



PARENT HANDBOOK 2019-2020

Binkley Preschool
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Table of Contents

Binkley Preschool and Olin T. Binkley Memorial Baptist Church.....	5
A BRIEF HISTORY	5
RELATIONSHIP	5
Application, Registration and Tuition.....	6
ENTRANCE REQUIREMENT	6
APPLICATIONS	6
WAIT LIST.....	6
DEPOSIT	7
SCHOLARSHIPS	7
ENROLLMENT/DISMISSAL.....	7
WITHDRAWAL.....	7
TUITION	7
RETURNED CHECK FEES	8
School Operations	8
SCHOOL HOURS.....	8
DROP-OFF PROCEDURES (Regular Hours).....	8
PICK-UP PROCEDURES (Regular Hours).....	9
Preschool Policies A-to-Z.....	11
ACCIDENT POLICY	11
BALLOONS	11
BIRTHDAYS.....	11
CELL PHONES	11
CUSTODY	11
DISCIPLINE	11
DRESS CODE	12
FIELD TRIPS.....	12
ILLNESS	12
INFORMATION CHANGES	12
LICE.....	12
LUNCH BUNCH	13
MEDIA	13
PARENT-TEACHER CONFERENCE.....	13
PRESCHOOL ANSWERING MACHINE	13
PICK-UPS - CHANGES TO YOUR NORMAL PROCEDURE.....	14
SALES AND SOLICITATIONS	14
SECURITY SNUGLIES	14
SEPARATION	14
SHARING.....	14
SNACK	14
SOCIAL INVITATIONS	15
SOCIAL NETWORKING	15
SPEAK OUT PROGRAM	15
TEACHER-CHILD RATIOS.....	16
TOYS	16
USE OF SCHOOL ROSTER.....	16
USE OF STUDENT CUBBIES/FOLDERS	16
WEATHER	16
Curriculum.....	17
PHILOSOPHY	17
GOALS	17
ART	17
MUSIC	17
MATH.....	17
SCIENCE	18
LANGUAGE ARTS	18
PHYSICAL DEVELOPMENT	18
2-Year Old Curriculum	19
3-Year Old Curriculum	20
4-Year Old Curriculum	21
Parent Involvement.....	22

VOLUNTEER OPPORTUNITIES22
FUNDRAISING.....22
PARENT BOARD23

Staff Roster 24
MONKEYS (2-Year Olds)24
FROGS (3-Year Olds)24
HONEYBEES (4-Year Olds)24
SUPERSTARS (4-Year Olds)24
MUSIC24
PE (4s only)24
Director’s Day Information24

Speak Out 25

Permission Slips 25

Binkley Preschool and Olin T. Binkley Memorial Baptist Church

A BRIEF HISTORY

In the fall of 1965, Binkley Kindergarten was established as an outreach ministry of Olin T. Binkley Memorial Baptist Church. From the beginning, the school was conceived as a mission to the community by providing a preschool opportunity for children within the community, and particularly encouraging the inclusion of students of varied racial and cultural backgrounds. Consistent with Binkley's outreach objective, the Preschool provides scholarships for students in need of financial assistance.

In 1972, a four-year-old program was adopted. When public Kindergarten was offered to all North Carolinians in 1977, Binkley Kindergarten was reorganized by into the current structure by dropping the five-year-old program and adding two-year-old and three-year-old classes.

RELATIONSHIP

The Olin T. Binkley Memorial Baptist Church provides use of the church classrooms and other church facilities to Binkley Preschool (BPS). In exchange for this arrangement, the Preschool agrees to offer a limited number of scholarships for children who could not otherwise have a preschool experience.

Application, Registration and Tuition

ENTRANCE REQUIREMENT

A child must be the age of the class for which he/she is applying by August 31 of the enrollment year.

Permanent enrollment in Binkley Preschool (BPS) is contingent upon the completion of a Child's Physical/Health Form. Official immunization records (signed/or stamped by a physician or health clinic) and physical examination are required to be provided to Binkley Preschool by the first day of class. Students will be withdrawn from school if Binkley Preschool has not received these documents within thirty (30) calendar days of school entrance. If you have any questions, please contact the Director or your child's teacher.

If your child has a Medical Exemption for vaccination requirements, please see the Director. The Director will review the application on an individual basis, weighing the possible impact and risks of the child's non-vaccination status on other students, the student families and staff. If accepted, the school reserves the right to exclude the student from school during the incubation period of any vaccine preventable illness.

Binkley Preschool does not accept vaccination exemptions based on religious belief and opposition to the immunization requirements.

APPLICATIONS

BPS applications are accepted year round. We begin accepting applications for the following school year December 1 through January 31. A \$40 application fee payable to BINKLEY PRESCHOOL is due upon submitting an application to the Preschool. It is non-refundable whether or not your child is admitted to the program.

Application groups have priority until the dates and in the order indicated. Priority status will not be given after the deadlines listed. Applications received after the registration deadline will be processed as received, regardless of registration priority. For priority purpose, "alumni and currently enrolled" refer to students who attend or have attended Binkley Preschool (September through May program).

