

Bradley Hills Presbyterian Church Nursery School



Parent Handbook 2020-2021

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Dear Parents,

Welcome to the abbreviated 2020-2021 school year!

The next 3 months will be filled with opportunities for your child(ren) to play, grow, and learn at BHP CNS. To our returning students and their families, we are glad to have you back at BHP CNS. To our new families, we look forward to getting to know you and your child(ren) during the school year. Thank you so much for sharing your child(ren) with the BHP CNS community.

Operating a preschool in times of COVID-19 will mean some changes to our daily operating procedures. The policies and procedures in our 2020-2021 Re-Opening Protocols supersede, for the foreseeable future, the policies outlined in this Parent Handbook. Families will be notified of any additional changes when they effect information in this handbook.

Throughout the year there will be a lot of communication as we navigate operating school during a health pandemic. It is imperative that someone in your family stays up to date on all communications from the office and your child(ren)'s classroom(s). All contact information must be kept up to date and we request that all school updates be shared with every person who will be interacting with BHP CNS staff in the care of your child(ren). This includes, parents, grandparents, nannies, au pairs, neighbors, and friends who might be interacting with BHP CNS on behalf of your child.

Since March 2020, the school administration in collaboration with the BHP CNS Board and BHP C leadership have been very busy planning for a safe reopening. There has been lots of cleaning, repainting, and reorganizing of indoor classrooms and the creation of outdoor classrooms. We have a new Infirmary/Library/Meeting Space across from the Rainy Day Room. Numerous policies and communications have been written and shared with you. Community events have been enjoyed. Safety and security upgrades have been installed and implemented for all building users throughout the building and grounds. All staff have passed the Maryland State Department of Education's COVID-19 Safety Training. Our staff has received additional training in-house and will continue to receive training, as needed, on our safety protocols including, but not limited to, new daily cleaning and disinfecting protocols.

BHP CNS is excited to welcome several wonderful new staff members. We have celebrated and recognized the retirement of a few of our beloved staff members.

Please read our Parent Handbook and keep it handy throughout the year. It should answer all your questions regarding BHP CNS. However, if you have a question, please contact either your child's teacher or the BHP CNS office at any time.

Thank you for following the policies and procedures as outlined in this handbook, in our COVID-19 Protocols, and in any future communications. Thank you entrusting your child(ren) to our care.

Liz Sobrino
Director

Carolyn McCauley
Assistant Director

Dorene Michael
Assistant Office Manager

BHPCNS Philosophy

Bradley Hills Presbyterian Church Nursery School (BHPCNS), a mission of Bradley Hills Presbyterian Church, encourages children's growth in a community of inclusion and respect reflecting core values inspired by faith traditions. In this loving and caring community children are encouraged to develop their own talents, uniqueness, and self-esteem.

Play

BHPCNS believes that young children learn best through play. Our play-based early childhood education program provides hands-on, multi-sensory experiences both indoors and outdoors to foster a lifelong love of learning.

Grow

Through our nurturing atmosphere and respect for each child's unique learning style and temperament, our children grow in resilience, confidence, and independence. Our classroom communities provide an environment where children learn to be kind, respectful, empathetic, and develop relationships with both adults and their peers.

Learn

Our program focuses on the whole child through social-emotional, physical, cognitive, and spiritual development tailored to each child's individual needs. Our children learn through free play, arts and crafts, individual and communal projects, dramatic play, literature, music, science, foreign language, and creative movement.

The Bradley Hills Presbyterian Church Nursery School is open to children of all races, faiths, ethnic backgrounds, and nationalities.

BHPCNS Programs

BHPCNS' curriculum is designed for children to learn through play and hands-on experiences. Teacher guided activities encourage children to develop age appropriate social and emotional skills, to listen, to learn to follow one step and sequential directions, to learn to share, and learn to express needs, wants, and emotions, in addition to developmentally age appropriate academic concepts.

Two-Year-Olds (2s)

This loosely structured play-based program gives children an opportunity to interact with their peers as they explore their natural world through activities which stimulate their cognitive and emotional growth.

- Experiential learning – blocks, dolls, housekeeping, manipulative toys...
- Cognitive and sensory activities – easel painting, water play, gluing, play dough, sand table, process art, craft projects...
- Cognitive skills – games, finger plays, songs, stories, music, conversation...
- Large muscle development – outdoor playgrounds, Big Blue Blocks, Rainy Day Room, riding tricycles, Creative Movement...

Three-Year-Olds (3s)

This program broadens and introduces more formal cognitive experiences. Through creative play-based lessons, the children are further exposed to foundations of learning and social skills.

- Cognitive experiences – colors, basic shapes, practice with cutting and gluing, classifying, sequencing...
- Constructive play – building with blocks, Legos, magna tiles, waffle blocks, sand tables...
- Creative play – encouragement to use imaginative play, dramatic games, acting out stories...
- Large muscle development – outdoor playgrounds, Rainy Day Room, blacktop, Big Blue Blocks, Creative Movement...

Four-Year-Olds/Pre-K (4s)

This play-based program utilizes group games and activities that build children's interpersonal relationships and leadership skills, while continuing to focus on each individual child's cognitive development in preparation for more structured kindergarten programs.

- Cognitive learning (a higher emphasis) – counting, name recognition, reading readiness, tracking left to right, letters and numbers introduction...
- Constructive play – building with blocks, Legos, magna tiles, waffle blocks, bristle blocks, building wheels, Big, Blue Blocks, sand tables...
- Guidance in sociable behavior
- Role playing becomes more complex
- Building self-reliance and independence

Morning Supplemental Programming

BHPCNS supplements its regular morning programming with **Creative Movement** and **Music** programs for all ages, monthly; a **Science** program for the Three and Four-Year-Olds/Pre-K, and bi-weekly **Spanish** classes for Three-Year-Olds and weekly **Spanish** classes for Four-Year-Olds/Pre-K.

Optional Programs

Early Mornings with Bradley Bear (for 2s, 3s, and 4s/Pre-K)**

This optional program for all age levels is expected to begin on Monday, **April 12, 2021**. Drop off is at 8:00 am. Registration is required and an additional fee is due. Registration information can be requested from the office at any time and is available outside the office and on the BHPCNS website. Children, especially 2-year-olds, need to be acclimated to school before joining this program. Decisions will be made in consultation with your child's teacher to determine if a child is ready for this additional program. The last day of Early Morning with Bradley Bear will be Wednesday, June 16, 2021.

Lunch Bunch (for 2s only)**

This optional program for Two-Year-Olds is expected to begin on Monday, **April 19, 2021**. Lunch Bunch is offered Monday through Friday from 11:30 to 12:30.* The program includes lunch (brought from home in a small, soft-sided lunch bag), play time, songs, and stories. Registration is required and an additional fee is due. Registration information can be requested from the office at any time and is available outside the office and on the BHPCNS website. Children need to be acclimated to school before joining this program. Decisions will be made in consultation with your child's teacher to determine if a child is ready for this additional program. The last day of Lunch Bunch will be June 16, 2021.

Stay & Play: A Creative Enrichment Program (for 3s and 4s/Pre-K)**

This optional program for Three and Four-Year-Olds/Pre-K is expected to begin on Monday, **April 12, 2021**. Stay & Play is offered Monday through Friday from 12:30 to 2:30.* Each afternoon is themed. The program includes a snack (provided by BHPCNS), creative activities, games, songs, indoor and outdoor exploration, and stories. Registration is required and an additional fee is due. Children may be registered for one day a week, two days a week, etc., or may come on a drop in basis. Registration information can be requested from the office at any time and is available outside the office and on the BHPCNS website. There are no Stay & Play classes held the day before certain holidays (see school calendar.) The last day of Stay and Play will be June 16, 2021.

