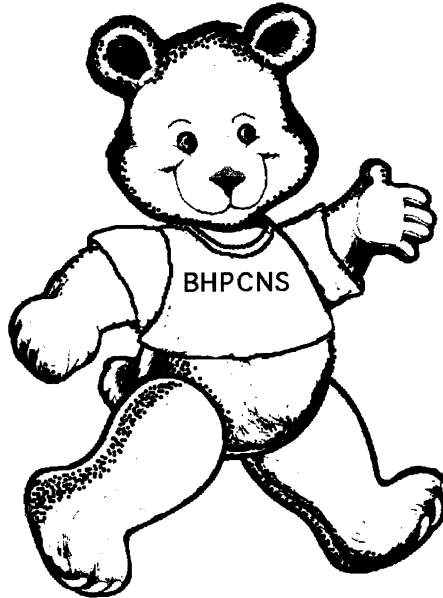


Bradley Hills Presbyterian Church BHPCNS



Parent Handbook 2021-2022

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Dear Parents,

Welcome to the 2021-2022 school year.

Over the next 10 months your child's days will be filled with opportunities for them to play, grow, and learn at BHP CNS. To our returning students and their families, we are glad to have you back at BHP CNS. To our new families, we look forward to getting to know you and your child(ren). Thank you so much for sharing your child(ren) with us.

Operating a preschool in times of COVID-19 will mean some changes to our daily operating procedures. This handbook outlines the school's general policies and procedures as well as our COVID-19 protocols. Families will be notified of any additional changes when they affect information in this handbook.

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

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

As always with a new school year BHP CNS has made a few changes. We are excited to be launching a Transition Kindergarten program. We are also thrilled to welcome several wonderful new staff members, Leslie Anderson, Jenn Duffie, and Amy Procknal. Ilene Jones, Zsuzsanna Juhaszne Jenei, and Sandy Kebler joined our staff for the Spring Term and will be returning this fall. And, we are sad to say goodbye to Mrs. Beck, Mrs. Hansan, and Mrs. Stevens. They have promised to visit and sub often. Lastly, the 2021-2022 school year will be Mrs. McCauley's 26th and final year at BHP CNS. We look forward to a fun send-off come spring.

We are excited to announce that Mrs. Kim Goodstein and Mrs. Ilene Jones will be joining the office administration team. Mrs. Goodstein will also be teaching the children American Sign Language twice a month. Mrs. Casey and her guitar will be returning to provide music lessons with the children twice a month.

Please read our Parent Handbook and keep it handy throughout the year. It should answer many of your questions regarding BHP CNS. However, if you have a question, please contact either your child's teacher or the office at any time. Every family is required to sign an acknowledgement that you have read and understand the school policies. Please return this form to the school office as soon as possible.

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

Liz Sobrino
Director

Carolyn McCauley
Assistant Director

Kim Goodstein
Assistant Office Manager

Ilene Jones
Assistant Office Manager

BHPCNS Philosophy

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

Play

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

Grow

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

Learn

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

BHPCNS is open to children of all races, faiths, ethnic backgrounds, and nationalities.

BHPCNS Programs

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

Two-Year-Olds (2s)

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

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

Three-Year-Olds (3s)

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

- Cognitive experiences – colors, basic shapes, practice with cutting and gluing, classifying, sequencing,...
- Constructive play – building with blocks, Legos, magna tiles, waffle blocks, sand tables' ...
- Creative play – encouragement to use imaginative play, dramatic games, acting out stories,...

- Large muscle development – outdoor playgrounds, Rainy Day Room, blacktop, Big Blue Blocks, nature walks,...

Pre-Kindergarten (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, more formal letter and number instruction, one to one correspondence,...
- 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

Transitional Kindergarten, Four and Five-Year-Olds (TK)

New this year, BHPCNS has developed a Transitional-Kindergarten program specifically geared to those children who meet the age-eligibility criteria for Kindergarten, but would benefit from another year in a play-based, developmentally-appropriate, nurturing atmosphere. Transitional Kindergarten (TK) at BHPCNS is designed to give children who have already completed a Pre-Kindergarten or four-year-old preschool program an additional year of preparation, to grow academically, socially, and emotionally.

Transitional Kindergarten students are challenged with Kindergarten-level instruction in the core subjects of language arts, math, science, and social studies. They enjoy rich peer-to-peer social interactions, role playing, and group discussion centered on social skill development in a smaller classroom setting. During the year, independence is fostered as students master foundational concepts needed to thrive in a Kindergarten classroom.

Supplemental Classroom Programming

BHPCNS supplements its regular morning programming with twice monthly **American Sign Language** and **Music** programs for all classes.

Optional Programs

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

This optional program for all age levels will begin on Monday, **October 4, 2021**. Early Morning is offered Monday through Friday beginning at 8:00 am. Early Mornings with Bradley Bear may be done on a drop-in basis or on a recurring basis. Registration is required and an additional fee is due. Registration information can be requested from the office at any time and is available outside the office and on the BHPCNS website. Children, especially 2-year-olds, need to be acclimated to school before joining this program. Decisions will be made in consultation with your child's teacher to determine if a child is ready for this additional program. The last day of Early Mornings with Bradley Bear will be Friday, June 3, 2022.

Lunch Bunch (for 2s only)**

This optional program for two-year-olds will begin on Monday, **October 4, 2021**. Lunch Bunch is offered Monday through Friday from 11:30 to 12:30 pm. Lunch Bunch may be done on a drop-in basis or on a recurring basis. The program includes lunch (brought from home in a small, soft-sided, collapsible lunch bag), play-time, songs, and stories. Registration is required and an additional fee is due. Registration information can be requested from the office at any time and is available outside the office and on the BHPCNS website. Children need to be acclimated to school before joining this program. Decisions will be

made in consultation with your child's teacher to determine if a child is ready for this additional program. The last day of Lunch Bunch will be Thursday, June 2, 2022.

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

This optional program for students will begin on Monday, **October 4, 2021**. Stay & Play is offered Monday through Friday from 12:30 to 2:30 pm. Stay & Play may be done on a drop-in basis or on a recurring basis. Each afternoon is themed. The program includes a snack (provided by BHCNS), 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 BHCNS website. There are no Stay & Play classes held the day before certain holidays (see school calendar.) The last day of Stay & Play will be Thursday, June 2, 2022.

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

COVID-19 Protocols

The BHCNS COVID-19 Protocols are interspersed throughout this handbook. These protocols are subject to change as BHCNS deems necessary. BHCNS will continually monitor the local and state guidance, CDC and American Academy of Pediatrics, guidance to follow all best and most up to date practices to keep our community safe. BHCNS will alert you of any substantive changes to our protocols ensuring you are aware of the most up-to-date information at all times.

Working together, parents, BHCNS administration and staff can create a safe return to school for everyone. Cooperation by abiding to these protocols, will be necessary to provide a program where children can play, grow, and learn, while protecting their health, the health of their family, and the health of our teachers, staff, and administrators who will be caring for them.

BHCNS Daily Operations

Daily Arrival of Staff (Teachers and Administrators)

- When warranted or required, the Director or Assistant Director will conduct a daily temperature check and health questionnaire for each staff member upon the staff member's arrival. There will be a recordation of the staff member's temperature and health questionnaire responses. Responses to the health screening will be logged and kept in a private, restricted file following privacy guidelines.
- Staff will be advised to not come to campus if they do not feel well or have any indication that they may have been exposed to an individual with COVID-19.
- BHCNS reserves the right to request that staff retake their temperature at any time while they are on campus.

Daily Arrival of Children

- Upon arriving at school all children are to be taken to the bathroom by parents/caregivers to wash their hands. For classes beginning their day outdoors on a playground, there will be a handwashing station set up to wash children's hands.
- Bring your child to their assigned classroom or outdoor play area, **NO EARLIER** than 8:55 am.
- Each classroom has a clipboard where a parent or caregiver **MUST** initial that the child is attending school each day. This daily login is required by the Maryland State Department of Education, MSDE.
- Never leave a child in a classroom or outdoor play area without an adult present.

Daily Health Screenings for Children

Classroom teachers will check each child in the morning as the child arrives, and BHPCNS reserves the right to request that the child return home if the child appears to be ill.

When warranted or required, a daily health screening for each child may be conducted by the classroom teacher.

- The classroom teacher will take a child's temperature and ask a series of health questions upon a child's arrival. There will be a recordation of the child's temperature and health questionnaire responses. Responses to the health screening will be logged and kept in a private, restricted file following privacy guidelines.
- A child who does not pass the health screening (as determined by answering 'yes' to any questions on the health questionnaire and/or having a temperature of 100.4 degrees or higher) will not be allowed to attend school.
- If there are multiple children attending BHPCNS from the same family, all the children's temperatures will be taken at the first child's drop-off location. If one child from a family does not pass the health screening, all children from the family will need to return home, until such time as they are cleared by a medical professional to return to programming.
- Upon successful completion of the health screening, children will be admitted to their classroom.
- Children are not to come to school if they do not feel well or have any indication that they may have been exposed to an individual with COVID-19.

Saying Goodbye to your Child

- If you are unsure about the best way to prepare your child for the upcoming school year, please review BHPCNS' Transition to School flyer (on the school website and in your child's folder from the Meet and Greet). If you still have questions or concerns, please reach out to your child's teacher or the school administration.
- 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.

Late Arrival

It is very important for your child to arrive on time to school. The teachers have prepared activities for your child which typically 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.

Communication with Teachers at Arrival and Dismissal

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

Dismissal

Pick up your child from their classroom promptly at dismissal time. This is very important for their 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, come inside to your child's classroom door.

- **Two-Year-Old Students** 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 Pre-Kindergarten Students** are to be picked up at 12:30 pm.
- **Transitional Kindergarten Students** are to be picked up at 12:30 pm.
- **Three, Pre-Kindergarten, and TK Students who stay for our Stay & Play** program are to be picked up at their Stay & Play classrooms at 2:30 pm.

Change in Person Picking Up Child

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 Form, you must provide written notification to BHP CNS in each instance containing the person's full name and phone number. If this person is unknown to BHP CNS we will require proof of identification before releasing your child.

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

Safety First

BHP CNS is required to ensure each child's safe transition from our program's care to an authorized adult at dismissal time. As per MSDE's training guidelines, staff is to observe the state of the adult picking up the child from BHP CNS. In the event a BHP CNS staff member believes the authorized adult picking up the child is angry/disgruntled, or if the staff member has reasonable cause to suspect 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 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. You are considered late when your child is picked up 10 minutes past dismissal time.

If you anticipate being late, **please call** the BHP CNS 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 = \$9.00)

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

Driveways & Parking – Drive Slowly and Cautiously

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

Park in designated parking spaces only. Do not park in the fire lane at any time.

Preferential Parking

As a courtesy to our pregnant mothers/childcare providers and those with infants, or injuries, we try to keep the parking spaces in front of the education doors (door location 15) available for these parents.

Face Coverings at BHCNS:

As of August 7, 2021, Montgomery County requires everyone over the age of 2 who can safely wear a face covering, are required to wear a face covering when indoors, regardless of vaccination status. When/if the guidance changes we will notify you.

General Face Covering Protocols for Children and Adults:

A cloth face covering should:

- be worn to cover the nose and mouth.
- be removed or replaced if becomes wet or soiled.
- be removed by the wearer for meals and snacks.
- not be worn around the neck or over the head.
- not be shared with other children/adults.

Use of Face Coverings with Children at BHCNS:

All children will be required:

- to wear a parent provided, clean, face covering while indoors during the school day.
- to have a sufficient supply of clean face coverings each day in their tote bag to allow replacing of face coverings as needed.
- to have the face coverings clearly labeled with the child's name.
- to have the face covering clearly labeled to distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
- to have the face coverings on a break-away lanyard.

Additionally:

- face coverings may be removed during outdoor play under certain criteria.
- children should be able to put on and take off a face covering by themselves.

If a child wearing a face covering cannot successfully wear their face covering and it presents a safety hazard, BHCNS reserves the right to remove the face covering and send the face covering home with the child. The school will work with the child and the child's family to teach the child to successfully wear a face covering while at school.

Bradley Bear Face Coverings:

The Parents' Group will have reusable Bradley Bear face coverings available for sale at the September Meet and Greets and throughout the school year.

Maintaining a Healthy Environment

BHCNS recognizes the children in our program are too young to maintain social distances from their classmates and teachers throughout the morning. In turn, BHCNS will employ the following policies to maintain as safe a space as possible:

- BHCNS will maintain "**classroom cohorts**," (also referred to as "pods") meaning, BHCNS will assign each child to a specific classroom that will contain a set group of classmates and teachers, as much as possible, throughout the school year. The children and the teachers will stay in their assigned classroom throughout the day, with the exception of bathrooms and outdoor or indoor assigned play spaces.
 - Supplemental programming such as, but not limited to, American Sign Language and Music with Ms. Casey will occur 2 times a month for each classroom pod.

- On-site indoor cultural events and off-site field trips, may be suspended for the foreseeable future.
- BHPCNS will stagger playground times to allow only one classroom on a playground at a time.
- BHPCNS will have a heightened focus on teaching children about personal hygiene, such as hand washing, avoiding touching of the face, safe bathroom habits, and to sneeze and cough into their elbows.
- Handwashing will occur at a minimum of every two hours, following the “20 second rule,” or, with hand sanitizer or hand wipes, before eating, after eating, and after using the bathroom.

Isolation Room:

- A dedicated room, located on lower school level, has been created for any child or staff member who feels ill. Should a child become sick during the school day, the child will be cared for in this room by one of their teachers while their parent/caregiver is contacted.
- The isolation room will be cleaned, disinfected, and sanitized after each use.

Protecting Everyone’s Health

- All BHPCNS staff have passed MSDE’s mandatory COVID-19 training. The training provided education on COVID-19 symptoms in adults and children, methods of the virus’s spread, and measures to prevent and reduce incidences of COVID-19 and related illnesses such as Multisystem Inflammatory Syndrome in Children in an educational setting.
- BHPCNS will provide continuous training to staff and cleaning personnel on proper cleaning and sanitation techniques.
- Any staff member with a temperature at or above 100.4, or any other indication of potentially contagious illness, will stay home and call BHPCNS to report their symptoms. If, during the school day, a staff member develops a fever or becomes unwell with COVID-19 like symptoms, they will be sent home and the Montgomery County Health Department (MCHD) will be contacted for next steps.
- Throughout the day staff members and children will regularly wash their hands, and wear face coverings while indoors.
- BHPCNS will isolate a staff member or child who begins to experience or has symptoms of respiratory illness, including a fever of 100.4 or above, or symptoms of other infectious diseases until a parent/caregiver is able to pick them up. Montgomery County Health Department (MCHD) will be contacted for next steps.
- 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 contact(s) provided to us on your Emergency Form. Other children and teachers suffer by contact with blossoming colds, coughs, fevers, etc.

COVID-19 Exposure Guidelines

- Children or staff who are well and live in a home where someone has symptoms or a diagnosis of COVID-19, must notify BHPCNS immediately and quarantine at home until further guidance from MCHD is received and enacted.
- In the event that someone in the school community receives a positive COVID-19 test result for themselves or a member of their household, the school will contact the MCHD and, if indicated, the OCC. MCHD will review the situation and advise the school about procedures to follow and if necessary, the length of closure of the classroom, or classrooms, or entire facility, and any quarantine requirements for staff, child(ren), and/or families. Parents and staff will be notified immediately of any such directive.
- BHPCNS will inform all building users, families, and staff of possible exposure to COVID-19. Confidentiality, as required by law, will be maintained.

- Staff will not be allowed on campus if they are feeling ill or experiencing respiratory symptoms or if someone in their household has COVID-19 symptoms or screens positive for COVID-19.
- Staff will not be allowed on campus while awaiting COVID-19 screenings results for themselves or for a family member.

Requirements for Returning to BHP CNS after a Confirmed COVID-19 Illness

Children and staff may return to school upon:

- Being fever free for 48 hours (without the use of medications)
AND
- Other symptoms have improved (for example, shortness of breath, coughing)
AND
- Receiving two negative tests results in a row, done 24 hours apart.
AND
- A doctor's note confirming that they are healthy enough to participate in the typical school day.

Emergency Closure of BHP CNS Due to a case of COVID-19 in the BHP CNS community

Any closures, either of a classroom or the school, will be determined by the MCDH. Should a classroom have to be closed while waiting for COVID-19 test results or for a 2 week quarantine period because of a positive COVID-19 test in the community, BHP CNS will maintain a home-school connection by:

- Providing Zoom circle times on regular school days, lasting 20-30 minutes. Zoom circle times will be class specific, led by that class' teachers and will follow the typical circle time pattern that has been established for that class.
- Activity packets including the lessons that would have happened in the classroom were the class in session will be sent home or be made available to be collected from school. The activity packets will include art and craft projects, science and cooking activities, music and songs, stories, and more.
- Teachers and administration will be available to parents and child(ren) as needed through the use of phone calls, email, Zoom, Facetime, and other virtual methods.

Closure Due to a Church, State, County, Federal or MSDE/OCC Mandate:

Should BHP CNS be forced to close because of a mandate issued by the federal, state or local authorities, our licensing agency, and/or BHP CNS, BHP CNS will maintain a home-school connection as outlined above.

Guidelines Onset of Any Illness at School:

- If a child becomes sick during the school day, a parent or designated caregiver will be contacted to pick-up the child as soon as possible. If a family has multiple children in the program, and one child becomes ill, all siblings will be sent home with the ill child. Child(ren) will not be permitted back in school until cleared by a medical professional to return.
- BHP CNS will perform a temperature check, using a no touch thermometer, on any child that feels ill.
- Classroom teachers will notify the administration of any signs of illness with themselves, a child or co-worker, who develop during the school day (cough, shortness of breath or difficulty breathing and other respiratory symptoms like fever, chills, shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell) and will isolate in the on-site isolation room until arrangements can be made to safely transport the staff member home or seek care.

Antibiotics

If prescribed an antibiotic, for a communicable disease your child must stay out of school for at least 48 hours. If prescribed an antibiotic for an injury or infection from an injury or dental work, etc., your child must be given the medication by their 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.

Head Lice

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

Absences from School

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

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

Guidelines for Onset of Any Illness at Home

- If a child or staff member becomes sick while at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that parents/caregivers/staff notify the school office and to remain at home until all symptoms have subsided and the child or staff member is free of any ailments without the use of medications for 48 hours.
- Children and staff are not to have had any fever reducing or pain reducing medications before coming to school in the morning or returning to school after an absence.
- If a child or staff member's symptoms are consistent with COVID-19, parents/caregivers/staff are to contact the child's pediatrician or their primary caregiver for guidance. BHPCNS should be notified under such circumstances. We ask that you share that guidance so we will know how to proceed with our next steps of notifying the appropriate people and/or MCHD.

In a school environment, germs can spread very quickly. If your child is sick, please keep them at home where they 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 48 hours of a fever.
- Do not send your child to school within 48 hours of diarrhea.
- Do not send your child to school within 48 hours of vomiting.

Please note the 48 hour rule in the above guidelines.

Injuries at Home

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, cuts, stitches, and/or concussions, etc.

When to Notify School

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

- child is ill with a communicable disease or condition (i.e. chicken pox, strep infection, pink eye, head lice, etc.). Note, 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.
- child has any allergies that could require treatment during the school day.
- child's behavior is concerning them.
- child is taking any medications, prescribed or over-the-counter, which may affect their behavior.

Application/Registration

New Students

Applications for the enrollment of new students may be received in the BHPCNS office on a rolling basis for the following year. A non-refundable application fee of **\$80.00** must accompany the application form.

Current BHPCNS Students

Currently-enrolled BHPCNS students may apply December 9 - 10, 2021 for the upcoming 2022-2023 school year. A non-refundable application fee of **\$80.00** must accompany the application form. Students currently enrolled in the 2, 3, and in the Pre-Kindergarten program who are not age-eligible for Kindergarten, are guaranteed placement in BHPCNS as long as their application is received before Friday, December 10, 2021. *Please indicate a first and second program choice on your application. **You are not guaranteed to receive your first choice.***

PreK Students Applying for TK Program

Students currently enrolled in the Pre-Kindergarten program who are age eligible for Kindergarten but wish to have a bridge or gap year should discuss the TK option with their child's teacher and the Director before submitting an application. These applicants will be given priority over applicants who would be new to the school.

Acceptance Policy

1. Children currently enrolled for the 2021-2022 school year;
2. Children whose parents are members of Bradley Hills Presbyterian Church;
3. Siblings of currently enrolled students;
4. Children enrolled in the Church School of Bradley Hills Presbyterian Church;
5. Previously enrolled students;
6. Siblings of previously enrolled students;
7. Previous applicants to the school;
8. All other applicants.

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

Acceptance or Wait List notifications will be mailed in late January for the 2022-2023 school year. **A non-refundable registration fee equal to 1/10 of the annual tuition is due upon acceptance to reserve a student's space.**

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

Age Eligibility

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

Classroom Requests

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

Twins and Multiples

It is the policy of 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. The Director, in consultation with parents, will determine the appropriate placements for twins or multiples.

Classroom Differences

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

Inclusion Policy

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, BHP CNS aims to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. To achieve this we actively engage with children, parents, legal guardians, therapists, and other service providers as appropriate, so that children of all abilities may fully participate in a typical BHP CNS day.

Toilet/Potty Training

- Children enrolled in the two-year-old program are **NOT** required to be potty trained.
- For two-year-olds who are ready to be potty trained, the BHP CNS 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.
- Children enrolled in the three-year-old, Pre-Kindergarten, and TK programs are expected to be independently toilet trained at the beginning of the school year. BHP CNS 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.
- Consideration is given to older children who may not yet be toilet trained if they have documented medical conditions that delay acquisition of this skill. Exceptions for an individual child may be made by the Director after a discussion with the child's family.
- Children enrolling in the Stay & Play program must be fully toilet trained.

2021-2022 Class Schedules

Two-Year-Olds	9:00 - 11:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday
Young Two-Year-Olds*	9:00 - 11:30	Tuesday & Thursday
Threes-Year-Olds	9:00 - 12:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday <i>or</i> Monday through Friday
Pre-Kindergarten (Pre-K)	9:00 - 12:30	Monday, Wednesday, & Friday <i>or</i> Monday through Friday
Transitional Kindergarten (TK)	9:00 - 12:30	Monday through Friday

*program begins January 11, 2022 for children who have turned 2 between September 1 and December 31

Tuition & School Fees

Tuition is established annually by the BHPCNS Board and shall be paid in 10 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 five (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 BHPCNS 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: **BHPCNS**. Do not give payments to the teachers or put them in your child's tote bag.

Payment Methods

- Personal Checks
- Bill Payer System
- Credit Cards
- Direct Bank Transfer

For more information, please contact the office.

Late Payment Fees

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

If tuition is one month in arrears without due cause, your child may be dropped from programming.

Tuition Payment Policy in the Event of Unplanned Closures:

It is our greatest hope to have an uninterrupted school year. However, should we be forced to close tuition modifications will be made as follows:

- Short-Term or Intermittent Closures: No refunds or prorating of tuition payments.
- Long Term Closures:
 - In the event of a whole school closure, lasting more than 10 weeks, monthly tuition payments, after the 10 week period, will be reduced by 25% for the remainder of the closure.
 - Stay & Play, Lunch Bunch, Early Morning fees will be charged for the remainder of the month of the closure, i.e. school closed on February 19, fees would be collected for the remainder of February. Going forward, no fees would be charged until such a time as the program resumes.

Changes in Financial Circumstances

It is the responsibility of the parent(s) to contact the BHPCNS office immediately if they are experiencing financial difficulty. In that case a payment plan may be worked out or a family may apply for Tuition Assistance.

Returned Check Fee

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

Absences or Withdrawal

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 2021-2022

<u>Morning Programs</u>	<u>Yearly Tuition</u>	<u>Monthly Payment</u>
5 day program (TK)	\$8,250.00	\$ 825.00
5 day program (3s & Pre-K)	\$7,900.00	\$ 790.00
3 day program (3s & Pre-K)	\$5,350.00	\$ 535.00
2 day program (3s)	\$3,650.00	\$ 365.00
3 day program (2s)	\$4,950.00	\$ 495.00
2 day program (2s)	\$3,300.00	\$ 330.00
2 day program (Y2s)	\$1,980.00	\$ 330.00

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.

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*

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

Semester Tuition Rates for the Bradley Bear Dance Troupe

Oct. 5 - Jan. 26 - \$500.00

Feb. 1 - June 1 - \$570.00

Includes dance t-shirt, costuming fees for performances, digital downloads of winter and spring performances and admission to performances for all guests.

No refunds are given for Early Mornings with Bradley Bear, Lunch Bunch, or Stay & Play due to school closings (scheduled or unscheduled) or absences. Make-up classes are not offered nor are students allowed to swap classes due to an absence.

Tuition Increases

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

Behavior Management Philosophy

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

BHCNS 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:

- Setting limits and expectations that are clear, consistent, developmentally appropriate, and understandable for all children in a classroom.
- 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.
- 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.
- Planning ahead to avoid conflicting situations.
- Giving children opportunities to choose activities and behaviors.
- Noticing and positively reinforcing appropriate behaviors using attention and verbal encouragement. Child’s efforts are recognized and encouraged, even if the child makes a mistake or is unsuccessful.
- Directing or redirecting children to appropriate behaviors in a positive way.
- 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.
- Modeling appropriate behavior.
- Discussing alternative solutions (encourage children to reach their own solutions).
- A child who needs time away from the group may be brought out of the classroom to allow the distancing and time to calm down and regroup.

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 BHCNS staff and students. These may include para educators, speech pathologists, occupational specialists, physical therapists, early childhood educational interns, social and emotional developmental specialists, overall best practice in early childhood education mentors, and such. These specialists may be from Montgomery County Public Schools system, Montgomery County Social Services, or private practitioners hired by families or BHCNS. It is possible your child may 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 support their child’s development.

Termination of Services

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

Child Abuse Licensing Requirements

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

Required Forms to Attend BHCNS

You will receive several forms via e-mail, on our website, 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 **– No child will be allowed to attend until this form is completed.
- Immunization Certificate**
- Permission Slip for Supplemental Programs
- Emergency Form – Both sides of this form 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 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.
- All About My Child
- Parent Handbook Acknowledgement – By signing this document you are agreeing to abide by the policies and procedures set forth within this handbook and our COVID-19 Protocols.
- Photography Policy
- Newsletter Distribution Preference

****Health Forms**

Health forms provided by the school via email or found on the school website must be completed and returned to the school **BEFORE** a child may begin attending school. Students not having the completed required paperwork, or who are in need of certain vaccines, cannot attend school. Please note the BHCNS is regulated by the Maryland State Department of Education, Office of Child Care. Children entering our BHCNS 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.

Administration of Medication

No medication can 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 Sunscreen, Diaper Ointment, etc.

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. Please request a form, to be completed by a child's parent, for topical applications.

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. Each September, BHCNS asks parents to complete an ASQ-3 questionnaire for their child to serve as a baseline for developing appropriate lesson plans to support their child's unique learning style. ASQ-3 forms are sent home to parents at the start of the school year.

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

Additional BHCNS Information

Allergies

BHCNS is not a nut-free or allergen-free school.

Allergies and the Classroom

There are always 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. Any class where there is a child with a food allergy will be notified of the special circumstances.

Food from Families for Classroom Celebrations:

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

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

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

Forms for Children Requiring Medication During the School Day

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.

First Aid Bags

Every class has their own First Aid bag. Should a child require any special medical devices (i.e. an inhaler or epinephrine auto injector), 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 Epinephrine auto injectors, the program must have two doses of medication at school at all times.

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

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 festive 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.

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.

Clothing & Daily Belongings

Play Clothes

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

Sneakers or Supportive Shoes

Children are to wear sneakers or other supportive shoes that completely cover the foot and have non-skid soles. 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 Clothes for Rain, Snow, Sun, etc.

At BHPCNS we play outside every day, except in extreme weather. Please dress your child appropriately and **label** all clothing and accessories, including waterproof jackets, hats, mittens, gloves, sweaters, sweat shirts, boots, tote bags, lunch bags, etc. Snow pants and warm boots are important when there is snow on the ground. Rain boots, jackets, and pants or rain-suits are needed when it is raining.

Tote Bags

Children are to use a tote bag at BHPCNS. Small hands find it easier to use tote bags with a wide opening to put projects, lunches, jackets, extra masks, etc. into. To help build independence, children will hang their tote bags up each day after removing their lunches (and if they can reach the hooks☺)

(Backpacks are much more difficult for children to zipper open and close, to put on over a jacket, etc.)

BHPCNS Tote Bags Available

The Parents' Group will have BHPCNS tote bags available for sale at the September Meet and Greets and throughout the school year.

Lunch Bags

Children enrolled in Lunch Bunch, Three-Year-Old, Pre-Kindergarten, and TK programs eat lunch at school. Children are to bring their lunch in a **small, collapsible, lunch bag labeled with their name**. Children are to place their lunches in the classroom lunch bin or on the shelf above their hook outside their classroom daily. 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.

BHPCNS Lunch Bags Available

The Parents' Group will have reusable, collapsible, lunch bags available for sale at the September Meet and Greet and throughout the school year.

Extra Clothing & if needed, Diapers

Each child is to keep one change of clothes in a gallon-sized, zip lock plastic bag labeled with the child's name and their teacher's name in their tote bag every day.

If your child is in diapers, please include two diapers along with the clothes.

Toys From Home

Children are not allowed to bring toys from home to play with at BHPCNS. 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, labeled with their name, from home for use throughout the day. Children will be able to drink from their water bottles throughout the day, in addition to snack and lunch time.

Children who forget their water bottles will be given water in cups. BHPCNS will continue to serve organic milk at lunch time in paper cups to children.

Lovies

For children who are struggling to adjust to school it is permissible to send the child to school with a lovie. We consider a lovie a pacifier, a blanket, stuffed animal, etc. A word of caution, lovies can be misplaced at school. Parents/caregivers must check a child's tote bag every day to make sure the lovie is headed home.

Learning to Zip, Buckle, Tie, etc.

BHPCNS will work with the children on managing their outerwear, sweaters, jackets, etc. Encourage your child to zip, buckle, and button at home too.

Often children's clothing can look the same. Labeling a child's clothing with their name helps a child recognize their name, which is usually the first word a child will read.

*All belongings of a child that could be lost or misplaced, **MUST** be labeled with the child's name.*

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

Communication

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

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

Communication Methods:

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

- **Monthly Newsletters from the Office**
A monthly, school-wide newsletter containing global information about upcoming events, reminders, programming notes, and more is emailed at the start of each month to all parent/caregiver email addresses provided to the office. 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 BHP CNS website: www.bhpcns.org.
- **Monthly Classroom Calendars**
A monthly classroom calendar outlining monthly themes, special activities, Show & Tell dates, celebrations, etc. happening in your child's classroom will be sent home in your child's tote bag each month and are available on the school website.
- **School Folders**
At the beginning of the school year, each child will be given a school folder to be transported back and forth from school, daily in their tote bag. The folder may 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.
- **Weekly Email Updates**
Your child's teacher will send home a weekly email containing information about the class' activities, songs, stories, themes, and more.

Communication between Parents and School

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.

Child Benchmarks

Students are continually assessed via formal and informal observation throughout the school year.

- ASQ-3s results are shared with parents by early October.
- BHP CNS conducts an in-school assessment mid-year using age-appropriate screening tools and are representative of a "snapshot in time" of your child's development.

Screenings

- Vision and hearing screenings will be given to all children enrolled in the Three-Year-Old, Pre-Kindergarten, and TK 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.

If you have a concern or if the school has a concern about your child's development *at any time throughout the school year*, a conference will be arranged to discuss how to support your child's continued growth and development at BHP CNS.

Parent-Teacher Conferences

School-wide parent/teacher conferences will be scheduled in late January, through mid-February. You will be given your parent/teacher conference date in September. 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.

Conferences are an opportunity for parents/caregivers and teachers to discuss your child in a school setting. Conferences are not meant to include your child or any siblings.

Email and Phone Communication

Contact your child's teacher or the main office at any time by calling 301-365-2909
Teachers will share their email addresses with parents at the playground Meet and Greets.

Grievances

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

Back to School Night

For this adult only event, parents are invited to visit their child's classroom to get insight into their child's daily school day. Teachers will review classroom policies, procedures, and routines. This is not the time to ask child-specific questions. You may contact your child's teacher separately with specific questions.

Signs & Notices

Notices are posted on bulletin boards in the hallways, on classroom doors, and sent home in children's school folders.

Social Media

Bradley Bear loves to post on several social media platforms. Please consider joining us!

- Facebook: Friend Bradley Bear and like our Business Page
- Instagram: Follow us at bhpcnsbear
- Twitter: BBear6601
- Pinterest: Bradley Bear
- Google Group – groups.google.com/g/bhpcns

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.

Safety & Security

The safety and security of the children and the staff are first and foremost in every decision made at BHCNS. Many of the security features at BHCNS include:

- Entry points to the school have secure doors that are accessed via keypad or through the phone system. Doors are kept locked throughout the school day, except for arrival and dismissal times.
- A sophisticated camera system that allows the office to monitor activity indoors and outdoors at all times.
- An intercom system with video and 2-way communication between the office and the school spaces located on the lower level of the building.
- An audio system that allows the office to communicate with classes outdoors at all times.
- Emergency fobs for all classes and administrators. These fobs can summon police, fire, EMTs, with the push of a button.
- Continued staff training on the best protocols for dangerous situations.

- Monthly fire drills and quarterly weather drills with the children

Emergency Plans

The BHCNS 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.

The BHCNS will supply water and snacks in the event that the children need to be detained at school. Depending on the situation, the children will stay in their classroom, or will be moved to the hallways.

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

Montgomery Alerts

The school administration and staff subscribe to Montgomery Alerts to receive email and text messages when there is an emergency of any type in the area, weather/storms, water main break, brush fire, etc. The school will follow all directions supplied by local authorities and broadcasted in the event of an emergency. Parents/legal guardians will be notified as soon as possible. We strongly recommend parents and caregivers sign up for Alerts from Montgomery County. You can set up an account to have all alerts sent to your email, or texted to your cell phone. School delayed opening and any necessary weather related closure information is also sent via Montgomery County alerts: To sign up through their website go to: <https://alert.montgomerycountymd.gov/index.php?CCheck=1>, or, for instant registration you can text MONTGOMERY to 411911.

Miscellaneous Information:

Babysitting/Nannying

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

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."

Class Lists

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

Directory (Whole School)

A school directory, including Parents' Group contact information, Room Parents' contact information, class lists, 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.

Field Trips will be scheduled when COVID situation allows.

Field trips may be scheduled during the year for Three-Year-Old, Pre-Kindergarten, and TK students

- 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 field trips are a time for your child to build their independence by attending fun adventures without Mom or Dad.
- Car safety seats are required for students to ride in passenger cars. Some cars have extra car seats which your child, with your permission, may use. Or, you may provide a safety seat for your child the day of the field trip. The car seat **MUST** be tagged with your child's name. If your child does not have a safety seat he/she will not be allowed to go on the field trip. **There are no exceptions to this rule.**
- Explicit permission from the parent or legal guardian is required for each field trip.
- **Bradley Bear T-Shirts:** Children should wear their red Bradley Bear T-shirts on field trips. Bradley Bear T-shirts are distributed to all students in the 3s' program. Students new to BHPCNS for the Pre-Kindergarten/4s' and/or TK program year will be given a T-shirt early in the school year.
- Due to insurance coverage, no siblings are allowed to go on field trips.
- Fees – No extra fees are charged for field trips. They are included in your tuition. Any admission fees or parking fees for parents/legal guardians accompanying BHPCNS students as chaperones will be covered by the school.

Lunch Time Tips

- Lunches should be nutritional, age-appropriate, and familiar to your child for them to enjoy at school.
- Cut grapes, apples, carrots, hot dogs, etc. into small pieces. Cutting sandwiches into quarters or triangles makes eating a sandwich much easier for small hands.
- Noodles/pasta should be a shape that is easily eaten and fits on a spoon.
- Please limit sugary treats in lunch bags. We will encourage the children to eat healthy foods before they eat desserts and sugary items, but we cannot prevent them from enjoying their cookies first!
- Thermoses to keep food hot are permitted, 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. Little ones 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 of an 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. BHPCNS provides organic 1% milk at lunch.

As a commitment to your child's health BHPCNS provides:

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

Snacks (mid-morning)

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

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 BHPCNS holidays is included in the back of this handbook and is posted on the school website.

Snow Days/Emergency Closings

BHPCNS follows Montgomery County Public Schools, MCPS, for all weather related and/or emergency closings.

- Late openings and emergency closings are announced on most radio stations after 4:00 am. In the event of an unexpected weather related school closing as determined by MCPS, BHCNS will be closed or delayed as well.
- Parents should check local newscasts or go to www.mcps.k12.md.us/emergency daily during winter months. It is possible that conditions will appear fine, but that school has been closed or delayed due to weather in another part of the county, black ice, etc.
- To receive alerts directly via email and/or text sign up for Alerts from Montgomery County. To sign up through their website go to: <https://alert.montgomerycountymd.gov/index.php?CCheck=1>, or, for instant registration you can text MONTGOMERY to 411911.
- When the public schools are **closed** because of weather, BHCNS will be **closed**.
- When the public schools have a **one or two hour delayed opening**, BHCNS **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**, BHCNS 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, BHCNS scheduling will be announced via email, text, and social media.
- In exceptional situations, the Bradley Hills Presbyterian Church reserves the right to close BHCNS with or without the concurrence of the Director or the Board of BHCNS.
- BHCNS 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, BHCNS will post notices of the closing on the school website, on social media and will send an all school email and text messages regarding the decision to close school.

Parents' Group

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

- Annual Back to School Event
- Coffee for parents 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
- Lecture series on topics of interest to parents, including:
 - Potty Training
 - Everything You Ever Wanted to Know About MCPS Kindergarten

Watch the newsletter and the bulletin boards for announcements of upcoming events. The Co-Presidents of the Parents' Group are Kaeli Duggan and Nicole Urbanczyk.

Parent Visitation – when the health situation allows

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

Parent Volunteers

There are two ways to volunteer. The first is to contact the Parents' Group for opportunities to volunteer with our social events, Room Parents' duties, and more. The second is when BHCNS puts 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 outside. Outdoor play is especially important, the benefits being better vision, better resistance to disease, increased Vitamin D, less stress, better attention span, 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, except in extreme weather, not only to play on the playgrounds, blacktops, or the Outdoor Discovery Center the 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.

Play Dates - as the health situation allows

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 spur 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 to the community when classes are not in session. In the event that there is a class on a playground, children who are not part of that class will not be allowed to play. This is to ensure the safety of all the children. We ask that you supervise your children closely on the playground to make sure they play safely. Do not leave your child unsupervised on the playground at any time. **Pets are not allowed on the playgrounds at any time.**

BHPCNS asks that you abide by school rules on the playgrounds at all times. Please read and follow the rules posted on the playground fences.

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

Room Parents

A SignUp Genius link will be shared with families to sign up to be a room parent. Each class typically has 2 to 3 Room Parents. The main objective of the Room Parent is to help the other parents in their child's classroom become better acquainted. This is usually done by organizing a morning coffee for the classroom, which may be held in someone's home, outdoors on the BHPCNS campus, a 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 will be 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 their activities.

Screen Time

BHPCNS is a play-based program. Televisions, computers and other media devices are used only when directly related to facilitate a learning experience. Per Maryland Excels guidelines, 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, emergencies, or celebrations.

At BHPCNS we do not use passive technology in our programming.

Show & Tell

Three-Year-Old, Pre-Kindergarten, and TK 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 their tote bag. Please do not send favorite “lovies” from home for Show & Tell; if they are lost or misplaced it can be heartbreaking for a child. Also, no toy weapons are allowed (i.e. guns).

BHPCNS Board

BHPCNS 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 BHPCNS 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 BHPCNS
- Current Parent, Bradley Hills Presbyterian Church BHPCNS (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 BHPCNS
- Current Staff Member, Bradley Hills Presbyterian Church BHPCNS (x2)

The BHPCNS Board is responsible for determining BHPCNS’ mission and vision, approving the annual budget, evaluating the Director, recruiting and orienting new board members, and establishing policies required for the smooth operation of BHPCNS. 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 Board Chairman in advance. A copy of the BHPCNS’ bylaws and monthly minutes are available for review upon request in the office. General inquiries may be sent to board@bhpcns.org

BHPCNS Board Chairman: Missy Banashak

BHPCNS Board Vice-Chairman: Ed Hauck

Bradley Hills Presbyterian Church Pastor: David Gray

Bradley Hills Presbyterian Church Director of Christian Education: Matt Nabinger

2021-2022 BHPCNS School Calendar*

2021	
08/31 (Tues.)	Parent Orientation via Zoom 9:30 am or 7:30 pm
09/01-09/02	Playground Meet and Greet
09/08 (Wed.)	1 st Day of Classes
09/16 (Thurs.)	School Closed, Yom Kippur
09/18 (Sat.)	Back to School Picnic
10/4 (Mon.)	1 st Day of Early Morning, Lunch Bunch and Stay & Play
10/07 (Thurs.)	Parents' Night (<i>aka</i> Back to School Night)
11/08 (Mon.)	School Closed for Students, Professional Day
11/24-11/26	School Closed, Thanksgiving
11/29 (Mon.)	Classes Resume
12/20-12/31	School Closed, Christmas Vacation
2022	
01/03 (Mon.)	Classes Resume
01/11 (Tues.)	Young 2s' Classes Begin
01/17 (Mon.)	School Closed, Dr. Martin Luther King Jr. Day
02/21 (Mon.)	School Closed, Presidents' Day
03/24 (Thurs.)	School Closed for Students, Professional Day
04/11-04/18	School Closed, Spring Break
04/19 (Tues.)	Classes Resume
05/30 (Mon.)	School Closed, Memorial Day
06/03 (Fri.)	Last Day of School
06/07-06/17	Session 1 Camp
06/21-06/30	Session 2 Camp

*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 CheckCCMD.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

Maryland EXCELS - Maryland's Quality Rating System for Childcare Facilities
marylandexcels.org

Maryland Developmental Disabilities Council - May assist with ADA issues
md-council.org

Maryland Family Network - Assists parents in locating childcare
Marylandfamilynetwork.org

PARTNERS Newsletter - What's happening in the Division of Early Childhood Development
Earlychildhood.Marylandpublicschools.org

To this site to check provider inspection violations
checkccmd.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-providerz/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

- 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.