



**Parent Handbook  
2011-2012**

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

**TO OUR PARENTS**

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

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

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Sharon Abraham, Teacher  
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Toni Kainaroi, Teacher  
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412-358-9556  
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Susan Flanders, Teacher  
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1624 St. Andrews Court  
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724-934-3183  
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Dan Hill, Assistant Teacher  
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724-935-1291  
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## **MISSION STATEMENT**

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

## **TEACHER BIOGRAPHIES**

JAN RIDENOUR—43rd year at Bellwood. Jan has a BS in Recreation Education from Penn State University. She worked in the Recreation Department at Oakland's VA Hospital and at Beaumont Army Hospital in Texas. Later, she ran a small preschool on an Army base in Germany. When her sons Glenn and Todd were in preschool, she was a board member for their school and worked closely with their staff. She began to teach at Bellwood Preschool in 1969. A three-week summer workshop at an innovative Connecticut preschool and a lot of reading about early-childhood education resulted in the development of the various areas and philosophy at Bellwood Preschool today. Jan has been an active member of both the North Area Environmental Council and The Pine Creek Land Conservation Trust. She has a 16-year-old grandson, Aodhan; a 13-year-old granddaughter, Mari; an 11-year-old grandson, Erik; an 11-year-old grandson, Gearoid; an 8-year-old grandson, Alex; and a 6-year-old granddaughter, Aine.

LINDA MOSER—36th year at Bellwood. In addition to her duties as lead teacher in the AM and PM, Linda is also Co-Director of Bellwood. Linda has a BA in Art Education from IUP and more recently has accumulated credits in Reading Education. She taught Elementary Art in the North Hills School District. She and husband David were Bellwood parents in 1975 when daughter Emily (now a Bellwood parent herself!) attended preschool. She began teaching at Bellwood in 1976, took time out when son Max was a baby, and began teaching again when he was a Bellwood student. She has been teaching the Pre-K program (K-Kids) for 25 years. As the lead teacher, she coordinates the curriculum and development with the other teachers and uses her creative energies in all areas. She has a passion for propagating small animals (usually rabbits) and later finding homes for them! We now have four grandmothers on our staff. Linda is a grandmother of two grandsons: John David is 4-years old and a Bellwood student, and Tommy is 2-years old.

LISA PAYTAS—33rd year at Bellwood as an aide. Lisa has a diploma from North Allegheny Cumberland High School. She helps the children during snack time, assists teachers where needed, and enjoys being with the children in the Gross Motor Room. Lisa is always ready with a cozy lap and welcoming arms when a little one needs a hug.

DAN HILL—32nd year at Bellwood as an AM and PM assistant teacher. Dan has an associate degree in Early Childhood Education from CCAC. He has enjoyed working with the children at Bellwood and is especially helpful in the Gross Motor Room. Coaching baseball and basketball for the Challenger League of Ingomar/Franklin Park Athletic Association has been one of Dan's passions for many years. Dan enjoys gardening, making his own greeting cards and is an avid runner. Dan has a most difficult role as the only adult male at the school...but he loves it!

JUDY GIDDINGS—26th year at Bellwood as a teacher in the AM and PM sessions. Judy has a BS+ in Art Education from Edinboro University. She taught in the North Hills School System with Linda (back in the sixties!). She and husband John were parents at Bellwood for six years

when their daughter Angela and son Joshua attended classes. She served on the Board as President, Treasurer, Building and Grounds chair (when we researched building a "solar school" but found it to be cost prohibitive), and Church liaison for two years. She then began her career as a Bellwood teacher. "I love the Art Show. Providing lots of materials and helping the children express themselves is a joy. Bellwood allows great freedom for artistic creation—the children's and mine!" Miss Judy has a gift for bringing out the artistic talents in each and every child that spends time with her in the Art Room. Judy became a new grandmother last year.

GAYLE KIVLAN—23rd year at Bellwood as a teacher. Gayle attended Slippery Rock University and has a degree in Biology. She received her certification in Respiratory Therapy and for many years served on the staff at AGH. Gayle has a special interest in promoting the sciences and our relationship to the environment. (Yes! She's a "tree-hugger!") She shares her enthusiasm with her students by making science FUN! She has recently completed classes in digital processing. Gayle and her husband, Rick, have three children: Ben (34) a Physical Therapist, Julie (31) a Physical Education Teacher, a therapeutic PTA, and new mom and Laura (24), a graduate of Slippery Rock University. Gayle has an 8-year-old granddaughter, Morgan; a 4-year-old granddaughter, Lindsay; another 4-year-old granddaughter, Hannah; and an infant granddaughter, Mallory. She is expecting a 5<sup>th</sup> grandchild in December!

