



Beulah Christian
Preschool and Child Care

Family Handbook 2026-2027

 BCPCC Main Office 412-242-4424

 bcpccoffice@beulahpresby.org

BCPCC Website:



Facebook:



Church Website:





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OFFICIAL RECEIPT OF HANDBOOK



Date: _____

Parent/Guardian Name(s): _____

Child/ren's Name(s): _____

I/we, _____, have read the Family Handbook of Beulah Christian Preschool and Child Care, and I/we understand and agree to comply with all 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 respectively liable for all payments:

MOTHER/GUARDIAN SIGNATURE & DATE

FATHER/GUARDIAN SIGNATURE & DATE

DIRECTOR SIGNATURE & DATE

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!”

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 feel free to drop in at school often and to participate in special events as they are scheduled. We 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 take responsibility for the child's growth 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 the National Association for the Education of Young Children (NAEYC), which recognizes us as a high-quality early childhood program. In addition, we have also 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 Human Services (DHS). Teachers are certified in Early Childhood Education, and all classroom assistants have the opportunity to obtain a Child Development Associate Certification.

The Director of Beulah Christian Preschool and Child Care is accountable directly to the Pastor, Head of Staff, and the Session of Beulah Presbyterian Church. The Advisory Committee establishes the policy for the Preschool and Child Care, establishes the budget, and carries out long-range planning. The Committee 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.

Beulah Christian Preschool and Child Care Staff
2026-2027

PHONE AND MAILBOX SYSTEM

You can reach our teachers and staff members through our phone system. If you reach a voicemail, please follow the simple instructions provided in the recording and leave a message. We will return your call as soon as possible. Our central office has three phone lines, all of which ring through to the same location.

412-242-4424

412-242-4425

412-247-9013

BCPCC Office

Amanda Scifo, Director	#28
Kate Miklos, Assistant Director	#27
Abby Delisi, Administrative Assistant	#39

Classrooms

Infants	Room 205	#33
Middlers	Room 207	#35
Young Toddlers Younger	Room 202	#21
Young Toddlers Older	Room 202	#55
Toddlers	Room 203	#32
Threes	Room 232	#47
Threes	Room 234	#48
Fours	Room 215	#40
Fours	Room 213	#46

If you reach the automated attendant, please follow the prompts to be transferred to your child's care room. You may also message your child's teacher through the Procare app.

We are available to assist you between the hours of 9:00 a.m. and 3:00 p.m. if you have any questions about the phone system or need additional support.

Philosophy

Beulah Christian Preschool and Child Care provides developmentally appropriate programming for children of all ages. In addition to upholding high-quality standards set by NAEYC and Keystone STARS, the program is registered with the Department of Human Services and operates in accordance with its regulations. Enrollment in Child Care is based on space availability within each classroom and is offered without regard to race, color, or creed.

Definition of Service

Child Care operates year-round, Monday through Friday, from 7:00 a.m. to 5:00 p.m. The National Association for the Education of Young Children (NAEYC) recommends that children be enrolled for no more than 10 hours per day.

The program is open year-round with a few exceptions. Child Care is closed on major holidays and on designated days in August. These August closures allow for building maintenance by church custodial staff and provide time for staff training and professional development.

The following holidays are observed:

New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, and the following Friday, Christmas Eve, Christmas Day, and the week between Christmas Eve and New Year's Day.

Every effort will be made to remain open during severe weather or emergencies. However, if closure is necessary, announcements will be made on local television stations, including WTAE-TV, KDKA-TV, and WPXI-TV, as well as on their respective websites.

Closings and delays will also be posted on the Beulah Christian Preschool and Child Care website and Facebook page. Additionally, notifications will be sent through Procare with specific information from Administration. Please refer to page 12, reference #12, for additional details.



1. Registration Process

Your place on the waiting list is determined by your original phone call – inquiry date. All families will be given a tour of the facility and a chance to ask questions to the administrative team. If there is space available at this time, you can make an appointment with administration for a registration appointment.

