



We would like to welcome you to Building Blocks After School Enrichment Program!
We are so excited to have you join our program. Your child will have a great time making friends and engaging in the fun enrichment activities our Pod teachers have planned!

Here are some details on the way we keep parents informed of our program happenings!
Please recognize we refer to the Afterschool Enrichment Program as BBAEP.

Building Block's Email List

We have added you onto our BBAEP email list. You will receive email updates about upcoming events, activities, weather related delays/dismissals, and any updates and/or changes for the day from the ChildPilot email Building Blocks- Lehman noreply@childpilot.com.

ChildPilot Daily Reports

Our program features an electronic daily reporting system called ChildPilot. ChildPilot is used in the Pods to take pictures and record notes about each child's day. A daily report is generated and sent through the app with information about activities in the Pod and pictures of your child's day. Please download the ChildPilot app to get information on the daily activities.

Drop Off/Pick Up Policy

All students must be dropped off and signed in NO LATER than 8:25am. Only authorized pickup persons will be allowed to pick up your child. Please note: It is our policy that all pick up individuals must be at least 18 years of age and have a valid form of photo ID when picking up their child for the first time from our program. This is for the safety of our students. If there are any changes to your pick up individuals, please contact your program supervisor by email at jburgit@buildingblockslearningcenter.com or call 570-255-2706.

Afternoon pick-ups are only allowed after 4:00pm. Please make sure you wait in your car in a designated parking spot. Parents can not enter school for pick up before Lehman-Jackson Elementary dismissal.

Child Absence from AEP

If your child will not be using our program services, whether it is Before Care, After Care, or both; please inform the BBAEP Front Desk Personnel as well as the school front office. This is to ensure the safety of your child within our program. You may also log the absence on the ChildPilot app.

Schedule Notifications

It is very important your child's homeroom teacher is aware that your child will be attending BBLC after care. It is the parents responsibility to handle all communications with the Lake-Lehman School District, office and teachers.

No Unauthorized Personnel

It is the District policy that NO parent or unauthorized persons are allowed in the Elementary School past the front desk. All parents/visitors MUST stay at the front desk, no exceptions. Only authorized BBAEP staff can be allowed past the front desk.

Newsletters

We send out newsletters with program-wide information about upcoming events, reminders, and resources for parents. A copy of the newsletter is posted at our front desk for parents to review.

Building Blocks Facebook Page

Pictures, updates, and community events are posted on our Facebook page! You can access this page by visiting <https://www.facebook.com/pages/Building-Blocks-Learning-Center/282207808592116>. Please like our page - we greatly appreciate it!

Meals

Before & After Care: Breakfast is provided by the school and PM Snack is provided by BBLC.

Full Day of Care: Breakfast and PM Snack are provided by BBLC. Please send a nut free lunch in for your child on any days they are attending full day care.

In the event of a school closing where BBAEP will provide full day care, please send a nut free lunch with your child.

Weather Related Delays/Dismissals:

Our goal is to provide services on the days the elementary schools have delays or dismissals. Due to the hybrid school schedule, more details about weather related delays/dismissals will be available at a later date.

Please be aware that BBAEP will close if there is a state of emergency.

Daily Customer Service and Support

All communication will be done via emails daily/weekly. Please make sure we have your most current email and that you are on our email list. One-on-One communication with our families is always a priority at Building Blocks After School Enrichment Program. Our BBAEP faculty will speak with you at drop off and pick up to give you information on your child's day. They are also available to answer any questions you may have as well.

**Thank you again for choosing
Building Blocks Learning Center Afterschool Enrichment Program!**