



*A developmentally appropriate preschool  
that is respectful of the talents and needs  
of individual children*

**2017-2018  
PARENT HANDBOOK**



## BEEP OVERVIEW

**Establishment:** The Bedford Early Education Program (BEEP) was established when Bedford became its own school district in 1989.

**Program:**

BEEP is a regular early childhood program providing the opportunity for typically developing three and four year old children and children identified as having special needs to learn and play together. We believe active participation and concrete learning experiences make learning more meaningful for the children and best serve their development and learning. All the children are provided a multi-sensory learning environment in which they utilize all senses in learning new concepts. Language development and social skills are emphasized throughout the integrated curriculum. Implementation of specialized intervention within natural situations occurs without disrupting the curriculum and educational routines of the classroom.

**Staff:**

Classrooms are staffed by certified educators with a background in early childhood and special education. In addition, our staff includes a licensed speech and language pathologist, a speech assistant, licensed occupational therapist, occupational therapy assistant, licensed physical therapist, classroom assistants and a program coordinator. Educational consultants are available as needed. Throughout a BEEP day, each classroom has a teacher and assistant at all times, and other therapists and paraprofessionals may join the classroom periodically.

**Programs:**

Classroom programs for 3 and 4 year olds are provided two, three, four, or five days a week for 2 ½ hours a day. The Intensive Needs program offers the opportunity for an individualized self-contained, or partially self-contained program.. For more specifics, contact the BEEP Program Coordinator.

**Class Times:**

Morning session: 8:10 to 10:40 am  
Afternoon session: 11:40 to 2:10 pm

**Contact Us:**

Bedford Early Education Program  
Memorial School  
55 Old Bedford Road  
Bedford, New Hampshire 03110

Roberta Keane, M.Ed.  
BEEP Program Coordinator  
603-627-1776 x23216

**BEEP Website:** [https://sites.google.com/a/bedfordnhk12.net/memorial\\_bEEP/](https://sites.google.com/a/bedfordnhk12.net/memorial_bEEP/)

## **BEEP FACTS**

**Parking:** Parking at Memorial School is limited. Visitors are encouraged to park in the front of the school in the designated spaces. If they are all occupied, please look along the side and back of the building where the faculty park. Parking is not permitted in the fire lanes or front loop.

**Main Office:** The main office is located near the front of the building. As you enter the school from the front parking lot, the office is located on the left. Office hours: Monday-Friday, 7:30 a.m. to 3:30 p.m.

**Nurse's Office:** The school nurse is available Monday through Friday from 8:00 a.m. to 2:30 p.m. The phone number is 627-1776 x23204.

**SAU 25 - School District Website:** [www.sau25.net](http://www.sau25.net)

### **Positive Behavior Plan:**

The physical and emotional safety of our school family is very important to us. The intent of BEEP's positive behavior plan is to encourage and empower children to make good choices and learn strategies for self-control. BEEP encourages positive behavior in children through a combination of developmentally appropriate practices, prevention techniques and a solid foundation in understanding early childhood development. Children are individuals with varying backgrounds and each child's behavior must be addressed accordingly. Two children exhibiting the same behavior may not be managed identically. The following steps are examples of strategies to meet children's needs:

- Reinforce appropriate behavior whenever possible.
- Give clear directions to the child. State class rule/behavioral expectation simply.
- Reinforce those who have followed directions, ignoring inappropriate behavior at this time, except in situations of danger.
- Restate class rule/behavioral expectation.
- Re-direct the child and/or provide appropriate choices.
- Remove materials and/or activity until child is ready to follow the class rule/behavioral expectation.
- Provide a positive time-out opportunity.

Expectations for student behavior are outlined in the social behavior domain of the BEEP curriculum and further referenced in the social/emotional section of the semi-annual progress report.



**Outdoor Play:** In winter, we have regular scheduled days/times for outdoor play, weather permitting. During the winter, these are the ONLY days that children will need to bring in snow pants and boots. A note will be sent home informing parents of the "outside play" day for their child's class and the starting date.

