmental level, parents may be asked to remove the child for the remainder of the day. While our goal is to help children be successful at school in social interactions, it may be necessary to require additional parental support in order for a child to return to school. This decision will be made by the Director in consultation with the staff who work with the child and with the parent/guardians.

We see each of your children as a special gift from God, to be handled with consistent love and respect. We find children respond well and quickly with this attitude. Should you have any questions about discipline, they should be discussed with the classroom teacher and the Director. If you would like more detailed information, please see the Director.

**27. Child Abuse**

As a licensed preschool and childcare facility, we are mandated reporters of child abuse. We are required, by law, to report any suspected cases of child abuse to the proper authorities. All staff have received the Mandated Child Abuse Reporter training as required by DHS. The BCPCC policy also addresses instances that may involve an employee who would be accused of abuse or neglect. The procedures in place for that circumstance protect both the rights of the accused staff person and the children in our program. Please see the Director for more information if desired.

**28. Student Files**

The program maintains the files of all children enrolled in Preschool and/or Child Care. The files are kept confidential by being locked in the office and are not accessible to the public. Families have access to their child's file and may ask to view the contents at any time. **By signing the Family Handbook Acknowledgement, parents/guardians give their consent for BCPCC administrators, educators and regulatory authorities to access the records.** The Director, Assistant Administrative Director and the Child Care Coordinator are permitted to view files and to submit requested files to the DHS licensing representative each year of the state inspection. Educators must request permission from a administrator and may only view necessary information in the files including, but not limited to items such as health/allergy information, developmental history and previous progress reports. Educators must sign out the file and view it in the presence of an administrator.



### **29. Family Involvement**

We value participation by our families and parents/guardians are always welcome visitors to our program. Simply speak to your child's teacher or caregiver to make arrangements. Also, if you have a special gift or talent that you could share with the children, please inform the classroom teaching team. Please know that regular volunteers must now get clearances, but they are free. Please call the office for details on how to obtain them before you decide to volunteer on a regular basis. Helping occasionally, e.g. at a class party does not require clearances. Your child's teacher may be seeking parent/guardian volunteers to help out at parties and with other special events. We also desire your input into our program. Feel free to share your ideas/suggestions with your child's teacher, the Director, or one of the Parent Liaisons to the Advisory Board.

### **30. Advisory Board Liaison**

Each year the Advisory Board assigns two members to represent family interests and provide input into our program. These parents are available on-site at various times throughout each week.

Gina Coffen -ginanoellec@gmail.com

Bill Coles—wrc981@yahoo.com

We desire feedback from families and also any ideas, comments, or suggestions you may have for ways to improve the program. Your Family Representatives meet with the Director and Advisory Board in order to discuss program planning and on-going program operations. Please feel free to contact one of your Family Representatives and they will share your thoughts with the Director as well as the Advisory Board.

Reference-Preschool Grievance Policy.

**31. GRIEVANCE POLICY** Program staff encourage families to raise concerns and work collaboratively with them to find mutually satisfying solutions that staff then incorporate into classroom practice. Staff desire to work with families at all times to help children participate successfully in the early childhood setting when professional values and practices differ from family values and practices. If, in working with your child's teacher/caregiver, you find that you are not satisfied or a resolution has not occurred, you may follow the grievance policy as listed below:

When a family member feels wronged or wishes to protest a procedure, a personal matter, or a situation of deep concern to the family, the following procedure is to be followed:

1. As soon as possible, preferably within the same day as the grievance develops, approach the Director and thoroughly discuss the grievance.
2. If the grievance is not answered to the family's satisfaction, schedule another meeting with the Director taking an Advisory Board Parent Liaison, thereby having a third person witnessing the discussion. Hopefully, at this juncture, the grievance will be satisfied.
3. Should the situation still not be settled, proceed to schedule a meeting with the above mentioned parties plus an additional member of the Preschool Advisory Board.