On Registration Day you will complete the following:

- Emergency Contact Form
 - a. Requires the child's insurance card
- Agreement
- Release Form
- Information/Permission Form (front and back)
- Permanent Schedule Form
- Mat Form (payment from deposit)
- Key Fobs

Write a check for:

- Deposit - This deposit (minus the mat fee) will be applied to your final bill at the time your child leaves the program. All monies are held in a non-interest-bearing account. Families MUST notify the administration in writing at least 1 month before your last day to receive the credit on your bill.
- Non-refundable registration fee per family
- Non-refundable activity fee per child
- Fob Fee (Per fob)
- Mat fee will come out of your deposit. - 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."

You will pick your transition day at this time.

- This day includes finishing or turning in all paperwork.
- Visiting the classroom and meeting with the teaching team.
- Bringing any items (such as diapers, wipes, nap items) to make your first day drop off easier!

Children will not be admitted into the program until all required documentation is complete.

Please note that your paperwork above must be re-signed every four (4) months to maintain compliance with DHS regulations. Your prompt attention ensures continued enrollment without interruption.

Other Required Documents

The Pennsylvania Department of Human Services (DHS), which regulates our operations, requires that all forms listed in the application process, as well as the following documentation, be maintained in your child's file:

- **Health Record Form**

A current health record must be on file for each year your child is enrolled. The required update intervals vary by age group; please check with the Preschool Office for your child's specific requirements.

Families will be notified if records are not up to date. Failure to remain compliant may result in your child being unable to attend.

- **Medicine Forms**

All topical lotions that do not need a measurement do NOT need a doctor's signature. (i.e., sunscreen, diaper cream, ChapStick)

All medicine with a measurement NEEDS a doctor's signature. (i.e., Tylenol, antibiotics, inhalers, Epi-Pens, etc.)

All items given to a child MUST be in the original container with the prescription attached. If you have a special health care need, you have specific paperwork to fill out and have signed by your pediatrician.

Deposit Refund Policy before the 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.

When a family on the waitlist is notified that 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.

2. Financial Information

Fee schedules are set annually by the Advisory Committee and are based on the actual operating costs of the program. The 2026-2027 fees are:

	ages 3-5	2 yr. old	Infants/Middlers/Young Toddlers
<u>Monthly rates</u>	\$7.55/hr.	\$8.35/hr.	\$9.90/hr.
<u>Sibling rates</u>	\$6.80/hr.	\$7.50/hr.	\$8.90/hr.

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

**If you find a discrepancy within your emailed invoice, please notify the office immediately.*

- 1) All families are financially responsible for all time indicated on your permanent schedule form.
- 2) All families will be billed for hours of use that go beyond the signed agreement.
 - a) All children must be dropped off and picked up at their scheduled times. Any parent or guardian who drops off a child before their scheduled time or picks up after their scheduled

- time will be charged a fee of \$1.00 per minute. Families will be notified in writing of any early or late charges.
- b) If an emergency arises that will delay pick-up, notifying the teachers and the office via Procure or telephone is helpful. However, BCPCC must pay teachers to stay to cover ratios for children who are picked up late. As a general guideline, despite advanced notice, the late fee will still apply.
 - c) The center closes at 5:00 p.m. Any pick-up after 5:00 p.m. will incur a fee of \$25.00 per child for every 15-minute increment past closing (e.g., a 5:20 p.m. pick-up results in a \$50.00 fee per child).
 - d) Families are allowed up to 10 late pick-ups between September and August. After the 10th late pick-up, a fee of \$25.00 per child will be charged for each additional late occurrence. Before reaching 10 late pick-ups, families will receive notice from the office and will be required to adjust their schedule or submit a plan outlining steps to ensure timely pick-up.
- 3) There is no reduction in fees for regular school holidays or school closures.
 - 4) Families will be billed for absences due to illness; however, an exception may be made at the Director's discretion if the illness extends to a week or more and is accompanied by a doctor's excuse.
 - 5) ALL PAYMENTS ARE DUE BY THE 15th OF EACH MONTH
 - a) **Failures to pay on time will result in a \$25 late payment fee.**
 - b) If you are unable to make payments by the 15th of each month, please contact the Director.
 - 6) WE DO NOT TAKE CASH —ONLY CHECKS OR MONEY ORDERS. **You may also have payments sent from your bank.**
 - 7) You may also pay online using Procure – Please see the section on Procure.
 - 8) 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.

Please contact administration if you find a discrepancy with your bill.

All fees and final decisions regarding charges are determined by the Director.