#### **Weather Guidelines:**

1. Outdoor temperature above 20 degrees
2. Wind-chill temperature above 20 degrees
3. No precipitation (rain, ice) or light snow only
4. Satisfactory playground conditions (no mud, ice, etc.)



#### **Cold Weather Needs:**

Outside boots are not allowed in the classroom; shoes must be worn in the classroom. Should we need to leave the building quickly, it is important for your child to have on suitable shoes. For this reason, slippers are not acceptable footwear for the classroom.

Children should always wear a hat, coat and mittens when they come to school.

The designated "outside" day each week is the only day it is necessary for your child to have boots and snowsuits or other appropriate outdoor playwear with them at school. Children can either wear their outdoor playwear to school on those days or bring them in their backpacks.

**Warm Weather Needs:**

Children should wear appropriate footwear suitable for outdoor play.

Sunscreen is encouraged during the warm weather and should be **applied at home**.

For sun protection, we also recommend that your child wear a hat during sunny outdoor play.

## WHAT TO BRING TO SCHOOL

**Backpack:** There is no storage available in the classrooms so students should bring a standard size backpack to and from school each day. In the backpack, students should bring the following each day:

**Snack:** Your child should bring a healthy, *single* snack and *single* drink daily in a lunch bag, labeled with your child's name. Include any utensils and bibs, if appropriate. We discourage sharing of snacks due to individual dietary restrictions and food allergies. Healthy snack options include fun snacks (broccoli "dinosaur stalks" or silly fruit shapes), crunchy snacks (carrots with dip or bagel slices), and salty snacks (pretzels or low fat popcorn). \*\*Please do not send candy. A more extensive list of healthy snack options can be found by going to [www.sau25.net](http://www.sau25.net) and clicking on Curriculum and then Wellness.

**Spare Clothes:** Program activities often involve wet table play, paints and outdoor play, so we request you provide an extra set of clothes in your child's backpack in the event it is needed. Include pants, underpants, shirt, socks and diapers/wipes, if appropriate. Include shoes if your child is wearing boots to school on a given day. Be sure to label all items with your child's name.

**Outdoor Clothes** (if not worn to school on outside days)

**Sun Hat or Cap** (in warm weather)

\*\*To avoid classroom disruption and potential upset to your child, please discourage your child from bringing toys and stuffed animals to school.

**Birthdays:** Birthdays are special for your child and we would like to celebrate with your child and classmates. The district recommends that birthdays be celebrated in a healthy way. Healthy celebrations can reduce the number of times students have sugary treats at school. A well planned celebration can also help the school community be sensitive to students with allergies and other food-related health concerns. Please notify the teacher **in advance** if you would like to provide a special birthday snack and arrange a date for the "birthday snack". Refrigeration/freezer access is usually available. Please make advance arrangements if you would like use of those facilities. If interested, check with your classroom teacher for snack suggestions that might tie into classroom themes, e.g. apple treats during a fall "apple" unit.

**Monetary Transactions:** Any time your child is requested to bring in money for a fundraiser, book order, etc., be sure to enclose the money in an envelope labeled with your child's name and teacher. Checks are preferred as we are not responsible for lost cash.

**Toilet Training:** BEEP Staff will support you and your child's efforts during toilet training when applicable. Discuss specific accommodations with your child's classroom teacher.

## DROP-OFF / PICK-UP AT SCHOOL

**ID Cards:** Drop-off and pick-up take place at the front of Memorial School. Parents are given an identification card(s) to place in the front windshield so staff can identify BEEP students in the drop-off/pick-up lines, **throughout the school year**. (Additional identification cards are available. Notify your classroom teacher with the number of ID cards you require.)

