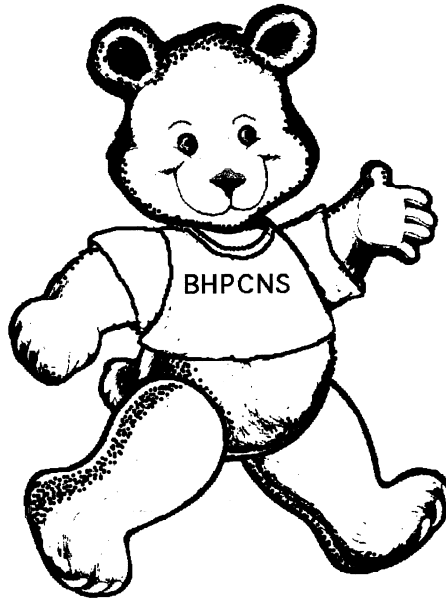


# Bradley Hills Presbyterian Church Nursery School



## Parent Handbook 2019-2020

6601 Bradley Boulevard  
Bethesda, MD 20817  
301-365-2909 (office)  
301-469-6784 (fax)

[www.bhpcns.org](http://www.bhpcns.org)  
[info@bhpcns.org](mailto:info@bhpcns.org)

Liz Sobrino, BHPCNS Director  
Carolyn McCauley, BHPCNS Assistant Director  
Dorene Michael, BHPCNS Assistant Office Manager

## Table of Contents

<b>Welcome Letter</b>	1	Driveways & Parking	14
		Emergency Plans	14
<b>Philosophy</b>	2	Field Trips	15
		First Aid Bags	15
<b>Programs</b>	2	Grievances	16
Early Mornings with Bradley Bear	3	Health	16
Lunch Bunch	3	Immunizations	16
Stay & Play	3	Medications	16
		Screenings	16
		Holidays, Snow Days, &	
<b>Application/Registration</b>	4	School Closings	16
Age Eligibility	4	Illness	17
Inclusion Policy	5	Lunch Time	18
Toilet Training	5	Nutrition	19
		Parents' Group	19
<b>Class Schedules</b>	5	Parent Visitation	19
		Parent Volunteers	19
<b>Tuition</b>	6	Physical Activity	20
Tuition Rates, Current Year	6	Play Dates	20
Tuition Assistance	7	Playgrounds	20
		Potty Training	20
<b>Behavior Management Policy</b>	7	Room Parents	20
		Screen Time	21
<b>Forms</b>	9	Show & Tell	21
		Snacks	21
<b>General Information</b>		Special Needs/Inclusive Environment	21
Allergies	9	Tote Bags	21
Arrival & Dismissal	10	Toys from Home	22
Ages & Stages Questionnaire, ASQ-3	12	Water Bottles	22
Baby Sitting/Nannying	12		
Birthday Celebrations	11	<b>Nursery School Board</b>	22
Building Independence	12		
Carpools	12	<b>School Calendar</b>	23
Child Assessments	12		
Class Lists	13	<b>Addendum</b>	
Clothing	13	Guide to Regulated Child Care	25
Communication	13		
Conferences	14		
Directories	14		

Dear Parents,

Welcome to the 2019-2020 school year!

The upcoming school year promises to be full of fun, learning, and celebrations for everyone. We are excited to welcome many new students and their families. To our returning students and their families, we are glad to have you back at BHCNS. Thank you so much for sharing your child with us. We look forward to getting to know you and your child throughout the coming 10 months.

It's been a busy summer at BHCNS moving cinder block walls to reshape classrooms, 111, 113, and 117. These changes will allow us more class size flexibility. We have built a new storage closet under the stairs, and have reorganized all our storage spaces. Other upgrades include adding a ventilation system to several classrooms, fencing and re-mulching our playgrounds, new toilets, repainting and sprucing up classrooms, planning new programming, and restocking classroom spaces. We hope you'll like these improvements.