(Matthew 18:15-17) *15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If they still refuse to listen, tell it to the Church; and if they refuse to listen even to the Church, treat them as you would a pagan or a tax collector."*

**32. RESPECT FOR FAMILIES:** Out of respect for all families, we ask that you do not place flyers for sport teams sign-ups, schools, and outside activities into classmate's cubbies. For questions, please speak to an Administrator.

## **PART DAY PRESCHOOL SPECIFIC POLICIES AND PROCEDURES**

### **1. Financial Arrangements**

All of our bookkeeping is improved when you use the monthly payment slips.

Fees\* for the coming year are:

Toddler (T-TH)	\$126.00
3 day (M-W-F)	\$193.00
5 day (M-F)	\$246.00

\*a \$1.00/minute late fee will be assessed for families arriving after 11:30 a.m, 3:00 p.m. or 11:00 for Preschool Toddlers.

The first month's tuition is due July 1st and then due for each subsequent month by the first concluding on March 1st. Checks may be made payable to BEULAH CHRISTIAN PRESCHOOL and CHILD CARE (BCPCC) Checks may be dropped off in the Preschool and Child Care Office or mailed to Beulah Christian Preschool, 2500 McCrady Road, Pittsburgh, PA 15235.

WE DO NOT TAKE CASH—ONLY CHECKS OR MONEY ORDERS.

**You may also have payments sent from your bank.**

**Payment in Case of Withdrawal from Program:** Each child is enrolled for the entire school year or the balance of the school year. Should you need to withdraw a child from school for any reason, we require one month's notice in writing to the program office. This will allow us time to help your child adjust to leaving school and time to adjust our budget as well.

**Scholarship:** Limited financial aid is available based on need. Please see the Assistant Administrative Director for an application.

**Holding a Spot:** When a family would like to withdraw the child from class for a month or more and would like to return, they may ask to have the spot held. A holding fee equal to 100% of the Preschool monthly tuition will be required for each month the spot is being held.

**Safety concern:** Please keep the sidewalks clear at 11:30 a.m. The lawn outside the preschool/ church door #6 near the playground is simply too small for children and families to gather after school. We still have full day classes in session that use the playgrounds and need full access to the sidewalks at that time. We celebrate the relationships you have but respectfully ask you to not gather here after classes. Thank you.

## **2. Separation**

We believe young children need support in separating from parent/guardians. On the first day of class for your child we ask that a parent or caregiver remain in the building, available to the child. At the end of the first class the teacher will discuss with you any additional support she feels your child needs. Not all children express their feelings about being apart from parents in the same way, but all children do have strong feelings about separation.

When young children separate from parents/loved ones, even for a short time they feel a sense of loss. You may too. Please talk with teachers or friends about your feelings. Know that each time you support your child in separating you increase their trust in you and their good feelings about themselves as competent people. Use positive and encouraging words to ease the transition.

If you have decided to share with others the responsibility for picking up your child at the end of his/her school day, please make sure the staff is aware of your arrangements for that particular day and you have completed the "Pick-Up Release" form in the Preschool office. It is especially important for your child to know who it is that will be taking him or her home.

## **3. Typical Day**

On each class day, children have the opportunity to be involved in a variety of activities. Usually teachers begin the day with a gathering of the group so they can say a group good morning and announce the activities for that day; some teachers do a calendar activity at this time or read a story. During the daily free choice time your child chooses where to play and with whom to play. Teachers assist in these choices where children seem at a loss as to how to begin. Teachers also invite children to participate in the adult led activities during this time. In small groups all children participate in cleaning up the room when play time is over. While they are free to use the bathroom at any time during the session, the whole group has the opportunity to bathroom and must wash their hands with soap before snack is served. The class time is rounded out with a 20-30 minute time in the gym or play yard and a 20-30 minute group time which includes a story, poems, songs, and sometimes movement activities. For a specific time schedule for your child's class, please consult the weekly plans posted in the classroom.

**4. Emergency care** for Preschool children not currently enrolled in the 3 to 5 year old Child Care program; it may be possible to request care for a short period of time in the event of an emergency. BCPCC may allow a parent to use Child Care services provided there is space available in the care room and provided all necessary paperwork is completed before the day of need. For any family anticipating needing service, it is recommended to complete all paperwork at the beginning of the school year. Applicable fees will apply. Any request for usage must be approved by the Director .