ELRC/ACCM Information

The center maintains a limited number of openings for ELRC/ACCM participants. Please contact the Preschool Office for current availability.

- All ELRC/ACCM co-payments must be kept current and paid by Friday before the week of care.
- If a family falls behind by two payments, ELRC/ACCM will be notified, and funding may be at risk of termination.
- Families are responsible for notifying BCPCC of any changes, reviews, or lapses in their ELRC/ACCM contract. Failure to do so will result in the family being financially responsible for any uncovered days of care.
- A \$50.00 deposit per child and a \$75 activity fee are required for all families enrolled in ELRC/ACCM
- If your child is absent for 5 consecutive days, you will have to pay full price for any days after. (i.e. you are off 7 days in a row, you will pay for the other 2 days at full price)

Leave of Absence

- a) If your family needs to take a leave of absence but would like to hold your child's spot in the Care Program, the following applies:
- For leaves of up to **three months**, you will be charged **50% of your regular monthly tuition**.
 - For leaves **longer than three months**, the full monthly tuition (**100%**) is required to keep your child's space.

This policy helps us balance the needs of currently enrolled families while also being fair to those on our waitlist.

We understand that life happens and a leave of absence may be needed for a variety of reasons, such as maternity leave, job changes, seasonal work, a family loss, or medical needs.

In some situations, we may be able to offer alternative arrangements. We encourage you to reach out to the Program Director to discuss your specific circumstances. All requests are reviewed individually.

Please note: Infants may begin care at six weeks of age. Once enrolled, this leave policy applies if you wish to hold your child's spot during an absence.

3. Procare

Paying online

- Go to www.myprocare.com (this is different from the parent app!)
- Make an account- sign in
- Go to pay button and pay the amount
- You will be charged a service fee to use this service (please contact the office to know the current fee percentage.)

Tax forms

- Go to www.myprocare.com
- Go to reports
- Run customer statement
- Pick last year and print!



Parent communication app

- **You will be invited to join** our communication app via email (please write your email legibly on all documents so that we have the correct information)
- This app will allow you to communicate with your child's classroom and the office (separately) – all administrators can see all messages so nothing will be missed
- Two and under use the app to document diapers, and food.
- All classrooms use the app to send activities for the day and pictures of each child.



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.
 - i. We must meet ratios of the youngest child in the designated groups for the beginnings and ends of the day.
 1. Child Ratios for each age group are as follows
 - a. Infants to one year – 1 teacher with 4 children
 - b. Young Toddlers (1-2 years) 1 teacher with 5 children
 - c. Toddlers (2-3 years) 1 teacher with 6 children
 - d. Preschoolers (3 – 5 years) 1 teacher with 10 children
- b. Scheduling for all age groups is for a five-day week, M-T-W-Th-F. All age groups have a minimum of six-hour days.
- c. The last time you can schedule arrival is 9:30 am.
 - i. **We have a cut-off time of 10 am.** This affects the child and the classroom when children come in after 10.
 1. If your child has a doctor's appointment that will cause them to arrive AFTER 10 am, please see an administrator at least 24 hours before your appointment to get approval for late arrival. The teachers will turn you away without administrator approval.
- d. You will be charged for the time indicated on the permanent schedule form.
- e. You will be able to change your schedule once a year for the new school year registration.
 - i. You must fill out the appropriate schedule change forms and have office approval for any new schedule.
- f. Each family will be entitled to one week's vacation (5 consecutive days) from **September through August** of the current school year without charging the child's account.
- g. Please be aware that you need to register in April for Fall placement of the upcoming school year, with a registration fee and activity fee that will be billed to your account in MAY.
- h. In the best interest of your child, please consider the hours for lunch and nap time when planning your schedule.
- i. Exceptions can be approved by the Director if it is in the best interest of your family and the school.

5. Child Care Back-Up Plan

Situations like school delays, emergency closures, or weather events can happen without warning. Planning ahead can help reduce stress and make these moments easier to manage.

Ways to Plan Ahead

- **Have a backup child care option.**
Consider another licensed child care provider who may be able to care for your child when your regular provider is closed.
- **Ask people you trust.**
A neighbor, friend, or family member may be willing to help occasionally in an emergency, even if they are not available for regular care.
- **Talk with relatives.**
Grandparents, aunts, uncles, or other relatives may be able to step in when needed.
- **Partner with another family.**
Some families take turns helping each other during emergency closures.
- **Check with your employer.**
Ask about flexible scheduling options, delayed start times, or the possibility of working remotely during unexpected closures.
- **Consider emergency work arrangements.**
In rare situations, you may be able to bring your child to work if no other care is available.

