Hints on How to Succeed at BMS

Supplies Needed:

- An extra set of weather appropriate clothing to leave at school in your child’s box (two sets for toddlers)
  Please label all clothing that you bring to school.

* Proper outerwear for the day’s weather – we go out each day if at all possible! We will stay in if it is colder than 20 degrees or very wet or windy, but if the weather changes, we do go out later! Snow pants and boots are required if there is snow on the ground or it is very cold. Children without appropriate clothing must stay on the patio to be warm and dry and they miss out on the fun. Waterproof boots help the children enjoy the playground if there are puddles. Extra pairs of mittens and socks are needed on snowy or wet days. Your child will have an extra clothes box in which to keep these. Again please label all pieces of clothing that come to school!

* Children who stay through lunch also need:
  - toothbrush in the preschool program

* Children who stay through nap also need:
  - small nap blanket (appropriate for the season). We provide the cot, sheet, pillow and nap bag.

- Toys and other small items (jewelry, etc.) should not come to school. The children may bring news items. “News Time” occurs on specific days of the week in preschool, check with your classroom teacher. Toys should not be brought for news. “News” should be labeled with your child’s name and taken home the same day.

- Food from home should not be brought to school with the exception of replacement food to accommodate allergies. This replacement food should be clearly labeled and left with the kitchen staff. No food should be left with the child or in their cubby. This is especially important as several children have severe peanut or other allergies, and some foods may contain peanut oil or other allergens. Children should not bring vitamins, cough drops, chapstick, sun screen, or over-the-counter medications to school.

Medications:

- Requests for BMS staff to administer prescription medication are made on a special form which you can get from the office. This form must be filled out completely by your physician and signed by your physician and yourself. Prescription medication must be in the original labeled bottle from the pharmacy.
• Non-prescription medications cannot be left at school and cannot be administered by the staff without specific written instructions from your physician, signed by the physician and yourself.

Communications:

* Notices to Parents:
- Newsletters and flyers are put in your mailbox or emailed. These mailboxes are located in the main office for families in preschool and in the toddler lobby for toddler families. News and events are also e-mailed to you by the school as well as the class parents.
- Workbond opportunities are posted in the volunteer notebook in the office.
- Minutes and agendas for Board of Director’s meetings are also posted in the main lobby.

* Messages from Parents:
Information about planned absences or changes in how or when your preschool child will be picked up should be written on the silver board in the office and brought to the attention of your classroom teacher. Be sure the name of the person picking up your child is also written on your emergency form. Parents of toddlers can inform the toddler staff directly.

We like to know when changes occur for your child that may impact his/her time at school. Some examples are illness or death in the family, or a parent’s absence from home, however brief. We can be ready to give your child extra “TLC” during these times if we are informed.

We want to answer questions or concerns promptly. If you don’t see a teacher in the morning to set up a time to speak together, call Amy in the office during the day. She’ll pass along the message and we will call you as soon as possible. Amy is also happy to discuss any issues with you.

* Conferences:
Preschool conferences are held in November and March, and conferences for toddler students every six months. Conference sign up sheets are posted in the classroom about two weeks before each set of conferences so you can plan for them. Conferences may also be held at any time at a parent’s request.

• Special Guest Night is a preschool evening event designed to let you visit the classroom with your child before conferences – watch for your invitation in October and April.