****Early Morning, Lunch Bunch, and Stay and Play are flexible programs. Class Enrollment must meet our minimum enrollment requirements or may be cancelled.**

Application/Registration

New Students

Applications for enrollment of new students are received by the Nursery School on a rolling basis for the following year. A non-refundable application fee of **\$80.00** must accompany the application form.

Current Students – are all students who were enrolled at BHPCNS as of August 1, 2020.

Currently enrolled students may apply in November for the upcoming 2021-2022 school year. A non-refundable application fee of **\$80.00** must accompany the application form. Students currently enrolled in the Two-Year-Old and Three-Year-Old programs and any children in the Four-Year-Old/Pre-K program who are not age-eligible for kindergarten, are guaranteed placement in Nursery School as long as their application is postmarked or received before Friday, December 11, 2020. *Indicate a first and second program choice on your application. **You are not guaranteed to receive your first choice.***

Repeating Four-Year-Olds/PreK

Students currently enrolled in the Four-Year-Old/Pre-K program who are age eligible for kindergarten but wish to repeat the program must discuss this with the Director before submitting an application. These applicants will be given priority over applicants who would be new to the school, but not over applicants currently enrolled in the Three-Year-Old program.

Acceptance Policy

Applications from currently enrolled students will be processed on a first-come, first-served basis.

1. Children currently enrolled; (children enrolled for the 2020-2021 school year)
2. Children whose parents are members of Bradley Hills Presbyterian Church;
3. Siblings of currently enrolled students;
4. Children enrolled in the Church School of Bradley Hills Presbyterian Church;
5. Previously enrolled students;
6. Siblings of previously enrolled students;
7. Previous applicants to the school;
8. All other applicants.

Within each ranking, priority is given to “earliest received” applications.

Acceptance or Wait List notifications will be mailed in late January for the 2021-2022 school year. **A non-refundable registration fee is due upon acceptance to reserve a student’s space.**

The Director of the Nursery School has the final authority to accept a child for admission.

Age Eligibility

Students must meet age requirements to enroll in our preschool programs. **To begin school in September 2021, a child must be two, three, or four years of age by September 1, 2021.** Children who turn two between September 1 and December 31, 2021 are able to participate in our Young Two-Year-Old program beginning in January 2022.

Classroom Requests

Many factors are taken into consideration when determining classroom assignments, including children’s ages, personalities, maturity levels, sex, teacher recommendations, etc. It is very difficult to accommodate specific requests for teachers and/or classmates (including siblings). Therefore, we do not accept requests. All classroom assignments are considered final.

Twins and Multiples

It is the policy of BHCNS to, wherever possible, separate twins and multiples to ensure that the individual child is accorded the opportunity to grow as an independent child. The Director, in consultation with parents, will determine the appropriate placements for twins or multiples.

Classroom Differences

Each classroom follows a developmentally age appropriate, play-based curriculum. However, teachers are free to interpret how they present that curriculum to the children to meet the needs of each individual class. There will be times when children across an age group are all learning about a common theme but individual class activities will differ.

Inclusion Policy

BHCNS actively promotes inclusive practices in order to best meet the needs of the children, families and staff of our school. All children are welcome to attend BHCNS regardless of disabilities, special health care needs, background, culture, religion, gender, or economic circumstances. Through inclusive practices, we aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. To achieve this we actively engage with children, parents, legal guardians, therapists, and other service providers as appropriate, so that children of all abilities may fully participate in a typical nursery school day.

Toilet/Potty Training

Children enrolled in the Three-Year-Old and Four-Year-Old/Pre-K programs are expected to be independently toilet trained at the beginning of the school year. BHCNS considers a child fully potty trained when the child is able to articulate their need to go to the bathroom, can manage their clothing, and does not have recurring accidents at school.

Children enrolled in the Two-Year-Old program are NOT required to be potty trained.

For two-year-olds who are ready to be potty trained, the nursery school will work with your family to ensure that your child is successful both at home and at school. Please discuss potty training with your child's teacher when the time is appropriate.

Consideration is given to older children who may not yet be toilet trained if they have documented medical conditions that delay acquisition of this skill. Exceptions for an individual child may be made by the Director after a discussion with the child's family.

Children enrolling in the Stay & Play program must be fully toilet trained.

Class Schedules

Two-Year-Olds	9:00-11:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday
Young Twos	9:00-11:30	Tuesday & Thursday
Three-Year-Olds	9:00-12:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday <i>or</i> Monday through Friday
Four-Year-Olds/Pre-K	9:00-12:30	Monday, Wednesday, & Friday <i>or</i> Monday through Friday

Tuition

Tuition is established annually by the Nursery School Board and shall be paid in equal installments. Our tuition structure takes into account scheduled days off, spring and winter breaks.

Tuition for the Abbreviated April-June 2021 Session:

Tuition for the 3 month program is divided into 2 equal payments. The first payment is due upon acceptance and is non-refundable. The second payment is due on the first day your child attends school in April 2021.

In a typical school year: The first payment is the registration fee, which is due upon acceptance and is non-refundable. The remaining nine or six (for the Young 2s) payments are due on the first day of each month, September through May for full year students; January through May for those beginning in January. Tuition may be pre-paid.

Monthly bills will NOT be provided to families. Payments may be brought to the office or mailed to the school at 6601 Bradley Boulevard, Bethesda, MD 20817. Make checks payable to: **BHPC Nursery School or BHPCNS**. Do not give payments to the teachers or put them in your child's tote bag.

Bill Payer System

Many families find it helpful to set up BHPCNS in their bank's bill payer system. To do so, simply list BHPCNS as the payee, your child's name as the account number and the address is 6601 Bradley Blvd., Bethesda, MD 20817. Be sure to schedule the payment so that it is received before the 15th of each month. **To minimize costs, credit cards are not accepted.**

If payment is not received by the 15th of the month, a late fee equal to 10% of the payment due will be added to the amount due.

If tuition is one month in arrears without due cause, your child may be dropped from the class roll. **It is the responsibility of the parent(s) to contact the Nursery School office immediately if they are experiencing financial difficulty, at which point a payment plan may be worked out or a family may apply for Tuition Assistance.**

A \$30.00 return check fee will be added to the amount due for any checks returned because of insufficient funds. As a courtesy, returned checks are automatically re-deposited where allowed.

No refunds of tuition will be made due to absences and/or school closures, scheduled or unscheduled. Two weeks' notice is required when withdrawing a child from the school. You are responsible for all tuition payments due up to the date of withdrawal.

Tuition Rates Spring 2021

<u>Morning Programs</u>	<u>Yearly Tuition</u>	<u>2 Payments</u>
5 day program (3s & 4s/Pre-K)	\$2,310.00	\$1,155.00
3 day program (3s & 4s)	\$1,560.00	\$ 780.00
2 day program (3s)	\$1,070.00	\$ 535.00
3 program (2s)	\$1,440.00	\$ 720.00
2 day program (2s)	\$ 960.00	\$ 480.00

Stay & Play, Monthly Classes

1 day per week	\$ 85.00
2 days per week	\$170.00
3 days per week	\$255.00
4 days per week	\$340.00
5 days per week	\$425.00

Stay & Play “Drop-in” \$ 35.00*

*Payment should be received in the office on the day of drop-in.

Early Mornings with Bradley Bear

1 day per week	\$ 45.00
2 days per week	\$ 90.00
3 days per week	\$135.00
4 days per week	\$180.00
5 days per week	\$225.00
“Drop-in”	\$ 20.00*

*Payment should be received in the office on the day of drop-in.