In preparation for the new school year, staff members have been reading Oh Boy! Strategies for Teaching Boys in Early Childhood by Francis Wardle, PhD during the summer. We will piggy back on our summer reading with 6 hours of classroom training in September entitled "*BOOM and ZOOM Supporting Busy Pre-Schoolers in the Classroom*" with Kenneth Sherman, Chief Academic Officer of HighScope's San Antonio Hub of Excellence. Insights and practical classroom skills gleaned from these experiences will benefit the wellbeing of all our students.

BHCNS will continue to use the Maryland State Department of Education, MSDE's, Ages and Stages Questionnaire, also known as the ASQ-3, as a screening tool. The ASQ-3 is a parent completed questionnaire that will provide BHCNS with a quick check of your child's development. It is not an aptitude, IQ, or a test of any kind. It is a screening tool to check a child's development against age appropriate milestones. The information you provide to us will be used as a benchmark of where your child is developmentally so that we can plan appropriate lessons to meet your child's needs.

In addition to the ASQ-3 BHCNS provides FREE onsite speech, occupational therapy, vision, and hearing screenings. These screenings are to identify a potential hurdle in a child's development and to recommend a more formal assessment should one be indicated. Early intervention can make a HUGE difference in a child's development and self-esteem.

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

Communication is vital to the program's success. Throughout the year you will receive electronic and paper communications, including monthly school newsletters from the office, individual teacher updates, and monthly classroom calendars. Information contained in these communications is important to the smooth running of BHCNS and furthermore, provides you with updates on what your child is doing in the program.

BHCNS is excited to have almost 200 children in our school this year! **PLEASE label all your children belongings, including lunch bags, tote bags, jackets, hats, gloves, boots, etc.** You would be amazed at how many children own the same jacket! Thank you in advance for labeling your child's belongings.

Thank you for your attention to the information in this handbook. We look forward to a wonderful year.

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, sympathetic and to 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.**

# **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 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 **two 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.

### **Additional Programming Available**

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

This optional program for all age levels begins Tuesday, **October 1, 2019**. Drop off is at 8:00 am. 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 Friday, June 12, 2020.

#### **Lunch Bunch (for 2s only)\*\***

This optional program for Two-Year-Olds will begin on Tuesday, **October 1, 2019**. Lunch Bunch is offered Monday through Friday from 11:30 to 12:30.\* The program includes lunch (brought from home in a soft, uninsulated, lunch bag), play time, songs, and stories. 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 10, 2020.

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

This optional program for Three and Four-Year-Olds/Pre-K will begin on Tuesday, **October 1, 2019**. Stay & Play is offered Monday through Friday from 12:30 to 2:30.\* Each afternoon is themed. The program includes a snack (provided by the nursery school), 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 11, 2020.

**\*\*Early Morning, Lunch Bunch, and Stay and Play are flexible programs. You may sign up to attend monthly, or drop in as needed. 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 **\$70.00** must accompany the application form.

## Current Students

Children currently enrolled may reapply in early December for the following year. A non-refundable application fee of **\$70.00** 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 received during the designated registration day(s). *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 which are received on the designated registration day(s) are processed first. Applications received **before** the registration day(s) will be processed as follows:

1. Children currently enrolled;
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.

Please note that applications for *returning students* should be received in the office on the designated registration day(s). They may be mailed in early but will not be processed until after those that were received on the registration day(s). They will then be processed in accordance with the above guidelines.

**Applications received *after* the registration date(s) will be accepted on a “first come, first served basis.”**

Acceptance or Wait List notifications will be mailed in January for the coming school year. **A non-refundable registration fee equal to one tenth of the yearly tuition 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 on September 9, 2019, a child must be two, three, or four years of age by September 1, 2019.** Children who turn two between September 1 and December 31, 2019 are able to participate in our Young Two-Year-Old program beginning in January 2020.

## 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 final.

## Twins and Multiples

It is the policy of BHPCNS 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 placement 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 the individual class activities will differ.

## Inclusion Policy

At BHPCNS we actively promote inclusive practices in order to best meet the needs of the children, families and staff of our school. All children are welcome to attend BHPCNS 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.

In order 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 Training

Children enrolled in the Three-Year-Old and Four-Year-Old/Pre-K programs are expected to be completely toilet trained at the beginning of the school year. If there are any exceptional circumstances, you must speak with the Director prior to the start of the school year. Children enrolling in the Stay & Play program must be fully toilet trained. Children enrolled in the Two-Year-Old program are NOT required to be potty trained.

