

June 17, 2019

Dear Parents,

Thank you for choosing Binkley Preschool (BPS) as the starting point for your child's educational experience. My name is Kim Buckley and it is both and honor and a privilege to serve as your director here at Binkley Preschool. I have been here for I I years as a parent, and teacher's assistant in the 4's class. I am excited to lead in a place, and among people, I love dearly. Be prepared to laugh a lot, play a lot, and learn a lot during the coming year.

At BPS, we believe that children should be allowed to be children. We strive to foster a loving and nurturing environment that is challenging and stimulating, but not frustrating. During the course of the year, you will hear the phrase "Binkley Family". The atmosphere at Binkley truly is family-like. We know that your child will forge new friendships. We hope that you and your family do as well!

For many of you, this will be your child's first school experience, while others are now preschool pros. Regardless of degree of experience, all children have adjustments to make. There will be new teachers, new friends, and new expectations. The staff at Binkley wants to make this transition as easy as possible for you and your child.

Please know that my door is **always** open! If you have any questions or concerns, comments or suggestions, I want to hear from you. Teachers are available for conferences most days at 11:30am. Just phone or email me to schedule.

Please mark your calendars now for all of the important dates for the upcoming school year. Of special note is our yearly **Parent Orientation Night, scheduled for Thursday, August 29, 2019, 7:00pm**. This is a chance for parents to gather together, meet one another, meet your child's teachers, hear about the goals for the class and to ask questions. We only do this once a year, and while it is not 'required' as it is at some preschools, we do strongly encourage you to attend. Once the children begin school, our focus will turn to them.

Parents, this year we have adopted the saying "Safety is no Accident." An ongoing concern at Binkley (and indeed at most schools) is safety in and around cars and car lines. Binkley Preschool has pick up system, voted on by the Parent Board, approved by Binkley Church, and outlined in the Parent Handbook. These procedures have been designed with the safety of all children in mind. Please help us by learning our policies and sharing them with anyone who will be picking up your child. In addition, I have directed the staff to adhere to our policies and to make no exceptions to our procedures. I will be out in the car line to answer your questions, and to help direct traffic so that we all have a clear understanding of how the system works. The first and foremost rule is for both drivers and walkers.... as soon as we begin loading children, all phone calls/texts/email must cease. If you are in the middle of a call and cannot end it, please refrain from entering the car line or the walk zone until you conclude your business. **Drivers**, please use caution as the loading road is a 2-way street and we have pedestrian traffic as well. **Walkers**, the policy is that you use the sidewalk that runs around the Binkley Church property, we cannot permit you to walk up and down the carline or to cut across traffic to University Place. If we continue to have safety concerns either school-wide, or in specific cases, we will modify our policies.

Again, thank you for allowing us to be part of your child's early years. It is a responsibility that the teachers, staff and Parent Board take very seriously. We are looking forward to a year of excitement, wonder and growth.

Smiles,

Kim Buckley

Director, Binkley Preschool director@binkleypreschool.org

Binkley Preschool Information Packet 2019-2020

Thank you for taking the time to read the attached information concerning Parent Orientation and the procedures for the first three weeks of school.

The enclosed forms must be filled out and returned to Binkley no later than Thursday, August 22, 2019. Please note that this due date is <u>BEFORE</u> the first day of school. You are also welcome to bring the forms with you if you attend to one of our playdates scheduled for August 14 and August 22. You may also drop them off in the Director's office mail slot, the preschool mailbox in the Binkley Church office or return them to us via mail (Binkley Preschool, 1712 Willow Drive, Chapel Hill, NC 27514). For those of you with 3's and 4's who are interested in LUNCH BUNCH, please note that we must receive the LUNCH BUNCH Lottery Form by August 22 in order for your child to be considered in the initial lottery.