Lunch Bunch

1 day per week	\$45.00
2 days per week	\$90.00
3 days per week	\$135.00
4 days per week	\$180.00
5 days per week	\$225.00
“Drop-in”	\$20.00*

*Payments should be received in the office on the day of drop-in.

No refunds are given for Stay and Play, Early Mornings with Bradley Bear, and Lunch Bunch, due to school closings (scheduled or unscheduled) or absences, nor are there make-up classes nor are students allowed to swap classes due to an absence.

Tuition Increases

The Nursery School Board reviews the tuition and fee schedule annually. Tuition is set for the school year in the preceding January, however the Nursery School Board reserves the right to amend tuition rates during the school year.

Tuition Assistance/Scholarship Fund

Tuition assistance is available through the Tuition Assistance Fund, established by the Nursery School Board and Alla Johnson Memorial Scholarship Fund. Applications for assistance are kept confidential and are approved by the Financial Committee of the Nursery School Board. The deadline for submitting an application for assistance for the following school year is due when applications are submitted. An exception may be made to the deadline in the event of an unexpected financial hardship. Applications are available online on the BHCNS website or may be requested from the office. The BHCNS Finance Committee will review all requests and provide the financial aid package with the applicant’s acceptance letter from BHCNS.

Behavior Management Policy

Grace Mitchell’s definition of discipline is a guiding principle at BHCNS. Ms. Mitchell states, “Discipline is the slow, bit by bit, time consuming task of helping children see the sense in acting a certain way.” This definition aligns with the materials and strategies developed by the Center on the Social and Emotional Foundations for Early Learning, (CSEFEL). The CSEFEL model identifies key social emotional skills that children need as they enter school. These vital life skills are developed using classroom routines, planned experiences, and include the following:

- Confidence
- Capacity to develop good relationships with peers and adults
- Concentration and persistence on challenging tasks
- Ability to effectively communicate emotions
- Ability to listen to instructions and be attentive
- Ability to solve social problems

When children do not have these skills they often exhibit challenging behaviors. Staff will intentionally teach these skills and limit behavior problems by:

- Building positive relationships with children
- Designing supportive classroom environments
- Using social emotional teaching strategies
- Using individualized interventions when needed

BHPCNS behavior management policy reflects a philosophy of providing a supportive and healthy emotional climate for all children. Our goal is to help children develop positive self-esteem, social skills, and internal behavior controls that enable them to comfortably engage in all types of activities in the early childhood classroom setting. Age appropriate expectations, careful planning, and the availability of a rich variety of appropriate play materials and activities help to create an environment where behavior problems may be prevented. When disruptive behaviors do occur positive guidance techniques are used. Positive guidance techniques allow children to develop responsibility for themselves as they grow towards becoming more independent and self-reliant.

Positive guidance techniques include:

1. Setting limits and expectations that are clear, consistent, developmentally appropriate, and understandable for all children in a classroom.
2. Children participate in the formation of classroom “rules”. Classroom rules are few in number, simple, stated in positive terms, posted in the classroom where children can easily refer to the rules, and reviewed throughout the year.
3. Helping children to use words and appropriate behaviors to express their feelings. Encourage children to talk out their frustrations or solve conflicts with each other.
4. Planning ahead to avoid conflicting situations.
5. Giving children opportunities to choose activities and behaviors.
6. Appropriate behaviors are noticed and positively reinforced using attention and verbal encouragement. Child’s efforts are recognized and encouraged, even if the child makes a mistake or is unsuccessful.
7. Directing or redirecting children to appropriate behaviors in a positive way.
8. Utilizing logical consequences are used to correct inappropriate behaviors; teachers may also ignore a behavior if it appears a child is “asking/looking” for attention.
9. Teachers model appropriate behavior.
10. Discussion of alternative solutions (encourage children to reach their own solutions).
11. A child who needs time away from the group situation may be brought out of the classroom to allow the child time to calm down and regroup him/herself.
12. If a child causes bodily injury to himself or another child or teacher, the child’s parents will be contacted and a plan of action will be put into place to handle the situation.

Consultants

Throughout the school year there may be outside consultants working with BHPCNS staff and students. These may include para educators, speech pathologists, occupational specialists, physical therapists, early childhood educational interns, social and emotional developmental specialists, overall best practice in early childhood education mentors, and such. These specialists could be from Montgomery County Public Schools system, Montgomery County Social Services, or private practitioners hired by families or BHPCNS. It’s possible your child will come home one day and share that there was an “extra” teacher in their classroom. These “extra” teachers will be approved by the office prior to working in the school. Please contact the office if you have any questions or concerns.

Parent Support

Should a child's behavior be consistently challenging, the child's teachers, working with the Director, will contact the child's parents for a conference or possibly several conferences. The goal of these meetings is to work collaboratively to determine the next steps in supporting the child's development.

Termination of Services

On occasion, the BHCNS program may not be the optimal fit for a child or family. BHCNS will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources, such as speech therapy, occupational therapy, etc., may be needed to support a child's success in the school environment. If an issue cannot be resolved and all reasonable efforts have been exhausted, BHCNS reserves the right to dismiss a child from the program.

Child Abuse Licensing Requirements

BHCNS is licensed by the Maryland Department of Education and as such we are obligated by regulation to report any possible child abuse concerns to the Department of Health and Human Services.

Forms

You will receive several forms via e-mail or through your child's tote bag. They need to be completed by the parent or legal guardian of each student. Please be sure to complete and return them promptly. Forms include:

- Health Inventory – Follow the instructions printed on this form. No child will be allowed to attend until this form is completed.
- Immunization Certificate
- Permission Slip for Supplemental Programs
- Emergency Information Form – Both sides of this card must be completely filled out. If a piece of information does not apply to your family, mark that question N/A. **Print clearly** to avoid a delay in reaching you in the event of an emergency.
 - In case of an emergency, parents or legal guardians are contacted first. If they cannot be reached, we will call those persons listed as emergency contacts on your child's Emergency Information Form. It is very important that you give careful consideration to the names listed on the form, and that you inform those people that they are listed.
 - Other than parents, a child will only be released to those persons listed on the emergency form. If your child is to be picked up by someone not listed on the form, a WRITTEN note SIGNED by the parent or legal guardian should be given to the child's teacher. This must be done each time your child is picked up by someone not previously authorized to do so. In case of a last minute emergency, you may call the Nursery School Office and give verbal permission.
- All About My Child
- Parent Handbook Acknowledgement – By signing this document you are agreeing to abide by the policies and procedures set forth within this handbook and it our COVID-19 Reopening Protocols.
- Photography Policy
- Newsletter Distribution Preference

Other forms may be required depending upon the needs of the student.

General Information

*When circumstances change – New addresses; home, cell or work phone numbers; email addresses; emergency contacts, etc., you **MUST** give the new information to the main office ASAP!*

Allergies

BHPCNS is not a nut-free or allergen-free school. There are several children in our program who have a variety of different allergies. If one of those children is in your child's class, it is possible we will ask that all children in that class adhere to a request that the allergic food item not be brought to school. These allergies can be nuts, dairy, soy, wheat, etc. All classes where there is a child with a food allergy will be notified of the special circumstances.

Food from families for classroom celebrations:

When there is a party, we ask that you provide an ingredient list alongside whatever treat you provide. If the food being supplied is store bought, then ingredients should be on the packaging. (Please confirm this to be the case.) If the food is homemade, we ask that you complete a form available from the teacher or office with the ingredients in the food item. If you are in doubt about an allergen, you can review information of the Food Allergy and Anaphylaxis website (www.foodallergy.org/section/about).