Final Reminder

Having a backup plan in place before you need it can make unexpected changes much less stressful for both you and your child.

6. Transition to New Classrooms

- a. Transitions happen four times a year.
 - i. August, November, February and June
 - ii. This will happen AFTER your child's birthday – depending on the availability in the room.
- b. As your child moves from one room to the next, the following will occur:
 - i. You will meet with your child's current teacher and the new teacher within a month of transition to the new room.
 - ii. The teaching team in your child's current room will introduce new skills before transitioning.
 - iii. A letter will be sent home outlining the weeks involved for transitioning.

7. Drop-off and Pick up Etiquette

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

Childcare hours run from 7:00 a.m. to 5:00 p.m. All learning begins at 9 am. This is when the teacher led activities begin! **There is a 10:00 cut-off time for drop-off for ALL students in the program.** Any drop-offs past 10:00 must be approved by Administration ahead of time and/or be accompanied by a doctor's note.

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

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.**

a. Parent Responsibility During Drop-Off and Pick-Up

- i. All children must be accompanied into the classroom by a parent or designated caregiver. While children are in the hallways or walking to and from vehicles, their care and safety remain the responsibility of the parent or caregiver. **Children must remain within your sight at all times while in the building.**
- ii. Drop-off and pick-up are meaningful moments in your child's day. Taking time to say goodbye and help your child transition into the classroom sets a positive tone for the day ahead. Likewise, reunions at pick-up build trust and create a strong sense of connection, as your child experiences the joy of being welcomed back by you.
- iii. Refrain from using your cellphone during drop-off and pick-up times.

Drop-off

Please allow time to take your child to the bathroom before you leave, as staff may not be able to assist immediately during drop-off. Additionally, plan a few moments to check in with your child's teacher upon arrival.

Pick-up

It is important that children are picked up at their scheduled time. Our staffing is planned based on each family's schedule, so timely pick-up is essential.

Your pick-up time is defined as the moment your child is with you. When you arrive, please greet your child first, then gather their belongings. We always appreciate the opportunity to connect with you and share highlights from your child's day or any important developmental updates.

At the same time, we want to be mindful of other families who may be waiting to pick up their children and speak with teachers. We kindly ask that you keep conversations brief out of respect for everyone's time. You are always welcome to call during the day or schedule a separate time for a longer conversation.

Additionally, please refrain from remaining outside Door #6 near the playground for extended socializing after pick-up.

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.**

Thank you for helping us support your child's safety and emotional well-being.

8. Building Security and Key Fob Access

The security of Beulah Christian Preschool and Child Care (BCPCC) is essential to ensuring the safety of enrolled children and the protection of facility property. To support this, access to the building is limited to designated external entry points, which are monitored by the office and recorded.

Key fobs are issued to parents/guardians of enrolled children, BCPCC employees, and other approved individuals who have a regular need to access BCPCC or Beulah Church facilities. Individuals who are issued a key fob are responsible for its safekeeping and must ensure it is not lost, shared, or used by unauthorized persons.

**DO NOT LET ANYONE IN THE BUILDING UNLESS YOU
KNOW THEM!!!!**

All policies regarding the proper use and care of key fobs are outlined in detail on the Key Fob Request Form.

9. Emergency Operations Plan

The program has developed a detailed Emergency Operation Plan which is on file in the office. You can see this letter on our website as well. A letter outlining the details is sent home at the beginning of each school year.