APPLICATION GROUPS	APPLY ON OR BEFORE
1. Children of Binkley Church members	December 31
2. Currently enrolled children of Binkley Preschool	Mid-January (TBD)
3. Siblings of current or former students	
4. Children of confirmed Binkley Preschool alumni	
5. Children from the General Public	January 31

Applicants may only apply for a 2-day or 3-day program in the 2s and 3s classes. The only exception is made for a current teacher's child.

All currently enrolled 2s and 3s students are guaranteed a position at Binkley Preschool for subsequent years as long as they have registered by the set date. Being enrolled in the MWF 2s class does not give a child priority for the MWF 3s class. The 3s class will be first filled via lottery for currently enrolled students.

A child may only be considered to repeat the current class in which he/she is enrolled, after conference with the child's parents and staff, and then only with approval from the child's parents, the child's teacher, and the director of Binkley Preschool.

WAIT LIST

When a class has reached maximum enrollment, additional applicants will be placed on the class waiting list. The application fee is required for a child to be placed on the waiting list.

DEPOSIT

Upon enrollment, the non-refundable deposit equal to one month's tuition and the annual supply fee, also non-refundable are due to secure your child's position in the class. **For new students, these fees are due by February 12. The supply fee for returning students is due February 12, and the deposit for returning students is due by May 1.** For a new or returning student admitted after the respective deadline, these non-refundable payments are due upon admission. Failure to submit the tuition and supply fee payments by the dates listed above will release your child's position and your child will be placed at the bottom of the wait list.

SCHOLARSHIPS

A limited number of full and partial scholarships are available. An application may be obtained by contacting the Preschool Director, by calling 919-968-1427 or by visiting the preschool office.

*Scholarship applications are due with your registration application. Admission does not guarantee scholarship assistance.

ENROLLMENT/DISMISSAL

All children are individuals and have different needs. It is our intent and purpose to provide an environment conducive to the developmental progress of your child. We acknowledge that certain situations may exist or could surface in which your child is unable to adjust to our program. The following procedures will be implemented to help address the situation.

1. The teacher and parent will conference.
2. The director and parent will observe the child in the school setting.
3. The teacher, director, and parents together will devise a constructive plan.

Parents will be advised of the child's progress in relation to the agreed-upon plan. The teachers, staff, and director will give your family their support. If your child does not respond or creates a serious disruption and/or unsafe environment for him/herself or others, the director will request dismissal of that child.

WITHDRAWAL

If it is necessary to withdrawal your child from the Preschool, please notify either the Registrar or the Director. Thirty (30) day notice is required. All fees and tuition are non-refundable.

TUITION

Monthly tuition is due on the first day of each month. Tuition checks should be made payable to BINKLEY PRESCHOOL and either slipped into the slot in the Director's door at school or mailed.

If your tuition payment is received after the fifth day of the month, you will be charged a \$25 late fee.

CLASS	DAYS PER WEEK	CLASS SIZE	TUITION (per month)	SUPPLY FEE (per year)
2-year-old	3 (MWF)	10	\$270	\$90
2-year-old	2 (T/TH)	10	\$198	\$75
3-year-old	3 (MWF)	14	\$270	\$90
3-year-old	2 (T/TH)	14	\$198	\$75
4-year-old	5 (M-F)	16	\$418	\$140

If your child is enrolled at Binkley in May of the current school year, the deposit you paid upon admission will be applied at May tuition. This non-refundable deposit will not be applied to any month's tuition except May.

If you have a real financial problem, please contact our Vice-Treasurer before the fifth day of the month to discuss the possibility of making special payment arrangements. If by the 20th of the month no contact or payment of tuition and late fee has been made, your child will not be accepted into the classroom on the first day of the next month. Please remember that our Vice-Treasurer is a parent volunteer. See the Parent Board section for the Vice-Treasurer's email.

We encourage you to set up an automatic tuition payment through your own financial institution. Many of our families have already done so. The auto payment assures that your payment will be received by the due date even if this date falls during a school holiday or on a day when your child is sick or absent. Please use your child's last name as the "account number", if required.

RETURNED CHECK FEES

Any fees incurred by Binkley due to returned checks will be passed on to the writer of the check.

School Operations

SCHOOL HOURS

Your child should arrive at 9:00a. Please be punctual! It is very important to your child to begin the day on time with his/her classmates.

Pick-up time is between 11:50a-12:00p.

Late Fee: A late fee will be assessed if your child is picked up after 12:00p. Any car arriving after this time will be considered late and the driver will be assessed a late fee. The late fee is \$1.00 for every minute after 12:00p.

If you are late, please respect our teachers by having the late fee ready when you pick-up your child.