ANNETTE KING—19th year at Bellwood as a teacher. Annette received a BS in Math from Grove City University. She worked at PPG in Computer Systems. Later she taught in the Cypress Children's Montessori Center in California where her daughter, Danielle, attended school. She is an authorized instructor of "Parent Effectiveness Training." She taught Positive Parenting classes for Children's Hospital. Annette has acquired a certificate for digital processing. She and husband Jack were parents at Bellwood in 1990 when sons Chad and Trevor attended classes. She served as Registrar on the Bellwood Board and as a substitute teacher for the school. "I enjoy listening to the conversations of the children and also enjoy talking with them." Annettes has a wonderful talent for engaging the Bellwood children in math-related activities. And...she is a licensed Raiké Master and a certified yoga instructor for adults and children!

SHARON ABRAHAM—15th year as a teacher at Bellwood. Sharon has a BS in Elementary Education with a Master's Internship in Teaching from the University of Pittsburgh. She taught for five years at the Community Day School in Squirrel Hill and one year at the Keshet Preschool in Atlanta, GA. She was a Bellwood mom, Board Secretary, and Book Club/Book Sale coordinator while her children were here. She lives in Sewickley in the midst of five wooded acres (you'll never find her!) with her husband, Bill; their children, Austin, Blair and Grant; and their dogs, Ruby and Beans. She has a passion for children, gardening, decorating, and travel...in that order. Sharon is a master storyteller. She keeps the children spellbound as she shares her love of children's literature.

TONI KAINARO—6th year at Bellwood as a teacher. Toni attended the Art Institute of Pittsburgh where she earned a fine arts degree in Visual Communications. Realizing the dramatic effect art can have on children and adults with disabilities, Toni returned to school to pursue an additional degree in Art Therapy at Carlow College. She took time from her college to raise a family. She lives near Potter's Pond in Ingomar with her husband, Mike; daughter, Zoe (19); daughter, Sophia (16); and son, Samuel (7). The Kainaroi family also has two dogs, Max and

Coolie, plus assorted turtles, fish, and whatever else wanders into the house. While raising her family, she did freelance graphic design from her home for Mt. Lebanon Magazine and SAE in Warrendale. She was very active in the Ingomar Elementary School community where she served as a parent volunteer. Toni became part of our staff following daughter Sophia's Bellwood experience. The children responded to the warm and sincere way she communicated with them and enjoyed her creative approach to learning.

SUSAN FLANDERS—2nd year as a teacher at Bellwood. Susan is certified in Elementary Education and as a Reading Specialist. She was employed for 12 years by the Quaker Valley School District, where she taught kindergarten and first grade. Susan is married to Ron, and they have three daughters. Katie (10) and Grace (9) attend Ingomar Middle School and Emma (6) attends Ingomar Elementary. Susan and her family joined the Bellwood family when her daughters attended Bellwood. Before joining Bellwood as a teacher, Susan was a guest reader countless times, often acted as a substitute teacher, and served as Publicity Chairperson on the Parent Board. However, she is probably best known for her role as the beautiful Native American Princess Bluebonnet, who visits each year at Thanksgiving.

DEB TAYLOR—1st year as a teacher at Bellwood. Deb has a BS from Penn State in Individual and Family Studies and an MA from the University of Colorado in Early Childhood/Special Education. In Colorado, Los Angeles, and Pittsburgh, she worked as a developmentalist on home and center-based interdisciplinary early intervention teams, with children age birth to 5-years old and their families. In Los Angeles, where she began a new program, she served as director and lead teacher on the team. Following her work at Easter Seals in the late 1990s, Deb came to Bellwood to teach from 2000–2004. For the past 8 years, Deb focused her efforts on program administration. She is very excited to return to Bellwood and the joy of the preschool environment! She has a daughter in medical school and a son in college, and she lives in Wexford with her husband and two golden retrievers. She enjoys family time, cooking, singing, traveling, and community service work.