10. Health and Safety

- a. BCPCC is committed to providing and supporting a healthy environment for children, families, and staff. We carefully select materials and supplies, especially toys and art materials that are non-toxic and safe for use around children.
- b. We take proactive steps to reduce exposure to environmental health hazards. For example, during poor air quality conditions (such as ozone action days), all classes remain indoors. Any construction, painting, or deep cleaning projects are scheduled when the building or classrooms are unoccupied.
- c. Our program uses safe, non-toxic, and fragrance-free cleaning supplies approved by DHS. We also promote safe food practices by washing all fruits and vegetables before consumption and ask families to do the same before sending food for lunches or shared snacks.
- d. BCPCC supports eco-healthy practices and partners with our church's Earth Care Team to maintain our campus and encourage environmentally responsible habits, including recycling. Although our local community of Churchill does not provide curbside recycling, staff and church members take additional steps to recycle materials at designated centers. We encourage BCPCC families to do the same.
- e. Upon enrollment, families must submit a current health form for each child, signed by a physician and updated annually. This form must be on file before the start of the school year. We strongly recommend that children follow the full immunization schedule listed on the form. Please note that we are required to report certain infectious diseases to the Health Department and to post notices when such illnesses occur.
- f. For many children, this program is their first experience in a group setting. While this brings many positive social opportunities, it may also increase exposure to common illnesses such as colds or stomach viruses. If your child develops symptoms of illness during the school day, you will be contacted to pick them up promptly. Until your arrival, we will make every effort to keep your child comfortable and separated from other children.
- g. Hand-Washing: 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.
- h. Immunization: BCPCC supports the full schedule of immunizations as outlined by the American Academy of Pediatrics. Should you choose not or under-immunize your child, you must write a letter of rationale and have it notarized BEFORE your child can attend

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

- i. Potty Training Policy: We have a specific policy we would like you to follow when potty training your child. Please see the teachers BEFORE sending your child in underpants.

- j. Special Health Care Needs, Food Allergies, and Individualized Care Plans:

For children with special health care needs or food allergies, an individualized care plan must be provided to Beulah Christian Preschool and Child Care (BCPCC) by the child's health care provider. The care plan should be developed in consultation with the family and any specialists involved in the child's care.

The completed individualized care plan must be submitted to the BCPCC Office prior to your child's attendance or as soon as a diagnosis or need is identified. Forms are available through the Preschool Office upon request.

- k. Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) Policy:

Beulah Christian Preschool and Child Care (BCPCC) is committed to providing a safe, nurturing environment where children can grow and learn. As part of this commitment, BCPCC has established a policy regarding Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) to ensure that all employees are informed and trained in the understanding, recognition, prevention, and reporting of SBS/AHT.

BCPCC also believes in partnering with families by promoting safe childcare practices and educating parents and guardians about SBS/AHT prevention. A copy of the SBS/AHT Policy will be provided to and reviewed with parents/guardians of newly enrolled children on or before the child's first day of enrollment.

For additional information or questions regarding this policy, please contact an administrator.

- l. Accident/Incident Reports:

When a minor accident or injury occurs during school hours, the teacher will complete an accident/incident report, discuss the situation with the child's parent/guardian, and obtain a parental response and signature on the form.

In the event of a serious injury or emergency, BCPCC staff will make every effort to immediately contact a parent/guardian. If a parent/guardian cannot be reached, the school will follow the instructions provided on the child's emergency contact form kept on file in the Office.

For your child's safety and well-being, it is essential that all phone numbers, emergency contacts, and other pertinent information remain current and up to date with the school.

- m. Biting behaviors:

While frustrating, they are developmentally appropriate for those children who are 2 and under. Please see our biter policy for those children who are 2 and under.

11. Illness Policy

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.

Keep Your Child Home If He or She:

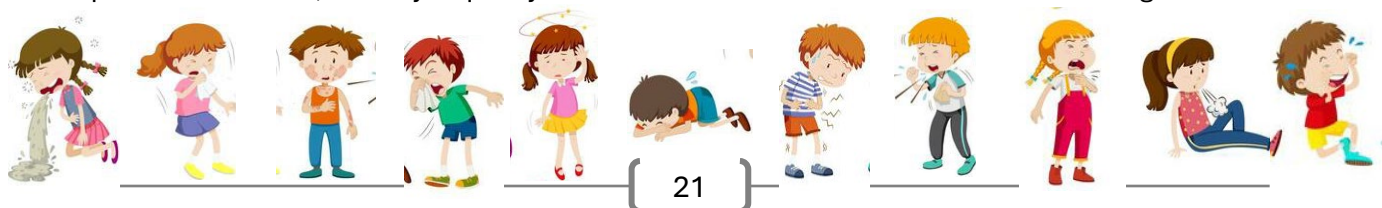
**Please inform us right away if it is a contagious communicable disease
(Examples: flu, norovirus, hand foot and mouth, pink eye, covid, strep throat, etc.)**

- *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.**

Illness Symptoms Report Your child's caregiver/teacher may send home an illness symptoms report. In this event, we may require you contact a health professional before returning to school.



