Welcome from the Director

Welcome families to a year which promises to be full of fun, friendships, learning and growth. We are excited to begin our year with new adventures and ideas. Most of our new children have started by now and the remaining few will be joining us shortly. Not only are there a lot of new children and parent faces, but there are also a number of new and returning staff faces, including myself! Please stop by the bulletin board in the main hallway and read the staff bios so you can get to know the new teachers that have joined us.

At the beginning of each month, a newsletter will be given out with pertinent information from within the center for upcoming months. You will receive a newsletter in your child’s mailbox and extra copies will be available in the main hallway as well. Both our newsletter and our menu will be available on our website at www.binghamton.edu/campus-pre-school. If you have any questions or concerns, please stop by the office.

As in the past, Campus Pre-School offers ways for families and parents to participate in the program. We are highly sensitive to parents’ busy schedules but also recognize the importance of parent involvement. Throughout the year, there will be a variety of events. Some involve fundraising, networking with other parents, parenting tips, classroom participation, and special events, as well as parent/teacher conferencing. In addition to these opportunities, families are also asked to participate in an annual Family Survey. The survey, created by the NAEYC (National Association for the Education of Young Children), will be useful in making improvements center wide.

Thank you for choosing Campus Pre-School. We are committed to fulfilling our mission of high quality care for young children in a safe and nurturing environment while contributing to the development and well-being of individuals and families. We are looking forward to sharing a wonderful year with all of you!

Tonya Rivera
Executive Director

Procare Check-in System

This year we are implementing our new ProCare system as a means by which our families can check their children in and out of the building as an added safety precaution.

All family information is being entered, and once this information is complete, you will be able to view your statement, make credit card payments, and view your child’s profile at our Check-in Center and online. See an administrative staff member with questions about our future online payment system!

If you have not yet registered to check in or out via the Check-in Station, please see a member of the administrative staff in order to do so!

Family Handbooks

You received your Family Handbook in your enrollment paperwork. If you did not receive one, please see someone in the Office. Please sign and date the back page to be returned to your classroom teacher.

Back to School!

September 2015
**CAUTION**
University Police frequently monitor the speed of cars coming down to the childcare center. To avoid being stopped, keep your speed under 5 MPH.

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**Graduate and Undergraduate Students**
Are you eligible for Block Grant Subsidy to assist with your child care expenses?

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**Parking**
If you come to CPS to visit for an extended time, we suggest you follow one of the below suggestions due to very strict parking policies at BU.

*Park in one of the normal drop off sites, but you must leave your flashers on.
*Stop at the visitor's booth as you enter campus and purchase a one-day pass, allowing you to park in the East Gym lot without the use of flashers.
*Park in one of the metered spots across from the front door.
*Do not park in the handicap spots (unless that applies) or the spot with the red state parking only sign.

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**Regulations On Administering Medication**
If your child requires medication, please see the office for a copy of the form that must be used when your child needs medication. We suggest that you keep a copy in your car so when you are taking your child for a sick call, you have the form for the medical professionals to complete. We will not be able to administer any medicine if you do not provide all of the information on that consent form.

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**CPS Staff Birthdays**
*8/18 Michele Holowatch
*9/10 Claire LaBonte
*9/11 Jamie Tammariello
*9/13 Kat D'Andrea
*9/23 Brenda Maslar

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**Emergency Contact**
Please make sure all of your emergency/pick-up information is correct for your child(ren). There may be a time when we can't reach you and will need to contact someone on the list.

It is EXTREMELY important that we have all of the correct contact information.

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**SEPTEMBER TUITION BILLS**
Tuition bills for September will be in your family mailboxes (in your child’s classroom) by the first week of September.

Please contact our Business Manager, Phil, if you have any questions regarding your bill. Feel free to send an email to: campuspschool@gmail.com

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**PICK UP TIMES**
For **Half Day** pickup by 12:50pm
For **Full Day** pickup by 5:20pm

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**Notice!**
If you haven’t already, please remember to fill out and return the following forms to your classroom teacher:

- Handbook Receipt and Understanding Form
- CACFP Food Program Form
- Helmet Permission Form