Parents/legal guardians of children with allergies may be asked to provide a supply of safe snacks/treats to be used in lieu of store bought or homemade supplied snacks.

All parents/legal guardians should talk with their children and help them understand that food sharing is not allowed. All children's hands and faces must be washed before coming to school and hands will be washed upon entering the school facility. Not only will this prevent the spread of allergens, handwashing prevents the spread of communicable diseases. At BHPCNS, we routinely wash down tables after snacks and lunches. We also wash children's hands throughout the day and before lunch and snack times.

Parents/legal guardians are responsible for supplying the school with any medication that may need to be administered in the event of an emergency. All medications must be accompanied by a **Medication Administration Authorization** form. In the event medication needs to be administered for allergies and/or asthma, an **Allergy Action Plan** and/or **Asthma Action Plan** needs to be completed as well and kept on file in the office.

Please note that other groups use our classrooms. They have been made aware of our policies, but we cannot monitor all users.

Arrival and Dismissal

Arrival and dismissal are periods of time when teachers and assistants must devote full attention to all of the children. If you wish to talk to a teacher at any length, please make arrangements with the teacher to do so outside of the arrival and drop-off time frames. You may discuss your concerns via a phone call or set up a conference with your child's teacher. A concern *should not* be discussed in the presence of your child or other parents/caregivers or children.

Arrival:

- Bring your child to the classroom door **NO EARLIER** than 8:55 am.
- **All children's hands must be washed before entering the classroom.** Hand-washing is a deterrent to the spread of contagious diseases. BHPCNS prefers you to take your child to the bathroom and wash their hands with soap and running water. We have also provided hand sanitizer dispensers at the entrances and throughout the school hallways.

- Make sure an adult is present in the classroom before leaving your child.
- Please make sure your child arrives on time and that your goodbyes are brief. This is very important, as teachers are eager to begin the day with their class as a whole.

Early Arrival:

If you arrive early for your child's class, please wait in the hallway, Rainy Day Room, or on one of the playgrounds to allow teachers to prepare the classroom. Teachers will welcome your children into the classroom when preparations are complete, typically no earlier than 8:55 am.

Late Arrival:

It is very important for your child to arrive on time to school. The teachers have prepared activities for your child that will begin by 9:15 am. Frequent late arrivals are disruptive to the class and your child's school day. If you know you are going to be late due to extenuating circumstances, please notify the main office.

Preferential Parking:

When dropping off your child, please park your car in designated parking spaces only. As a courtesy to our pregnant mothers/childcare providers and those with infants, or injuries, we try to keep the parking spaces in front of the education doors available for these parents.

Do not park along the driveway. It is a fire lane. Cars parked in the fire lane may be towed.

Dismissal:

Pick up your child promptly at dismissal time. This is very important for the child's well-being. Refrain from using cell phones during pick up. Your child needs to be the center of your attention. All students are to be picked up in their classrooms. Park in the parking lot; do not block the driveway/fire lane.

- **Two-Year-Olds** are to be picked up at 11:30 am.
- **Two-Year-Olds who stay for Lunch Bunch** are to be picked up at 12:30 pm.
- **Three and Four-Year-Olds/Pre-K** are to be picked up at 12:30 pm.
- **Three and Four-Year-Olds/Pre-K** who stay for our Stay and Play program are to be picked up in their Stay and Play classrooms at 2:30 pm.

If your child is to be picked up by someone other than the parent/legal guardian or the person authorized to pick up the child as listed on your child's emergency contact form, you must provide written notification to BHP CNS in each instance containing the person's full name and phone number. If this person is unknown to BHP CNS we will require proof of identification before releasing your child.

In the event of an emergency, a parent/legal guardian may call the office to give verbal permission for their child to go home with someone else. You may be asked to verify the information of your emergency contact form, in order for us to assure that BHP CNS staff is speaking to the parent/legal guardian.

BHP CNS wants to ensure each child's safe transition from the program's care to an authorized adult at dismissal time. As per Maryland State Department of Education's training guidelines, staff is to observe the state of the adult picking up the child from BHP CNS. In the event a BHP CNS staff member believes that the authorized adult picking up the child is angry/disgruntled, or if the staff member has reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically impaired in any way and may endanger a child, the staff member may request that another adult be called to pick up the child. *(Excerpt taken from the Emergency Preparedness Training and Information for Child Care Providers Maryland State Department of Education training booklet.)*

In the interest of making dismissal run as smoothly as possible, we ask that you adhere to our procedures.

Late Fees: All children must be picked up **promptly** each day. If you anticipate being late, **please call** the Nursery School to alert the staff. **If you arrive late more than three times in one month**, you will incur the following fees (beginning for the fourth instance):

- First five minutes \$5.00
- Over five minutes \$2.00 **per minute** (i.e. seven minutes = \$14.00)

These charges will automatically be added to your child's account and must be paid with your next scheduled tuition payment.

You are considered late when your child is picked up 10 minutes past dismissal time (i.e. 11:40 am for 2s' pick up; 12:40 pm for 3s' & 4s' regular pick up; 12:40 pm for 2s' Lunch Bunch, and 2:40 pm for Stay & Play pick up).

Ages and Stages Questionnaire – 3, ASQ-3

The **ASQ-3** is an assessment tool parents complete to provide information about the developmental status of their young child across five developmental areas: communication, gross motor, fine motor, problem solving, and personal-social. BHCNS asks parents to complete an ASQ-3 questionnaire for their child to serve as a baseline for developing appropriate lesson plans to support their child's unique learning style.

Babysitting/Nannying

We ask that you keep your relationships with our teachers on a professional basis. Parents and legal guardians are discouraged from utilizing teachers for child care outside of the nursery school as the job demands are high and the potential for conflict of interest exists. However, if you ask a nursery school staff member to work as a babysitter or a nanny while they are employed at BHCNS, please know this is an entirely separate arrangement from your child's enrollment. BHCNS' liability or workers compensation insurance does not cover our staff off premises. In addition, our criminal background checks and on-the-job observations do not cover any work done outside of BHCNS.

Birthday Celebrations:

Children enjoy celebrating their birthdays at school. If you would like to provide a birthday treat for the birthday child's class, make it a small, simple treat, and please discuss it with the teacher in advance. We suggest fresh fruit, miniature cupcakes or muffins, small cookies, or donut holes with simple birthday napkins or paper plates. Please do not send in goody bags or excessively large or sugary treats. Be considerate of those children in the class who have known food allergies. For all treats, whether store-bought or home-made, please provide an ingredient list. Forms are available outside of the office or you may write your own ingredient list.

BHCNS will not be able to distribute birthday party invitations. If your child is having a birthday party outside of the program, please consider inviting the entire class to prevent hurt feelings.

Building Independence:

Tote Bags: Children are to use a tote bag, not a backpack. (Back packs are much more difficult for children to zipper open and close, to put on over a jacket, etc.) Children will hang their tote bags up each day after removing their lunches, if applicable and if they can reach the hooks.

- **Lunches:** If your child brings a lunch it needs to be in an uninsulated collapsible, reusable bag or paper sack. We provide organic milk and filtered water at lunch time. Children are to place their lunches in the classroom lunch bin or on the shelf above their hook outside their classroom daily.
- **Buttons, Zippers, etc.:** BHCNS will work with the children on managing their outerwear. Encourage your child to zip, buckle, and button at home too. Labeling a child's clothing with their name helps a child recognize their name, which is usually the first word a child will read.