**Drop-Off:** A BEEP staff member will take your child out of the car. Drop-off is 8:00 – 8:10 a.m. for morning classes and 11:30 a.m. – 11:40 p.m. for afternoon classes. If you are later than the specified drop-off times, you will need to park your vehicle in designated parking, walk your child into the office, get a visitor's pass and bring your child to his/her classroom. **\*\*Please note that the front loop is a fire lane and parking is not permitted there, even to run in briefly.**

**Pick-Up:** Prompt pickup is expected. Teachers have commitments between the morning pick-up and the afternoon drop-off. Pick-up is 10:40 a.m. for morning classes and 2:10 p.m. for afternoon classes. A BEEP staff member will put your child in their car/booster seat and buckle him/her appropriately. If you need to check the buckle, we ask that you pull forward and out of the pick-up line before getting out of your car to do so.

**\*\*It is important to us that the transition into the BEEP program be a positive experience for you and your child. Feel free to discuss with your child's teacher, alternative drop-off and pick-up options for your child's first few days of BEEP.**

## SAFETY

**Car Seats:** Your child's safety is very important to the BEEP staff. **NH law requires that children** under 7 years old or 57 inches tall or under must ride in a federally-approved safety seat or booster. During drop-off and pick-up, we expect to be removing your child from, and placing your child into a certified approved car seat or booster. Again, we want your children to be safe. Please arrive at school with appropriate car restraints for your child. *Please do not unbuckle your child prior to unloading in the front loop at school where drop off and pick up occurs. If an accident were to occur, your child would be unprotected.*

**Unattended Children:** If you need to leave your vehicle and/or enter the school even for a brief period, be sure to take your children with you. **NH law prohibits leaving unattended children in a vehicle.** While in the school hallways, we ask that parents & siblings be respectful of the classes underway.

*NH law governs both of these reminders, as well as our obligation to report situations in which the law is not followed.*

## BOOSTER / CAR SEAT REMINDERS

The safest place for your child's car seat is in the rear seat.

For vehicles with no rear seat, car seats can be placed in the front seat; however the passenger side airbag should be disabled.

Booster seats raise a child so that the lap and shoulder belts ride on their thighs and shoulders to protect them in a car crash.

Use these quick checks to ensure your child is safe:

Can your child sit all the way back against the auto seat?

With your child's back against the seat, do your child's knees bend comfortably over the edge of the auto seat?

Does the seat belt cross the shoulders between the neck and arm?

Is the lap belt as low as possible, touching the thighs?

Can the child stay seated like this for the whole trip?

If you answer no to any of these questions, your child needs a booster seat. Children in booster seats can see out the windows and are usually more comfortable.

For more information, call the NH Child Passenger Safety Program at 1-877-783-0432.

## MAKING DROP-OFF/PICK-UP EFFICIENT

It is important to proceed with the drop-off/pick-up in a timely fashion so we do not conflict with buses and elementary drop-off/pick-up. Your consideration is greatly appreciated.

**Unloading/Loading:** During the morning drop-off, do not pull into the parking lot if the red and white flag is up. Instead, form a single line along the Memorial School side of Old Bedford Road. Pull as close to, or onto the grass as possible. Once the red and white flag is down, pull into the parking lot and through the loop. We ask all parents to pull forward so that we may load three cars at

a time. (The first car should pull up so that their rear door is at the handicap ramp.) There is no need for parents to exit their vehicles. Please have children seated in the rear center seat or behind the passenger seat to avoid having children and staff walk in front of vehicles and into the front loop. Don't forget to display your BEEP ID card to identify your vehicle to various staff members during drop-off/pick-up. Do stay alert and off cell phones for you and your child's safety.

**Communications:** Teachers will provide quick highlights of your child's day during pick-up, but this is not an appropriate time for extended consultation with staff.

Please indicate a need for such a conversation and your teacher will be glad to make appropriate arrangements.

**Alternate Drivers:** If parents plan on having someone else pick up their child, it is necessary to send in a written note to the teacher stating who you are authorizing to do so. We will not release children without having your consent, and we may ask the person picking up to provide identification. Ensure that alternate drivers have an appropriate car/booster seat for your child when they arrive at school or your child will not be released to them. This policy is for the safety of the children.

