

Philosophy

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

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

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

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

As a church-sponsored program, the Nursery School seeks to reflect Christian values in all of its activities. Stories, pictures, prayers, songs, and scripture drawn from the Christian tradition are included in the curriculum. (For example: Grace before eating, phrases of thanksgiving and praise at the appropriate times of the year.)

Our staff members are well qualified. Each teacher has a college degree or training in preschool education. The assistants have college degrees and are experienced in early childhood care.

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

Discipline

Discipline is a method by which children learn appropriate behavior, self-control and problem solving skills.

The following methods are utilized:

1. Ensuring the child understands the rules of the classroom
2. Giving the child alternative solutions
3. Anticipating inappropriate behavior
4. Ensuring the child feels comfortable asking for help
5. Providing positive support and praise for appropriate behavior

Excessive inappropriate behavior may result in suspension or expulsion from the school.

Programs

Two Year Olds

Loosely structured...Interaction with other children during free play while learning and developing - blocks, dolls, housekeeping, manipulative toys...Creative and sensory activities - easel painting, crayons, water play, gluing, play dough...Cognitive skills - games, puzzles, finger plays, songs, music...Large muscle development - outdoor playgrounds, rainy day room.

Three Year Olds

The program broadens and begins to introduce more Cognitive experiences - colors, basic shapes, practice with cutting and gluing, classifying...Constructive play - learning to listen, learning to follow directions...Creative play - encouragement to use imaginative play...Learning to share.

Four Year Olds

The child's interest turns to the group, making group games and activities possible...Cognitive learning (a higher emphasis) - counting, name recognition, reading readiness...Learning to listen and follow a sequence of directions...Guidance in sociable behavior...Role playing becomes more complex...Building self-reliance and independence.

Each month we also offer **literature** and **science** programs for the 3's and 4's, and **music** and **aerobics** for all ages.

Stay & Play

This optional program for three and four year olds begins in **October** of each school year. Stay & Play is offered Monday through Friday from 12:30 to 2:30 for three and four year olds*. The program includes creative activities, games and stories. Registration is required and an additional fee is due. Look for registration information early in September. There are no Stay & Play classes held the day before holidays and there are no classes after Memorial Day.

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



Application/Registration

New Students

Applications for enrollment of new students are received by the Nursery School on a rolling basis for the following year.

A non-refundable application fee of \$50.00 must accompany the application form.

Current Students

Children currently enrolled may re-apply in late November/early December for the following year. A non-refundable application fee of \$50.00 must accompany the application form. Students currently enrolled in the 2 & 3-year-old programs are guaranteed placement in Nursery School as long as their application is received during the designated registration day(s). *Indicate a first and second choice on your application. **You are not guaranteed to receive your first choice.***

Students currently enrolled in the 4-year-old programs who wish to repeat the four-year-old program must discuss this with the Director before submitting an application. These applicants will be given priority over applicants who would be new to the school, but not over applicants currently enrolled in the 3-year-old programs.

Acceptance Policy:

Applications from currently enrolled students that are received on the designated registration day(s) are processed first. Applications received **before** the registration day(s) will be processed as follows:

1. Children previously enrolled
2. Children whose parents are members of Bradley Hills Presbyterian Church
3. Siblings of previously enrolled students
4. Children enrolled in the Church School of Bradley Hills Presbyterian Church
5. Previous applicants to the school
6. All other applicants

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

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

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

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

Acceptance or Wait List notifications will be mailed in January for the coming school year. A **non-refundable deposit** equal to one month’s tuition is due upon acceptance to reserve a student’s space.

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

Age Eligibility

Students must meet age requirements to enroll in our preschool programs. A child must be two, three or four years of age by September 1.

Classroom Requests

Many factors are taken into consideration for determining classroom assignments—the age of the children, as well as personalities, maturity levels, sex, and teacher recommendations, etc. It is therefore very difficult to accommodate specific requests for teachers and/or classmates and we do not encourage making such requests. You may make a request with the understanding that there is no guarantee. All classroom assignments are final.

Toilet Training

Children enrolled in the three and four-year-old programs are expected to be fully toilet trained.

