

# Bradley Hills Presbyterian Church Nursery School



## Parent Handbook 2017-2018

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 Office Manager  
Sue Reidy, BHPCNS Assistant Office Manager

# Table of Contents

<b>Welcome Letter</b>	1	Driveways & Parking	13
		Emergency Plan	14
<b>Philosophy</b>	2	Field Trips	14
		First Aid Bags	15
<b>Programs</b>	2	Grievances	15
Stay & Play	3	Health	15
Early Mornings with Bradley Bear	3	Immunizations	15
Lunch Bunch	3	Medications	15
		Screenings	15
<b>Application/Registration</b>	3	Holidays, Snow Days,	
Age Eligibility	4	School Closings	16
Inclusion Policy	5	Illness	16
Toilet Training	5	Lunch Time	17
		Nutrition	17
<b>Class Schedules</b>	5	Parent's Group	18
		Parent Visitation	18
<b>Tuition</b>	5	Parent Volunteers	18
Tuition Rates, Current Year	6	Physical Fitness	18
Tuition Assistance	7	Play Dates	18
		Playgrounds	19
<b>Behavior Management Policy</b>	7	Potty Training	19
		Room Parents	19
<b>Forms</b>	8	Screen Time	19
		Show & Tell	19
<b>General Information</b>		Snacks	19
Allergies	9	Special Needs/Inclusive Environment	20
Arrival & Dismissal	9	Tote Bags	20
Birthday Celebrations	11	Toys from Home	20
Baby Sitting/Nannying	11		
Building Independence	11	<b>Nursery School Board</b>	21
Bullying	12		
Carpools	12	<b>School Calendar</b>	22
Child Assessments	12		
Class Lists	12	<b>Addendum</b>	
Clothing	12	Guide to Regulated Child Care	
Communication	12		
Conferences	13		
Directories	13		



Summer 2017

Dear Parents,

Welcome to the 2017-2018 school year! It's Bradley Hills Presbyterian Church Nursery School's 60th birthday. Thank you for being part of this milestone year! We hope you and your children will join us for Bradley Bear's Birthday Bash on October 22, 2017 between 2 and 5 pm. Then, on April 14, 2018, there will be an adult only celebration in Memorial Hall with great food, drink, dancing, and a wall of wine raffle. Mark your calendars now!

It's been a busy summer upgrading our playgrounds, replacing our playground fencing, installing our Big Blue Blocks, planning new programming, and restocking/redesigning classroom spaces. We hope you'll like these improvements.

The year promises to be full of fun, 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 BHP CNS. 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 is important that you read our Parent Handbook and keep it handy throughout the year. The handbook should answer all your questions regarding BHP CNS. However, if at any time you have a question please contact either your child's teacher or the BHP CNS office. We will work together to answer any questions or resolve any potential issues as quickly and efficiently as possible.

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 BHP CNS, and furthermore provides you with updates on what your child is doing in the program. Please read these communications and save them for future reference.

BHP CNS 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.** It makes it so much easier to return belongings when they are labeled. You would be amazed at how many children own the same jacket! Thank you in advance for labeling your child's belongings.

If your child will be absent for any reason, please notify the office ASAP. Also, if there is a family event that changes your family life—a new baby, the death of a pet, etc.—it is important that you inform the office and your child's teacher of the change in circumstances. Together we can address any changes in behavior that may occur as a result. Please note that BHP CNS will always respect your privacy in these instances.

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

Sincerely,

Liz Sobrino  
Director

Carolyn McCauley  
Office Manager

Sue Reidy  
Assistant Office Manager



# BHPCNS Philosophy

The Bradley Hills Presbyterian Church Nursery School (BHPCNS), established in 1957, provides a loving and caring atmosphere in which a child is encouraged to develop his/her own talents, uniqueness, and self-esteem.

The school nurtures all aspects of a child's growth: social, emotional, physical, mental, and spiritual.

Since school is a group experience, the program places equal emphasis on helping the child learn the disciplines of social interaction and personal responsibility.