Carpools

Transportation to and from school is the responsibility of the parent. Carpooling is permissible. Provide a written note to your child's teacher with your carpool arrangements. The name(s) of the drivers should also be listed on your child's emergency card under "Authorized to Pick Up Daily."

Child Assessments

Students are continually assessed via formal and informal observation throughout the school year. Formal assessments are done mid-year using age appropriate screening tools and are representative of a "snapshot in time" of your child's development. If there is a concern about your child's development based upon these observations or *at any time throughout the school year*, your teacher will contact you to set up a conference.

Class Lists

Your child will be given a list of names, addresses, and phone numbers of the children in his/her class. (This list will exclude any contacts who requested their information be kept private.)

Clothing

It is strongly recommended that children wear play clothes. The Nursery School does not take responsibility for any damage/stains to a child's clothing due to paint, playing, etc.

Supportive shoes that completely cover the foot and have non-skid soles are to be worn. No types of "slide" shoes, clogs, or flip-flops are permitted, including "Crocs." Sandals are allowed during warmer months only if they are sturdy, have adequate straps wrapping the foot and heel, and are worn with socks.

Outdoor play is part of the daily program, except in extreme weather. Please dress your child appropriately and **label** all clothing and accessories, including hats, mittens, gloves, boots, sweaters, sweat shirts, rain gear including jackets, pants, boots, tote bags, lunch bags, etc. Snow pants and warm boots are important when there is snow on the ground.

While we are conducting most of our programming outdoors, rain boots and rain suits or waterproof pants should be labeled with your child's name and sent to school. These articles of clothing will be kept at school throughout the school year.

Umbrellas are not allowed at any time. Should your child bring an umbrella to school we require the umbrella to be taken home during the school day.

Communication

Communication between home and school is vital to the program's success.

There are several ways to stay informed about what is happening at BHPCNS. They include:

1. A monthly school-wide newsletter emailed at the start of each month to all email addresses provided. Additionally, paper copies will be available outside the office. If you prefer to receive a paper copy, please notify the office and arrangements will be made to send the paper copy home in your child's tote bag. Newsletters will also be posted on the BHPCNS website: www.bhpcns.org.
2. A monthly classroom calendar outlining monthly themes, special activities, celebrations, etc. Calendars will be sent home in your child's tote bag each month and are available on the school website.
3. A school folder that will be transported back and forth from school in their tote bag. The folder will contain artwork, notes from the teacher, and you may send notes back to the teacher via the folder. There will occasionally be special event flyers and fundraiser information sent home in the folder. Please check your child's folder daily. Be sure to also check tote bags for crafts and special projects.

4. Updates from your child's teacher which will be regularly sent home in the folder or via email.

5. Social Media:

- a. Facebook: Friend Bradley Bear and like our Business Page
 - b. Instagram: Follow us as Bradley_Hills_Bear
 - c. Twitter: BBear6601
 - d. Pinterest: Bradley Bear
6. Email and phone – contact your child's teacher or the main office at any time by calling 301-365-2909 or email at info@bhpcns.org. We will get back to you ASAP.
7. Parent-Teacher Conferences
8. Back to School Night
9. Notices posted on bulletin boards in the hallways and on classroom doors.

Communication Works Both Ways!

In addition to receiving communications from BHP CNS in the above listed ways, we strongly encourage you to maintain regular channels of communication with the program. Please find below some reminders as well as additional information about opportunities to communicate with the program's teachers and administrators.

BHP CNS requests that you inform either your child's teacher or the office of any changes at home or within the family, (i.e. a parent on a trip, a separation, a family member in the hospital, etc.) These changes can affect a child's behavior, and it is therefore useful for staff to be aware of these developments. Please note that BHP CNS will always respect your privacy in these instances.

Talking with Teachers

During arrival and dismissal times, staff members must devote their full attention to all the children. Please keep conversations at the door brief. If you need to communicate specific information, a written note, phone call, or email is preferred. If you wish to speak with a teacher at length, please arrange a mutually convenient time for you and the teacher to speak outside of the classroom via phone or in person. Please do not discuss problems or concerns regarding your child or another child in the presence of the child or other parents/caregivers or children.

Conferences

School-wide parent/teacher conferences will be scheduled in late May and early June. (See BHP CNS Spring & Summer Programs & 2022 Registration Facts for more dates and details.) However, a meeting with your child's teacher may be scheduled **AT ANY TIME**. Simply contact your child's teacher or the office to make arrangements. You may want to schedule a conference early if you are planning to have your child apply to a private school. Please note that conferences are held in various offices of the Church, which may or may not be child proof. Therefore, it is inadvisable and inappropriate to bring your child/children to conferences.

Directory (Whole School) Will not be compiled for the April-June session.

A school directory, including Parents' Group contact information, Room Parents' contact information, class lists, and students' names, parents' names, addresses, phone numbers, and email addresses, will be published in the fall and distributed to all families. This directory will exclude any contacts who requested their information be kept private.

Driveways & Parking – Drive Slowly and Cautiously

It is imperative that all drivers drive slowly on the driveways and roads on the BHP CNS campus as children may dart into oncoming traffic.

Park in designated parking spaces only. Do not park in the fire lane at any time. Consider leaving the parking spaces in front of the education doors available for pregnant mothers/childcare providers and those with infants.

Emergency Plans

The Nursery School has an emergency preparedness plan that provides safe and loving care for the children in the event of a weather emergency, natural disaster, or other dangerous situations in the community.

Extra Clothing & if needed Diapers: Each child is to bring to school one change of clothes in a gallon-sized, zip lock plastic bag labeled with the child's name and their teacher's name. If your child is in diapers, please include two diapers along with the clothes. We will send these bags home at the end of the year and ask that you send a new bag of seasonal and size-appropriate clothing back to school. The Nursery School will supply water and snacks in the event that the children need to be detained at school. Depending on the circumstances the children will stay in their classrooms, moving to the hallways if necessary.

In the event of a whole building evacuation, the children will be taken to either the National Center for Children and Families, the Woods Academy, both on Greentree Road, or a private licensed family daycare home located on Westland Road.

In the event of any emergency, parents/legal guardians will be contacted as soon as possible. It is imperative that your emergency card with all contact information is kept up to date. Communication may occur, but not be limited to, phone trees, teacher or administrator telephone calls, email blasts, text message blasts, posting on all BHPCNS social media sites.

The school emergency plan is constantly revised and updated. If you would like to see the emergency plan, contact the main office.

The school administration and staff subscribe to Montgomery Alerts to receive email and text messages when there is an emergency of any type in the area, weather/storms, water main break, brush fire, etc. The school will follow all directions supplied by local authorities and broadcasted in the event of an emergency. Parents/legal guardians will be notified as soon as possible. We strongly recommend parents and caregivers sign up for Alerts from Montgomery County. You can set up an account to have all alerts sent to your email, or texted to your cell phone. School delayed opening and any necessary weather related closure information is also sent via Montgomery County alerts: To sign up through their website go to:

<https://alert.montgomerycountymd.gov/index.php?CCheck=1>, or, for instant registration you can text MONTGOMERY to 411911.

Field Trips

Field trips may be scheduled during the year for Three and Four-Year-Olds/Pre-K.

- Parents/legal guardians will be notified in advance of each trip, and will be asked if they would like to volunteer to drive children on the trip. It is possible that more volunteers will offer to drive than can be accommodated. In this instance, we ask you to remember that field trips are a time for your child to build their independence by attending this fun adventure without mom and dad.
- Car safety seats are required for students to ride in passenger cars. Some cars have extra car seats and your child, with your permission, may use those. Or you may provide a safety seat for your child the day of the field trip. The car seat **MUST** be tagged with your child's name. If your child does not have a safety seat he/she will not be allowed to go on the field trip. **There are no exceptions to this rule.**
- Explicit permission from the parent or legal guardian is required for each field trip.