We are looking forward to a great year! Your talents, your time, and your efforts are welcomed and needed at Binkley Preschool. We will keep you informed about the program through our weekly Friday Family Notes, website, classroom white boards, bulletin boards, emails, and written notices. If you have any updates to the information you filled out upon applying to BPS, please email (director@binkleypreschool.org) or phone (919-968-1427) so that we make sure we have current information to start the year. We hope you will contact us whenever you feel the need. The Parent Handbook which includes details about procedures and school policies is available on our website. We ask that you take some time this summer to read the handbook. If you would like a paper copy of the Parent Handbook, please tell your child's teacher or the Director. If you have any questions about anything in the Parent Handbook, please see the Director.

Parents, there is one important note about our pick up times and late fees. At Binkley Preschool, we have set drop off and pick up times for all students, including those staying for our Lunch Bunch program. Please adhere to these hours and leave yourself enough time to navigate stoplights and traffic. State law requires that we keep strictly to the stated hours. Thanks so much for your cooperation.

Enclosures:

Separation Hints
First Weeks of School Schedule
Important Summer Dates
2019-2020 School Calendar

Forms to fill out and return to BPS no later than August 22:

Child's Health Form
Emergency Transportation Permission
Pick-Up Authorization
Tell Us About Your Child
Permission to Photograph
Lunch Bunch Lottery Form (Optional for children in our 3's and 4's classes.)
One-Time-Ride Permission Slips (Use as needed throughout the school year)

Separation

One of the biggest challenges for many of you will be dealing with separation. Developing coping skills and methods for separation will be a necessity. Of course what works best for your child may be completely inappropriate for another child. In consequence, our policy is to deal with each separation on an individual basis. The key to managing separation is good communication between you and your child's teacher. Please come prepared to stay with your child in the classroom during this transition period, if needed, or alternately, to kiss and go quickly if that is what the teacher recommends. You and your child's teacher should work together to develop a suitable method of separation.

Teacher Visit

Binkley Preschool offers a Parent/Child Workday each year. This year, it is scheduled for **Tuesday, August 27 from 9:30-10:30am**. This is a wonderful opportunity to meet the teachers in a casual environment prior to the opening of school. If you feel that your child will benefit from a one-on-one visit, please contact the Director at 919-968-1427, or at, director@binkleypreschool.org. She will arrange for you and your child to have a short meeting with the teacher on the playground before the start of school. **Parents, you must stay with your child at all times during the workday or the teacher visit.**

Books

Visit the public library and explore books about preschool. Below are several suggestions:

For Children:

Penn, Audrey - The Kissing Hand.
Oxenbury, Helen - First Day of School
Cohen, Miriam - Will I Have a Friend?
Rogers, Jacqueline - Tiptoe Into Kindergarten
Hill, Eric - Spot Goes to School

For Parents:

Balaban, Nancy - Learning to Say Goodbye. Signet Books Jarvis, Kathe, Ed - Separation: Strategies for Helping Two to Four Year Olds

Friends

Consider arranging a playground playdate with a student from your child's class to help establish a familiar face.

Playground

Take some time to visit the Binkley playground and/or explore the preschool wing with your child. Be sure to attend the August Play Dates.

Pictures

Sit down with your child and have him/her draw or scribble a picture to bring to school on the first day.

Photo

Please bring a family photo to your child's class on the first day of school.

Important Summer Dates

August 14 (WEDNESDAY) Play Date

930am Big Playground

Please bring your child for a fun, informal play date to meet other Binkley Families. Parents are responsible for their own children. This is also a great time to return the required school forms to the preschool.

August 22 (THURSDAY) Play Date

930am Big Playground

Please bring your child for a fun, informal play date to meet other Binkley Families. Parents are responsible for their own children. All forms are due this day, so take advantage of this time to return these forms to school!

August 27 (TUE) Binkley Teacher/Parent Workday

930a – 1030a Classrooms

The Binkley teachers would love your help to prepare the classrooms to begin the school year. Please bring your Binkley student by the school to informally meet the teachers and see the classroom. We'll have some parents on the playground while others help the teachers clean the classrooms!