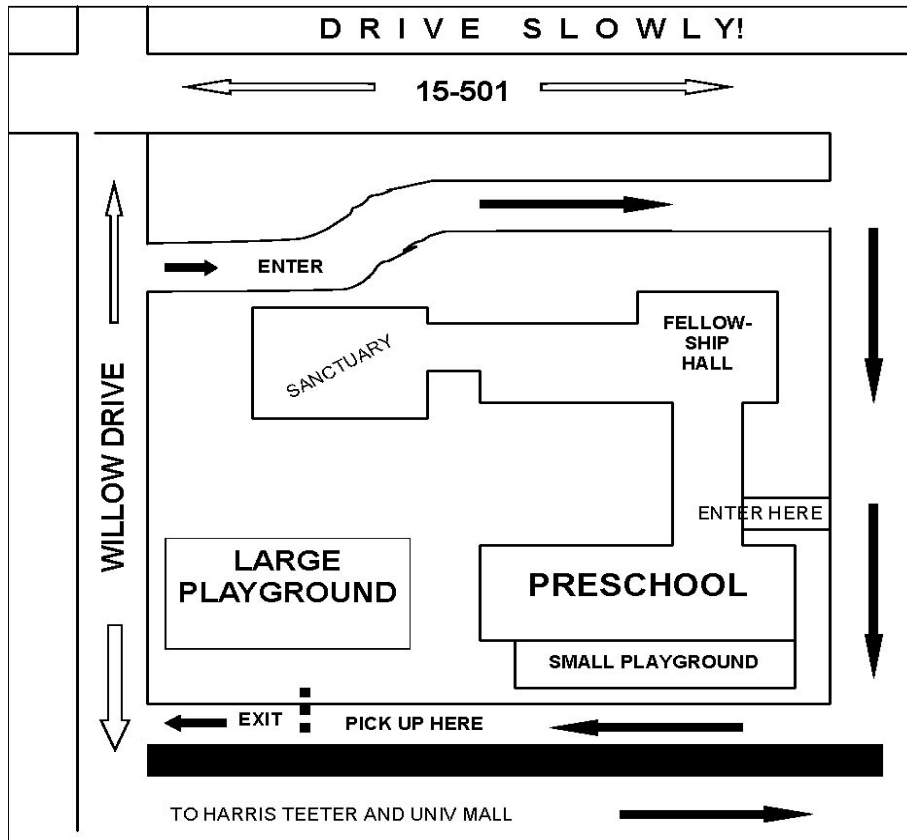
DROP-OFF PROCEDURES (Regular Hours)

Preschool begins promptly at 9:00a when classroom doors are opened. Please make sure your child uses the bathroom, washes hands, and places all belonging in their assigned cubby prior to 9:00a. The Education Wing doors will be unlocked from 8:30-9:30 each day.

Enter the building, through the double-glass doors (facing K&W) designated on the map ("enter here"). Please be sure that an adult accompanies your child to his/her assigned classroom each day.

PICK-UP PROCEDURES (Regular Hours)

The map below shows where you should pick up your child between 11:50a-12:00p.



The pick-up plan was designed with the safety of Binkley Preschool children in mind.

By vehicle:

1. Children will exit between 11:50a-12:00p onto the small playground.
2. Place school-issued name sign in the window on the passenger side of your car.
3. We load four vehicles at a time. The first vehicle in line should drive past the gate and stop at one of the four traffic cones. The next three vehicles will follow. A teacher will take your child to your car. Please fasten your child into their safety belt quickly and then exit.
4. Please be aware that the 'driveway' we use to load the children, is actually a two-lane road. The Chapel Hill Police Department has stated that it has to remain open to two way traffic at all times. Because of this, we ask you to use extreme caution exiting your car and while loading your child/children. If at all possible, we ask that you load your child/children on the playground side of the car.

By walking:

Safety requires that we keep the playground and the playground gate as clear as possible. For this reason, we strongly encourage you to use the carpool line. If you are walking, please walk around the church, along the sidewalk that circles the large playground (via Willow Drive) and wait near the Willow Drive end of the building. We will bring your child/children to you as if you were driving. Please follow all pedestrian safety rules and hold your child's hand in and around Binkley Church and in the pick-up lines.

Admittance during school hours

The Education Wing at Binkley Church is locked at all times, except during the beginning of the school day. If you need admittance during the school day, please call the office and the Director will meet you to admit you to the building. If you need to pick up your child early, please let the child's teacher or the Director know. Entrance information along with the office phone number will be posted on the Education Wing doors. These doors are the only authorized entrance to the Preschool.

Preschool Policies A-to-Z

ACCIDENT POLICY

Accidents do happen. A note will be sent home with your child explaining how the accident happened and the procedures that were taken.

If the need arises, we will refer to the required emergency forms on file for your child.

BALLOONS

Balloons are not allowed at BPS at any time. We adhere to the safety guideline that states that no child under the age of 5 years should play with balloons.

BIRTHDAYS

At Binkley, we celebrate children's birthdays in a variety of wonderful ways. Please see your child's teacher to learn how your child's class observes the day. If your child's birthday occurs during the summer vacation, we can arrange for your child to celebrate a half-birthday, if desired. Please do not bring party favors or distribute birthday presents to other children at the preschool.

