1. The school day is **8:00 a.m. – 3:00 p.m.** dismissal for Preschool and Lower School, with a **3:05 p.m.** dismissal for Middle and Upper School; late dismissal remains at 4:30 p.m. with a 4:40 pick-up, following sports, theater, or other after-school programs.

2. Buses depart at 3:10 p.m. Monday through Friday. Unless otherwise noted on the calendar, there is a 4:40 p.m. late bus for students in South County and Pittsfield, Monday through Thursday. On Ski Fridays (January until March break), there is no Friday run at 3:10 p.m. For students in Pre-K – 4, bus departs at 12:45 pm; students in grades 5-9, bus departs at 1:20 pm. There are no other bus runs on Ski Fridays.

3. For Middle & Upper School students, required after-school sports practices and theater rehearsals are held on Mondays, Tuesdays, and Thursdays. There will be no after-school sports and theater (with the exception of an occasional game or rehearsal) on Wednesdays or Fridays. A proctored Study Hall is available for Middle and Upper School students Monday through Friday from 3:05-5:30 p.m. **As with the PM Program for PS-Grade 3, a fee of $8 per hour is charged for this service.** If students are to attend Study Hall, they must be registered through the Main Office.

4. Most school-to-parent communications are available on MyBCD, our online community site for parents and students. On MyBCD you will find calendar information, school news, information about what is happening in your child’s classroom, homework, and other need-to-know information. Visit [www.mybcd.org](http://www.mybcd.org) to sign up for email notifications to receive timely, updated announcements and blogs from your child’s teachers and others.

5. If school is canceled early in the morning for any reason, or if there is a delayed opening or on-campus emergency, parents will be notified by phone call and email through our SchoolMessenger Alert System. Please make sure the Main Office has all the phone numbers to
reach you with this important information. Please notify the Office of any changes to your emergency contact information.

6. Use of the pond without the permission and supervision of BCD personnel is not permitted. In order to provide the space needed and to support our after-school programs best, we ask that families clear the playground area by 3:30 p.m. every day in order to give our students enrolled in these programs full access to our campus.

7. Parents are always welcome on campus but are asked to check into the Front Office upon their arrival.

8. BCD does not post or communicate information about the products, services, events and businesses of current and past parents, faculty, or outside businesses, organizations, and companies to any of its constituents. Further, all community members are prohibited from using and sharing BCD’s Parent Directory and internal email distribution lists with any outside business or organization for any solicitation.

9. Reminder: Due to the fact that several students in different grades have severe allergies to or a fear of dogs, BCD prohibits dogs and other animals on campus.

For more information about these Handbook highlights and more complete information about the School’s policies and procedures, please consult BCD’s Parent/Student Handbook and appropriate Division Supplements, which can be found online at MyBCD.

8/4/2012