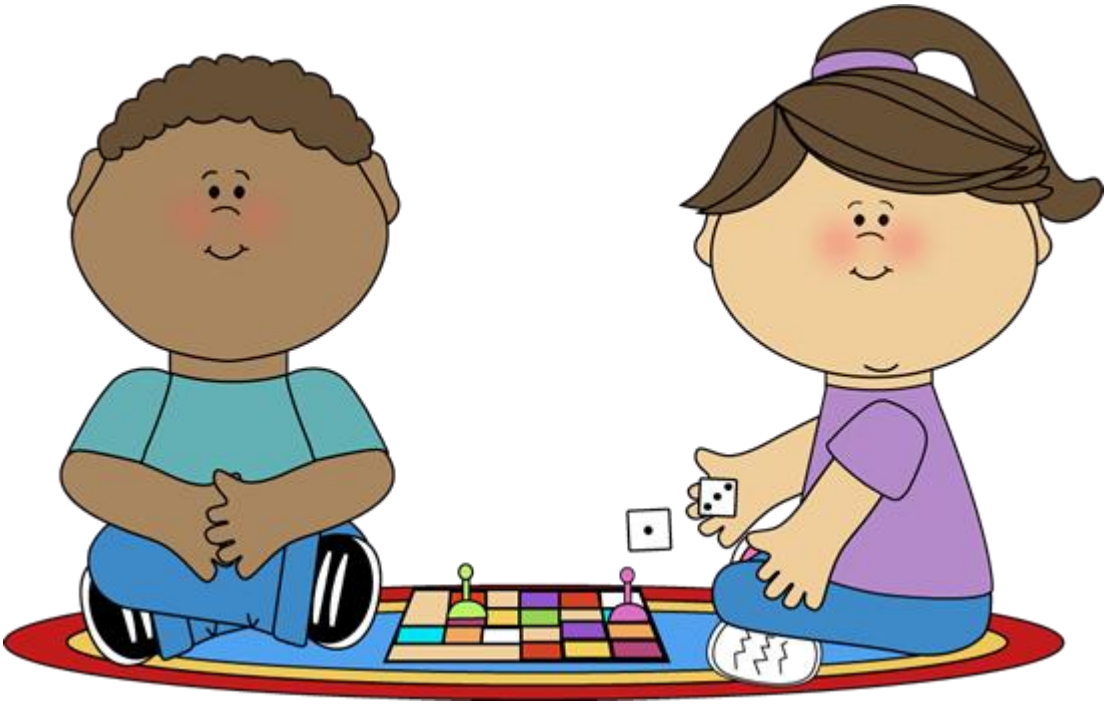
BEFORE SCHOOL PROGRAM

Broadalbin-Perth Elementary School

2026-2027



Providing a safe and enriching environment for students in grades Pre-K - 5

Dear Parent/Guardian:

The Broadalbin-Perth Central School District provides a Before School Day Care program for children of working or college attending parents. The program hours are from 7:05 – 8:30 a.m. Monday through Friday at Broadalbin-Perth Elementary School and operates only when school is in session. The goal of the program is to provide a safe and enriching before school experience for children in grades PreK-5. In order for the program to operate as effectively and efficiently as possible, please adhere to the following procedures:

- To enroll please submit a completed enrollment form along with an emergency card and appropriate enrollment fee(s). These forms and fee(s) must be turned in at least **seven business days** prior to your child(ren) starting the program. You will receive confirmation of enrollment from the school before your child(ren) can start. Enrollment in the program is intended for consistent, long-term use and should not be used for short-terms or for the purpose of attending extracurricular activities such as clubs.
- The enrollment fee is $5.00 per child. Enrollment fees are **not** refundable.
- You will be asked to enroll for a specific daily rate program: 1 day = $5 per child/wk, 2 days = $10 per child/wk, 3 days = $15 per child/wk, 4 days = $20 per child/wk and 5 days = $25 per child/wk. With administrative approval, enrolled children may use the program for an additional day at the daily rate of $5.00 per child.
- On short weeks of school, charges will be calculated based on the number of days school is in session on that week. For example, during Thanksgiving week there are two days of school; students enrolled for a 2 to 5 day program will be charged for two days only.
- Monthly payments are encouraged; however, we understand that this is not possible for everyone. Weekly payments should be made each Monday for the previous week of the program.
- Accounts that are outstanding (two months) will result in dismissal from the program. If you experience a financial hardship, contact the BSP coordinator or building administrator to discuss an alternate payment plan.
- Drop-off for the Before School Program must be no earlier than 7:05 AM. Parents must transport their child(ren). Bus transportation is not provided.
- In the event of a one or two hour delay, the Before School Program will operate on the delayed start time (i.e. a one-hour delay start time would be 8:05 AM and a two-hour delay start time would be 9:05 AM.
- Please read this handbook and review the procedures and guidelines with your child(ren). Your signature on the enrollment form will indicate that you agree to the information herein.

Please do not hesitate to call the BSP Coordinator with any questions.

Sincerely,

Kimberly Buchanan
BSP/ASP Coordinator

ENROLLMENT INSTRUCTIONS

1) Fill out the Before School Program Enrollment Form for your child/children and a Before School Program Emergency Card for each child.

2) Submit these forms with the registration fee of $5 for each child ***seven business days prior*** to your child/children beginning the program to:
   a) Broadalbin-Perth Elementary School office
   b) Mail your forms and the registration fee(s) to B-P Elementary School, Attn.: Kimberly Buchanan, 1870 Co. Hwy. 107, Amsterdam, NY 12010
   c) Email your forms to buchanankim@bpcsd.org and pay your enrollment fees at www.Myschoolbucks.com.

ENROLLMENT POLICY

1. Enrollment into the Before School Program is required at least **seven business days in advance**.

2. Parents may select from a 1, 2, 3, 4 or 5 day program. Weekly fees will be charged whether or not your child(ren) attends each day of your selected package.

3. Parents must provide transportation.

PAYMENT POLICY

- Enrollment fees are non-refundable.
- Parents select which weekly package (1 day=$5 per child, 2 days=$10 per child, 3 days=$15 per child, 4 days=$20 per child, and 5 days=$25 per child) is best for their family. Weekly fees will be charged whether or not your child(ren) attends each day of your selected package.
- At the beginning of each month, you will receive a statement via email detailing your amount due for the **current** month (and any outstanding balance). Although monthly payments are encouraged, we understand that this is not possible for everyone. Weekly payments will still be accepted and should be made each Monday for the previous week of the program. All payments will need to be submitted to Kim Buchanan, Before School Program Coordinator, at Broadalbin-Perth Elementary School. You may submit your payments in the following ways:
  - ❖ Drop your payment off in person at the B-P Elementary School office
  - ❖ Mail your payment to B-P Elementary School, Attention: Kim Buchanan, 1870 Co. Hwy. 107, Amsterdam, NY 12010
  - ❖ Submit your payment at the Before School Program to any staff member
  - ❖ Payments can be made on MySchoolBucks

- ❖ Accounts that are outstanding (two months) will result in dismissal from the program. If you experience a financial hardship, contact the BSP coordinator or building administrator to discuss an alternate payment plan.

- If for any reason the BSP is not held on a day for which you have already paid, your account will be credited the following month
- Those accounts not paid in full by the last day of the school year will result in your child's/children's report card being held until your balance is paid in full as well as not being able to register for the following school year.

PARENTAL INFORMATION

1. If your child is attending the Before School Program on a day when activity/play restrictions are necessary, parents are asked to write a note and address it specifically with Before School Program personnel.

2. Label all children's school bags, lunch, clothing and personal articles.

3. A statement will be emailed at the beginning of January that will provide payment information for income tax purposes.

ARRIVAL

1. Children must be dropped off no earlier than 7:05 AM. If this is abused, the child/children will be dismissed from the program.