August 29 (THU)
Parent Orientation

700p - 800p Binkley Preschool

700p-730p: General Orientation in the Lounge 730p-800p: Classroom/Teacher Visit

We encourage you to attend this evening event without your children. We will be covering lots of information, which will be tedious for the young ones. The classrooms will be set up for meetings, not play.



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August 14	(Wed)	Parent/Child Playdate (930a - big playground)
August 22	(Thu)	Parent/Child Playdate (930a - big playground)
	(Thu)	All forms DUE. All required forms are in this packet and can also be found on
August 22	(Thu)	the BPS website, www.binkleypreschool.org
August 27	(Tue)	Teacher/Parent/Child Workday (930-1030a - classrooms)
August 27-30		Teacher Work Days
August 29	(Thu)	Parent Orientation (700p - Lounge)
	T (N4)	
September 2	(Mon)	NO SCHOOL: Labor Day
September 3	(Tue)	School Begins – follow schedule for your child's class
September 9		Lunch Bunch Begins
September 24 September 25	(Tue) (Wed)	Parent Coffee (900a - Binkley Church Lounge) Parent Coffee (900a - Binkley Church Lounge)
September 25	<u> (vved)</u>	Farent Conee (700a - Binkley Church Lounge)
October 7	(Mon)	Teacher Meeting - No Lunch Bunch
October 17	(Thu)	Family Fun Night - Fall Picnic - (500p) On the big playground.
October 18	(Fri)	NO SCHOOL: Teacher Training Conference
October 30	(Wed)	Halloween Parade – MWF classes
October 31	(Thu)	Halloween Parade – T/Th classes and all 4s
November 4	(Mon)	Teacher Meeting - No Lunch Bunch
November II	(Mon)	NO SCHOOL: Veteran's Day
		NO SCHOOL: Thanksgiving Holiday
December 2	(Mon)	Teacher Meeting - No Lunch Bunch
December 18	(Wed)	Pajama Day - MWF, 2's and 3's
December 19	(Thu)	T/Th, 2's, 3's and all 4's Pajama Day
December 20	(Fri)	NO SCHOOL: Teacher Holiday Luncheon
Dec 23-Jan 6		NO SCHOOL: Winter Break
la musimi. C	(Man)	ICahaal Dagumaa
lanuary 6	(Mon)	School Resumes
lanuary 6	(IMON)	Teacher Meeting - No Lunch Bunch
lanuary 7	(Mon)	Spring Lunch Bunch Begins NO SCHOOL: MLK Holiday
lanuary 20 lanuary 21	(Tue)	NO SCHOOL: File Floriday NO SCHOOL: Teacher Workday-Conference Prep
latinal y Z I	(Tue)	THO SCITOOL. Teacher Workday-Comerence Fred
February 3	(Mon)	Teacher Meeting - No Lunch Bunch
February 6	(Thu)	NO SCHOOL: Parent Teacher Conferences**
February 7	(Fri)	NO SCHOOL: Parent Teacher Conferences**
February 17	(Mon)	NO SCHOOL: President's Day Holiday
March 2	(Mon)	Teacher Meeting - No Lunch Bunch
March 20	(Fri)	4's Combined Circus
March 25	(Wed)	MWF 3s Nursery Rhymes Show
March 26	(Thu)	T/TH 3s Nursery Rhymes Show
A .1.0	(T)	T/T/ 2 0 1/
April 2	(Thu)	T/Th 2s Open House
April 3	(Fri)	MWF 2s Open House
April 6-13	1	NO SCHOOL: Spring Break
May 4	(Mon)	Teacher Appreciation Luncheon - NO LUNCH BUNCH
i iay T	(1 1011)	reacher Appreciation Editcheon - NO Editch Botter
May 7	(Thu)	Family Fun Night - Spring Picnic and Silent Auction - (530p) On the big playground
, .	()	. FH for rain.
May 21	(Thu)	LAST DAY OF SCHOOL FOR 2's and 3's (So that all teachers may attend
May 21	` ′	BPS Graduation) LAST DAY LUNCH BUNCH
	(Thu)	4s Combined Graduation and Last Day of School for 4's
May 22 May 26-29	(Fri)	Teacher Workdays
1'Idy 40-47	1	TI EACHEL YYOLKUAYS
		NOTES
** Binkley Parent	/Teacher C	Conferences: Child care will be provided, during your child's conference time, in a
		e to provide care for siblings, unless they, too, are currently enrolled students.
In the second second		About DDC will be decad if the Ch. 1100 Ch. 100 Ch.
		ather, BPS will be closed if the Chapel Hill Carrboro City Schools
		CHCCS has ANY delay due to inclement weather, BPS will open
		and delays will be announced on local news channels. Or you can
tind i	ntormatio	n about closings and delays at www.chccs.kl2.nc.us.