The child's development is enriched by a variety of learning experiences, such as free play, art, dramatic play, field trips, poetry, books, music, science, stories, show and tell, and creative movement.

As a church-sponsored program, BHPCNS seeks to reflect Christian values in its activities. (For example: teaching friendship skills, and respect for each other and our world, saying grace before eating, phrases of thanksgiving, and recognizing the Christmas and Easter seasons.)

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

## Programs

BHPCNS' hands-on program features a play-based approach to education. Our curriculum is designed for children to learn through play and hands-on experiences. Teacher led 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 play-based 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 (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

Additionally, BHP CNS 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, and weekly **Spanish** classes for Three and Four-Year-Olds.

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

This optional program for all age levels begins Monday, **October 2, 2017**. 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 BHP CNS 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.

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

This optional program for Two-Year-Olds will begin on **October 2, 2017**. 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 BHP CNS 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.

\*Class enrollment must meet our minimum. Any class that does not have the minimum number of students enrolled will be cancelled.

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

This optional program for Three and Four-Year-Olds will begin on **October 2, 2017**. 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, 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 BHP CNS website. There are no Stay & Play classes held the day before certain holidays (see school calendar), and there are no Stay & Play classes after Memorial Day.

\*Class enrollment must meet our minimum. Any class that does not have the minimum number of students enrolled will be cancelled.

**\*\*Early Morning, Lunch Bunch, and Stay and Play are flexible programs. You may sign up to attend monthly, or drop in as needed.**

## **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 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

Students currently enrolled in the Four-Year-Old program who 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 that 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.”**

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

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.**

### Age Eligibility

Students must meet age requirements to enroll in our preschool programs. **To begin school on September 11, 2017, a child must be two, three, or four years of age by September 1, 2017.** Children who turn two between September 1 and December 31, 2017 are able to participate in our Tuesday/Thursday Two-Year-Old program beginning in January 2018.

### 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 BHP CNS to, wherever possible, separate twins and multiples to ensure that the individual child is accorded the opportunity to grow as an independent child. Parents, in consultation with the Director 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 BHP CNS 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 BHP CNS 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 programs are expected to be completely toilet trained. 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

Two-Year-Olds	9:00-11:30	Monday, Wednesday, & Friday Or Tuesday & Thursday
Young Twos	9:00-11:30	Tuesday & Thursday (Starting January 2018)
Three-Year-Olds	9:00-12:30	Monday, Wednesday, & Friday Or Tuesday & Thursday Or Monday through Friday
Four-Year-Olds	9:00-12:30	Monday, Wednesday & Friday Or 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 payable in advance 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 Office Manager'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 \$20.00 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**

	<b><u>Yearly Tuition</u></b>
5 day program (3s & 4s)	\$7,050.00
3 day program (3s & 4s)	\$4750.00
2 day program (3s)	\$3,250.00
3 program (2s)	\$4,350.00
2 day program (2s)	\$2,900.00
Young 2's program	\$1,740.00

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

\$705.00
\$475.00
\$325.00
\$435.00
\$290.00
\$290.00 (Jan.-May)

#### **Stay & Play, Monthly Classes**

1 day per week	\$ 75.00
2 days per week	\$150.00
3 days per week	\$225.00
4 days per week	\$300.00
5 days per week	\$375.00
"Drop-in"	\$ 30.00*

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

#### **Stay & Play, Semester Classes**

Dance:	First Semester	\$295.00
	Second Semester	\$550.00
Art:	First Semester	\$275.00
	Second Semester	\$390.00

#### **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. 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 a school year is the prior year by April 1. An exception may be made to the April 1 deadline in the event of an unexpected financial hardship. Applications are available online on the BHP CNS website or may be picked up in the office.

### **Behavior Management Policy**

Grace Mitchell's definition of discipline is a guiding principle at BHP CNS. 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 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

BHP CNS 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.
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 BHP CNS staff and students. The consultants working with the children and staff may include, para educators, speech pathologists, occupational specialists, physical therapists, interns exploring the early childhood educational field, social and emotional developmental specialists, overall best practice in early childhood education mentors and such. These specialist could be from Montgomery County Public Schools system, Montgomery County Social Services, or private practitioners hired by families or BHP CNS. 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.