## Full Day Child Care Specific Policies/Procedures

### **1. Philosophy**

The Child Care Program offers the same curriculum and care as the Preschool Program but in a full-day format. In addition to maintaining NAEYC and STARS high quality standards, the Program is registered with the Department of Human Services and governed by their regulations. Children are accepted into Child Care based on the availability of space in the care room, without regard to race, color, or creed.

*Planned activities* are offered for all ages throughout the day which encourage mental, physical and spiritual growth and are in keeping with the philosophy of the Program. There is a designated Infant, Young Toddler, Toddler, Three and Four year old room .

*Staffing* is by qualified educators and in accordance with NAEYC regulations as to teacher-child/age ratio. When educators change during the day, overlap time is provided to help the children make the transition. Should staff changes occur while your child is enrolled in the program, every effort will be made to ease the transition.

### **2. Definition of Service**

Child Care operates year round Monday through Friday from 7 a.m. to 5:30 p.m. Our accreditation agency, NAEYC, recommends that children be enrolled no longer than 10 hours a day.

The program is available year round with the following exceptions: Child Care is closed during the major holidays and designated days in August to allow the church custodial staff to carry out major maintenance and to provide time for staff training. The following legal holidays are also observed; New Year's Day, Martin Luther King, Jr., Day, Good Friday , Memorial Day, July 4th, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve, Christmas day and the week between Christmas and New Year's Day. Every attempt will be made to keep the care program operational during a major winter storm or other emergency; however should the need to close arise, parents should watch WTAE-TV, KDKA-TV and WPXI-TV for an announcement or check the channel's web-site: [www.wtae.com](http://www.wtae.com), [www.wpxi.com](http://www.wpxi.com) or [www.kdka.com](http://www.kdka.com). You may also call 412-242-4424x5.

Closings or delays are also posted on the BCPCC web-site, ([www.beulahpscc.org](http://www.beulahpscc.org)) and Facebook page. Messages will also be sent via The Remind App for families signed up for this service. Reference page 12, reference #12 for details.

### **3. Registration/application Process**

**APPLICATION HOLDING FEE:** \$50.00 fee will be assessed per family following a tour and review of the financial obligations paperwork to guarantee the family's commitment to registering upon the next available spot in child care. The fee will be applied to the deposit when the family registers the child/children. If both parties agree that there is not a space available the fee will be refunded to the family.

Once a family has accepted a spot they will meet with the Assistant Administrative Director to complete registration paperwork (Agreement, Release, Emergency Contact, Permission Form, Key Fobs, and All About Me form) and discuss fees and payment schedule. The family will receive a signed copy of the Agreement and Emergency Contact. At this point, families will also provide their permanent schedule for the year.

The Department of Human Services, which regulates our operations, requires that the preceding forms listed in the application process and the following forms be on file for your child:

- Health record form - a current health form must be on file for each year your child is enrolled. Intervals vary per age group. Check with the Preschool Office for your child's age group.

Note that you are required to re-sign every 4 months so we remain in compliance with DHS. Your speedy cooperation assures our mutual compliance with these regulations. **Be advised that your child will not be admitted until all required documentation is completed.**

The center has a limited number of openings for ELRC. Please check in the office for availability. Also, the fees to cover ELRC must be current at all times and paid the Friday before the week needed. Should a family fall behind by two payments, ELRC will be notified and you will risk losing your funding. Families must take responsibility for notifying BCPCC when their ELRC contract is changed or under review or you will be financially responsible for days not covered by ELRC.