- **Bradley Bear T-Shirts:** Children should wear their red Bradley Bear T-shirts on field trips. Bradley Bear T-shirts are distributed to all students in the 3s program. Students new to BHCNS for the Pre-K/4s' year will be given a T-shirt early in the school year.
- Due to insurance coverage, no siblings are allowed to go on field trips.
- Fees – No extra fees are charged for field trips. They are included in your tuition. Any admission fees for parents/legal guardians accompanying BHCNS students as chaperones will be covered by the school.

First Aid Bags

Every class has their own first aid bag. Should a child require any special medical devices (i.e. an inhaler or EpiPen), or any medications, they will be transported in the First Aid bag everywhere the child goes throughout the day. If your child's medication is changed at any time, the new medication and Medication Administration Authorization form **MUST** be delivered to school ASAP.

For children requiring EpiPens, the program must have two doses of medication at school at all times.

Grievances

If you are troubled by anything in your child's classroom, please ask for a conference with your child's teacher. If you do not feel that the issue has been resolved in a satisfactory manner, please come to the office to speak with the Director so that other approaches can be looked into and implemented. If the situation is not resolved satisfactorily, you may share your grievance with the BHCNS Board.

Health

Health forms provided by the school need to be completed and returned to the school **BEFORE** a child may enter. Students not having the completed required paperwork, or who are in need of certain vaccines, cannot attend school. Please note the Nursery School is regulated by the Maryland State Department of Education, Office of Child Care. Children entering our Nursery School are required to be immunized according to the recommended schedule of the Maryland Department of Health and Mental Hygiene (DHMH). The following doses of vaccines are required:

- Hib (Haemophilus influenzae b) – Four doses
- Chickenpox (varicella) – One dose
- DtaP or DT or Td – Four doses
- Hepatitis B – Three doses
- Polio – Three doses
- MMR – One dose*
 - *An additional dose is required upon the child's fifth birthday.
- PCV7 – One dose

There are allowances made for medical contraindications and religious objections to vaccines.

Medication **WILL NOT** be given to a child during school hours by a staff member without a signed Medication Administration Authorization form (available from the school office or on the school website) from a parent/legal guardian, and physician. There are additional forms for those children suffering from allergies and/or asthma. Your physician will need to complete an Allergy and/or Asthma action form as well as the Medication Administration Authorization form for your child before the school can administer any medications. Medication includes all prescription and over the counter, non-prescription medications.

Topical applications of diaper rash products, sunscreen, or insect repellent supplied by a child's parent may be applied without prior approval from a health practitioner.

Screenings

- Vision and hearing screenings will be given to all children enrolled in the Three and Four-Year-Old/Pre-K programs during the school year as scheduling permits.
- Speech and occupational therapy screenings will be provided on an as-needed basis. Teachers will recommend a child for screening and/or a parent may request a screening for their child.
- There is no additional charge for any of these screenings.
- Parents/legal guardians will be notified of the screening dates as well as the results.

Holidays, Snow Days, and School Closings

Holidays

With a few exceptions, we follow the Montgomery County Public School System in determining our holidays. A calendar of Nursery School holidays is included in the back of this handbook and is posted on the school website.

Snow Days/Emergency Closings

- **BHPCNS follows Montgomery County Public Schools, MCPS, for all weather related and/or emergency closings.**
- Late openings and emergency closings are announced on most radio stations after 6:00 am. In the event of an unexpected weather related school closing as determined by MCPS, BHPCNS will be closed or delayed as well.
- Parents should check local newscasts or go to www.mcps.k12.md.us/emergency daily during winter months. It is possible that conditions will appear fine, but that school has been closed or delayed due to weather in another part of the county, black ice, etc.
- To receive alerts directly via email and/or text sign up for Alerts from Montgomery County. To sign up through their website go to: <https://alert.montgomerycountymd.gov/index.php?CCheck=1>, or, for instant registration you can text MONTGOMERY to 411911.
- When the public schools are **closed** because of weather, the Nursery School will be **closed**.
- When the public schools have a **one or two hour delayed opening**, the Nursery School **will have the same** delayed opening. In the event of a one or two hour delay, the Two-Year-Old program will dismiss at 12:30 pm instead of 11:30 am. Lunch Bunch will be cancelled for that day.
- When the public schools close **early**, the Nursery School will close at its **regular time and** Stay & Play classes will be **cancelled**.
- If bad weather occurs when public schools already have a scheduled closing, Nursery School scheduling will be announced via email, text, and social media.
- In exceptional situations, the Bradley Hills Presbyterian Church reserves the right to close the Nursery School with or without the concurrence of the Director or the Board of the Nursery School.
- BHPCNS reserves the right to close school regardless of MCPS' decision, as local power outages, snow removal from the school grounds, or other circumstances may affect operational abilities during inclement weather. Should such a circumstance occur, BHPCNS will post notices of the closing on the school website, social media in addition to sending an all school email and text messages regarding the decision to close school.

Illnesses: See COVID-19 Re-Opening Protocols regarding an illness with your child. Read this section with regard to common childhood illnesses other than COVID-19.

The teacher checks each child in the morning as he/she arrives, and reserves the right to request that the child return home if the child appears to be ill. If a child becomes ill during school, the parents/legal guardians will be notified immediately. If the parents/legal guardians cannot be reached, we will notify the emergency contact(s) provided to us on your Emergency Form. Other children and teachers suffer by contact with

blossoming colds, coughs, fevers, etc. In a Nursery School environment, germs can spread very quickly. If your child is sick, please keep him/her at home where he/she will be more comfortable and get well faster. We are often asked: "How do you know when to keep a child home?"

Here are some guidelines:

- Do not send your child to school within 24 hours of a fever.
- Do not send your child to school within 24 hours of diarrhea.
- Do not send your child to school within 24 hours of vomiting.

Please note the 24 hour rule in the above guidelines.

- ❖ If prescribed an antibiotic, your child must be given the medication by his/her parent or legal guardian and observed for at least an hour, to be certain there is not an allergic reaction, before your child may return to school.

Children with head lice may return to school once they have been treated. For more information regarding head lice, go to: www.cdc.gov/lice/head/treatment.

If your child is not well, or if you are taking a holiday, please contact the school office and let the school know that your child will be absent that day.

If your child sustains an injury while not in school, please advise the teacher. This is especially important in the case of sprains, possible fractures, and/or concussions.

A child may not be readmitted to school after an absence of 3 consecutive days or more due to illness without a written statement from the child's physician that the child may return to a regular schedule and fully participate in a regular school day.

Parents or legal guardians **MUST** call the school if their:

1. Child is ill with a communicable disease or condition (i.e. chicken pox, strep infection, pink eye, head lice, etc.). Note that in the event it is necessary to notify a class regarding a communicable disease, BHP CNS WILL NOT RELEASE the name of the student who is ill. We simply send home a flyer or email the class advising that there has been a case of _____ reported and will inform the class of that disease's symptoms.
2. Child has any allergies that could require treatment during the school day.
3. Child's behavior is concerning them.
4. Child is taking any medications, prescribed or over the counter, which may affect their behavior.

Lunch Time

Children in the Three and Four-Year-Old/Pre-K programs eat lunch at school. Children are to bring their lunch in a **small, lunch bag that is labeled with their name**. All the children's lunches are refrigerated. No lunch boxes (hard or soft sided) are allowed, as they do not fit in our refrigerators. The school provides organic milk and filtered water each day as a beverage. The Parents' Group will have reusable lunch bags available for sale throughout the school year.

