

Important Information for PreSchool Parents

Schedule and Dismissal

1. **Our School day** begins at 8:30am. If your child is signed up for the **Before-School Care program**, it begins at 7:45am and is in room P-6. The children in Before-School Care must be walked in by their parents and then they will be escorted to their classrooms at 8:30am.
2. **Carpool** is available for children who are in the 3's, 4's and Gan Aleph. The carpool line is located in front of the Lower School from 8:30-8:45am every morning and at 3:00pm Monday-Thursday. Carpool pick-up will be at 1:45pm on Fridays.
If your child is scheduled to dismiss at 3:00pm, or if your child gets dismissed with their Lower School sibling, a **pink window tag** will be distributed at orientation on **August 31st** to display in your car window on the front right side of your windshield.
(To enter the carpool lane, turn on to Heming Way from Old Court and drive around the lot to the right. The children will be put into their cars as you pull in front of the Lower School doors.)

Please come in to drop off or pick up your children who are in the two-year-old program; The children need that positive transition.
3. **Friday Dismissal** remains at 1:00 pm for all children that are typically dismissed at that time. Children who dismiss at 3:00 pm Monday-Thursday will dismiss at **1:45** on Fridays. If your child has a lower school sibling and you would like to coordinate their schedules, please contact the PS office.
4. **Sibling Dismissal-** Many children in our PreSchool have siblings in Lower School and are signed up for Bt Plus until 4:00 pm so that their schedules are coordinated. Children with siblings are dismissed from the Lower School lobby with their older sibling at 3:45 pm. If you have any special instructions for dismissal with other siblings in other divisions, please let us know the details in advance. If you would like to extend your child's day to match your other children's schedule, please contact our PreSchool office at 410.413.2303.
5. **Half-Day Dismissals** are occasionally written on the calendar, though they are kept to a minimum. The times vary by division. PreSchool half days mean that school ends at 12:00 pm.
6. **Rest time** is a quiet time for all the children **who stay past 1:00 pm** to relax and recharge. Please send in a blanket and a sheet and a special toy or "blankie" for your child to sleep with; make sure to label everything. You will get it back on Fridays to wash for the following week. Please remember to send the rest items back with your child on Monday morning.
7. **Extra clothes-** Please remember to send extra clothes that are appropriate for each season and to replace them when they have been worn so that your child will have more when he or she needs them. We go outside even when it's cold so please send your children in weather appropriate layers!

Safety and Security

1. **Signing in/out-** Please help us keep our children safe by visiting the PreSchool office and signing your child in if you arrive late or signing them out if you are leaving early. If your child is enrolled in our Extended-day program, please sign in/out daily upon entering in the morning or leaving in the afternoon/early evening.
2. **Security Cameras-** BT has recently installed security cameras at various points in the PreSchool to assure maximum security at all times.
3. **School Doors-** The school doors remain open during drop-off and pick-up times and then remain locked. To enter the building during the times that the doors are locked, you must be buzzed in through the Lower School office or PreSchool office (playground entrance).

Food Items

1. **Lunches** must be either dairy or pareve; no meat products please. Please pack your child's lunch in an insulated bag, we do not have microwaves in the classrooms so please send lunches that can be eaten cold. All snacks or cakes brought into school to be shared with the class must have Kosher certification. **If planning for a class party or class treat, please make sure that all items have BT's approved kashrut certification.**



2. **Allergies-** We are a **nut-free** school. In order to create the safest possible environment, we are asking our families to refrain from sending peanut butter, peanut butter crackers and other nut products for lunches. For classes that have children with nut allergies, please make sure to send products that were manufactured in nut-free facilities. Your child's teacher will inform you if there is a child in your class who has a nut allergy. If so, we know you will respect these accommodations to make all children safe.

After – School Care: BT Plus

1. **BT Plus** is our after-school care program; which is located in rooms P-7 and P-8. Children will be escorted to their BT Plus classrooms after rest time at 3:00pm. When they wake up from their rest, they will have playtime in the classroom or outside. If your child's class leaves the room, the teacher will post a sign to let you know where they are. All children are picked up in their classrooms in the afternoon. The BT Plus teachers will contact you to introduce themselves.
2. **BT Plus Friday dismissal** is at 3:30pm from November 11th, 2011 –March 9th, 2012. BT Plus will dismiss at 5:00pm on all other Fridays.
3. **BT Plus Enrichment-** BT Plus Enrichment is a program organized through the Youth Department. Enrichment classes that are offered include sports, art, Spanish, cooking etc... These

classes are offered throughout the year to supplement our BT Plus regular schedule. Classes are available for children in the 3's, 4's and Gan Aleph. You will receive information about registration through email (included in Back to School online packet) and in your child's backpack once school begins. *For more information, please contact the Youth Department at 401.413.222*

Special Events

1. Field Trips- Our 3-year-olds, 4-year-olds and Gan Aleph children will be going on two field trips this year. Your teachers will inform you of the details as the time approaches. Please send your children in their BT t-shirts during field trips (they receive shirts first day of school). The rest of the details will be included with your specific class information.

2. Birthday parties- Beth Tfiloh encourages an environment of inclusivity for all children which means that birthday parties are Kosher and that you plan your menu with sensitivities to allergies. Parties should be planned for times other than Shabbat or Jewish holidays. A booklet will be distributed with further information and access to coupons for local Kosher restaurants. We ask that you please distribute birthday invitations outside of school.

**Please take advantage of our new program- BT Birthday Bash, which allows you to be a guest at your child's birthday party. For more information please contact the Youth Department at 410.413. 2220.*

2. Parents are always welcome at BT. If you would like to spend time in your child's classroom, we would love to have you. If you have a special hobby, profession or talent that you would like to share, please let us know. Also, if your child's aunts, uncles or grandparents would like to come in, we would love to have them come in as well.

3. Want to volunteer with our Parent Association (PA)? We have a fabulous and active PA. If you are interested in getting involved please contact our PreSchool PA representatives Tracie Lissauer at tracielissauer@verizon.net or Magan Forman at maganforman@msn.com or fill out the "Say Yes to PA" form online.

For more information, please contact the PreSchool office at 410.413.2303 or email Ja-Ni Hirschmann, Preschool Administrative Assistant, at JHirschmann@btfiloh.org