Days missed because of inclement weather are not made up.

The First Three Weeks of School For the children in our 2's classes



Following, please find the "beginning of the year" schedule for the **2s (the Monkeys)** classes. If you have any questions, please contact the Director.

Tuesday, September 3 - T/TH Class

Please bring your child for a **one-hour** session of preschool. Parents stay with their children in the class.

900a - 1000a Child's last name starts with **A-P** 1030a - 1130a Child's last name starts with **Q-Z**

Wednesday, September 4 - MWF Class

Please bring your child for a **one-hour** session of preschool. Parents stay with their children in the class.

900a - 1000a Child's last name starts with **A-I** 1030a - 1130a Child's last name starts with **J-Z**

Thursday, September 5 - T/TH Class

Please bring your child for a one-hour session of preschool. Child Only.

900a - 1000a Child's last name starts with **A-P** 1030a - 1130a Child's last name starts with **Q-Z**

Friday, September 6 - MWF Class

Please bring your child for a one-hour session of preschool. Child Only.

900a - 1000a Child's last name starts with **A-I** 1030a - 1130a Child's last name starts with **J-Z**

Monday, September 9 - Thursday, September 12

900a - 11:00a Children attend for a **two-hour** session

Beginning Friday, September 13

All 2s classes begin regular School Hours:

Arrival: 900a

Dismissal: 1150p - 1200p

PLEASE BRING THE FOLLOWING ITEMS ON THE FIRST DAY OF SCHOOL:

- 1. A change of clothes to be left at school -- labeled with the child's name.
- 2. Six disposable diapers (if the child wears diapers).
- 3. A container of baby wipes or disinfectant wipes.
- 4. A family snapshot that can be displayed in the classroom.

The First Two Weeks of School 3s and 4s Students



Following, please find the "beginning of the year" schedule for the 3s and 4s classes. If you have any questions, please contact the Director.

3s (Frogs) Classes

Children in the 3's classes should bring to school:

- A change of clothes to be left at school
- Mon/Wed/Fri-One container of disinfectant wipes
- Tue/Thu-One box of Kleenex

Backpacks are difficult for our 3's to manage and are not necessary at school.

Tuesday, September 3 (T/TH	900a -1000a	Parent & Child	Child's last name A-M attend No snack needed		
class only)	1030a - 1130a	Parent & Child	Child's last name N-Z attend No snack needed		
Wednesday, September 4 (MWF	900a -1000a	Parent & Child	Child's last name A-M attend No snack needed		
Class only)	1030a - 1130a	Parent & Child	Child's last name N-Z attend No snack needed		
Thursday, September 5	900a - 1130a	Child only	All T/TH children attend Please bring a small snack for your child.		
Friday, September 6	900a - 1130a	Child only	All MWF children attend Please bring a small snack for your child.		

4s Classes Honeybees & Superstars

Children in the 4's classes should bring:

- A kindergarten size backpack with a seasonal change of clothes (to be left in the bag)
- One container of disinfectant wipes a box of tissues OR a box of gallon size ziplock bags

Tuesday, September 3 – Friday, September 6	900a – 11:30a	All children attend. Please bring a small snack for your child.
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Beginning Monday, September 9

All 3s and 4s classes begin regular School Hours. Please bring a small snack for your child each day.