**BELLWOOD PRESCHOOL BOARD OF DIRECTORS 2011–2012**

President	Melissa Nelson	412-362-8986	mreash@mac.com
Co-Vice Presidents/ KidStuff Sale Co-Chairs	Sheri Lynch	412-741-5233	Sheril4@verizon.net
	Emily Moschitta	724-933-0378	mlemoser72@yahoo.com
Treasurer	Joanne Scherer	412-367-1549	joanne.scherer@comcast.net
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Registrar	Michelle Waldron	724-452-7279	michellewaldron@verizon.net
Publicity and Communications	Kelly Ozelski	724-934-3238	kellymskillington@yahoo.com
Special Events	Dana Getz	412-715-9467	dcgetz@yahoo.com
Family Events and Community Liaison	Linda Rakers	412-310-1684	lindaschellrakers@gmail.com
Building and Grounds	Allison Hull	412-548-3366	apilkington716@hotmail.com
	Mark & Janice Schiller	412-369-8375	jgschiller@comcast.net schillerm@comcast.net
Teacher Liaison	Linda Moser	724-933-0103	linda.moser102@comcast.net
Church Liaison	Jan Ridenour	724-935-1935	janride@consolidated.net
Yearbook Coordinator	Melissa Nelson	412-362-8986	mreash@mac.com

**Bellwood Board Member Descriptions**

The Bellwood Board of Directors comprises interested parents who volunteer their services to help the programs at the school. Board member terms run for one year, beginning in May. Board meetings are held once a month, and all parents are welcome to attend.

- **President**  
Presides over the Board Meetings and makes sure all Board positions are filled and running smoothly. Sets up committees as needed throughout the year. Coordinates staff needs with those of the Board. Is responsible for budget of income and expenses for the coming year. Writes annual letter to the Unitarian Church on school status.
- **Co-Vice Presidents/KidStuff Sale Co-Chairs**  
Assists the President in the duties. Fills in during the absence of the President. Manages the two major KidStuff Sale Fundraisers. Obtains seller materials and registers sellers. Coordinates parent and seller work schedule during sale, oversees sale, ensures adequate monies are available and cash is deposited in the bank (coordinates with Treasurer). Coordinates the adding of the tags and preparation of the seller checks.
- **Treasurer**  
Handles school finances and is on the budget committee with the President and Director. The Director records the tuition, lunch, extended day and all other payments and makes the deposits. The Treasurer pays salaries and other bills. The Treasurer prepares periodic State and Federal taxes (for the Church employees and Bellwood teachers). Prepares monthly report for board meeting. Prepares annual report of finances for budget, prepares year-end W-2s and W-3 transmittals and balances the bank statements.

- **Secretary/Snacks**  
Takes the minutes at all Board Meetings. Coordinates snack program and sends reminder email to parents.
- **Registrar**  
Distributes information for prospective students, receives student applications and registration fees, keeps enrollment records and prepares morning and afternoon rosters, communicates with prospective families, coordinates school tours, open houses, and summer packets, while working closely with the Director.
- **Publicity and Communications**  
Maintains Bellwood Parent email distribution list and handles email communication to Bellwood parents. Maintains Bellwood Web site (or oversees Web site coordinator). Handles Bellwood shirt orders. Publicizes school events and prints brochures for parent information. Prepares news releases for special events or for school registration for school if needed. Calls a publicity committee together if needed.
- **Special Events**  
Arranges for the monthly visitors programs. Plans end of year picnic and off-site play dates. Oversees, as needed, Halloween parade, holiday music program, class parties and Art Show. Calls a special events committee if needed. Calls a party parent committee as needed.
- **Family Events and Community Liaison**  
Selects, plans, and implements various family social events held throughout the year, e.g., parent orientation, Soergel's family night, and mom's night out. Also oversees special opportunities such as Family Photography and River Cruises.
- **Building and Grounds**  
Prepares the school building for the approaching school year (August), coordinating with the teachers any jobs that need to be done. Gets bids and hires outside labor for jobs if volunteer labor is not available. This includes painting, cleaning, repairs or new areas. Carpets need to be replaced periodically and new flooring laid when needed. Carpets are cleaned a week before school begins in September and again in December during the holiday break. Generally, the Church takes care of the outside of the building and the School prepares the inside of the building according to its needs, but the School takes action on the outside of the building when needed. The School does monitor the playground equipment and makes repairs there when needed. The School has installed all of the playground equipment with the approval of the Church Board. Calls a building and grounds committee as needed.
- **Church Liaison**  
A Bellwood representative who is a member of the UU Church and helps coordinate issues between the Church and the School. Attends Church Committee of Chairs meetings when called.