## Class Schedules

<b>Two-Year-Olds</b>	9:00-11:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday
<b>Young Twos</b>	9:00-11:30	Tuesday & Thursday (Starting January 2020)
<b>Three-Year-Olds</b>	9:00-12:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday <i>or</i> Monday through Friday
<b>Four-Year-Olds/Pre-K</b>	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. **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 Nursery School office and placed in the box on the Assistant Director's desk 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 15<sup>th</sup> of each month.

**If payment is not received by the 15<sup>th</sup> 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 \$25.00 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

#### Morning Programs

5 day program (3s & 4s)  
3 day program (3s & 4s)  
2 day program (3s)  
3 program (2s)  
2 day program (2s)  
Young 2s' program

#### Yearly Tuition

\$7,500.00  
\$5,050.00  
\$3,450.00  
\$4,650.00  
\$3,100.00  
\$1,860.00

#### Monthly Payment (Sept.-May)

\$750.00  
\$505.00  
\$345.00  
\$465.00  
\$310.00  
\$310.00 (Jan.-May)

#### 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  
"Drop-in" \$ 35.00\*

#### Stay & Play, Semester Classes

Dance: First Semester \$480.00  
Second Semester \$540.00  
Art: First Semester \$385.00  
Second Semester \$410.00

\*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. Refunds for semester run classes will be given on a prorated basis, provided withdrawal is made the first month of attendance.

### **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 picked up in the office. The BHCNS Finance Committee will review all requests and provide the financial aid package with the a child’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. The consultants working with the children and staff 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 BHPCNS program may not be the optimal fit for a child or family. BHPCNS 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.

## 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.
- Photography Policy
- Newsletter Distribution Preference
- Ages and Stages Questionnaire, ASQ-3

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

**BHCNS 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.

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](http://www.foodallergy.org/section/about)).

Parents/legal guardians of children with allergies are 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 should be washed before coming to school and hands are to 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 class. You may discuss your concerns via a phone call or set up a conference with your child's teacher. A problem *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.
- **You must sign your child into school each day. (Policy is required by the Maryland State Department of Education.)**
- 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.

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 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 BHPCNS in each instance containing the person's full name and phone number. If this person is unknown to BHPCNS 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 BHPCNS staff is speaking to the parent/legal guardian.

BHPCNS 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 BHPCNS. In the event a BHPCNS staff member believes that the adult picking up the child is authorized but 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. BHP CNS 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/Nannyng**

We ask that you keep your relationships with our teachers on a professional basis. Parents and legal guardians are discouraged from utilizing teachers for childcare 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 BHP CNS, please know this is an entirely separate arrangement from your child's enrollment. BHP CNS' liability or workers compensation insurance does not cover our staff off premises. In addition, our background research and on-the-job observations do not cover any work done outside of BHP CNS.

### **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.

BHP CNS 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 and not a backpack. 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.: BHP CNS 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 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 *at any time throughout the school year*, your teacher will contact you to set up a conference.

BHPCNS staff have been trained to administer the ASQ-3, Ages and Stages Developmental Questionnaire program. We are asking all parents to complete an ASQ-3 for their child, by September 23, 2019. The ASQ-3 may be used by teachers in certain situations, to assist us in determining if a child's development is age-appropriate.

### **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, tote bags, lunch bags, etc. Snow pants and warm boots are important when there is snow on the ground.

**Umbrellas** are not allowed at any time.

### **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](http://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. Join the BHPCNS Yahoo Group. This fun forum is also a great way for parents to search for babysitters; sell or give away used children's toys; or organize special events, such as soccer programs. To join, go to: <http://groups.yahoo.com/group/bhpcnsstudents/> or email [info@bhpcns.org](mailto:info@bhpcns.org) asking to be invited. Call or email the main office if you have difficulty joining the group.
6. 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
7. 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](mailto:info@bhpcns.org). We will get back to you ASAP.
8. Parent-Teacher Conferences

9. Back to School Night in the fall
10. Notices posted on bulletin Boards in the hallways and on classroom doors.

### **Communication Works Both Ways!**

In addition to receiving communications from BHCNS 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.