Class Schedules

Two Year Olds	9:00-11:30	Monday & Friday or Tuesday & Thursday or Wednesday
Three Year Olds	9:00-12:30	Monday, Wednesday & Friday or Tuesday & Thursday
Four Year Olds	9:00-12:30	Monday, Wednesday & Friday or Monday through Friday

Tuition

Tuition, as established annually by the Nursery School Board, is based on a ten-month program and shall be paid in ten equal installments monthly. It takes into account scheduled days off, spring and winter breaks. Tuition payments are payable in advance on the first day of each month, with the exception of the tuition deposit which is due upon acceptance. The tuition deposit is applied to June's tuition payment and is non-refundable. The first regular tuition payment is due September 1. Tuition may be pre-paid.

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

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

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

A \$20.00 return check fee will be added to the amount due for any checks returned because of insufficient funds.

No refunds of tuition will be made. Two weeks notice is required when withdrawing a child from the school.

Monthly Tuition Payments

5 day programs (4's)	- \$510.00
3 day programs (3's & 4's)	- \$330.00
2 day programs (3's)	- \$220.00
(2's)	- \$195.00
1 day program (2's)	- \$100.00

Stay & Play

<i>1 day per week</i>	- \$ 55.00
<i>2 days per week</i>	- \$110.00
<i>3 days per week</i>	- \$165.00
<i>4 days per week</i>	- \$220.00
<i>5 days per week</i>	- \$275.00
<i>"Drop-in"</i>	- \$ 20.00

Increases

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

Scholarships

Scholarships are available through the Tuition Assistance Fund established by the Nursery School Board. Applications for scholarships are kept confidential and must be approved by the Board, which meets bimonthly, September through June. Contact the office if you would like an application.

General Information

Forms

Several forms need to be completed by the parent or guardian of each student. Please be sure to complete and return them promptly when they are distributed. They are:

- Health & Immunization - Please follow the instructions printed on these forms. No child will be allowed to attend unless these forms are completed.
- Permission Slip for Field Trips (three & four year olds only)
- Permission Slip for Supplemental Programs
- Emergency Information Card - Both sides of this card must be filled out.

* In case of an emergency parents are the first contacted. If the parents cannot be reached, we will call those persons listed as emergency contacts on your child's card. Therefore it is very important that you give careful consideration to the names you list on the card and that you inform those people that they are listed.

- * Other than parents, a child will only be released to those persons listed on the emergency card. If your child is to be picked up by someone not listed on the card, a WRITTEN note, SIGNED by you must be given to your child's teacher. This must be done each time your child is picked up by someone not previously authorized to do so. In case of a last minute emergency you may call the Nursery School Office and give verbal permission.
- All About My Child
- Parent Handbook Acknowledgement – By signing this document you are agreeing to abide by the policies and procedures set forth within this handbook.

When circumstances change – New addresses, home or work phone numbers, emergency contacts, etc., you MUST give the new information to the office.

Arrival & Dismissal

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

Arrival: Bring your child to the classroom door NO EARLIER than 8:55 a.m. Make sure that an adult is present in the classroom before leaving your child. Please also make sure that your child arrives on time and that your good-byes are brief. This is very important as

the teachers are eager to begin the day with their class as a whole.

In addition, when dropping off your child please park your car in designated parking spaces only. **Do not park along the driveway as this is considered a fire lane.**

Dismissal: Please pick up your child promptly at dismissal time. This is very important for the child's well being. Please refrain from using cell phones during pick up. Your child needs to be the center of attention. Dismissal procedures vary depending on the age of the child. They are as follows:

- Two year olds are to be picked up in their classroom at 11:30 a.m. Please park in the parking lot – DO NOT block the driveway.
- Three & four year olds will be taken outside to waiting cars. Please pull up to the Nursery School GREEN door and **stay in your car**. Your child will be brought to you by a staff member. *An easy to read card with the name(s) of your child and, if applicable, the children in your carpool, should be displayed in your windshield. You will be given a card the first day of class.* If you choose, you may also greet your child at the **outside door**. Please park your car in a parking space (not the carpool line) and walk up to the dismissal doors. When leaving the parking lot use the Bradley Blvd. exit. *Children (3 & 4 year olds) are not to be picked up inside the building.*

Dismissal can be a very confusing time so we ask that you strongly adhere to our procedures.