CELL PHONES

For the safety of all persons, cell phones are not to be used while driving on Church property. If you choose to make a call while waiting for school to dismiss, PLEASE end the call as soon as we begin loading children in the carpool line. We ask this with the safety of all in the Binkley Family in mind.

CUSTODY

We cannot, by law, restrict access to your child by his/her legal parents without an enforceable legal document. If, at any time while your child is enrolled at Binkley Preschool, there are any court orders (custody, restraining or others) concerning your child, please see the Director to clarify the following information:

- Each parent's legal relationship to the child
- Whether any other person has a legal relationship to the child (through adoption, remarriage or guardianship.)
- Information regarding custody arrangements and a copy of the court order custody, or any restraining orders.
- A copy of your child's birth certificate
- The name, address and telephone number of all parties involved

If any changes to your family situation arise during the school year, please notify the Director immediately.

DISCIPLINE

Children are searching for self-control; we try to help them by setting guidelines for acceptable behavior. The children and teachers set a limited number of classroom rules and consequences. Recognizing there is often a struggle for many children between autonomy and cooperation, we try to employ the following techniques:

1. Intercede before the situation deteriorates by commenting on the positive behavior being displayed. Avoid commenting on the negative.
2. Remind the child(ren) of their rules.
3. Attempt, with positive communication, to redirect them to another interest.
4. Give them a choice of cooperation or finding something else to do.

5. When all communication fails, a quiet area will be provided for the child to regroup and regain control. The goal is for the child to re-enter the group as quickly as possible. A child will not be expected to sit quietly for more than 1-5 minutes (depending on the age of the child).

DRESS CODE

Children are active. Clothes and shoes should accommodate this fact. Appropriate shoes for running and climbing are a must. Tie, buckle, or Velcro fasteners are best. Crocs, cowboy boots and flip-flops are not allowed. We also like to enjoy our playground, weather permitting. Please be sure your child is prepared by wearing a jacket or sweater when necessary. Please help us and label all clothing and belongings.

FIELD TRIPS

Occasionally, your child's teacher may arrange fields trip. In the event the location is not within walking distance of BPS, parents will be responsible for arranging their child's transportation to and from the event. Field trips are contingent on parent participation and may be cancelled due to lack of parental support.

ILLNESS

Your child must be kept out of school for 24 hours if he/she has had a fever, vomiting or diarrhea. Please call the school and leave a message on the machine before 8:45a on the first day of the illness. Children with contagious diseases such as conjunctivitis, strep throat, chicken pox, etc., should be seen by a doctor before returning to school. No medication will be given to a child without written parental and physician permission and complete instructions. If your child becomes ill while at school, you or a designated person (as stated on your emergency form) will be notified to come and pick up your child. In addition, ill siblings are not allowed in the classroom. Binkley Preschool follows the Chapel Hill-Carrboro City Schools Management of Communicable Diseases guidelines. BPS will also follow any recommendations issued by the Orange County (NC) Health Department.

INFORMATION CHANGES

Please notify your child's lead teacher if there has been a change of contact info (address, phone number, email, etc.), a new sibling or other major family event.

LICE

Lice are a common occurrence in all schools and each year there are bound to be outbreaks.

Please let us know immediately if your child has lice, so we can take prompt action to help stop the spread. We will alert the appropriate class(es), but will keep confidential the student's name(s) who has lice.

If your child does have lice, they may not return to school until their hair and scalp are lice **and** nit free.

In addition to over-the-counter and prescription medications, many pediatrician and health care workers recommend several natural options: olive oil (suffocates live lice) and mouthwash (good for killing nits). For both, saturate whole head, leave on for a few hours if possible (use a shower cap), shampoo, and comb hair using a lice comb. Please talk with your pediatrician if you have questions about the best way to treat your child.

Research shows that thorough, daily combing with a lice comb, of the affected person's head is the **most important** step in the days following whichever treatment you choose.

It is best that you do regular checks of your child's head at home. Ponytails, braids, short hair cuts, individual combs/brushes for family members and making a habit of placing coats, sweaters and hats

in small cubbies rather than hanging them side-by-side will all help prevent the spread of head lice.

LUNCH BUNCH

Children in the 3 and 4-year-old classes, **if fully potty-trained**, are eligible participate in “Lunch Bunch” (1200p-1250p). Lunch Bunch is filled by lottery each semester. Advance sign-up is required, and forms will be sent home prior to each semester.

The number of students allowed each day is contingent upon the number of teachers available to work Lunch Bunch. Children attending Lunch Bunch should bring their lunch, including beverage, to school with their names clearly labeled on the lunch box. Keep in mind there is no refrigerator storage at the school.

Please follow the recommended food policies for your child’s age group (found under the snack section of the BPS Parent Handbook. Please do not pack the following items in your child’s lunch: Items in glass containers, hard candy and Lunchables that require assembly (ex: pizza and chicken wrap). Thermoses, which do not have spouts, are not to be sent to lunch bunch (exception is if thermos contains hot food.) Please remember to include a drink and all utensils in your child’s lunch.