### Termination of Services

On occasion, the BHP CNS program may not be the optimal fit for a child or family. BHP CNS 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, BHP CNS reserves the right to dismiss a child from the program.

## Forms

You will receive several forms via e-mail. 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 filled out. **Print clearly.**
  - In case of an emergency, parents or legal guardians are contacted first. If this contact 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

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 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. 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. BHP CNS 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.

## 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 and new mothers 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. Dismissal procedures vary depending on the age of the child. They are as follows:

- **Two-Year-Olds** are to be picked up in their classroom at 11:30 am. Park in the parking lot; do not block the driveway/fire lane.
- **Two-Year-Olds who stay for Lunch Bunch** are to be picked up in their classroom at 12:30 pm. Park in the parking lot; do not block the driveway/fire lane.
- **NEW FOR THE 2017-2018 SCHOOL YEAR**  
**Three and Four-Year-Olds** are to be picked up in their classroom at 12:30 pm. Park in the parking lot; do not block the driveway/fire lane.

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 sheet, you should provide written notification to BHP CNS in each instance containing the person's full name and phone number. Inform this person that BHP CNS 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.



BHPCNS wants to endure 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 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 for 2s pick up; 12:40 for 3s & 4s regular pick up; 12:40 for 2s Lunch Bunch, and 2:40 for Stay & Play pick up).

### **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 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 BHPCNS, please know this is an entirely separate arrangement from your child's enrollment. BHPCNS' 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 BHPCNS.

### **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. Do not send in goody bags or excessively large or sugary treats. Please be considerate of those children in the class who have known food allergies.

BHPCNS 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.:** BHPCNS 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!



## **Bullying**

Bullying will not be tolerated at BHPCNS. If you are concerned that your child is being bullied, contact your child's teacher or the office immediately.

## **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. This assessment tool, may be used 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 not be included, if applicable.)

## **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. It will be 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. Each class has a monthly calendar that outlines themes for the month, 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. Each child will have a 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 will be regularly sent home in the folder or via email.



5. Join the BHP CNS Yahoo Group for the most up to date information about what is happening at school. 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. Like the "Bradley Hills Presbyterian Church Nursery School" Facebook page for more information about the school, including photos , parenting articles, announcements, and more.
7. Become a friend of "Bradley Bear" on Facebook for photos and updates about all the events at nursery school. (Please note this page is more colloquial and blog-based than the former. Both Facebook pages are regularly maintained.)
8. 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.
9. Parent Conferences
10. Back to School Night
11. Bulletin Boards in the hallways and notices posted 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**

Individual conferences with parents will be scheduled in late January, throughout February and into March. 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.

### **Driveways & Parking**

It is imperative that all drivers drive slowly on the driveways and roads on the BHP CNS campus. 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 and mothers 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 dangerous situation in the community such as a water main break or a gas leak.

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 we need to leave the Nursery School area, the children will be moved to the Sanctuary and, if necessary, the undercroft, which is located below the Sanctuary. If this happens, you will have to reach us using the *emergency only* phone number: 301-469-6784. Calls to this number during normal working days will not be answered, as this is a fax machine line.

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.

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

BHPCNS 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.

- 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.
- 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.**
- Signed permission from the parent or legal guardian is required for each field trip. A field trip permission form will be posted with each child's name and space for parents'/legal guardians' signatures on the classroom door prior to the field trip.
  - Children are to wear their red Bradley Bear T-shirts (given by the Parents' Group) 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 BHP CNS 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 BHP CNS 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 programs during the school year as scheduling permits.

Speech screenings will be provided on an as-needed basis.

Occupational therapy and physical therapy screenings will be provided on an as-needed basis.

There is no additional charge for 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 notice 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.
- If prescribed an antibiotic, your child must be on the medicine for at least 24 hours before your child may return to school.

