



**BCEEC**  
**Brookside Road**  
**Newsletter**  
**September 2018**

**Dates to Remember**

- Monday, August 27<sup>th</sup>: FIRST DAY of School. Good Luck EPSD and STM!
- Monday, August 27<sup>th</sup>: Back to School at Brookside! Welcome to your new classrooms! Have fun!
- Friday, Aug. 31<sup>st</sup>: EPSD CLOSED Look for an email about all day care!
- Monday, Sept. 3<sup>rd</sup>: Yearly registration fee due.
- Monday, Sept. 3<sup>rd</sup>: BCEEC CLOSED Happy Labor Day!
- Wed. Sept. 19<sup>th</sup>: EPSD CLOSED Look for an email for all day care!
- Friday, Sept. 21<sup>st</sup>: EPSD 12:30pm dismissal. Look for an email for half day care.
- Advanced Notice: PICTURE DAY: Tuesday, October 16<sup>th</sup>.

**Center News**

*On behalf of Miss Devon, myself, and the staff at Brookside Children's Early Education Center, I am happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.*

**Thank you!**

**Please use our website to find monthly snack lists and newsletters.**  
**[Brooksideearlyeducation.com](http://Brooksideearlyeducation.com)**



Please help your child learn BCEEC's Center Expectations

- \*Be a Friend
- \*Be Respectful
- \*Be Safe
- \*Be Responsible

If you use these 4 expectations at home this will help incorporate our center wide Positive Behavior Instructional Support (PBIS) by teaching our children manners and positive guidelines at such an early age.

*While we try to teach our children about life, our children teach us what life is all about.*





# Brookside Children's Early Education Center

Dear Parents,

On behalf of Miss Devon, myself, and the staff at Brookside Children's Early Education Center, I am happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

Here are a few important reminders that need your attention.

- Communication is key to a successful relationship. Please be sure to check your emails daily. Email is a key way we communicate to families at Brookside.
- Newsletters: Each classroom and the office will write a monthly newsletter for parents to stay up to date with information and events. These newsletters are located on our website and hanging in the office.
- Please keep in mind that the safety of all the children is our number one concern. We are a locked door facility. Please do not allow others that you are not familiar with into our building. Kindly ask them to wait outside while you find a teacher/staff member to come and assist them.
- Please remember to turn off your car when in the parking lot dropping off or picking up your child.
- If you have multiple children attending Brookside, please drop-off your youngest child first and pick-up your youngest child last. This way the youngest child is not in a room filled with toys that are not age appropriate.
- Please remember to be specific with your drop-off and pick-up times. Remember to sign-in each morning and sign-out each night. The office does look at the sign-in/out sheets to meet the child/teacher ratio when making the staff schedules. If your child will need to be dropped off earlier than normal or picked up later than normal, you must notify the office so that we can make sure we have the proper teacher coverage.
- Please remember to call or email your child as absent for the day by 10am.
- Please remember that as per the Parent Handbook, if your child is not in attendance by 10:00am and no notification has been made that your child will be attending after 10:00am, your child will be considered absent for the day and will be removed from the daily roster.
- Please communicate any changes occurring with your child to the teachers. It is helpful to the teachers if they are made aware of any changes in sleep patterns, eating patterns, routine changes, new medication or changes in medication, etc.
- Should you have any concerns or an incident occur with your child please see your child's Lead Teacher. You can also feel free to e-mail the office at [bceekids@gmail.com](mailto:bceekids@gmail.com) throughout the day and your email will be given directly to your child's Lead Teacher. Please remember that our afternoon floaters have not been with your child the entire day so they will not be able to answer your questions or concerns as the Lead would.
- We are no longer allowing diaper bags or backpacks to hang in the younger children's cubbies. The bags are sometimes filled unknowingly with items that we would normally have locked up or out of reach for the younger children in our care. (gas drops, infant Tylenol, anti-bacteria hand gel, lotions, money/coins, etc.) Backpacks are allowed for Kindergarten and School-Age. Lunch boxes are permitted for all children.
- If your child will be spending the night/weekend away from home and will need to bring an overnight bag, the bag must be placed in the front office. Please make sure your child's name is visible on the bag.

Thank you for taking the time to read these important reminders and helping us keep all the children safe and happy here at Brookside. I look forward to a wonderful year with you and your child.

Sincerely,

Deb Hogan Director/Brookside Road

"Striving for Excellence in Early Education"