**Inclement Weather:** Anticipate heavier traffic volume during inclement weather when many elementary students are also dropped off at the school by their families. Be sure to arrive promptly for drop-off for 8:00 to avoid getting stuck in long drop-off lines and missing the BEEP drop-off. We will be in the building by 8:10. During heavy traffic days, we will attempt to have a staff member remain at the front of the school if we are aware that you are waiting in the drop-off line. Again, displaying your BEEP ID card will facilitate the identification of your vehicle.

## ATTENDANCE

Consistency and routines are very important to our young children. Regular, on-time attendance maximizes the benefit your child receives from participation in the BEEP program.

**Absence due to Illness:** If your child is going to be absent due to illness, please call the attendance line before 8:10 a.m. by leaving a message at 627-1776, x6; please include what ailment(s) your child is experiencing. Follow this procedure for each day your child will be absent. If the school has not been notified, our procedure is to call home for verification.

**Other Absenteeism:** If your child is going to be absent for reasons other than illness, please notify the classroom teacher before 8:10 a.m. by leaving a message on the classroom teacher's extension. Please include the duration of the child's absence. If the school has not been notified, our procedure is to call home for verification.

**Late Arrival:** If your child arrives after the BEEP classes have entered the building, the adult dropping off the child must report to the main office to sign the child in and then accompany the child to his/her classroom.

**Early Dismissal:** If your child is to be dismissed during school hours, the adult picking up the child must report to the main office to sign the child out. The parent should proceed to the classroom to pick-up their child.

### **Cancellation or Delayed School Opening Procedures:**

If the school district cancels school, all BEEP classes will be canceled as well.

If there is a school delay, the morning BEEP class will be canceled, but the afternoon BEEP class will still be in session.

In the rare case that afternoon sessions only will be canceled due to increasing weather concerns occurring during the school day, parents will be notified using the School Messenger Notification System.

## **School Messenger Information**

The Bedford School District has implemented the School Messenger Notification Service to enhance parental communication. This service allows us to send a voice and/or email message to ALL of our students' parents within minutes, if an emergency occurs at a school. The School Messenger service also assists the schools in reducing the resources needed to pass along key information regarding school events or reminders. The intent of this system is for group notification purposes. Customary and usual procedures for individual parent notification will continue as normal. The district will use School Messenger for:

- School cancellations and delays due to inclement weather



- Emergency notification such as evacuations
- Early dismissals due to severe weather/emergencies
- Transportation messages or emergencies
- Other emergency situations as they arise

The district and your child's school may use School Messenger for non-emergency purposes such as:

- Grade level information, i.e. field trip reminders
- Schedule changes for after school events
- Principal's notes/emails and updates (email only)

The ability to deliver a message is only as successful as the contact information we have for our families, so please make certain we have the most up-to-date direct dial numbers and email addresses. If this information changes, please let your child's school know immediately.

**Important:**

1. **Your caller ID will display the number 855-344-6323 anytime a call is generated. You can call the phone number back at any time to replay messages sent within the last 30 days.**
2. School Messenger will leave a message on your voicemail or answering machine.
3. School Messenger does not call extensions. If you have a direct dial number at work, you should provide your child's school with the direct dial number not a main number plus an extension.
4. School Messenger will only make one phone call per contact number when multiple family members in the same school have the same contact information.
5. Your child may also receive certain notifications if you provide his/her cell phone number.

