

# Bay Presbyterian Preschool Handbook



**25415 Lake Road  
Bay Village, Ohio 44140**

**440-899-9460  
[www.bpcpreschool.org](http://www.bpcpreschool.org)**

*Dear Parents,*

*Welcome to Bay Presbyterian Preschool. I want to thank you for entrusting your child to us for the upcoming school year. I am excited to join with you in helping your child develop a love for God, themselves, school, and others in our "learning through play" program.*

*It is our goal to provide each child a safe, nurturing and loving Christian environment where their own natural curiosity to learn will be enhanced. I believe we have a curriculum that not only prepares children for the next level of schooling academically, but also one that concentrates on the whole child; social, emotional, physical, and spiritual development. Culture often sends messages linking a child's worth to performance, appearance, and even busyness. I hope you come to find that our learning through play philosophy reinforces God's unconditional love, and that your child's sense of worth is based simply on who they are, and how God created them.*

*I look forward to getting to know you and your family this year. My door is always open and I welcome the opportunity to talk with you.*

*Please be sure to stop in and say "hello." I can be reached during preschool hours at 440-899-9460 or [jhazlett@baypres.org](mailto:jhazlett@baypres.org)*

*Sincerely,*

*Julie Hazlett, Director  
Bay Presbyterian Preschool*

**BPC Preschool Administrative Staff & Governing Board**  
**2020-2021**

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BPP Current Parent:	Jennifer Kessen	<a href="mailto:jterwill@sbcglobal.net">jterwill@sbcglobal.net</a>
BPP Current Parent:	Marc Houlas	<a href="mailto:Marc.houlas@gmail.com">Marc.houlas@gmail.com</a>

## **BPC Preschool COVID-19 Response**

Our Covid-19 response will be addressed (when appropriate) with a highlighted text in each section of this handbook.

Please make note of any modifications to policies.

- These revisions are per Ohio Governor / Ohio Department of Health guidelines as of July 1, 2020 and are subject to change.

A.

## **I. PURPOSE / PHILOSOPHY / GOALS**

Bay Presbyterian Preschool opened its doors on September 15, 1964 as a non-profit school serving church members and area residents. Our program for two and a half, three, four and five year olds is planned so that there is a natural progression from one year to the next. With our "learning through play" philosophy, we have developed a curriculum to ensure that all children enter kindergarten ready for success. We have created learning experiences and designed our teaching strategies so that we are in line with The Ohio Department of Education's Early Learning Content Standards. We stress the development of the whole child, focusing on all areas of development: physical, emotional, intellectual, social, and spiritual. Our school would hope to be a supplement and complement to the experiences a child has with his family.

Bay Presbyterian Preschool is a Christ-centered school. Every child will attend a 20-30 minute HIS-Story time once a week. A child's growth can be divided in many ways: social, emotional, physical, intellectual and spiritual. We believe that all areas need to be met, with spiritual growth being the heart of it all. We want God's Big Story (the Bible) to shape their lives. We want kids to know the story AND the Author. The children also say grace each day before snack, learn to recite the Pledge of Allegiance, and dramatize the Nativity Story at Christmas. The children and their families will also have the opportunity to help and love others through small ministry projects. It is our hope that our learning environment displays what it means to be a child of God: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Several times a year, typically around December and May, we invite the children to participate in our Sunday worship services. The children help to lead worship with songs, etc.

### **Below are our goals for each child and family:**

- To make a successful separation from home.
- To learn to trust and have confidence in the people around him/her.
- To learn through school experiences that God cares for them and others.
- To gain self-control, respect for others, acceptance of responsibility, and appropriate social interaction through play and small group activities.
- To grow in academic preparation through literature, writing, science, math, social studies, music, and art (objectives follow The Early Learning Content Standards set forth by the State of Ohio).
- To grow in both fine motor and large motor development.
- To experience joy and happiness as we help others through ministry projects.
- To experience curiosity and creativity throughout the school day.
- To develop a positive self-image, and to learn he/she is a worthwhile individual.
- To build a good relationship with each family, and to expand and complement the child's experiences at home.

## **II. STATE LICENSING POLICIES**

### **A. LICENSING INFORMATION**

This school is licensed to operate legally by the Ohio Department of Human Services. This license is posted in the hall outside E 107 and E121. The laws and rules governing child day care are available to review upon request.

Our state license authorizes us to serve 88 preschool and school age children. We are not licensed for infant/toddler or evening/overnight care.