**BHCNS 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 BHCNS 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 January, through mid-February. You will be given your parent/teacher conference date at Parent Orientation. 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)**

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**

It is imperative that all drivers drive slowly on the driveways and roads on the BHCNS 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.

In September, 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 Christmas break and ask that you send a new bag of winter and size appropriate clothing back to school in January. 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 BHCNS 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.

BHCNS has a NOAA alert radio in the office for emergency weather updates. The office also receives email and text messages when there is an alert of any type, weather, water main break, brush fire, etc. The school will follow all directions broadcast in the event of such an emergency. Parents/legal guardians will be notified as soon as possible. You may want to 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. The school delayed opening and 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.
- Children are to wear their red Bradley Bear T-shirts on field trips.
- 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 BHPCNS 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 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](http://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, the Facebook pages, and the Yahoo group.
- 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, Facebook pages, and Yahoo group in addition to sending an all school email regarding the decision to close school.

## **Illness**

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](http://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 parent or physician that the child may return to a regular schedule.**

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, uninsulated, 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 for your child for example: grapes and carrots cut 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 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 visible inside and outside for self-service (where age appropriate)
- To reduce the amount of unhealthy saturated fats in their diets, we serve 1% organic milk.
- 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 Fall 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/Casino Night 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 2019-2020 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 2 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**

BHPCNS takes physical activity seriously. We promote active play both inside and out doors. 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 BHPCNS 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 BHPCNS 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.

BHPCNS 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.).*

### **Potty Training**

BHPCNS 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.

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.

The expectation at BHCNS is that all 3 and through pre-K 4 students will be potty trained at the start of the school year. 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.

### **Room Parents**

A Sign-up Genius link will be shared with all families early in the school year 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**

BHCNS 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)**

BHCNS 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**

When possible reasonable accommodations will be made so that all children are able to participate in the BHCNS program. BHCNS does not have an elevator and our 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. Backpacks with zippers are difficult for young children to master, and due to limited space backpacks do not fit on our hooks. 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.

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.

### **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. BHP CNS will continue to serve organic milk at lunch time in paper cups to children.

## **BHP CNS 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 BHP CNS Board is responsible for determining BHP CNS' mission and vision, approving the annual budget, evaluating the BHP CNS 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](mailto:board@bhpcns.org)

2019-2020 BHP CNS Board Chairman: Missy Banashak

2019-2020 BHP CNS Board Vice-Chairman: Ed Hauck

Bradley Hills Presbyterian Church Pastor: David Gray

Bradley Hills Presbyterian Church Associate Pastor: Chris Foster

Bradley Hills Presbyterian Church Director of Christian Education: Matt Nabinger



**Bradley Hills Presbyterian Church Nursery School  
Calendar for 2019-2020\***

**Thursday, August 29**

Friday, September 6

**Monday, September 09**

Tuesday, December 10

Saturday, September 21

**Monday, September 30**

Tuesday, October 1

Thursday, October 3

**Wednesday, October 9**

Thursday, October 17

Monday & Tuesday, November 11 & 12

Monday, November 25

**November 27-29**

November 25-December 6

Thursday, December 12

Thursday, December 17

Wednesday, December 18

**Thursday, December 19-**

**Wednesday, January 1**

**2020**

Monday, January 6

**Tuesday, January 14**

**Monday, January 20**

Thursday & Friday, January 23 & 24

Wednesday, January 29

Wednesday & Thursday, February 13 & 14

Thursday, February 13

Friday, February 14

**Monday, February 17**

February 25, 26 & 27

Thursday, March 5

Thursday, March 12

**Popsicles and Playgrounds 3:30 – 5:00 pm**

**Orientation for Parents** (*Adult Only Event*)

9:15-9:40 a.m.: TTh classes, Teacher Meet & Specifics in the Classroom

9:45-10:10 a.m.: All Parent Meeting, Covenant Hall

10:15-10:40 a.m.: MF, MWF and MTWThF classes, Teacher Meet & Specifics in the Classroom

**Classes Begin**

**“Get to Know You”** event with the BHPC, Bethesda Jewish Congregation, Friends’ Club, & House of Abraham, 7:30 p.m.  
Back to School Picnic, 4-6 p.m.