Payment:

The fee for Lunch Bunch is \$6.00 per day.

If you are not able to come to lunch bunch on a certain day for any reason and wish to sell your spot to someone else, you must conduct the transaction yourself. Please use the Lunch Bunch Swap Form located in the glass case to sell/buy spots. Teachers are not involved in the trading of spots. Be sure to inform your child’s teacher or the Lunch Bunch Director if you are selling your spot so we know whom to expect.

Pickup:

Please be prompt in picking up your child. Dismissal is between 12:50p and 1:00p. Any car arriving after the 1:00p red flag will be considered late and the driver will be assessed a late fee. For each minute you are late, you will be charged \$1.00 per minute.

According to North Carolina state law, a preschool can offer only four hours of continuous service. Please do not abuse this privilege.

Repeated late pick-ups will result in the loss of your child’s lunch bunch position. Upon your second late pickup, in addition to the fine, you will receive a warning in writing that you are in jeopardy of losing your child’s lunch bunch spot for the semester. On your third late pickup in one semester, you will forfeit your child’s lunch bunch spot. If this happens, you will receive a letter from the board with a prorated refund of your lunch bunch fees. Your child will then be ineligible for lunch bunch until the next semester.

MEDIA

Videos will occasionally be shown in the classroom for enrichment purposes when unit related.

PARENT-TEACHER CONFERENCE

Parent-teacher conferences will be scheduled once a year. You may request a conference at any other time during the school year. Teachers are available to conference with specialists and/or parents at 11:30a. Conferences can be in person or by phone. Please call the school Director to schedule an appointment.

PRESCHOOL ANSWERING MACHINE

All calls to Binkley Preschool (919-968-1427) between 8:00a-12:00p will be taken by the answering machine when the Director is unavailable. Someone will return your call as soon as possible. In emergency cases, you may phone the church office (919-942-4964).

PICK-UPS - CHANGES TO YOUR NORMAL PROCEDURE

We cannot accept verbal messages brought by the children concerning pick-ups or carpools. Any change of plans has to be given to BPS in writing. If there is any change in the way your child is to be picked up, please send a written note. For your convenience, there are blank permission slips in the back of this handbook and in glass case at school. Written permission for those not listed on your "Anytime Form" is required even for one-time ride shares.

In an emergency, you may phone either the BPS office (919-968-1427) or the Binkley Church office (919-942-4964).

SALES AND SOLICITATIONS

Please do not use the preschool to solicit or sell any product, service or cause.

Binkley Preschool's fundraising committee is active and is dedicated to raising funds to help maintain low tuition, to keep the classrooms stocked with current materials, and to provide money for the purchase of large items like playground equipment. If you have a product or service that you think the fundraising committee might wish to consider as a project, please feel free to contact the fundraising chairperson to discuss your ideas.

SECURITY SNUGLIES

Some children find it difficult to leave home without a specific security item. This item is permitted to come to school, but please label the item and advise your teacher(s) so it does not get lost.

SEPARATION

Our policy is to deal with each separation on an individual basis. Parents need to be prepared to stay with their child if this seems necessary. Good communication between parent and teacher(s) is essential in overcoming separation problems.

SHARING

When appropriate, children are encouraged to share items that are related to nature, unit study, or specific interest.

SNACK

Families in our 2 year old classes provide snack on a rotating basis for the entire class. Your child's teachers will inform you of the procedures.

Families of children in our 3's and 4's classes are asked to bring their child's snack each day.

In all classes, snack time is a fun but short part of our day. Please provide small, simple snacks in easily opened packaging so that the children (2's) or your child (3's and 4's) will be able to easily finish snack in the time allotted. Please label all snacks.

Suggestions for snack time include:

- Bagels and cream cheese
- Cup yogurt only (no Gogurts)
- Breads (pumpkin, banana, etc.)
- Cereal bars
- Cheese squares
- Pudding
- Crackers
- Raisins
- Cut fresh fruit -- see note below
- Softened cheese on celery
- Fresh vegetables
- Vegetables with dip

Please observe the following important notes concerning snacks and Lunch Bunch:

1. 2's Only
 - All snacks must be in sealed original boxes. Please do not send in previously opened boxes.
 - Please try to avoid trans-fats, excessive sugar and sodium.
 - If you forget your assigned snack day, the fee is \$12.00.
 - **Please notify your child's lead teacher of any food allergies or food restrictions your child may have. If your child has an allergy or restriction, it is the parent's responsibility to supply a snack for them every day. The teachers cannot be responsible for determining what each child can or cannot eat.**
2. Popcorn & nuts are not acceptable for children in our 2 & 3-year old classes.
3. Fruit should be washed and cut into appropriately sized pieces by the parents. Grapes and grape tomatoes must be cut in half for children in the 2 and 3-year-old classes.
4. Please help us keep our preschoolers safe and refer to above items #2 and #3 in regards to the food that you send from home, these rules apply to lunch bunch as well as snack. **Choking is a serious hazard for young children so please be sure to cut all food into small pieces.** A good educational resource concerning choking hazards can be found at <http://www.nationwidechildrens.org/cirp-choking-prevention>
5. In our 3's and 4's classes, if you forget your child's snack, every effort will be made to reach you via phone and email. If we are unable to reach you to get approval to provide a small snack, we will be unable to serve your child.
6. While we are not serving food to our 3's and 4's, it is still important for you to notify us of any food allergies or restrictions. Please discuss these with your child's teacher.