12. Medications

- a. ***Administration of medication:*** In accordance with regulation #133, 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 permission form must be signed by a guardian. 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.
- b. 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.

13. Policies and Developmentally Appropriate Practices

a. Curriculum

The Program uses The Creative Curriculum for Infants/Toddlers/Twos and Preschool. It 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, library, music and more.

b. 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.

- c. **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.

- d. **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.
- e. **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 ensure the safety and well-being of all the children. If children are having a disagreement the 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. 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 parents/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.

In order to assure the safety of all children and teachers, Beulah Christian Preschool and Childcare is enacting a Revised Policy as it relates to physical aggression.

If a child exhibits any of the following behaviors and is not receptive to intervention and redirection,

the child will be sent home, and the parent/guardian will be required to pick up within the hour. If the child is sent home three times for physical aggression, the child will be disenrolled from BCPCC. If one-on-one support can be provided via an unaffiliated outside agency then the child can be re-enrolled if space is available.

- Throwing toys at teachers or children
- Kicking/knocking over large pieces of furniture
- Hitting, kicking, punching, spitting or developmentally inappropriate biting a teacher or peer
- Drawing blood

It is our mission to serve children and families with quality care and education. Our staff is not trained in restraint or therapeutic hold tactics. It is not the responsibility of BCPCC to find another facility or placement for the child.

- f. 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.
- g. 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.
- h. Respect for Families: Out of respect for all families, we ask that you do not place flyers for sport team sign-ups, schools, and outside activities into classmate's cubbies. For questions, please speak to an Administrator.
- i. 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 snacks and 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—three- and four-year-old 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 a member of the Beulah Church staff.

j. 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 the student teachers/interns have the required clearances.

k. Teachers' In-Service and Supervision

Throughout the school year, teachers may record video or audio class sessions to assess and improve their teaching effectiveness. These recordings are reviewed with the Director as part of our ongoing program of teacher supervision and professional development.

Teachers also meet monthly to address school business and participate in in-service training. While some sessions are held in the evening, others may occur during school hours. All teacher meeting dates are noted on the school calendar. Reminder notices are posted prior to each monthly planning session, shared on classroom Facebook pages, and sent through Procare if the program will be closed.

At times during the school year, your child's teacher may be away observing at another childcare setting or attending a professional training workshop. These opportunities are part of our continued commitment to providing high-quality early childhood education.

l. Social Media

Website: www.beulahpscc.org. Follow us on Facebook. Important updates, school delays, closings will also be posted on these sites. Procare app - to receive instant texts or e-mail reminders from the Program, sign up for the Procare app. Check with the office to make sure you are signed up on Procare.

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



m. 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.

n. 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.**

o. Snack and Food Safety Guidelines

While we appreciate families who wish to provide special snacks or treats for the classroom, NAEYC guidelines require that all shared snacks consist of either whole fruits or commercially prepared foods in factory-sealed packaging. Homemade treats may not be shared in the classroom.

To help ensure the safety of all children, staff will not serve the following foods to children younger than four years of age due to choking hazards:

- Hot dogs, whole or sliced into rounds
- Whole grapes
- Nuts
- Popcorn
- Raw peas
- Hard pretzels
- Spoonfuls of peanut butter or other nut butters
- Chunks of raw carrots or meat larger than can be swallowed whole



Please cut your child's food into appropriately sized pieces according to your child's chewing and swallowing abilities:

- *Infants: pieces no larger than ¼-inch square*
- *Toddlers/Twos: pieces no larger than ½-inch square*

Nut-Free Facility

BCPCC is a completely nut-free facility. Foods containing nuts or nut products, including peanut butter, almond butter, cashew butter, and similar items, are not permitted.