#### 4. Scheduling Usage

a. The total number of children in care at any given time will be determined by the number for which the Department of Human Services licenses the space.

b. Scheduling for Infants and Young Toddlers will be five days a week, Toddlers, Threes, and Fours is based on a two, three, or five day week, e.g. T-TH, M-W-F, or M-T-W-TH-F. All age groups have a minimum six hour days. If you schedule 3 days (i.e. M-W-F) or 5 days and do not use all the days, you will still be charged for your scheduled time.

c. Usage is scheduled according to the signed agreement. If you use less than your permanent schedule, you are still charged for the time scheduled. Families will commit to a yearly schedule with no hourly schedule changes permitted. Each family will be entitled to one week's vacation (Monday to Friday) from September through August of the current school year without charging the child's account.

d. Please be aware that you need to register in April for Fall placement of the upcoming school year.

e. In the best interest of your child, please consider the hours for lunch and nap time when planning your schedule.

#### 5. Fees and Billing

a. Fee schedules are set annually by the Advisory Board and are based on the actual operating costs of the program.

Fees for 20-21 year are: Minimum two - 6 hour days for 2 years and younger

<u>Monthly rates</u>	<u>ages 3-5</u>	<u>2 yr. old</u>	<u>Infants/Young Toddlers</u>
41 hrs. - 100 hrs.	\$6.35/hr.	\$7.75/hr.	\$7.90
more than 100 hrs.	\$5.55/hr.	\$6.35/hr.	

If two or more children are enrolled in the childcare, there is a 10% reduction in fee for the older child.

b. When you enroll your child in the care program, the following steps will apply:

(1) Complete **registration** forms and pay the \$75.00 non-refundable registration fee as well as a \$75.00 activity fee. These fees occur annually in your April invoices.

(2) Pay a **deposit** equal to the cost of one week's usage for all children.

This deposit will be applied to the final bill at the time the child leaves the program. All monies are held in a non-interest bearing account. Families must notify the Assistant Administrative Director one month before the final billing to have the credit applied.

#### **Deposit Refund Policy before child's start date:**

- 100% of the deposit will be refunded if the child is withdrawn more than 3 months (90 days) before the scheduled start-up date.
- 50% of the deposit will be refunded if the withdrawal occurs 60 to 90 days prior to the scheduled start-up date.
- No refund of the deposit will be made if withdrawal occurs less than 60 days prior to the scheduled start-up date and/or for families who register less than 60 days prior to the commencement of services.

c. A currently enrolled family wanting a leave of absence\* from the Care Program in order to hold their space will be charged 50% of their typical monthly bill for a period not to exceed three months during our school year. To reserve a space for a period in excess of three months, families will be expected to pay 100% of a typical monthly bill. This policy is in consideration of individuals on the current wait list.\*\*

*\*Leave of absence reasons may include, but are not limited to, maternity leave, job loss, layoffs, seasonal work, death in family, major surgery/hospitalization.*

*\*\*Consideration of alternate options may be possible in certain circumstances. Please consult with the Director. Decisions will be made on an individual basis and are subject to the approval of the Program Director.*

*\*\*\* Infants are accepted in to the program at 6 weeks of age - after that age the leave of absence policy will be in effect to hold the spot.*

d. When a family, new to the program, on the wait list is notified that a space is available and the family decides to decline the offered space and to wait until the next enrollment period, they may ask to have the space held. A charge equal to 100% of the requested weekly schedule will be required for each week the space is being held. This holding fee is non-refundable and will not be deducted from future tuition payments.

e. Families are financially responsible for all scheduled time.

f. Families will be billed for hours of use which go beyond the signed agreement.

g. There is no reduction in fees for regular school holidays or school closures.

h. Families will be billed for absences due to illness, however, an exception may be made in the Director's discretion if the illness extends to a week or more and is accompanied by a doctor's excuse.

i. When billing follows usage, that full amount is to be paid by the date indicated on the bill.

j. Upon enrolling, where it is developmentally appropriate, families will be expected to cover the cost of a resting mat which is provided. This equipment becomes the property of the family and will move with the child from group to group in the care program. These costs will be deducted from the deposit amount, or paid separately. The cost may vary from year to year as we seek the "best price."

k. All children are to be picked up at their scheduled time. Any parent who drops off their child before their scheduled time or picks up their child after that time will be charged a fee of \$1.00/minute. Families will be notified of such early or late charges in writing. If an emergency arises which will delay your picking up your child/children, please call the appropriate Child Care number as soon as possible. If a family arrives after the center closing time of 5:30 p.m. - a fee of \$25.00 for every 15 minutes past 5:30 p.m. will be charged; e.g. 5:50 arrival is a \$50.00 fee. Final decision for charges will be made by the Director.

l. If you find a discrepancy with your child care bill, please notify the Assistant Administrative Director before paying the bill. **Do not arbitrarily change the amount.**

m. Invoices will be sent to one address only, which will be determined at registration.