SOCIAL INVITATIONS

No invitations to birthday parties or other social gatherings will be sent home via Binkley Preschool unless **all** children in the class are invited. If you're planning a function involving several, but not all, children in the class, please make arrangements with the parents to pick up these children at a designated place other than the school (e.g. the mall parking lot). Children are aware when they are not included.

SOCIAL NETWORKING

Binkley Preschool does not prohibit staff-parent communication via social networking. Staff will refrain from discussing Binkley online. We ask that Binkley families use an abundance of caution if posting information about BPS, the students, or events sponsored by the preschool.

Online behavior that violates preschool policies such as inappropriate language or slanderous comments could be grounds for dismissal.

SPEAK OUT PROGRAM

The "Speak Out" program provides an opportunity for parents and staff to make suggestions, comments, ask questions, and voice concerns regarding Binkley Preschool, its curriculum, facilities, and policies. A "Speak Out" form is included at the back of this Handbook -- additional copies are available at the school and from the Board of Directors.

Please write your comments on the "Speak Out" form, seal the form in an envelope, write "Speak Out" on the outside of the envelope, and either place it in the Board mailbox in the church office or hand it to the Chair or Vice Chair. Speak Outs are confidential and will be reviewed and addressed promptly.

TEACHER-CHILD RATIOS

The teacher-child ratios for Binkley Preschool are as follows. A lead teacher and an assistant teacher are assigned to each class.

Class	Ratio
2-year old class	2 teachers to 10 children
3-year old class	2 teachers to 14 children
4-year old class	2 teachers to 16 children

TOYS

Please do not allow your child to bring toys to school. They are difficult to share and can easily be broken. Toy weapons (guns, swords, knives, etc.) are not allowed in school. We believe children should interact in positive and non-violent ways.

USE OF SCHOOL ROSTER

The BPS student roster is published for the convenience of school parents and staff. Please protect the privacy of our families. Use of any of this roster information to solicit for any product, service or cause is prohibited.

USE OF STUDENT CUBBIES/FOLDERS

These are assigned to the children may be used for school business only. The Director must pre-approve any notice placed in students' cubbies/folders.

WEATHER

Binkley Preschool follows the Chapel Hill-Carrboro City Schools (CHCCS) inclement weather policy. When the city schools are closed, we are closed. If the city schools operate on a two-hour delay, Binkley will open at 10:00a. Information on closings will be available on the CHCCS Weather Hotline: 919-967-8211 (x28317) and on the city school's website (www.chccs.k12.nc.us). **Missed days due to inclement weather are not made up.**

In instances when CHCCS needs to close early due to inclement weather, Binkley Preschool will close 30 minutes prior to CHCCS Elementary schools' revised schedule. Binkley Preschool will notify parents by email as soon as information becomes available. **Please make sure the preschool always has your current email address.**

*** Please note that the Parent Board of BPS reserves the right to modify Preschool policy as needed, at any time.**

Curriculum

PHILOSOPHY

At Binkley Preschool we believe that children should be allowed to be children, and thus, we foster a loving and nurturing environment that is challenging and stimulating but not frustrating.

Because children mature according to their own biological clock, the emphasis is on challenging them intellectually, physically, socially, and emotionally by providing them with experiences that are both age and individually appropriate.

Teachers set the stage for hands-on learning in a stimulating manner that will instill excitement, curiosity, problem solving, sharing, and freedom of expression. It is the role of the teacher(s) to act as a facilitator -- answering questions, offering encouragement, redirecting problem situations, and helping children focus on tasks. It is imperative that children be seen as individuals and respected for who they are.

Binkley Preschool aims to foster in each child a positive self-image. The Preschool welcomes children of all races, cultures, and creeds as this enhances and enriches the lives of all the children.

GOALS

Below is a list of goals that Binkley Preschool has set for your child:

- * instill a love of learning
- * foster a positive self-image
- * promote independence
- * develop self-discipline
- * encourage sharing and respect for others
- * provide experiences that are intellectually, physically, socially, and emotionally age appropriate

Curriculum is an on-going learning process and is facilitated through the use of interest centers. Because children learn best by doing, the “centers” are set up in a stimulating manner that will instill curiosity and exploration using hands-on materials.

ART

Children express themselves through art and are given the opportunity and encouragement to progress from the earliest stages of scribbling to the pictorial stage. This is accomplished by allowing children to explore and experiment with multi-media. Keep in mind that the end product isn't as important as the process.