**THE FOLLOWING RADIO AND TELEVISION STATIONS WILL ALSO BE CONTACTED: WZID (FM 95.7), WBZ (AM 1030), WFEA (AM1370), WBZTV (CHANNEL 4, BOSTON), WHDH (CHANNEL 7, BOSTON), WMUR (CHANNEL 9, MANCHESTER), AND BCTV (CHANNELS 16 AND 22)**

**HEALTH**

**Health Requirements / Records:** In order to begin school, NH state law requires students to have a physical examination within the last twelve (12) months of the first entry into school, and all immunizations must be current except in the case of official parent opt-out as provided for in school board policy JLCB. Physical forms, including a record of immunizations, are required prior to the first day of school. Bedford School District physical forms, as well as NH State Immunization Requirements, can be viewed on the SAU website ([www.sau25.net](http://www.sau25.net)) and printed for your convenience. Permanent health records and emergency cards are kept on file in the school health offices. Parents/guardians are requested to notify the health office of any changes, additions, or deletions on these records. If you have any questions or concerns, please contact the school nurse.

**Illness:** Please help us keep our classes healthy. Sick children of any age should not attend school. Your child will benefit from extra rest and ultimately will be sick less often, if kept at home when sick.

**Reasons to Keep Your Child Home:**

- Bad colds, coughs, diarrhea, undiagnosed rash and fevers
- Fever during the night or morning – greater than 99.6°F orally taken before school. (Children must be fever-free for 24 hours before returning to class.)
- Any vomiting or diarrhea during the night or morning
- Cough that has kept the child up or is persistent
- Thick green drainage from nose
- Crusty, itchy draining red eyes
- Unknown rash over body
- Head lice (Be sure to report occurrence to the school nurse.)

Children should not come to school if they have any contagious illness such as chickenpox, strep throat, conjunctivitis (pink eye), etc. Once your child is no longer infectious, she/he should return to school. If your child is diagnosed with a contagious illness, she/he must complete 24 hours of antibiotic treatment and be fever-free for 24 hours before returning to school. **If you have a question as to whether your child should attend school, please contact the school nurse.**

**Severe Allergies / Conditions:** If your child has severe allergies or any condition that may require emergency medication and care, please make an appointment with the school nurse and your child's classroom teacher to discuss an appropriate action plan.

**Prescription Medications:** Prescription medications require both parent and prescribing physician signatures. The appropriate forms can be obtained from the school nurse or printed from the SAU website ([www.sau25.net](http://www.sau25.net)). Medication must be in its original container and labeled with your child's name, the medication name, name of prescribing physician, exact dosage and how often it is to be administered. (Note: Pharmacies will issue duplicate containers for home and school use.) Medication will be stored in the school health office and will only be administered by the school nurse. Annual renewal forms are required for any standing long-term prescriptions for your child. Unused medications cannot be sent home with your child. Please make arrangements to pick up unused medications at the end of treatment or the end of the school year.

**Non-Prescription Medications:** The administration of non-prescription (i.e. "over-the-counter") medications during the school day is not encouraged. If your child requires "over the counter" cough syrup or a pain reducer to make it through the school day, we recommend that you keep your child home that day.

**Illness/Injury at School:** If your child becomes ill or injured while at school, the nurse will contact the individual(s) noted on the health form as necessary. In some cases, you will be requested to come and pick-up your child.



## YEAR TO YEAR AT BEEP

**Placement:** Placement in BEEP is determined by age as of September 30<sup>th</sup> of that school year. If your child will be at least 3 years old as of September 30<sup>th</sup>, he/she is eligible to participate in the BEEP program. Classes are established for children three years old or four years old, and can be 2, 3, 4 or 5 days a week. During the school year, peer students may enroll upon their 3<sup>rd</sup> birthday based on space availability. Those students will follow the age-based placement for the following fall. Similarly, students with educational disabilities will also enroll upon their 3<sup>rd</sup> birthday.

**Another year in BEEP:** All children currently in BEEP who are eligible for placement in either a three or four year old class the following school year, are guaranteed a place in the age appropriate BEEP class. Tuition rates and class assignments/configurations are established each spring for the upcoming fall. You will be notified, by letter, of the recommended placement and placement options for your child. Notify the BEEP Coordinator if you do not plan to have your child participate in the BEEP program in the upcoming fall. For those parents of children with educational disabilities, this information is available through your classroom teacher and is determined at the annual review of your child's individual education plan (IEP).