### **Committee Descriptions**

Committee-level positions do not require attendance at Board meetings; however, members are welcome to attend, especially as situations arise for a particular event. Board members call for committee members as needed.

- **KidStuff Sale**  
Assist Vice President with KidStuff Sale registration, tagging donations, sale volunteers, setup and breakdown of sale.
- **Yearbook**  
The yearbook committee takes photos of the children and special events throughout the school year. The Yearbook Coordinator organizes the parent volunteers to photograph various school events and plans for the production and distribution of the yearbook, calling on parent volunteers as needed.

### **Other Parent Involvement**

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

**BELLWOOD PRESCHOOL DAILY RHYTHM**

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

## **SCHOOL AREAS**

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

### **The Cognitive Room**

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

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

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

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

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

### **The Practical Life Room**

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

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

### **The Art Room**

It is the process of doing and discovering rather than the final art product that is important to the child. No matter what the product looks like to an adult, praise and exposure (hang it up) are extremely important. We acknowledge and accept what each child creates at Bellwood. Painting, cutting, gluing, play dough, printing, and stitching are just some of the activities in this area.

### **The Gross Motor Room**

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

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

### **The Group Experience**

There is much in the way of Singing Together, Story Telling, Game Playing, Show & Tell, and Creative Drama and Dance. This all goes into establishing standards for group behavior. The Show & Tell bags are given out at Together Time. The children then return with something special in the bags to share. This special item might be a homemade item, gift, a special page in a favorite book or a nature item. The experience of speaking to the group is very beneficial.

### **Outdoor Play**

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

### **K-Kids Pre-K Program**

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

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

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

## **ELIGIBILITY TO BELLWOOD**

A child is eligible to attend the 3 session program (Monday, Wednesday and Friday AM or PM) if they turn three years of age by September 1<sup>st</sup> of the current school year (and are potty trained) and the 5 session program (Monday, Wednesday, and Friday AM or PM and all day Thursday) if they turn four years of age by September 1<sup>st</sup> of the current school year.

## **REGISTRATION**

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

- **Current Students and Siblings**

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

- **Alumni and New Students**

Bellwood has a rolling admission procedure for new students and alumni. Alumni are given priority over new students if they apply by December 31<sup>st</sup> so please check the alumni box when filling out the application form. Although applications will be accepted at any time, those received more than one calendar year in advance of the school year for which a student is applying, will be postdated September 1<sup>st</sup> of the next school year. For example, if sends in an application for the 07-08 school year in May of 2006, that application will be postdated September 1, 2006. If necessary, a lottery will be done to determine who is accepted. Please contact the registrar if you have any questions regarding these procedures. Please send in only the application and not the registration fee until you have been notified that there is a spot available for your child.

- **All Students**

At Bellwood Preschool, we enjoy a variety of children with individual learning styles and unique emotional and physical needs. While we make every effort to accommodate all children and families, we do reserve the right to determine if Bellwood Preschool is the best school environment for your child.

The final decision regarding enrollment at Bellwood and placement in a particular session is ultimately left to the discretion of the Directors.

## **TUITION AND FEES**

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

<b>3-Session Tuition</b>	<b>4-Session Tuition</b>	<b>5-Session Tuition</b>
M-W-F (AM or PM)	M-W-F (AM or PM) Th (AM)	M-W-F (AM or PM) Th (all day)
\$165 registration fee	\$205 registration fee	\$240 registration fee
\$165 monthly tuition	\$205 monthly tuition	\$240 monthly tuition
\$108 fundraising fee*	\$108 fundraising fee*	\$108 fundraising fee*
\$30 special programs fee	\$30 special programs fee	\$30 special programs fee

\*\$100 if paid in one payment in September.

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

Payment is due on the first of each month. Checks are made payable to "Bellwood Preschool". Tuition checks may be dropped into the tuition holder on the bulletin board at school or mailed to Bellwood Preschool, 2359 W. Ingomar Road, Pittsburgh PA 15237. Feel free to pay for several months in advance.