Late Fees: All children must be picked up **promptly** each day. Our staff members have families who are awaiting their arrival home. If you anticipate being late, **please call** the Nursery School to alert the staff. If you arrive late more than 3 times you will be assessed the following fees:

First 5 minutes - \$5.00

Over 5 minutes - \$2.00 **per minute** (i.e. 7 minutes = \$14.00)

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

You are considered late when your child is picked up 15 minutes past dismissal time (i.e. 11:45 for 2's pick-up; 12:45 for 3's & 4's regular pick up; 2:45 for Stay & Play pick up).

Birthday Celebrations

Children enjoy celebrating their birthdays at school. If you want to provide a small, simple treat on your child's birthday, please discuss it with the teacher. We suggest miniature cupcakes & muffins, small cookies and donut holes. Please be considerate of those children in the class who may have allergies (ask the teacher).

Carpools

Transportation to and from school is the responsibility of the parent. Carpools may be formed at the orientation meeting when names and addresses of the children will be posted. If you do not want this information posted please call the nursery school office no later than August 21.

Class Lists

Your child will be given a list of names, addresses and phone numbers of the children in his/her class. If you do not want your child's information included please send a note to the office to that effect by August 21.

Clothing

It is recommended that all children wear play clothes. The nursery school does not take responsibility for any damage/stains to a child's clothing due to paint, playing, etc. Supportive shoes that completely cover the foot and have **non-skid soles** are to be worn. No types of "slide" shoes, clogs or flip-flops are permitted including "Crocs." During the warmer months sandals are allowed only if they are sturdy with adequate straps wrapping the foot & heel and are worn with socks. Outdoor play is part of the daily program except in extreme weather. Please dress your child appropriately and **label** all clothing. **Umbrellas** are not allowed.

Conferences

Individual conferences with parents will be scheduled in January and February. However, a meeting with your child's teacher can be scheduled **AT ANY TIME**. You may also want to schedule a conference early if you are planning to have your child apply to a private school. Please note that conferences are held in various offices of the Church which may or may not be child proof. Therefore, it is inadvisable and inappropriate to bring children to conferences.

We also encourage you to visit your child's room to share school life with him/her. Please let the teacher know when you would like to come, especially if you would like to lead a special project in the class.

Directories

A school-wide student directory is printed each year. Included are students' names, addresses and telephone numbers along with the names of parents. If you do not wish to have your child's information included you must notify the nursery school office by September 11.

Emergency Plan

Circumstances in the 2002/03 school year led the Nursery School to implement an emergency preparedness plan.

Each child needs to bring to school one change of clothes in a labeled, gallon-sized, plastic bag. If your child is in diapers please include two diapers along with the clothes. The Nursery School will supply water and crackers in the event that the children need to be detained at school. The children will stay in their classrooms, moving to the hallways if necessary.

In the event we need to leave the Nursery School area, the children will be moved to the Sanctuary and if necessary the undercroft, which is located below the Sanctuary. If this were to happen you will have to reach us using the following *emergency only* phone number, 301-365-9583. Calls to this number during normal working days will not be answered, as this is a fax machine line.

In the event of a whole building evacuation the children will be taken to the National Center for Children and Families on Greentree Road.

Parents will be contacted as soon as possible. Please make sure that your emergency card with contact information is kept up to date.

Field Trips

Field trips may be scheduled during the year for three and four year olds.

- Parents will be notified in advance of each trip and will be asked to drive. Being a driver for a field trip is one of the more popular activities parents like to do, however there are a limited number of opportunities. Therefore, *not all parents who would like to drive will be able to.*
- Car safety seats are required for all our students to ride in passenger cars. You must provide a safety seat for your child the day of the field trip. It should be tagged with your child's name. If your child does not have a safety seat and is required to use one he/she will not be allowed to go on the field trip. **THERE ARE NO EXCEPTIONS.**

- Signed permission from the parent will be required for each field trip. A “field trip permission” form will be posted with each child’s name and space for parents’ signatures.
- Children should wear their red Bradley Bear T-shirts (given by the Parents’ Group) on field trips.
- Due to insurance coverage, no siblings are allowed to go on field trips.
- Fees – No extra fees are charged for field trips.