2. On days of a one or two hour delay, the BSP will begin at the delay time (one hour delay start time is 8:05 AM/two hour delay start time is 9:05 AM.)

FIRST AID

1. No medication will be dispensed during the Before School Program.

2. First aid will be administered by staff for all minor injuries.

3. If a major injury or problem occurs, parents will be notified immediately.

4. Local emergency squad may be called.

BREAKFAST

Children may purchase breakfast at the cafeteria. If you do not wish your child(ren) to purchase breakfast, please notify the Before School Program personnel.

STUDENT BEHAVIORS/EXPECTATIONS/CONSEQUENCES

The Before School Program believes in positive attitudes toward the quality of care of its children. Staff members concentrate on the positive traits and successes of the children whenever possible. It is just as important, however, to be aware of school rules and regulations that aid in the organization of and conducive atmosphere to the program. Enforcement of these rules helps to minimize any discipline problems that may occur throughout the school year.

The following disciplinary procedures may be used as alternate ways to adjust student misbehavior depending upon the seriousness of the offense:

LEVEL I - Minor misbehavior which disrupts the orderly operation of the room.

Possible consequences:
Location change
Time out from activity
Verbal reprimand
Special assignment (ex. cleaning graffiti)
Behavioral contract
Withdrawal of privileges
Payment for deliberate damage to materials

LEVEL II - Misbehavior, which disrupts the orderly operation of the room and is a continuation of the Level I infractions.

Possible consequences:
Continued loss of privileges
Parental conference and letter indicating behavior problem.
If behavior still does not improve, possible suspension from the program.

LEVEL III – Acts directed against staff or property and posing a direct threat to the safety of others at the Before School Program.

Possible consequences:
Parent/Staff/Principal/Student conference
Suspension from program

The building principal/leader will make the final decision in handling any discipline matter.

BEFORE SCHOOL PROGRAM
ENROLLMENT FORM

Total number of children who will attend program _____.
(Please list **all** children attending)

STARTING DATE:

CHILD'S NAME	AGE	GRADE	TEACHER

Children are enrolling for a: _____ 1 day _____ 2 day _____ 3 day _____4 day _____5 day program.
Weekly charges per child: $5/wk $10/wk $15/wk $20/wk $25/wk

If not 5 days (Monday-Friday), please check the days of the week your child(ren) will be attending the program.

DAYS ATTENDING	DAY
	MONDAY
	TUESDAY
	WEDNESDAY
	THURSDAY
	FRIDAY

Your signature below indicates you have agreed to the Before School Program regulations and procedures –

PARENT/GUARDIAN SIGNATURE_____ DATE_____

EMAIL (Mom)_____

EMAIL (Dad)_____

BROADALBIN-PERTH CENTRAL SCHOOL DISTRICT

BEFORE SCHOOL PROGRAM EMERGENCY CARD

STUDENT'S LAST NAME FIRST NAME SEX

DATE OF BIRTH GRADE TEACHER

FATHER'S NAME (FIRST/LAST) HOME ADDRESS PHONE #

FATHER'S PLACE OF EMPLOYMENT PHONE#

MOTHER'S NAME (FIRST/LAST) HOME ADDRESS PHONE#

MOTHER'S PLACE OF EMPLOYMENT PHONE #

HEALTH PROBLEMS OR ALLERGIES _____

_____

In the event emergency treatment is needed, I authorize the Before School Program staff to transport my child to _____hospital for necessary treatment.

_____ _____
Signature of Parent/Guardian Date

_____ _____
Child's Physician Telephone #

_____ _____
Child's Dentist Telephone #

List three friends or relatives who will assume temporary care of your child if you cannot be reached. **Do Not** list anyone who works and cannot be reached.

NAME _____ RELATIONSHIP_____ PHONE_____

NAME _____ RELATIONSHIP_____ PHONE_____

NAME _____ RELATIONSHIP_____ PHONE_____