**Going to kindergarten:** To be eligible for kindergarten, your child must be 5 years of age by September 30<sup>th</sup>. All children in BEEP, who will be eligible for kindergarten in the upcoming school year, are automatically registered for kindergarten. Confirm with the BEEP Coordinator whether your child WILL or WILL NOT attend public kindergarten. The BEEP Coordinator is responsible for notifying the elementary schools with your intentions for your BEEP student(s). Parents will be required to complete new health forms prior to the start of kindergarten.

**Siblings:** We welcome siblings to enroll in the BEEP program. If you have another child at home who may be eligible for enrollment, please let the BEEP Coordinator know. A waiting list has been established for siblings who will become eligible for enrollment during the upcoming year.



## ADMINISTRATION / ENROLLMENT

Infosnap is the on-line registration process used for enrolling/updating information for all new and returning students. This includes, but is not limited to, emergency contact information, permissions forms relative to media and links to handbooks, school board policies and other supplemental documents.

**Curriculum:** The Creative Curriculum serves as the blueprint for the program. The curriculum has a firm foundation of research-based practices and teaches social/emotional, physical, cognitive, and language development. Program outcomes are aligned with the Bedford School District Curriculum benchmarks. Copies of these benchmarks and additional information about the Creative Curriculum are available on-line or from the Program Coordinator.

**Library/Gym:** BEEP students may periodically participate in gym activities, and classroom visits to the Memorial School Library.

**Tuition:** For peer students the annual tuition can either be paid in full or in ten month installments due on the first of each month. The last month's tuition payment is required at the time of registration. Automatic check withdrawal can be arranged with the school district business office.

*Reduced rates are available for siblings. Children in families who qualify for free or reduced school meals (based on federal guidelines) are eligible to receive a 50% waiver of the monthly fee. Applications are available through Lisa Dollins, Director of Food Services, Bedford School District, 103 County Rd., Bedford, NH 03110. All information will be held in the strictest confidence.*

Checks are to be made payable to the **Bedford School District** and mailed to:

SAU 25  
c/o Business Office (BEEP)  
103 County Road  
Bedford, New Hampshire 03110

**Student Transfers:** Please notify the BEEP Coordinator if a move is anticipated during the school year so appropriate records can be transferred.

**Lost and Found:** Contact your child's classroom teacher for any lost items.

**Drills:** In addition to fire drills, other school emergency drills will be held periodically during the school year. The purposes of the drills are to familiarize the students with safety procedures inside and outside the school. The Reverse Evacuation drill is used when students are outside the building on school grounds and we need them to return to the building. The Shelter-In-Place drill requires students and staff to close all doors, windows, and pull shades. This drill is used when there is potential for hazardous materials to be airborne near the school. During a Secure Building/Lock Down the entire building is secured, and students and staff are requested to close doors and windows, pull shades, and remain in their rooms out of plain view. Finally, students may practice an off-site evacuation. In this instance, a school bus is brought in to transport BEEP students and additional adult support and supervision is provided from staff within the building.

**Emergency Off-Site Evacuation Plans:** The Bedford School District has plans in place to safely evacuate students from a school site to an alternative location during the school day. In the event this becomes necessary, parents will be contacted using the School Messenger Notification Service. Please familiarize yourself with our plans by visiting the District's Website at [www.sau25.net](http://www.sau25.net) → Quick Links

**Parent-Teacher Group (P.T.G.):** The Bedford PTG represents all schools in our district and is based on creating a mutually beneficial home-school-community partnership. Some of the PTG sponsored programs include: school volunteers, room parents, and O.R.K. (Opportunities Reaching Kids). Parents are encouraged to attend PTG meetings. Please watch for information about the programs and fund-raisers in flyers sent home with your child. For more information, please see: [www.bedfordptg.org](http://www.bedfordptg.org).