Grievances

If you are troubled by any type of issue 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.

Health

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

- Hib (Haemophilus influenzae b) – 4 doses
- Chickenpox (varicella) – 1 dose
- DtaP or DT or Td – 4 doses
- Hepatitis B – 3 doses
- Polio – 3 doses
- MMR – 1 dose*

**One more dose is required upon your child’s 5th birthday.*

- PCV7 – 1 dose

There are allowances made for medical contraindications and religious objections to vaccines. Please see the Maryland Immunization Certificate for further details.

Medication cannot be given to a child during school hours without a signed form from a physician. These forms are available from the Nursery School office.

Vision and hearing screenings will be given to all three and four year olds during the school year as scheduling permits. Speech screenings will be provided on an as-needed basis. There is no additional charge for these services. Parents will be notified of the screening dates as well as the results.

Holidays & Snow Days

Holidays

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

Snow Days/Emergency Closings

Late openings and emergency closings are announced on most radio stations after 6:00 a.m.

- When the public schools are **closed** because of weather the Nursery School will be **closed**.
- When the public schools have a **one or two hour delayed opening** the Nursery School **will have the same** delayed opening.
- When the public schools close **early** the Nursery School will close at its **regular time**. Stay & Play classes will be **cancelled**.
- If bad weather occurs when public schools already have a scheduled closing, Nursery School late openings and closings will be

announced on the radio at 103.5 FM (WTOP).

- In exceptional situations the Bradley Hills Presbyterian Church reserves the right to close the Nursery School with or without the concurrence of the Director or the Board of the Nursery School.

Illness

The teacher checks each child in the morning as he/she arrives and reserves the right to request that the child return home for his/her protection. If a child becomes ill during school the parents will be notified immediately. If the parents cannot be reached we will notify the emergency contact(s) provided us. Other children and teachers suffer by contact with blossoming colds, coughs, fevers, etc. In a nursery school environment germs can spread very quickly. If your child is sick please keep him/her at home where he/she will be more comfortable and get well faster. We are often asked: "How do you know when to keep a child home?" Here are some guidelines:

- Do not send your child to school within 24 hours of a fever.
- Do not send your child to school within 24 hours of diarrhea.
- Do not send your child to school within 24 hours of vomiting and
- Do not send your child to school if she/he has a greenish discharge from the nose.
- If prescribed an antibiotic, your child must be on the medicine for at least 24 hours.

Please note the **24 hour rule** in most of the guidelines.

If a child is absent from school for more than three consecutive days you must send in a note stating that your child is able to participate fully in the school day.

Please advise the school if your child is ill with a communicable disease (i.e. chicken pox). In the case of head lice, please be aware that the school has a “no nit” policy. This means a student may not return to school until all nits are absent from his/her head.

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

Lunch

Three and four year olds eat lunch at the Nursery School. The child brings a **bagged lunch** -- no lunch boxes, please. A small reusable lunch sack may be used. Lunches are refrigerated. The school provides milk or water.

Newsletters

A school newsletter is sent home and posted on the school website monthly starting in October. It contains a calendar of events, important announcements and news of special activities. Classroom activities are reported on a bi-monthly basis. Please let us know if you do not receive your copy.

Parents’ Group

The Parents’ Group provides a liaison between the parents, staff and the Nursery School Board. Some of the activities the Group sponsors are:

- Annual Fall Picnic
- Morning coffees for parents while school is in session
- Fund-raisers
- Lecture Series on topics of interest to parents

Watch the newsletter and the bulletin boards for announcements of upcoming events. The President of the Parents' Group is Becky Umhofer.