## **6. Withdrawal From Program**

a. Any family wishing to withdraw their child from the care program must give one month notice in writing to the Office.

b. If a one month notice is not received, the deposit will not be refunded and the family will be billed for the time remaining until the one month time period is met.

## **7. What to Bring**

a. Breakfast: You may wish to provide cereal and milk or some breakfast alternative if your child arrives early (please bring spoon, bowls, etc. if needed). Breakfast time is 7:00a.m. until 8:00 a.m

b. Lunch: Please pack a lunch in a labeled soft lunch bag which will be placed in a refrigerator. Lunch time is approximately 11:30 to 12:30 depending on the classroom. Teachers will reheat/warm food items if a minute or less is needed. Staff will not microwave items in plastic or Styrofoam containers, plates, bags, or wraps. Please send food in a microwave safe container—preferably not glass.

c. Toothbrush—Children who eat 2 meals here will be provided the opportunity to brush their teeth after lunch. Toothpaste is optional.

d. Sheet/blanket: Reg. # 144 requires that each child have a sheet or blanket (no pillows) stored daily inside a pillow case which must be placed over the mat at rest time. Such bedding is to be taken home for laundering on the last day of the week your child uses the care room and returned on the first day of usage the following week. If your child does not nap, they will still have a short rest period and then be provided with quiet activities. Infant families—refer to Infant Welcome Guide for more information.

## **8. Orientation**

Prior to your child's first day, parents/guardians are required to schedule a day when you can accompany your child for a visit of at least an hour in order to ease your child's transition to care. You are certainly welcome to plan for a longer orientation— please speak with your child's educators so that they can work with you to meet the needs of your child.

## **9. Typical Daily Schedule**

A typical daily schedule is posted in each care room and relates to the age/s of the children being served in that room. Specific plans for the particular week are also posted in each room.

## **10. Classroom Transitions throughout the year:**

As your child moves from one room to the next, the following will occur:

- (a) You will meet with your child's current teacher and the new teacher within a month of transition to the new room.
- (b) The teaching team in your child's current room will introduce new skills before transitioning.
- (c) A letter will be sent home outlining the weeks involved for transitioning.

## **11. Child Care Back-up**

It's 6:30 a.m. You're getting ready for work when the phone rings. It's your child's caregiver. She says there is no electricity in the building and for safety reasons they will be unable to open until electrical service is restored. It's panic time in your household! What will you do? You never know when school may be called off due to a building emergency or the weather. Plan ahead so your family doesn't get caught in a panic time.

\* Can you make arrangements with another child care provider to care for your child if your regular provider is unavailable?

\* Is there someone in your neighborhood who doesn't want to care for children full-time, but wouldn't mind doing it now and then?

\* Do you have a relative - grandmother, aunt, etc., who would care for your child in a pinch?

\* Do you know a family who would share emergency care with you? You take care of their children now and they care for your children on the next emergency day.

\* Have you talked to your employer about a flexible work schedule? Can you come in late if there is a school delay?

\* Can you take your child to work with you if there is an emergency and there is no back-up care?

Whenever there is a change in a regular schedule, you can expect to have some stressful moments. Take some time now to make alternative plans, so those stressful moments don't turn into morning panic.