**Senior Citizens Day:** Senior citizens are welcomed on a designated day in the spring to visit Memorial school. They are provided with school tours (including BEEP), entertainment by the musical chorus and a luncheon. We look forward to having them join us.

**Memorial School Community Council:** The mission of the council is to serve as a vehicle for the dissemination of accurate information, while assisting families, staff and the community to effectively participate in the education and growth of our children.

You may read about the council on Memorial School's Community Council's web page at [www.sau25.net](http://www.sau25.net) under Elementary Schools' Community Council heading. BEEP has staff and parent representation on the council.

**All School Meetings:** During the year, Memorial School conducts All School Meetings hosted by different grade levels and clubs. BEEP students may participate in All School meetings.

### **Annual Organizing and Destruction of Redundant Education Records**

Each year, the school district may choose to organize a student's education records and destroy educational records that are redundant. Redundant records include data sheets when the results have been transcribed to another document. It also includes extra copies of any correspondence or other documents.

## **COMMUNICATIONS**

**Observations/Visits:** Classroom observations are welcome by appointment. We respectfully request you make other arrangements for siblings.

### **Electronic Communication:**

- Teacher Website: Available on the district website [www.sau25.net](http://www.sau25.net) and highlights theme and activities in the classroom and accompanying suggestions for home activities as well as classroom news and reminders. Websites are provided by the classroom teachers, therapists and program coordinator.
- Links to BEEP program materials such as the calendar and handbook
- Please let your child's teacher know if you do not have access to the internet and paper copies of notices can be provided.

**Notices and Publications:** While most notifications are provided via electronic communication, be sure to check your child's backpack daily for school notices, classroom notices, PTG announcements, and community happenings. Here is a sampling of some of the communications you may receive:

- ◆ Parent to Parent Contacts: List of classmates, addresses, phone numbers, parent/guardian names
- ◆ Scholastic Reader Order Forms: Monthly book sales
- ◆ Fundraisers: Periodically

**Progress Reports:** Progress reports are issued in January and June. Parent-teacher conferences are offered annually. Progress reports for students with individual education plans will be completed in accordance with the requirements set forth in those plans.

**Parent Teacher Contact:** We strive to provide a climate that is conducive to open communication and learning. There is frequent informal parent and teacher contact as well as the opportunity for scheduled conferences. You are encouraged to discuss your child's progress with his/her classroom teacher as needed. Notes, phone calls, and scheduled conferences are encouraged. E-mails are by law, part of a student's academic record and will be included in a student's special education file.

**Open House:** An Open House is traditionally held early in the fall in order for parents to meet the BEEP community and visit their child's classroom.

## **BEEP AND PARENT PARTNERSHIP**

**Room Parents:** Room parents are selected early in the school year to help with classroom support, projects and parties. A notice will be sent home with your child asking for volunteers for this position.

**Lending Library:** The Lending Library is maintained in the Memorial School Library. A list of the parent lending library selections is posted on-line and can be obtained from your child's teacher. Materials can be acquired directly from the school library, or you may ask your child's teacher to check an item out for you and send it home with your child.

**Parent Information Presentations:** The BEEP staff is committed to providing information on those areas of child development and parenting that parents have identified as challenging. Parents and/or staff can share training needs with the coordinator. The coordinator will draw from the staff and community to locate speakers and organize relevant presentations.

**Volunteer Opportunities:** Many opportunities exist throughout the school year for in-classroom and administrative volunteer assistance. Early in the school year, a volunteer questionnaire will be sent home with your child, which will allow you to express interest in these opportunities.

**Family and Staff Resources:** The lending library and staff resources are jointly built from donated and purchased resources. If you have a recommendation for a resource purchase for the program, please contact the Program Coordinator. Additional parent resources can be located on the teacher and coordinator websites.

[https://sites.google.com/a/bedfordnhk12.net/memorial\\_beep/](https://sites.google.com/a/bedfordnhk12.net/memorial_beep/)