**School Holiday - Rosh Hashanah**

First day of Early Mornings with Bradley Bear, Lunch Bunch, and Stay & Play

Parents’ Back to School Night

**School Holiday - Yom Kippur**

Family Night between 5:30 and 7:00 p.m. in Memorial Hall

Donuts with Dad, 8:30 a.m.

Thanksgiving Feast & Sing-Along for 4s/Pre-K

**School Holiday - Thanksgiving**

Angel Gift Tree Toy Collection

Young 2s’ Christmas Party/Orientation, 10:30 a.m.

TTh 3s’ Christmas Program, 9:30 a.m.

MWF & MTWThF 3s & 4s/Pre-Ks’ Christmas Prog., 9:30 a.m.

Classes dismissed following Class Parties/No Stay and Play

**School Holiday - Winter Break**

Classes Resume

**Young 2s’ First Day of School**

**School Holiday – Dr. Martin Luther King Jr. Day**

Vision Screening for 3s& 4s/Pre-K

Dance Recital, 1:45 p.m.

Valentine’s Breakfast, 8:30 a.m.

TTh Valentine’s Day Classroom Parties

MWF & MTWThF Valentine’s Day Classroom Parties

**School Holiday – Presidents’ Day**

School Picture Days

Director Coffee 9:15 a.m.

Family Night between 5:30 and 7:00 p.m. in Memorial Hall

Thursday, April 2

Friday, April 3

**Monday, April 6-Monday, April 13**

Tuesday, April 14

Wednesday, April 15

Monday & Tuesday, May 11 & 12

Thursday & Friday, May 14 & 15

Tuesday & Wednesday, May 19 & 20

**Friday, May 22**

**Monday, May 25**

Wednesday, June 3

Thursday & Friday, June 4 & 5

Wednesday, June 10

**Thursday, June 11**

**Friday, June 12**

Tuesday, June 16- Friday, June 26

TTh Classroom Easter Parties

MWF and MTWThF Classroom Easter Parties; No Stay and Play classes held

**School Holiday - Spring Break**

Classes Resume

Kindergarten Information Night, 7:30 pm

Transportation Days

Muffins with Mom

3s' Jamboree Days

**No Stay and Play Classes Held**

**School Holiday – Memorial Day**

Dance Recital, 1:45 pm

4s' Frenzy

Last day of Lunch Bunch

**Last Day of School for TTh classes-Classes dismissed**

**immediately following parties;** TTh 2s' classes End-of-Year Parties, 11:00 am; TTh 3s' End-of-Year Sing-Along & Class Party, 9:30 am.; Last day of Stay & Play

**Last Day of School for MWF & MTWThF classes-Classes dismissed immediately following parties;** MWF 2's

End-of-Year Class Parties, 10:00 a.m.; MWF & MTWThF

3s & 4s' End-of-Year Sing-Along & Class Parties, 9:30 a.m.

Camp – The Preschoolers Guide to the Galaxy

\*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](http://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**

**Consumer Product Safety Commission (CPSC)** - regulates certain products used in childcare  
[cpsc.org](http://cpsc.org)

**Maryland EXCELS** - Maryland's Quality Rating System for Childcare Facilities  
[marylandexcels.org](http://marylandexcels.org)

**Maryland Developmental Disabilities Council** - May assist with ADA issues  
[md-council.org](http://md-council.org)

**Maryland Family Network** - Assists parents in locating childcare  
[Marylandfamilynetwork.org](http://Marylandfamilynetwork.org)

**PARTNERS Newsletter** - What's happening in the Division of Early Childhood Development  
[EarlyChildhood.Marylandpublicschools.org](http://EarlyChildhood.Marylandpublicschools.org)

To this site to check provider inspection violations  
[checkcmd.org](http://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-provider/office-child-care](http://earlychildhood.marylandpublicschools.org/child-care-provider/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.

## Did You Know?

- Regulations that govern child care facilities may be found at: [earlychildhood.marylandpublicschools.org/regulations](http://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](http://CheckCMD.org).