MUSIC

Music awakens children's senses and helps them become active listeners and/or participants. Through music children learn to listen and repeat words, listen and match tones, listen and move rhythmically, listen and image pictures, and listen and relax. Music is often included in the daily curriculum. Additionally, a music class is offered weekly to the 4s classes and bi-weekly (beginning in October) to our 2s and 3s.

MATH

Math is more than learning to count. The understanding of number concepts is achieved through experiences and logical deductions. Children are given opportunities to manipulate objects with the emphasis on exploring simple mathematical process and fostering understanding.

SCIENCE

Children need to see action on objects and tend to learn best when they can initiate the action. The object, at this early age, is to expose the children to simple scientific concepts by stimulating curiosity and experimentation.

LANGUAGE ARTS

Language experiences cannot be isolated. They are an integral part of the whole curriculum. At Binkley Preschool, we develop language skills by interweaving dramatic play, story telling, story reading, puppetry, discussion of events that are important to the child, and writing experience stories.

PHYSICAL DEVELOPMENT

Exercising the body, as well as the mind, is important to your child's development. Our outdoor play areas are designed to encourage running, climbing, jumping, balancing, building strength skills, and enhancing creative play opportunities. Physical Education class is offered to our 4s classes weekly.

2-Year Old Curriculum

Gross Motor	Jumping, running, tiptoeing, dancing, climbing, throwing catching balls, and clapping.
Fine Motor	Puzzles, bead stringing, building toys, painting, scissors, and drawing.
Self-help	Hand washing, dressing, toileting, helping with snack, and putting toys away.
Social-emotional	Learning to get along with others and working through separation, manners, classroom responsibility and self-help skills.
Language	One-on-one conversation, reading/story telling, singing.
Cognitive	Learning activities provided in the form of concrete hands-on experiences.

Each month, the classroom features a “shape and color of the month.” Math and Science are interwoven into the curriculum throughout the year.

Other featured units may include:

Self, families, farms, nursery tales, zoo, make believe, seasons, holidays, trains, oceans and insects;

Two-year old children should bring the following articles to school:

1. A change of clothes to be left at school -- please label with your child’s name.
2. Six (6) disposable diapers and one (1) package of diaper wipes (if your child wears diapers). You will be asked to replenish as necessary.
3. One container of baby wipes or Clorox wipes.
4. A snapshot of your family that we can display.

3-Year Old Curriculum

Gross Motor	Jumping, galloping, climbing, hopping, running, riding a tricycle, catching/throwing balls, and throwing at targets.
Fine Motor	Stringing beads, building toys, sewing, puzzles, scissors, drawing/painting, use of scissors, and peg boards.
Self-help	Dressing themselves, putting on shoes and socks, helping with snack, putting away their toys, toileting, hand washing.
Social-emotional	Beginning to play in a group and sharing, manners, classroom responsibility and self-help skills.
Language	Memorizing/repeating simple rhymes, songs, and finger plays, reading experiences, one-on-one and group conversations, and learning to follow simple directions.
Cognitive	Learning activities include enhancing senses, memory, relationships and creativity -- activities use hands-on materials.

Math and Science skills are interwoven into the following unit studies throughout the year. (Keep in mind that these are flexible units and are subject to change.)

Other featured units may include:

Self, families, pets, holidays, fire safety, nutrition, polar animals, nursery rhymes, plants and farms.

Three-year old children should bring the following articles to school:

1. A change of clothes to be left at school -- please label with your child's name.
2. One box of tissues bags or one container of Clorox wipes.
3. A snapshot of your family that we can display.
4. Children in our 3's classes only need to bring a small snack and lunch (if applicable). Backpacks are difficult for our 3's to manage and are not necessary.

4-Year Old Curriculum

Gross Motor/ Gymnastics	Jumping, hopping, running, galloping, skipping, climbing, balancing, catching, and throwing.
Fine Motor	Painting, sewing/stringing, hammering, working puzzles, modeling with clay and playdough, scissors, tracing/mazes, and manipulative toys.
Self-help	Hand washing, helping with snack, zipping/buttoning, and putting toys away.
Social-emotional	Sharing, feelings, cooperating, manners, classroom responsibility.
Language	Singing songs, reading books, dictating stories, describing pictures, rhyming words, distinguishing sounds.
Cognitive	Comparing size differences, classifying objects, recognizing shapes, one-to-one correspondence, graphing.
Science	Exploring, observing, predicting, and classifying.
Music	Listening/fast and slow, treble/base, movement, repeating, imaging.

The above skills are interwoven into the following unit studies throughout the year. (Keep in mind that these are flexible units and are subject to change.)

Other featured units may include:

All-about-Me, family, friends, seasons, space, dinosaurs, circus and holidays.

Four-year old children should bring the following articles to school:

1. A change of clothes in a regular, kindergarten size backpack, daily.
2. One box of tissues, one container of Clorox wipes or one box of gallon ziplock bags.
3. A snapshot of your family that we can display.

Parent Involvement

Parents are not required to work at BPS, but are welcome to participate in a variety of ways. Your talents, your time, and your efforts are appreciated and help to improve the preschool experience for all the children.