Arrival: 9:00am

Dismissal: 11:50am -12:00 noon

Child's Health Form



Na	me of Child: Birth Date:
Na	ame of Parent(s)/Guardian(s):
Ad	Idress of Parent(s)/Guardian(s):
•	
	MEDICAL HISTORY nay be completed by parent/guardian)
١.	Is child allergic to anything? NO YES If yes, what?
2.	2's Parents ONLY, please check one of the following statements:
	I wish for my child to participate in ALL snacks brought in by parents and I take full responsibility for any consequences that may occur as a result.
	I DO NOT wish for my child to participate in any snacks. I will provide his/her snack every day. **Please look for more detailed information regarding this decision in your child's "Monkey Packet."
Cł	nildren in our 3's and 4's classes bring their own snack to school daily
3.	, , , <u> </u>
4.	Is child on any continuous medication? NO YES If yes, what?
5.	Any previous hospitalizations or operations? NO YES If yes, what/when?
6.	Any history of significant previous diseases or recurrent illness? NO YES Describe
7.	Does child have any physical disabilities? NO YES Describe
	Will any of the above noted illnesses/conditions affect the child's performance in school? NO YES
υe	escribe
Pai	rent/Guardian Signature Date



Information on this page must be completed by child's physician

B: PHYSICAL EXAMINATION

This examination must be completed and signed by a licensed physician, an authorized agent currently approved by the NC Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DEHNR standards.

HEIGHT %		WEIGHT %		HEAD		EYES			EARS				
NOSE	TE	rÉETH			THROA		AT	NECK		HEART		•	CHEST
ABD/GU			EXT					NEUROL SYSTEM	OGICA	ÅL.	SKI	٧	
RESULTS OF TUBERCULIN TEST, if given		TYP	E				DATE		NORI	MAL		AE	BNORMAL
SHOULD ACTIVITIES BE LIMITED?		NO	`	/ES	II	FΥ	YES, EXPL	AIN:					
SIGNATURE OF	AU	ITHOI	RIZĒ) EX	(AMIN	۸Ā	AR & TITLI	E				D	ATE OF EXAM

D. IMMUNIZATION HISTORY

(This form must be completed by Health Care Provider or Provider can provide a signed copy of the records.)

Enter Date of Each Dose -- Month/Day/Year

VACCINE	#I	#2	#3	#4	#5
*DTP/DT/DTaP					
*POLIO					
*НІВ					
*HEPATITIS B					
*MMR (combined doses)				•	
*VARICELLA			•		

^{*}required by State Law

Emergency Contact Form and Transportation Permission



Child's Name	
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I understand that no medical treatment may be given without consent, except in a life-threatening situation. Because informed consent must be given at the time of the incident, I agree to leave numbers where I, or those listed below, can be reached promptly.

	Phone
al care provider, if needed.	~
member drive with my child unless according to the control of the	
home phone	work phone
home phone	work phone
home phone	work phone
home phone	work phone
	home phone home phone home phone home phone home phone are for emergency transportation for my member drive with my child unless according to the phone ergency services. all care provider, if needed.

Pick-Up Authorization



Date	
Child's Name	
Parent/Guardian's Name(s)	
Parent/Guardian's Phone(s)	
Please Note:	
I. If your family has a caregiver or nanny who will be a regular at Pi teacher or the Director in order for us to understand what this persyour child and family (for example, can the nanny arrange alternative	son is allowed to do with and for
2. If someone other than you is going to pick up your child in a schemonday), please share the schedule with us and be sure to add those	
•	
Parents, We ask that you let us know in writing anytime that anyone other thup from school. However, in order to help you in the event of an ur "anytime" list. Please list below any adults whom you authorize to pi anytime, with or without a written note, phone call or em	gent situation, we have this ick your child up from school at
NAME_	CELL PHONE
I	
2	
3	
4	
5	
I/We authorize Binkley Preschool to release my/our child to the abo	ove listed adults at anytime.
Parent/Guardian Signature:	Date:
Parent/Guardian Signature:	Date:

Tell Us About Your Child Questionnaire for Teacher Planning



Child's Given Name
Name Called
Child's Age and Birth Date
•
What language is spoken at home?
If English is a second language, does your child understand and/or speak English? YES NO
2. Will your child be enrolled in another school, aftercare or daycare this year? YES NO
3. Please share with us any speech, developmental or behavioral challenges pertinent to your child:
4. Does your child have difficulties with separation? YES NO Describe
5. Does your child have any worries or fears?
6. List your child's special interests
7. List your child's favorite toy/book/activities
8. What pets do you have in your home?
9. Does your child have a special security snuggly?
10. How do you handle discipline in your home?
II. Are there any specific concerns you would like us to be aware of?
12. Does your child have any allergies? YES NO If yes, what are the restrictions?
13. Is your child potty trained? YES NO In the process Describe

Permission to Photograph

Date:____



for preschool purposes. Photos and materials containing photos are for the preschool's use only. They will NOT be released for use by any other entity nor will the children be identified by name. •-----I give Binkley Preschool permission to use photos of my child for the website and **publications**. I authorize use of the photos without inspecting or approving the finished products. _____ I give Binkley Preschool permission to share school photos among fellow classmates and families (i.e., photos of your child and a friend(s) sent home from the teacher via email, or in classroom photo books etc.). These photos will not be shared on any public media. I do **NOT** give Binkley Preschool permission to use photos of my child in ANY way. _____ Child's Name: Parent/Guardian's Name: Parent/Guardian's Signature:_____

This form allows you as parent/guardian to choose whether or not photos of your child will be used

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has permission to travel home with			
number is:			
mber is:			



My child,

has permission to travel home with		
on_		
I	Iis/her cell phone number is:	
Sign	ed	
	My cell phone number is:	



My child,

ha	as 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 His/her cell phone number is:

Signed

My cell phone number is:

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Lunch Bunch Lottery Fall 2019



Lunch Bunch begins at 1200p with pick-up from 1250p-100p on school days. **Potty-trained children enrolled in our 3s and 4s classes** are eligible to participate on the days they are enrolled at Binkley Preschool. Children enjoy a lunch and drink brought from home, a story read aloud, and additional playground time. In the event of rainy weather, children may watch an appropriate DVD.

The cost is \$6.00 per day, paid in advance by the semester.

Please be aware that your child may not eat in his/her own classroom with their regular teacher. Different classrooms and teachers are utilized each day.

Lunch Bunch is optional and all spaces are filled by lottery.

Please circle the day(s) below that you would like for your child to attend Lunch Bunch. **Only circle the** day(s) that you intend to use, as this form is considered a commitment. Teachers will be hired according to the number of students signed up.

This is a signup for the Fall 2019 semester only (September-December, 2019).

The bottom of this form is due back to Binkley Preschool no later than **Thursday, August 22, 2019.** You can return it, along with all required forms, via USPS mail, to the mailbox in the Binkley Church office or to the mail slot in the Director's door on the BPS Hallway just past the classrooms.

Your Lunch Bunch bill will be based on the day(s) your child received in the lottery. Bills will be available in your child's classroom during the Parent Orientation Night. Payment-in-full is required before Lunch Bunch starts (9/09/19) to complete your child's lunch bunch enrollment. Please place your payment in the mail slot in the Director's door on Orientation Night or anytime during the first week of school.

The Fall Semester Lunch Bunch Program begins on Monday, September 09, 2019.

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Please contact Mrs. Denno (kmdenno@gmail.com) or Mrs. Geier (elizgeier@yahoo.com), the Lunch Bunch Coordinators.

• <u>LUNCH BUNCH – FALL 2019</u>											
Child's Name											
Child's Class:	3 MWF	3 T/TH 4s	Wesley	4s Jones							
Circle the day(s) you would like for your potty-trained child to attend Lunch Bunch:											
MONDAY	TUESDAY	WEDNESI	DAY TI	HURSDAY	FRIDAY						