Lunches should be nutritional and age-appropriate and familiar to your child for them to enjoy at school. Cut grapes, apples, carrots, etc. into small pieces. Cutting sandwiches into quarters or triangles makes eating a sandwich much easier for small hands. Noodles/pasta should be a shape that is easily eaten and fits on a spoon. Please limit sugary treats in lunch bags. We will encourage the children to eat their healthy foods before they eat desserts and sugary items. Gogurts are not allowed in nursery school. Thermoses to keep food hot are allowed, but we do not have microwaves in the classrooms for heating up lunches, so please pack

lunches accordingly. Occasionally, we may need to restrict certain types of food due to allergy concerns in a class. Please take these requests seriously. If you have any questions about what to send for lunch, please reach out to your child's teacher or the office.

Lunch is a very social time for children. They tend not to eat all their lunch at the beginning of the school year. Teachers will put all the non-spillable leftovers back in your child's lunch bag and send any extra food back home.

Maryland State Guidelines recommend the following lunch portion sizes for children ages 3 to 5:

- **Protein:**
 - 1 and ½ ounce per meal
 - ¾ egg
 - 6 TBLS cooked beans or peas
 - 3 TBLS peanut butter or substitute
 - 6 ounces of yogurt
- **Grain**
 - ¼ cup (bread, roll, pasta, rice, etc.)
- **Vegetable**
 - ¼ cup
- **Second vegetable or fruit:**
 - ¼ cup
- The state also recommends ¾ cup of low-fat milk. BHCNS provides organic 1% milk at lunch.

Nutrition Guidelines

As a commitment to your child's health:

- Drinking water is available inside and outside for self-service (where age appropriate)
- 1% organic milk is served per state regulations.
- Snacks are planned to include a variety of healthy food including whole grain bread, cereals and crackers, fruits and vegetables, and protein from both animal and vegetable sources.
- We are cautious about foods that may present a choking hazard. Foods such as grapes are cut into small pieces.
- We limit high-fat, high-sugar, and high-sodium foods (like chips and fruit punch).
- Meals and snacks are offered at least every 2 to 3 hours to ensure small tummies do not get too hungry.
- Staff sit and eat with the children as often as possible, providing an opportunity for positive social interaction and role modeling.
- We never force, trick, or coerce a child into eating. We provide; they decide.
- Hands, both big and little, are always washed before meals and snacks.

Parents' Group

The Parents' Group provides a liaison between the parents/legal guardians, staff, and the Nursery School Board. Some activities the Group sponsors are:

- Annual Picnic
- Coffee for parents in the Rainy Day Room on the first days of school
- Organize each classrooms' Room Parents
- Room Parents organize fall coffees for their classroom
- Organize Parent Volunteers for assisting in the school office/classrooms
- School fundraisers

- Biannual School Gala Fundraising Event
- Lecture series on topics of interest to parents, including:
 - Parenting Challenges and Solutions
 - Potty Training
 - Everything You Ever Wanted to Know About MCPS Kindergarten

Watch the newsletter and the bulletin boards for announcements of upcoming events. The 2020-2021 Co-Presidents of the Parents' Group are Maggie Maloney and Sarah McGovern.

Parent Visitation

We encourage you to visit your child's room to share school life with him/her. Please talk with your child's teacher and arrange for a mutually convenient time for you to come to school, especially if you would like to lead a special project, read a story, prepare a special snack, etc. with the class. Please sign in at the office when you arrive.

Parent Volunteers

There are two ways to volunteer. The first is to contact the Parents' Group for opportunities to volunteer with our social events, room parents' duties, and more. The second is when BHCNS will put out requests for volunteers to help with screenings, field days, field trips, and more. Please consider volunteering at school. It's a terrific way to get to see your child in action with their peers.

Physical Activity

BHCNS takes physical activity seriously. We promote active play both inside and outside. Outdoor play is especially important, the benefits being better vision, better resistance to disease, increased Vitamin D, less stress, better attention spans, better physical fitness & coordination, better self-management in the classroom, better nature literacy and understanding, as well as sparking curiosity and imagination. We go out outside everyday, weather permitting, not only to play on the playgrounds, blacktops, or Big Blue Blocks play area, but to take nature walks or have other outdoor learning experiences. In event of bad weather we utilize the Rainy Day Room and Memorial Hall for the children to run, climb, ride trikes, and play games such as soccer, tag, etc. In addition, Creative Movement is scheduled on a monthly basis.

Play Dates

Play dates provide children the opportunity to build independence and bond with another child forming a connection that can ease a child's transition from caregiver to classroom environment. Play dates teach children how to play appropriately with a friend, how to negotiate, and spurs language development. We highly encourage you to arrange play dates for your child. Play dates can be as simple as meeting a friend before or after school on a BHCNS playground or in the Rainy Day Room. It's not the location as much as it's getting your child together with playmates outside of school.

Playgrounds

The BHCNS playgrounds are open before and after school for children from the school or surrounding communities to play on at their own risk. In the event that there is a class on a playground, children who are not part of that class will not be allowed to play. This is to ensure the safety of all the children. We ask that you supervise your children closely on the playground to make sure they play safely. Do not leave your child unsupervised on the playground at any time. **Pets are not allowed on the playgrounds at any time.**

BHCNS asks that you abide by school rules on the playgrounds at all times. These rules include:

- Children must have closed toed shoes on the playgrounds. Sandals and "Crocs" are not safe on the wood chips.
- The slides are "down" slides. Children should be going down feet first, either on their bottoms or stomachs. No head first allowed. Children should slide to the bottom of the slide and move out of the

way for the next person and should not stand and jump off of slides. Children should NEVER climb up the slides.

- Children should NEVER climb on top of the play equipment at any time.

While these rules seem strict for casual playing, it is important that the children have consistent rules for both school and non-school hours to ensure their safety during the school day. It is important for children to have a clear understanding of what is acceptable and manageable in a group situation such as Nursery School.

Please tidy up the playground upon leaving (put toys away, close sandboxes, remove trash, etc.).

Room Parents

A Sign-Up Genius link will be shared with all families to sign up to be a room parent. Each class typically has 2 to 3 room parents. The main objective of the room parent is to help the other parents in their rooms become better acquainted. This is usually done by organizing a morning coffee for the classroom, which may be held in someone's home, restaurant, or in an available room in the church. Room parents will assist classroom teachers for special parties, Halloween, Christmas, etc. Room Parents may also be asked to assist the teachers and act as liaisons for various committees of the Parents' Group. A Room Parent meeting is held in the beginning of the school year to guide room parents and discuss how they may most benefit their child's class and school. Throughout the year the Parents' Group will communicate with the Room Parents to support all their activities.

Screen Time

BHPCNS is a play-based program. Televisions, computers and other media devices are used only when directly related to facilitate a learning experience. If used, it is limited to one day per week or less and no more than 30 minutes in duration. It will never be used passively during snack, lunch or rest times. Exceptions may be made for passive technology for special occasions or celebrations.

Show and Tell

Three and Four-Year-Old programs conduct "Show & Tell." This childhood ritual builds confidence and is an important precursor not only to public speaking, but also writing. Teachers may designate certain days for Show & Tell. Please send in Show & Tell items on the appropriate day. Show & Tell objects must fit easily in his/her tote bag. Please do not send favorite "lovies" from home for Show and Tell; if they are lost or misplaced it can be heartbreaking for a child. Also, no toy weapons are allowed (i.e. guns).