Upon enrolling your child, you are responsible for nine monthly tuition payments. In addition there is a one-time payment of \$30 for our monthly Special Programs. These special programs provide the children with a monthly field trip that is brought to Bellwood. Payment exceptions cannot be made for personal vacations or lengthy illness. Notice of withdrawal must be given one month in advance or we must charge for the time. A late fee of \$5.00 is due with any payment made after the 5th of the month.

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

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

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

## **FUNDRAISING**

Fundraising is critical to Bellwood's day-to-day functions. Registration money is used for supplies. The tuition money is paid out almost immediately to provide teacher salaries. Fundraising profits are used to pay all other facility expenses such as: rent, utilities, building improvements, insurance, equipment purchases, and other related daily expenses.

- **KidStuff Sale**  
Through significant effort by parent volunteers the KidStuff Sale is a semi-annual, 4-day event (including setup and breakdown) that provides the majority of Bellwood's fundraising money. To support this effort, each family is required to work a minimum of 2 hours for each sale (4 hours a year). These hours allow for a discount of approximately \$200 per child's annual tuition. A family may choose to donate the \$200 in lieu of volunteer hours.
- **Volunteer Discount Per Student**  
\$200 per student  
Minimum 4 volunteer hours per student's family  
Due in Spring and Fall after KidStuff Sale  
If a family chooses to donate the \$200 then the charge will be invoiced as \$100 in November and \$100 in May.

## **BUILDING FUND**

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

## **RELEASE OF CHILDREN**

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

## **PARKING**

When bringing your child to school, please line up along the grass and sidewalk entrance in the upper drive. There will be a teacher or aide outside (from 9:00 to 9:15 and 12:30 to 12:45) who will greet the children and make sure they get into the school building safely. (Please do not bring your children earlier than 9:00AM for the morning session and 12:30 PM for the afternoon session. The teachers need the time prior to this for preparation and clean-up from lunch.) This also aids parents who have smaller children in the car. If you wish to escort your child into the school, please park in the lower lot and walk up to the school. The upper drive parking spots are for church members. This is especially important on Thursdays when elderly members need to use the upper parking spaces.

When picking up your child, line up in the same manner in the upper lot. The teachers will escort the children to their cars from the church building. Lunch pickup is from the Large Motor Area of the Bellwood Building at 12:15 PM.

Please drive slowly when coming down the church drive and in the parking lots. Please do not be in a hurry to drop off or pick up your child. Some children take more time exiting their car and everyone must exercise patience!

### **CLOTHING AND TOYS**

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

### **SNOW DAY DELAYS AND SCHEDULE**

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

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

### **LUNCH BUNCH**

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

### **NUT-FREE ENVIRONMENT**

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

### **EXTENDED DAY**

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

## **SNACK AND TOY CLEANING PROGRAMS**

Parents are asked to sign up to bring in a snack and beverage for one week or more (depending on class size) during the school year. We ask that the snacks you provide are nutritious as well as inviting. Below are some suggestions for snacks you might bring. Please remember that Bellwood is a NUT-FREE environment.

### **Snack Shopping List**

When shopping for your snack, we may ask that at the beginning of your assigned snack week you also bring other items (paper towels, small paper cups, hand sanitizer). You will be notified of what items are needed for your week.

1. 3 gallons of spring water
2. 3 rolls of paper towels
3. 2 small or 1 large box of snack per day (to serve around 60 children a small cup of snack for four days)
4. Optional but always welcome – AA batteries, child-friendly hand sanitizer (no alcohol), liquid dish soap, dishwasher detergent, child-friendly foaming hand soap for the bathroom (e.g. Johnson & Johnson)

Please refer to the approved snack guidelines for suggestions. This list will be distributed on Parent Night and is available on the Web site.

The Parent Board Secretary is in charge of snacks; you will receive a reminder of your assigned week.

### **Toy Cleaning**

Parents who are providing snack are asked to wash a bin of toys (Duplo blocks, waffle blocks) over the weekend and return the toys to the school on the following Monday. Toys will be given to the parents on Friday of their snack week.

## **BIRTHDAYS**

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

If your child's birthday does not fall within the school year, you may establish a "school birthday" on a day of your choice. Some parents try to sign up for snack during their child's birthday week and provide a special snack. Another way to celebrate is to donate a book to the school. A beautiful label acknowledging your child's gift will be affixed to the book. The teachers have a book wish list.

### **SPECIAL VISITORS PROGRAM**

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

### **PHOTOGRAPHS**

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