Families may wish to consider alternatives such as soy butter products. If you choose to provide a classroom snack, please carefully read all ingredient labels to ensure the product is not manufactured in a facility that processes nuts. Families of children with severe allergies or dietary restrictions are welcome to provide individualized snacks for their child. Please discuss any special snack arrangements with your child's teacher.

p. Party Days and Birthdays

We strive to keep classroom celebrations fun, meaningful, and manageable for the children. Parent/guardian volunteers are always appreciated and often essential to the success of classroom parties and special events. Children are also encouraged to participate in age-appropriate party preparations as part of the celebration experience. Any treats, snacks, or party favors must be discussed and approved in advance with your child's teacher. Please refer to the snack and food safety guidelines in section 13 o. when planning to provide classroom treats.

Birthdays are celebrated during snack time with:

- Singing "Happy Birthday"
- A special birthday poem
- A birthday prayer

Families who would like to provide a special birthday snack are welcome to do so in accordance with the school's snack and allergy guidelines.

If your child attends only during the school year and has a summer birthday, you may wish to celebrate his or her half-birthday during the school year instead.

If you are planning a birthday party outside of school and are not inviting the entire class, we kindly ask that invitations be mailed directly to families rather than distributed through classroom cubbies. This helps prevent hurt feelings among classmates.

q. 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 be added to the lesson plan!

If you have a special gift or talent you could share with the children, please inform the classroom teaching team.

- i. This could include but is not limited to:
 - a. playing an instrument
 - b. showing the children your special culture and what you do
 - c. teaching children sign language or another language
 - d. talking about your job and what you do there

Please note that regular volunteers (weekly/monthly) are required to obtain clearances; however, these clearances are free. Please contact the office for details on how to obtain them before deciding to volunteer on a regular basis. Occasional volunteering (once a year for a party), such as helping at a class party, does not require clearances.

Your child's teacher may also seek parent/guardian volunteers to assist with parties and other special events. We value your input and encourage you to share ideas or suggestions with your child's teacher, the Director, or one of the Parent Liaisons to the Advisory Committee.

r. 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.** Administration is 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 an 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.

14) General Classroom Etiquette

Specifics are in the Classroom Welcome Guide

Breakfast runs from 7 am to 8 am – due to groups transitioning and combining.

- i. You may bring breakfast for your child to eat.
- ii. Make sure it is something simple, like a muffin, cereal bar, etc.

Lunch time is approximately 11:30 to 12:30, depending on the classroom.

- iii. Please pack a lunch in a labeled soft lunch bag, which will be placed in a refrigerator.
- iv. **We are unable to heat lunches past the infant room. Please pack a simple lunch that your child will eat cold.**

Toothbrushing can be offered only to children who eat **2 meals at school**. They will be provided with the opportunity to brush their teeth after lunch.

- v. Toothpaste is optional.
- vi. You must provide the toothbrush and fill out the appropriate paperwork.

Sheet/Blanket

- vii. Required by DHS Regulation #144
- viii. Each child must bring a sheet or blanket (no pillows allowed)
- ix. Bedding must be stored daily in a king-sized pillowcase and used to cover the mat for storage (this cuts the spread of germs).
- x. Take bedding home at the end of the week for washing and return it at the start of the next week
- xi. Children who do not nap will still have a short rest period, recommended by DHS, followed by quiet activities.
- xii. Infant families should refer to the Infant Welcome Guide for additional details

15. Grievance Policy and Advisory Committee

a. 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 always work with families 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 Committee 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 The Pastor, Head of Staff.

(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."*

Advisory Committee - Each year the Advisory Committee assigns two members to represent family interests and provide input into our program. 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 Committee 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 Committee. Reference- Grievance Policy.

Advisory Committee Parent Liaisons for 26/27 school year:

- Megan Khalil - mkion@outlook.com
- Nicholas Manning - nicholasmanning26@gmail.com

DATE: August 1, 2026

SUBJECT: Nondiscrimination in Services Policy Statement

TO: Parents

FROM: Amanda Scifo 
Beulah Christian Preschool and Child Care

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

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





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Important Dates

August 13 & 14 – Teacher In-Service Days – Closed
 August 26 – Preschool 3's & 4's Parent meeting
 September 7 – Labor Day – Closed
 November 26 & 27 Thanksgiving – Closed
 December 24-January 1, 2027, Christmas Break – Closed
 January 4 -Program re-opens
 January 18 – MLK Jr Day - Closed

February 15 – Teacher In-Service Day - Closed
 March 26 – Good Friday- Closed
 March 29 – Program re-opens
 May 31 – Memorial Day – Closed
 July 5 – Independence Day – Closed