VOLUNTEER OPPORTUNITIES

Binkley Preschool recognizes the importance of parent/family contributions to the overall success of the school experience. For more information on how you can get involved, contact our Parent Coordinator.

Here's a partial list of volunteer opportunities:

- **Library Organizer** - help to keep our school's supply of classroom books organized
- **Fundraising** - coordinate one of our easy fundraisers. Contact our Fundraising Chair for more info.
- **Web Design and Communication** - assist the Board, Teachers, and the Director.
- **Sharing talent and interest in the classroom** - Let us know your skills and interest and we can put them to good use. Please also let us know if you have a profession you might share or a collection we could examine.
- **Parent Board** - board members participate in monthly meetings, in addition to year-round commitment of time, energy, and thoughtful policy administration.
- **Paid volunteer positions** - Substitute Teacher, as needed, or for the Lunch Bunch hour, either on an as needed or regular, weekly basis. No experience needed. Substitutes will receive classroom orientation and will be required to sign a background disclosure.

FUNDRAISING

The fundraising chair coordinates several sales events for the benefit of the preschool. Proceeds help maintain low tuition, keep our classrooms up to date, and provide money to purchase big ticket items (such as playground equipment) which enhances our curriculum and facilities.

Year-long Fundraisers:

Grocery Certificate Sales
Scholastic Book Sales

One-time Fundraisers, such as:

School Photos (Fall and Spring)
Original Works
Holiday Greenery

You are encouraged to participate in as many fundraising opportunities as you like. Salaries, supplies, and scholarships are not affected by fundraising - if our fundraising goal is not met, our basic preschool program is not affected.

Please give our Fundraising Coordinator your support and assistance so that we may have another successful fundraising year. To find out how you can help, please contact the fundraising coordinator.

PARENT BOARD

The Binkley Preschool Parent Board is composed of parents who are responsible for the following: financial affairs, staffing, registration, parent relations, scholarships, major equipment acquisition and repair, record keeping, etc.

All parents are given the opportunity to apply to serve on the Board. Each spring you'll have the opportunity to apply for a position, if interested. A selection committee will select the slate and present the nominations to the current board. Monthly Board meetings are open to all parents wishing to attend.

The current Parent Board is listed below along with email addresses. Please contact them if you have any questions, concerns, or encouragement to offer.

2019-2020 Parent Board Members

Position	Name	Email
Chair	Lindsey Bennett	lindsey.naftel@gmail.com
Vice Chair	Mary Elizabeth Zaldivar	Maryelizabeth.zaldivar@gmail.com
Treasurer	Linda Wu	yin.linda.wu@gmail.com
Secretary	Hannah Bissmeyer	jhbissmeyer@hotmail.com
Registrar	Jenn Sherman	jenn_unc@yahoo.com
Scholarships	XiaoMeng Zhou	zhouxm82@gmail.com
Parent Coordinator	Callie Tramantano	ctramantano@gmail.com
Fundraising	Courtney Wright	courtneygracewright@gmail.com
Church Liaison	Karen Long	kemplong@bellsouth.net
Preschool Director	Kim Buckley	director@binkleypreschool.org

Staff Roster

MONKEYS (2-Year Olds)

Lead: **Jamie Mastin**
Assistant: **Elizabeth Geier**

FROGS (3-Year Olds)

Lead: **Kim Prejs**
Assistant: **Marcy Derby**

HONEYBEES (4-Year Olds)

Lead: **Tess Wesley**
Assistant: **Hillary Clendening**

SUPERSTARS (4-Year Olds)

Lead: **Jenny Jones**
Assistant (MWF): **Kelly Denno**

MUSIC

Pamela Alberda

SPANISH (4s only)

Pamela Alberda

PE (4s only)

Erin Leonard

Director's Day Information

Office Hours: 8:30a-12:30p
Room 12

Kim Buckley, the Preschool Director, will be available for classroom observations and to address parent and Binkley Board concerns. Please contact the director for an appointment.

Email: director@binkleypreschool.org
Phone: 919-968-1427

Speak Out

Do you have a suggestion, concern, question or comment about Binkley Preschool? We'd like to hear it. Please enclose the Speak Out form in an envelope addressed to the Vice Chair of the Parent Board and place it in the Director's mail slot. We'll answer all questions and concerns promptly and confidentially. You'll be contacted about any decisions the Board makes or actions we take regarding your concern.

Please attach any additional comments or documentation that might be helpful.

To: The Binkley Preschool Board

With whom have you already spoken? What have you already done?

Name _____ Date _____

How can we contact you (email/phone)? _____



My child,

has permission to travel home with

on _____.

His/her cell phone number is:

Signed _____

My cell phone number is:



My child,

has permission to travel home with

on _____.

His/her cell phone number is:

Signed _____

My cell phone number is:



My child,

has permission to travel home with

on _____.

His/her cell phone number is:

Signed _____

My cell phone number is:



My child,

has permission to travel home with

on _____.

His/her cell phone number is:

Signed _____

My cell phone number is:
