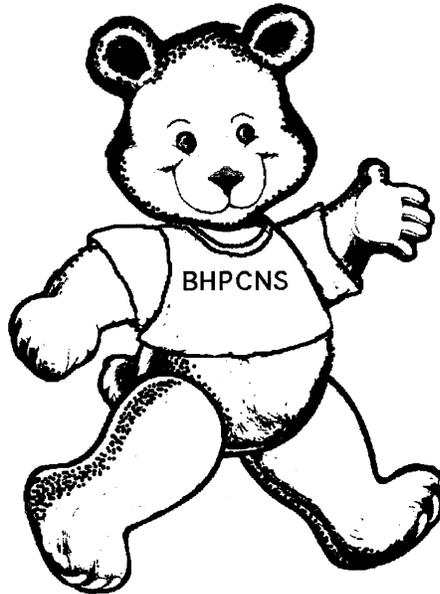


# Bradley Hills Presbyterian Church Nursery School



## Parent Handbook

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

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

Liz Sobrino, Director  
Kim Goodstein, Office Manager  
Ilene Jones, Office Manager

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# Bradley Hills Presbyterian Church Nursery School

A nursery school of excellence . . . where children play, grow, and learn!



6601 Bradley Boulevard  
Bethesda, Maryland 20817

Phone: 301-365-2909  
Fax: 301-469-6784

www.bhpcns.org  
info@bhpcns.org

Dear Parents,

Welcome to Bradley Hills Presbyterian Church Nursery School, aka, BHPCNS!

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

Operating a preschool in times of COVID-19 may 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 your contact information must be kept current and we request that all school updates be shared with every person who will be interacting with BHPCNS staff in the care of your child(ren). This includes, parents, grandparents, nannies, au pairs, neighbors, and friends who might be interacting with BHPCNS on behalf of your child.

Since March 2020, the school administration in collaboration with the BHPCNS Board and BHPC leadership have worked together to create a safe and healthy environment for everyone. All staff have passed the Maryland State Department of Education's COVID-19 Safety Training. We will continue to receive training, as needed, on safety protocols including, but not limited to, new daily cleaning and disinfecting protocols.

New this year, we are distributing the Parent Handbook with your child's 2022-2023 school year's acceptance letter and school year calendar. It's important to BHPCNS for you be fully aware of the policies and expectations of the school when you commit to sending your child to BHPCNS. Please read our Parent Handbook and keep it handy throughout the year. It should answer many of your questions regarding BHPCNS. 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 BHPCNS 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

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Director  
Liz Sobrino

Office Manager  
Kim Goodstein

Office Manager  
Ilene Jones

Treasurer  
Sandy Weldon

## **BHPCNS Philosophy**

Bradley Hills Presbyterian Church Nursery School, 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 follow one-step and sequential directions, to share, and to express needs, wants, and emotions. These hands-on experiences will also introduce children 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, books, 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, children are further exposed to foundations of learning and social skills.

- Cognitive experiences – colors, basic shapes, continued exposure to stories and literature, practice with cutting and gluing, counting, classifying, sequencing,...
- Constructive play – building with blocks, Legos, magna tiles, waffle blocks, sand tables...
- Creative play – 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
- More complex role playing and elaborate games
- Building self-reliance and independence
- Collaborative and imaginative play with peers

### **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, Pre-K)\*\***

This optional program for all age levels will begin in early October – see school calendar for exact date. Early Mornings is offered Monday through Friday beginning at 8:00 am. Your child may attend Early Mornings with Bradley Bear 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.

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

This optional program for two-year-olds will begin in early October – see school calendar for exact date. Lunch Bunch is offered Monday through Friday from 11:30 to 12:30 pm. Your child may attend Lunch Bunch on a drop-in basis or on a recurring basis. The program includes lunch (brought from home) in a small, 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.

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

This optional program for students will begin in early October – see school calendar for exact date. Stay & Play is offered Monday through Friday from 12:30 to 2:30 pm. Your child may participate in Stay & Play on a drop-in basis or on a recurring basis. Each afternoon is themed. The program includes a snack (provided by BHPCNS), creative activities, games, songs, indoor and outdoor exploration, and stories. Registration is required and an additional fee is due. Children may be registered for one day a week, two days a week, etc., or may attend on a drop-in basis. Registration information is outside the office at any time and is available on the BHPCNS website. Stay & Play classes are not held the day before certain holidays (see school calendar.)

\*\*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 school environment 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, or the health of our teachers, staff, and administrators who will be caring for them.

The word “classroom” will be used throughout this handbook. Classrooms may be an indoor or an outdoor location. For example, morning drop-off may be indoors at your child’s classroom door and pickup may be outdoors at your child’s outdoor classroom location. Specific classroom locations, whether indoors or outdoors will be communicated clearly throughout the year.

## BHCNS Daily Operations

### Daily Arrival of Staff (Teachers and Administrators)

- When warranted or required a daily temperature check and health questionnaire will be conducted for each staff member upon arrival.
- 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

- When children arrive at school, they should be taken to the bathroom by their parent/caregiver to use the toilet and to wash their hands. For classes beginning their day outdoors on a playground, there will be a handwashing station set up outside 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/caregiver **MUST** sign in that their child is attending school every 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.

### 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.

### Daily Health Screenings for Children

When warranted or required, each child will receive a health screening upon arrival, and BHCNS reserves the right to request that the child return home if the child appears to be ill.

- Each child’s temperature will be taken and the child will be asked a series of health questions upon 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 Fahrenheit degrees or higher) will not be allowed to attend school.
- If there are multiple children attending BHCNS 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 BHCNS’ Transition to School flyer (on the school website). 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.

### **Communication with Teachers at Arrival and Dismissal**

Arrival and dismissal are periods of time when teachers must devote their full attention to 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. Park in the parking lot; do not block the driveway/fire lane, and make your way to your child’s classroom.

- 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-Year-Old & Pre-K Students are to be picked up at 12:30 pm.
- Three-Year-Old & Pre-K, 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 a child is to be picked up by someone other than their parent/legal guardian or authorized person(s) as listed on the child’s Emergency Form, written notification must be provided to BHCNS in each instance containing the person’s full name and phone number. If this person is unknown to BHCNS proof of identification will be required 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 BHCNS staff is speaking to the parent/legal guardian.

### **Safety First**

BHCNS 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 BHCNS. In the event a BHCNS 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 BHPCNS 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 BHPCNS campus as children may dart into oncoming traffic. Respect the areas blocked by traffic cones.

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.

## **Maintaining a Healthy Environment**

### **Face Coverings at BHPCNS**

BHPCNS follows Montgomery County guidance on the use of face coverings.

#### **General Face Covering Protocols for Children and Adults When Required:**

A cloth face covering should:

- be worn to cover the nose and mouth.
- be 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 BHPCNS When Required:**

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.

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, when necessary, 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 with their assigned classroom throughout the day.
- BHCNS will stagger playground times to allow only one classroom on a playground at a time.
- BHCNS will have a heightened focus on teaching children about personal hygiene, such as hand washing, avoiding touching the face, 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.

#### **COVID-19 Guidance:**

Covid guidance is subject to change depending on a variety of circumstances. BHCNS will keep families apprised of guidance as it evolves.

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

Should BHCNS be forced to close because of a mandate issued by the federal, state or local authorities, our licensing agency, and/or BHC, BHCNS will maintain a home-school connection by:

BHCNS 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 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/or other virtual methods.

### **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.
- BHCNS 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, or a co-worker, which develop during the school day (cough, shortness of breath, difficulty breathing, 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, an 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 one 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](http://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 medication for 48 hours.
- Children and staff are not to have had any fever reducing or pain reducing medications before coming to school.
- If a child or staff member's symptoms are consistent with COVID-19, parents/caregivers are to contact the child's pediatrician for guidance. BHCNS should be notified under such circumstances.

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.
- Do not send your child to school if they are heavily congested and/or coughing.

***Please note the 48 hour rule in the above guidelines.***

## **Injuries:**

- 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, concussions, etc.
- Should a child become injured at school, the school will notify the parents. Should the injury sustained at school require medical attention, the school must be notified as soon as possible.

## **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**

Registration for currently enrolled, in-house families occurs in early December. 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 the school deadline. *Please indicate a first and second program choice on your application. **You are not guaranteed to receive your first choice.***

### **Pre-K 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 at BHPCNS;
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 upcoming 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 BHCNS 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, a child must be two, three, four years, or five years of age by September 1.** Children who turn two between September 1 and December 31, are eligible to participate in our Young Two-Year-Old program beginning in January, as space allows.

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

### **Classroom Differences**

Each classroom follows a developmentally age-appropriate, play-based curriculum. However, teachers are free to interpret how they present that curriculum to the children to meet the needs of each individual class. There 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 BHCNS regardless of disabilities, special health care needs, background, culture, religion, gender, or economic circumstances. Through inclusive practices, BHCNS 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 BHCNS 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 BHCNS 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. BHCNS considers a child fully potty trained when the child is able to articulate their need to go to the bathroom, can manage their clothing, and does not have recurring accidents at school.
- 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.

## Typical BHCNS Class Schedules

<b>Two-Year-Olds</b>	9:00 - 11:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday <i>or</i> a 5-day cobbled program.
<b>Young Two-Year-Olds*</b>	9:00 - 11:30	Tuesday & Thursday
<b>Three-Year-Olds</b>	9:00 - 12:30	Monday, Wednesday, & Friday <i>or</i> Tuesday & Thursday <i>or</i> Monday through Friday
<b>Pre-Kindergarten (Pre-K)</b>	9:00 - 12:30	Monday, Wednesday, & Friday <i>or</i> Monday through Friday

\*program begins in January for children who have turned 2 between September 1 and December 31, provided classroom space is available.

## Tuition & School Fees

Tuition is established annually by the BHCNS 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 BHCNS 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: **BHCNS**. Please 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 via PlastiQ
- Direct Bank Transfer

For more information, please contact the office.

### Late Payment Fees

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

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

### Tuition Payment Policy in the Event of Unplanned Closures:

- 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 BHCNS 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**

Tuition will not be refunded 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**

Current and upcoming school year tuition rates may be found on the BHCNS website. Rates will be stated in your child's acceptance letter.

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

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

*Positive guidance techniques include:*

- 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 review 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 BHPCNS staff and students. These may include para educators, speech pathologists, occupational specialists, physical therapists, early childhood educational interns, social and emotional developmental specialists, overall best practice in early childhood education mentors, and such. These specialists may be from Montgomery County Public Schools system, Montgomery County Social Services, or private practitioners hired by families or BHPCNS. 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 BHPCNS program may not be the optimal fit for a child or family. BHPCNS will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources, such as speech therapy, occupational therapy, etc., may be needed to support a child's success in the school environment. If an issue cannot be resolved and all reasonable efforts have been exhausted, BHPCNS reserves the right to dismiss a child from the program.

### **Child Abuse Licensing Requirements**

BHPCNS 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 BHPCNS**

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 – This questionnaire is used to assist teachers in understanding your child's unique personality before your child begins school.
- 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

### **\*\*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 BHPCNS is regulated by the Maryland State Department of Education, Office of Child Care. Children entering our BHPCNS 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 Plan** in addition to 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. Authorization forms are available on the school website.

### **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, BHPCNS 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 BHPCNS Information**

### **Allergies**

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

Parents/legal guardians of children with allergies 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 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, on the website, or you may write your own ingredient list.

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

## **Clothing & Daily Belongings**

### **Play Clothes**

It is strongly recommended that children wear play clothes. The BHCNS 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 which wrap the foot and heel, and are worn with socks.

### **Outdoor Play Clothes for Rain, Snow, Sun, etc.**

At BHCNS 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, sweatshirts, boots, 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 tote bags, not backpacks, at BHCNS. Small hands find it easier to use tote bags with a wide opening to put projects, lunches, jackets, 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.)

### **Lunch Bags**

Children enrolled in Lunch Bunch, Three-Year-Old, Pre-K, 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.

### **BHCNS Tote & Lunch Bags Available**

The Parents' Group will have BHCNS tote bags and 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 BHCNS. 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 for the day.

### **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.**

BHCNS 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 BHPCNS. They include:

- Monthly Newsletters from the Office
- Monthly Classroom Calendars
- School Folders
- Teacher Emails
- School Updates from the Office as needed

### Communication between Parents and School

In addition to receiving communications from BHPCNS 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.
- BHPCNS 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 screenings will be provided for all children annually.
- Hearing screenings will be given to all children enrolled in the Three-Year-Old, Pre-K, 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 BHPCNS.

### Parent-Teacher Conferences

School-wide parent/teacher conferences are conducted in February. 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](https://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**

BHPCNS has an emergency preparedness plan that provides safe and loving care for the children in the event of a weather emergency, natural disaster, or any other dangerous situation in the community.

BHPCNS 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 BHPCNS social media sites.

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

## **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/Nannyng**

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

### **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 request 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 request 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 and installed in the driver's car by you. 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 TBSP cooked beans or peas
  - 3 TBSP peanut butter or substitute

- 6 ounces of yogurt
- **Grain**
  - ¼ cup (bread, roll, pasta, rice, etc.)
- **Vegetable**
  - ¼ cup
- **Second vegetable or fruit:**
  - ¼ cup
- The state also recommends ¾ cup of low-fat milk. BHCNS provides organic 1% milk at lunch.

As a commitment to your child’s health:

- Drinking water is available inside and outside for self-service (where age appropriate)
- 1% organic milk is served per state regulations.
- Snacks are planned to include a variety of healthy food including whole grain bread, cereals and crackers, fruits and vegetables, and protein from both animal and vegetable sources.
- We are cautious about foods which present a choking hazard. Foods such as grapes and small tomatoes 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)**

BHCNS provides a snack for all children each mid-morning. The snack schedule will be posted on the bulletin board across from the office and on the school website each month. If your child has a specific food allergy of any sort, that information **MUST** be communicated to the office before the start of school. If a school planned snack contains 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 BHCNS holidays is included in the back of this handbook and is posted on the school website.

#### **Snow Days/Emergency Closings**

***BHCNS 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](http://www.mcps.k12.md.us/emergency) daily during winter months. It is possible that conditions will appear fine, but that school has been closed or delayed due to weather in another part of the county, black ice, etc.
- To receive alerts directly via email and/or text sign up for Alerts from Montgomery County. To sign up through their website go to: <https://alert.montgomerycountymd.gov/index.php?CCheck=1>, or, for instant registration you can text MONTGOMERY to 411911.
- When the public schools are **closed** because of weather, 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 and BHCNS will provide a hearty snack for the children in the 2-year-old program. Children in the 3-year-old and Pre-K program should bring lunch as they normally do.
- When the public schools close **early**, BHCNS will close at its 12:30 pm **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, social media, email and text message 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.

### **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 BHCNS 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.

### **Parent Visitation**

We encourage you to visit your child's classroom 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**

BHCNS takes physical activity seriously. We promote active play both inside and outside. Outdoor play is especially important, the benefits being better vision, better resistance to disease, increased Vitamin D, less stress, better attention 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 every day, except in extreme weather, to play on the playgrounds, the blacktops, the Outdoor Discovery Center, the Big Blue Blocks play area, and to take nature walks, conduct science experiments, collect eggs from our chickens and 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**

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 BHCNS playground or in the Rainy Day Room. It's not the location as much as it's getting your child together with friends outside of school.

## **Playgrounds**

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

BHCNS asks that you abide by school rules on the playgrounds at all times. 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.).*

## **Screen Time**

BHCNS is a play-based program. Televisions, computers and other media devices are used only when directly related to facilitate a learning experience. 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 BHCNS we do not use passive technology in our programming.

## **Show & Tell**

Many of our 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 minutes are available for review upon request in the office. General inquiries may be sent to [board@bhpcns.org](mailto:board@bhpcns.org)

BHPCNS Board Chairman: Rosanna Morrison

BHPCNS Board Vice-Chairman: Vicki Petrides

Bradley Hills Presbyterian Church Pastor: David Gray

Bradley Hills Presbyterian Church Director of Christian Education: Matt Nabinger

# 2022-2023 BHCPCNS School Calendar\*

<b>2022</b>	
08/30 (Tues.)	Parent Orientation via Zoom 9:30 am or 7:30 pm
08/31-09/01	Playground Meet and Greets
09/06 (Tues.)	1 <sup>st</sup> Day of Classes
09/17 (Sat.)	Parents' Group Back to School Event
09/26 (Mon.)	School Closed, Rosh Hashanah
10/03 (Mon.)	First day of Early Morning, Lunch Bunch and Stay & Play
10/05 (Wed.)	School Closed, Yom Kippur
10/06 (Thurs.)	Parents' Night (aka Back to School Night)
11/23-11/25	School Closed, Thanksgiving Break
11/28 (Mon.)	Classes Resume
12-16 (Fri.)	No Stay & Play Classes Held
12/19-01/02	School Closed, Winter Break
<b>2023</b>	
01/03 (Tues.)	Classes Resume
01/16 (Mon.)	School Closed, Dr. Martin Luther King Jr. Day
02/20 (Mon.)	School Closed, Presidents' Day
03/23 (Thur.)	No Stay & Play Classes Held, Teacher Professional Training 1:00 to 4:00 pm
03/31 (Fri.)	No Stay & Play Classes Held
04/03-04/10	School Closed, Spring Break
04/11 (Tues.)	Classes Resume
05/26 (Fri.)	Last Day of School
05/26 (Fri.)	No Stay & Play Classes Held
06/05-06/15	Session 1 Camp
06/20-06/30	Session 2 Camp

\*Subject to Change

## Note:

Beginning with the 2022/23 school year, BHCPCNS' last school day will be the Friday before Memorial Day. This calendar change will:

- 1) allows BHCPCNS to compensate staff members at a more competitive rate and increases the school's ability to attract and retain highly qualified staff members ensuring the future success of the program
- 2) keep BHCPCNS tuition rates the most affordable in the Bethesda area for comparable schools
- 3) continue to keep tuition all inclusive and not charge additional fees for field trips, screenings, activity fees, etc.

Because of the earlier close date, school closures initially planned for the 2022-2023 school year (e.g. Professional Days, Election Day, etc.) have been removed from the school calendar. The number of school days of is comparable to the 2021-2022 school year.

Camp programming will begin the first full week of June and run for 4 weeks.

**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](http://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](http://cpsc.org)
- [Maryland EXCELS](#) - Maryland's Quality Rating System for Childcare Facilities  
[marylandexcels.org](http://marylandexcels.org)
- [Maryland Developmental Disabilities Council](#) - May assist with ADA issues  
[md-council.org](http://md-council.org)
- [Maryland Family Network](#) - Assists parents in locating childcare  
[Marylandfamilynetwork.org](http://Marylandfamilynetwork.org)
- [PARTNERS Newsletter](#) - What's happening in the Division of Early Childhood Development  
[Earlychildhood.Marylandpublicschools.org](http://Earlychildhood.Marylandpublicschools.org)
- [To this site to check provider inspection violations](#)  
[checkccmd.org](http://checkccmd.org)

OCC 1524 (10/2018)

Larry Hogan, Governor  
Karen B. Salmon, Ph.D.  
State Superintendent of Schools



**Guide to Regulated Child Care**



**Important Information About Child Care Facilities**

## Who Regulates Child Care?

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

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

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

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

[earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care](http://earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care)



## What are the types of Child Care Facilities?

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

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

**Child Care Center** – non-residential care

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

**All facilities must meet the following requirements:**

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

## Did You Know?