Please note the 24 hour rule in the above guidelines.



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 not be present 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, BHPCNS 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**

The Three and Four-Year-Olds eat lunch at Nursery 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 during Parent Orientation and the first week of school.

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.

### **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 2017-2018 Co-Presidents of the Parents' Group are Mary Dunmire and Ashley Schneider.

### **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.

### **Parent Volunteers**

Please complete the Parent Interest Survey that will be sent home. This is an opportunity for parents and/or your child's caregivers to be involved at BHP CNS in the classroom and in the school community at large. There are lots of opportunities for you to share your time and talents with BHP CNS.

### **Physical Activity**

BHP CNS takes physical activity seriously. We promote active play both indoor and active outdoor playtime daily. 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 BHP CNS 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 BHP CNS 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.

BHP CNS 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 sharp 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 (for Two-Year-Olds only)**

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.

## **Room Parents**

A sign-up sheet will be posted on the door of each classroom at parent orientation for those who wish to be 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. This 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 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.

## **Screen Time**

BHP CNS 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 and Tell. Please send in Show & Tell items on the appropriate day. Show and 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)**

BHP CNS 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 BHPCNS program. BHPCNS 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 zipper are difficult for young children to master, and due to limited space we cannot fit backpacks 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 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 and Tell are to be placed in the classroom bin at drop off each morning.)



## Nursery School 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 Education and Nurture Lay Ministries. 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
- Current Parent, Bradley Hills Presbyterian Church Nursery School
- Current or Past Parent, Member of the Congregation, Bradley Hills Presbyterian Church
- Current or Past Parent, Member of the Congregation, Bradley Hills Presbyterian Church

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
- Current Staff Member, Bradley Hills Presbyterian Church Nursery School

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 and other responsibilities 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.

**2017-2018 BHP CNS Nursery School Board Chairman:** Souheil Inati

**Bradley Hills Presbyterian Church Pastor:** David Gray

**Bradley Hills Presbyterian Church Associate Pastor:** Kori Phillips

**Bradley Hills Presbyterian Church Director of Christian Education:** Matt Nabinger



**Bradley Hills Presbyterian Church Nursery School  
Calendar for 2017-2018\***

**2017**

**Friday, September 8**

**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

**Monday, September 11**

**First day of school for students** (*classes on a modified schedule*)

**Thursday, September 21**

**School Holiday – Rosh Hashanah**

Saturday, September 23

Back to School Picnic, 4-6 p.m.

Monday, October 2

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

Thursday, October 5

Parents' Back to School Night

Thursday, October 12

Potty Training Seminar w/ Sally Neuberger, 7:30 p.m.

Friday, October 20

Parent Coffee/Discussion w/ Dr. Rebecca Hertzman, 9:15 a.m.

Sunday, October 22

Bradley Bear's 60<sup>th</sup> Birthday Bash 2-5 p.m.

October 23 & 24

Speech Screenings as needed for 2s, 3s, and 4s

Thursday/Friday, November 2 & 3

Donuts with Dad, 8:30 a.m.

November 15, 20 & 21

Native American Music with Bill Jenkins

Monday, November 20

Thanksgiving Feast & Sing-Along for 4s;

November 22-24

Angel Gift Tree Collection begins

Thursday, December 7

School Holiday, Thanksgiving

Wednesday, December 13

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

Thursday, December 14

Dance Recital, 1:45 p.m.

Friday, December 15

TTh 3s' Christmas Program, 9:30 a.m.

MWF & MTWThF 3s & 4s' Christmas Program, 9:30 a.m.

Classes dismissed following Class Parties/No Stay and Play

**December 18-January 1**

**Christmas Break**

**2018**

Tuesday, January 2

Classes Resume

**Tuesday, January 9**

**Young 2s First Day of School**

**Monday, January 15**

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

January 24 & 25

Vision Screening for all 3s and 4s

Wednesday, February 7

Sweets & Treats w/the Director & BHP CNS Board, 7:30 p.m.

**Monday, February 19**

**School Holiday – Presidents' Day**

February 27 & 28

School Pictures

Tuesday, March 13

Pizza & John Henry Night, 5:30 - 7:00 p.m.

Thursday, March 15

Director Coffee, 9:15 a.m.

Wednesday, March 21

Make-up Picture Day

Thursday, March 22

Easter Classroom Parties



Friday, March 23

**March 26-April 2**

Tuesday, April 3

Friday, April 6

Saturday, April 14

Wednesday, April 18

Thursday/Friday, May 3 & 4

May 14 & 15

Wednesday, May 23

Thursday, May 24

**Monday, May 28**

May 9 & 30

Tuesday, June 5

Wednesday, June 6

June 11-14

June 18-21

June 25-28

Easter Classroom Parties

No Stay and Play classes held

**Spring Break**

Classes Resume

Parent Coffee w/ Dr. Rebecca Hertzman, 9:15 a.m.

60<sup>th</sup> Anniversary Celebration, 8:00 – 11:00 p.m.

Kindergarten Information Night, 7:30 p.m.

Muffins with Mom

Transportation Days

Dance Recital

Last day of Stay & Play for school year

**School Holiday – Memorial Day**

3s' Jamboree!

TTh 3s' End of Year Sing-Along & Classroom Parties

MWF & MTWThF 3s and 4s' End of Year Sing-Along &

Classroom Parties/ Last Day of School

Camp – Under the Sea

Camp – Under the Sea

Camp – Under the Sea

\*subject to change



### This Brochure Provides Information About:

- The requirements that State-regulated family child care homes and child care centers must meet,
- Your rights and responsibilities as the parent of a child in regulated care, and
- How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

### Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the Division, child care licensing is the specific responsibility of the Office of Child Care (OCC), Licensing Branch.

All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by OCC at least once each year to evaluate the facility's compliance with child care regulations.

OCC's thirteen Regional Offices are responsible for licensing activities, including:

- Issuing child care licenses;
- Inspecting child care facilities;
- Investigating complaints against licensed child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary to achieve compliance with regulations.

**There are two types of regulated child care facilities: family child care homes and child care centers.**

### Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:

- Have the approval of OCC, the fire department and other local agencies, as required (i.e., zoning, health, and environment).
- Provide care only in the areas of the facility that have been approved for use.
- Have the license issued by OCC posted where it is easily and clearly visible to parents. The license shows:
  - > the maximum number of children who may be present at the same time;
  - > the age groups which may be served; and
  - > the facility's approved hours of operation.
- At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- An up-to-date emergency information card must be on file and maintained for each child.
- The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. **Corporal punishment of any kind is strictly prohibited.**

### ADDITIONAL INFORMATION

#### The Maryland Child Care Credential

Maryland has a voluntary child care credentialing program that recognizes child care providers' education, experience and professional activities at six levels.

Credentialed providers are authorized and encouraged to display the seal issued by the MSDE Office of Child Care.



#### Program Accreditation

Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality.

#### Child Care and the Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) requires all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the OCC Regional Office in your area or one of the following organizations:

#### LOCATE: Child Care

Maryland Committee for Children, Inc.  
608 Water Street  
Baltimore, MD 21202  
Phone: (410) 752-7588  
[www.mdchildcare.org](http://www.mdchildcare.org)

#### Maryland Developmental Disabilities Council

217 East Redwood Street, Suite 1300  
Baltimore, MD 21202  
Phone: (410) 767-3670  
(800) 305-6441 (within Maryland)  
[www.md-council.org](http://www.md-council.org)



#### State of Maryland

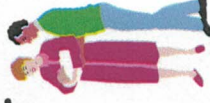
Martin O'Malley, Governor

#### Maryland State Department of Education

Nancy S. Grasmick  
State Superintendent of Schools

OCC 1524 (rev. 12/2007)

# A PARENT'S GUIDE TO REGULATED



## CHILD CARE

\* \* \*

*Important Information for  
Parents of Children in  
Child Care Facilities*

A publication of the  
Maryland State Department of Education  
Division of Early Childhood Development  
Office of Child Care

[www.marylandpublicschools.org/MSDE/divisions/child\\_care/child\\_care.htm](http://www.marylandpublicschools.org/MSDE/divisions/child_care/child_care.htm)



**There are certain requirements that apply only to homes or centers.**

**Family Child Care Homes**

- Up to 8 children may be in care at the same time if the home meets certain physical requirements. No more than 2 children under the age of two, including the caregiver's own, may be in care at the same time unless the home has been approved to serve additional children in this age group and an additional adult is present. Under no circumstance may care be provided at the same time to more than 4 children under the age of two.
- Each applicant for a family child care license must:
  - Have a criminal background check and child abuse/neglect clearance;
  - Submit a recent medical evaluation; and
  - Complete pre-service training requirements, including certification in first aid and CPR.
- Each adult resident of the home must also have a criminal background check and child abuse/neglect clearance.

- After becoming licensed, the caregiver must periodically complete additional training. Also, current certification in first aid and CPR must be maintained at all times.

- Each caregiver must have at least one substitute who is available to care for the children in the event of the caregiver's temporary absence from the home. Each substitute is subject to approval by OCC and must have a child abuse/neglect clearance. If paid by the caregiver, a substitute must also have a criminal background check. Before allowing a substitute to provide care, the caregiver must tell the substitute how to reach parents in the event of an emergency and familiarize the substitute with the home's child health and safety procedures.

**Child Care Centers**

The center director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year.

The director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.

- In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:

Age Group	Ratio	Maximum Size
0 – 18 months	1:3	6
18 – 24 months	1:3	9
2 years	1:6	12
3 – 4 years	1:10	20
5 years or older	1:15	30

- For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

**Your Rights and Responsibilities as a Child Care Consumer**

You have the right to:

- Expect that your child's care meets the standards set by Maryland's child care licensing regulations (NOTE: the regulations are available online at: [www.marylandpublicschools.org/MSDE/divisions/child\\_care/regulat](http://www.marylandpublicschools.org/MSDE/divisions/child_care/regulat));
- Visit the facility without prior notification any time your child is there;
- See the rooms and outside play area where care is provided during program hours;
- Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
- Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
- Give written permission before a caregiver may take your child swimming, wading, or on field trips;
- Give written authorization before any medication may be administered to your child;
- Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
- File a complaint with OCC if you believe that the caregiver has violated child care regulations.

Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC;

- Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

**How Do I File a Complaint?**

If you wish to file a complaint, contact the OCC Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main telephone numbers:

<b>Region</b>		
1 – Anne Arundel County		410-514-7850
2 – Baltimore City		410-554-8300
3 – Baltimore County		410-583-6200
4 – Prince George's County		301-333-6940
5 – Montgomery County		240-314-1400
6 – Howard County		410-750-8770
7 – Western Maryland		
8 – Hagerstown – Main Office		301-791-4585
Allegany Co. Field Office		301-777-2385
Garrett Co. Field Office		301-334-3426
9 – Upper Shore		410-819-5801
Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties		
10 – Lower Shore		410-713-3430
Somerset, Wicomico, and Worcester Counties		
11 – Southern Maryland		301-475-3770
Calvert, Charles and St. Mary's Counties		
12 – North Central		410-272-5358
Cecil and Harford Counties		
13 – Frederick County		301-696-9766
14 – Carroll County		410-751-5438

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated.

**If you need additional help, you may contact the main office of the OCC Licensing Branch:**

Program Manager, Licensing Branch  
MSDE Office of Child Care  
200 West Baltimore Street, 10th Floor  
Baltimore, MD 21201  
410-767-7805

**Dear Parent/Guardian:**

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." On the lines below, please write the name of each child you have placed in the care of this provider. **Complete and sign the statement at the bottom, tear off and give this portion of the brochure to the child care provider for retention in the facility's files.**

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

Child: \_\_\_\_\_

I, \_\_\_\_\_, have received a copy of the consumer education brochure entitled "Parent's Guide to Regulated Child Care."

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_