Room Parents

A sign-up sheet will be posted on the door of each classroom on the first full day of class for those who wish to be room parents. The main objective of the room parent is to help the other parents in their rooms become better acquainted. This is usually done by organizing a morning coffee for their room. This may be held in someone's home, restaurant, or in an available room in the church. Room parents may also be asked to assist the teachers and act as liaisons for various committees of the parents' group. A meeting is held in the beginning of the school year to guide room parents and discuss how they may most benefit their child's class and school.

Show and Tell

When your child wishes to share something with the class he/she is more than welcome to do so. We ask that the object fit easily in his/her tote bag. No toy weapons are allowed (i.e. guns).

Snacks

A nutritious snack and fruit juice are provided each day at mid-morning.

Tote Bags

Each child must have a tote bag. It should be one they can manage, **large with no closures**, and labeled. Please, **no back packs**. Please safety pin your child's name to the tote bag or write it directly on it. If you wish to send a message to the teacher pin it to the outside of the bag. *Please check your child's bag daily*--this will hopefully alleviate "lost" notes and parents and teachers not getting messages. Do NOT send any tuition payments or applications to school in your child's tote bag—They are easily lost.

The Parents' Group will have tote bags available for sale in the school office.

Toys

Children are not allowed to bring toys from home to play with at nursery school. Any toy brought from home must be left in the child's tote bag or given to the teacher for safekeeping.

Nursery School Board

The Bradley Hills Presbyterian Church Nursery School is sponsored by the Church and is responsible to the Session of the Bradley Hills Presbyterian Church through its Education and Nurture Lay Ministries. The Nursery School Board consists of:

- The Chairman (from the BHPC Congregation)
- The Director of the Nursery School
- Two Nursery School Staff Representatives
- The Parent's Group President
- A Representative from the Parent's Group
- Two BHPC Representatives
- The Nursery School Treasurer & Secretary, in non-voting positions

Pastor: David Gray

Associate Pastor: Scott Winette

Chair, Education

and Nurture Lay Ministries: Mary Hickey

Calendar for 2009-10

- September**
- 2 Orientation Mtg.- 3 & 4 yr. olds' parents, 10 a.m.
 - 3 Orientation Mtg. – 2 yr. olds' parents, 10 a.m
 - 8 First Day of School**
 - 11 Stay & Play Registration
 - 12 Fall Picnic, 4-6 p.m.
 - 28 SCHOOL CLOSED – Yom Kippur**
 - TBD CPR/First Aid Training
 - Sally Foster Fundraiser Sale
- October**
- 1 Stay & Play begins; Parents' Night
 - 14-15 Pumpkin Patch Field Trip for 4's
 - 26-28 Magic Show
 - Sally Foster sale ends
- November**
- 4 Sally Foster fundraiser items delivered
 - 16-18 Bill Jenkins presents Native American Music
 - 25 No Stay & Play classes held
 - 26 & 27 No School - Thanksgiving Holiday**
- December**
- 9-11 Registration for 2010-11 school year (current students)
 - 15 & 16 Christmas Programs & Parties (classes dismissed immediately after parties)
 - 16 No Stay & Play classes held
 - 17 No School - Christmas Vacation begins (through January 1)**
- January**
- 4 Classes Resume**
 - 18 SCHOOL CLOSED - Martin Luther King's Birthday**
 - 27-29 Kaydee Puppet Show
- February**
- 8-10 School Picture Days
 - 15 SCHOOL CLOSED - Presidents' Day**
 - 19 Wilson Parrot Rescue for 4's
 - 24-26 Animal Ambassadors (tentative)

- March** 18 & 19 Incredible Insects for 4's
 26 No Stay & Play classes held
 29 **No School – Spring break begins**
 (through April 5)
- April** 6 **Classes Resume**
 12-14 Bill Jenkins presents music from around the
 world
- May** 27 **Last Day of Stay & Play**
 31 **SCHOOL CLOSED - Memorial Day**
 Observed
- June** 9 Last Day for Wednesday 2's
 10 Last Day for TTh 2's & 3's
 11 Last Day for MF, MWF & MTWThF classes
 14-17 Summer Camp, Session 1
 21-24 Summer Camp, Session 2
 28 –July 1 Summer Camp, Session 3