Snacks (mid-morning)

BHPCNS provides a snack for all children each mid-morning. The snack schedule will be posted on the bulletin board across from the office and on the school website each month. If your child has a specific food allergy of any sort, that information **MUST** be communicated to the office before the start of school. If a school planned snack contains food items of which your child is allergic, parents are asked to send in a substitute snack for your child. Substitute snacks may be kept at school as well in the event that a special snack is brought to school without prior teacher knowledge.

Special Needs/Inclusive Environment

Where possible, reasonable accommodations will be made so that all children are able to participate in the BHPCNS program. BHPCNS does not have an elevator. Its location on the lower level of the BHPC building may present a challenge for children and adults with injuries or disabilities.

Tote Bags

To help your child's independence grow, we request that you send your child to school each day with a tote bag labeled with their name. A tote bag that opens wide is much easier for a child to load with their lunch

bag, projects, folders, etc. Your child should remove their lunch bag, Show and Tell, and folder each morning from their tote bags and place them in the appropriate classroom locations. Please no backpacks.

Be sure you check the contents of the tote bag each day so you can find important notes, view art, projects, etc. **DO NOT** send tuition payments or applications to school in your child's tote bag—they are too easily misplaced.

The Parents' Group will have tote bags and lunch bags available for sale during the orientation meetings, the first week of school, and throughout the school year in the school office.

Backpacks with zippers are difficult for young children to master, and due to limited space backpacks do not fit on our hooks.

Toys From Home

Children are not allowed to bring toys from home to play with at nursery school. Any toy brought from home must be left in the child's tote bag or given to the teacher for safekeeping. (Toys for Show & Tell are to be placed in the classroom bin at drop off each morning.)

Water Bottles

Children are to bring water bottles from home for use throughout the day. Water bottles will be available to the children to drink from as needed, in addition to snack and lunch time. Children who forget their water bottles will be given water in cups. BHCNS will continue to serve organic milk at lunch time in paper cups to children.

BHCNS Board

The Bradley Hills Presbyterian Church Nursery School is sponsored by the Bradley Hills Presbyterian Church and is responsible to the Session of the Bradley Hills Presbyterian Church through its Christian Education Lay Ministry. The Nursery School Board consists of the following voting members:

- Chairman, Member of the Congregation, Bradley Hills Presbyterian Church
- Vice Chairman, Member of the Congregation, Bradley Hills Presbyterian Church
- Director, Bradley Hills Presbyterian Church Nursery School
- Current Parent, Bradley Hills Presbyterian Church Nursery School (x2)
- Current or Past Parent, Member of the Congregation, Bradley Hills Presbyterian Church (x2)

Additional Board members in an ex-officio capacity:

- Director of Christian Education, Bradley Hill Presbyterian Church
- Treasurer, Bradley Hills Presbyterian Church Nursery School
- Current Staff Member, Bradley Hills Presbyterian Church Nursery School (x2)

The BHCNS Board is responsible for determining BHCNS' mission and vision, approving the annual budget, evaluating the BHCNS Director, recruiting and orienting new board members, setting major policy required for the smooth operation of the school. Board meetings are open to the public. The meeting calendar will be available on the school website. If you are interested in having an item added to a meeting agenda, you must notify the Chairman in advance. A copy of the school's bylaws and monthly minutes are available for review upon request in the office. General inquiries may be sent to board@bhpcns.org

2020-2021 BHCNS Board Chairman: Missy Banashak

2020-2021 BHCNS Board Vice-Chairman: Ed Hauck

Bradley Hills Presbyterian Church Pastor: David Gray

Bradley Hills Presbyterian Church Interim Associate Pastor: Eunice Yang

Bradley Hills Presbyterian Church Director of Christian Education: Matt Nabinger

School Calendar

Wednesday, March 24	Parent Orientation Session 1 @ 9:30 a.m. Session 2 @ 1:30 p.m. Session 3 @ 7:30 p.m.
TBD	Meet and Greet
Tuesday, April 6	First Day of School for M-F classes & T/TH classes
Wednesday, April 7	First Day of School for M-W-F classes
Tuesday, May 24	Parent-Teacher Conferences for M-F and T-Th classes No school for students in M-F and T-TH classes
Friday, May 28	No Stay and Play Classes Held
Monday, May 31	School Closed, Memorial Day
Wednesday, June 2	Parent-Teacher Conferences for M-W-F classes No school for students in M-W-F classes
Tuesday, June 15	Last day of Stay & Play
Wednesday, June 16	Last day of school for students
June 21-July 1	Camp – Session 1 – A Preschoolers Guide to the Galaxy!
July 6 – July 16	Camp – Session 2 – Bradley Bear’s Beach Bonanza!

*subject to change

For questions, concerns or to file a complaint contact your regional office

Anne Arundel	410-573-9522
Baltimore City	410-554-8315
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8771
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at CheckCMD.org. For additional help, you may contact the Program Manager of the Licensing Branch at 410-569-8071.

Resources

Child Care Subsidy - Assists parents with cost of childcare 1-866-243-8796	marylandexcels.org
Consumer Product Safety Commission (CPSC) - regulates certain products used in childcare cpsc.org	marylandexcels.org
Maryland EXCELS - Maryland's Quality Rating System for Childcare Facilities marylandexcels.org	md-council.org
Maryland Developmental Disabilities Council - May assist with ADA issues md-council.org	Marylandfamilynetwork.org
Maryland Family Network - Assists parents in locating childcare	PARTNERS Newsletter - What's happening in the Division of Early Childhood Development EarlyChildhood.Marylandpublicschools.org
To this site to check provider inspection violations checkcmd.org	


Larry Hogan, Governor
Karen B. Salmon, Ph.D.
State Superintendent of Schools
OCC 1524 (10/2018)

Guide to Regulated Child Care



Important Information About Child Care Facilities

Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary.

COMAR Regulations and other information about the Office of Child Care may be found at:

earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care



What are the types of Child Care Facilities?

Family Child Care – care in a provider's home for up to eight (8) children

Large Family Child Care– care in a provider's home for 9-12 children

Child Care Center – non-residential care

Letter of Compliance (LOC) – care in a child care center operated by a religious organization for children who attend their school

All facilities must meet the following requirements:

- Must obtain the approval of OCC, fire department and local agencies;
 - Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
 - Family child care providers must maintain certification in First Aid and CPR;
 - Child Care Centers must maintain a ratio of one staff certified in first aid and CPR per every twenty (20) children at all times;
 - Must offer a daily program of indoor and outdoor activities;
 - Must maintain a file with all required documentation for each enrolled child;
 - Must post approved evacuation plans, conduct fire drills and emergency preparedness drills; and
 - Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury or injurious treatment.
- Regulations that govern child care facilities may be found at: earlychildhood.marylandpublicschools.org/regulations
 - The provider's license or registration must be posted in a conspicuous place in the facility;
 - A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
 - Parents/guardians may visit the facility without prior notification any time their children are present;
 - Written permission from parents/guardians is required for children to participate in any and all off property activities;
 - All child care facilities must make reasonable accommodations for children with special needs;
 - A "Teacher" qualified person must be assigned to each group of children in a child care center;
 - Staff:child ratios must be maintained at all times in child care centers;
 - Parents/guardian must be immediately notified if children are injured or have an accident in care;
 - Child care facilities may have policies beyond regulatory requirements;
 - OCC should be notified if a provider has violated child care regulations;
 - Parents/guardians may review the public portion of a licensing file; and
 - The provider's compliance history may be reviewed on CheckCMD.org.

Did You Know?