**REVISED**

**BEULAH CHRISTIAN PRESCHOOL and CHILD CARE**  
**2023-24 School Calendar**

Aug. 10 (TH) & Aug. 11 (F)	Closed—Teacher In-service
Aug. 30 (W)	Evening Parent meetings with teachers and director 6-8 pm
Sept. 1 (F)	Family Open House for Preschool Times for each room to be announced
Sept. 4 (M)	LABOR DAY – PROGRAM CLOSED
Sept. 5 (T)	First Day of school for 5 Day Pre-K Preschool
Sept. 6 (W)	First Day of school for M-W-F AM & PM Preschool
Sept. 12 (T)	Preschool Toddler Program Begins
Nov. 23 & 24 (Th & F)	THANKSGIVING HOLIDAY - PROGRAM CLOSED
Dec. 25 – Jan. 1	CHRISTMAS HOLIDAY PROGRAM CLOSED
Jan. 2, 2024 (T)	Program Resumes at the Normal Times
Jan. 15 (M)	MARTIN LUTHER KING, JR. DAY – PROGRAM CLOSED
Feb. 19 (M)	PRESIDENT’S DAY—CLOSED TEACHER IN-SERVICE
March 29 (F)	EASTER HOLIDAY- PROGRAM CLOSED
April 1 (M)	Program Resumes
May 27 (M)	MEMORIAL DAY - PROGRAM CLOSED
May 31 (F)	Last Day for M-W-F AM /PM & 5 DAY AM PRESCHOOL
July 4 (TH)	Independence Day Holiday – CHILD CARE* CLOSED

***\*CHILD CARE INCLUDES INFANTS, YOUNG TODDLERS, TODDLERS,  
FULL DAY THREE YEAR OLDS, & 4-5 YEAR OLDS***



DATE: August 2, 2023

SUBJECT: Nondiscrimination in Services Policy Statement

TO: Parents

FROM: Tracy Belmonte, Director -  
Beulah Christian Preschool



Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Beulah Christian Preschool and Child Care  
2500 McCrady Rd.  
Pittsburgh, PA 15235

Commonwealth of Pennsylvania  
Department of Human Services  
BEO/Office of Civil Rights Compliance  
Room 225, Health & Welfare Building  
P. O. Box 2675 Harrisburg, PA 17120  
Inquiries: (717) 787-1127  
Email: RA-PWDHSCivilRights@pa.gov

Office for Civil Rights  
U.S. Department of Health and Human Services  
Centralized Case Management Operations  
200 Independence Avenue, S.W.  
Room 509F HHH Bldg  
Washington, D.C. 20201  
Customer Response Center: (800) 368-1019  
TDD: (800) 537-7697  
<https://www.hhs.gov/ocr/complaints>  
Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

Pennsylvania Human Relations Commission (PHRC)  
333 Market Street, 8th Floor  
Harrisburg, PA 17101  
<https://www.phrc.pa.gov/File-a-complaint>  
Inquiries: (717) 787-4410  
TTY users only: (717) 787-7279

## Congratulations Parents!

You have chosen an early childhood program for your child that is accredited by the National Academy of Early Childhood Programs. The Academy administers the only national, voluntary, professionally sponsored accreditation system for all types of preschools and child care centers. The Academy is a division of the National Association for the Education of Young Children, the nation's largest organization of early childhood educators.

### What is accreditation?

Early Childhood programs accredited by the National Academy of Early Childhood Programs have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Academy's Criteria of High Quality Early Childhood Programs, and have been found to be substantial in compliance with the Criteria. A copy of the Criteria can be obtained from the Academy.

### What is a high quality early childhood program?

A high quality early childhood program provides a safe and nurturing environment while promoting the physical social, emotional, and intellectual development of young children.

In accredited programs, you will see

- \*frequent, positive, warm interactions among adults and children
- \*planned learning activities appropriate to children's age and development, such as a block building, painting, stories, dress-up and active, outdoor play
- \*specially trained teachers
- \*enough adults to respond to individual children
- \*many, varied age-appropriate materials
- \*a healthy and safe environment for children
- \*nutritious meals and/or snacks
- \*regular communication with parents who are welcome visitors at all times
- \*effective administration
- \*ongoing, systematic evaluation

Accredited by the  
National Academy  
of Early Childhood  
Programs