The school's licensing record is available upon request from the Department of Human Services. Their toll-free number is 1-800-686-1581 and may be used to report licensing concerns of the school.

The school has a governing board that meets quarterly to discuss and help facilitate staffing, budget and policy needs. If assistance is needed in resolving problems related to the preschool, a parent should contact a board member.

### **B. NON-DISCRIMINATION POLICY**

It is unlawful for the school to discriminate in enrollment of children upon the basis of race, color, religion, sex, or national origin.

### **C. VISITATION POLICY**

Custodial parents or guardians of a child enrolled in the school are welcome to visit the school at any time. If you are currently preschool "shopping", please call the registrar (440-871-1503 \*155) to make an appointment to visit the school. She will take you through the classrooms during school hours so you can see an actual class in session.

**COVID-19 Response:** Only necessary visits are encouraged at this time. All visitors will need to sign in (for contact purposes), be screened for temperature, symptoms, and asked to wear a mask in the building.

### **D. PARENT/GUARDIAN RELEASE INFORMATION**

Parents are required to approve release of parent/guardian contact information if another parent/guardian from the same center requests contact information.

## **E. RELEASE POLICY**

Our school's policy regarding the release of a child from the school to any other person than the custodial parent or guardian is as follows:

- 1.** Authorization must be given by the custodial parent/guardian when the regular driver cannot pick up the child. We prefer this person to be on the emergency transportation form.
- 2.** If an emergency arises during the school hours and a note has not been given to the teacher at the beginning of the class session, we then ask that the parent call and speak directly to the Director or the classroom teacher giving authorization for the designated person to pick up the child.
- 3.** When a person unfamiliar to us picks up a child, we will ask to see their driver's license for identification.

## **F. EMERGENCY & ACCIDENT POLICY**

In the case of an emergency and/or accident, the school will follow the posted medical and dental emergency plan (summon emergency transportation, administer first aid, and contact parents). The school will complete an incident report form.

### **1. Serious Injury**

In the event of a serious incident, illness, or injury, the following procedures will take place:

- a.** Staff member will summon emergency transportation (911)
- b.** Administer first aid
- c.** Contact parent/guardian
- d.** Children will be released to parent/guardian as they arrive.
- e.** If child is transported to an emergency facility, the Director will accompany the child and remain with the child until parent/guardian arrives.

### **2. Loss of Heat, Power, Water**

In the event the school had loss of power, heat, or water, the following procedures will take place:

- a.** Staff member will contact parent/guardian to pick up child.
- b.** Children will continue with regular activities

- c. Children will be released to parent/guardian as they arrive

### **3. Building Evacuation**

In the event that an evacuation of the building is needed (fire, bomb threat, threat of violence, natural disaster) the following procedures will take place:

- a. A warning is issued by a staff member
- b. Staff member does a head count and gets the attendance book.
- c. Staff members and children evacuate the building to the far SE corner of the church parking lot.
- d. Staff member calls the fire department
- e. Staff members call parent/guardian for pick up
- f. Staff members remain with children until the last child has been released to the parent/guardian.
- g. We will follow the recommendation of the emergency personnel as to whether to stay in this location or move to our secondary location.
- h. If directed to move to secondary location, the Bay Village City School district will transport the children and staff by bus to the Bay Village Middle School/Community Gym.
- i. Staff members will remain with the children until the last child has been released to the parent/guardian.

## **G. SAFETY & TRANSPORTATION POLICY**

In every instance this school takes as its first responsibility the health and safety of each child. Problems that arise can be minimized by the application of the following principles:

- 1. Anticipation - anticipate possible hazards and take necessary precautionary and preventative measures.
- 2. No child shall ever be left alone or unsupervised. Reasonable and adequate supervision is the most important factor in the prevention of accidental injury.
- 3. Our school's policy governing arrival and departure of children so that a child care staff member is aware of each child's presence at the school is:

- a. For arrival:** Parent brings child to classroom door and the teacher checks name and time in role book.
- b. For departure:** Teacher takes child to classroom door and parent receives child. Dismissal time is marked in the role book.

**COVID-19 Response:** At this time, arrival and departure will take place curbside. Preschool staff will escort students to/from the classroom. Symptom checks and temperature checks will be taken upon arrival. Children will only be allowed out of the car when a temperature of less than 100 degrees is recorded. Any child with a fever may not return to school until the fever has been gone for 24 hours without fever reducing medication.

- 4.** Our school has immediate access at all times to a working telephone.
- 5.** The doors to the classrooms are locked at all times, and our preschool entrance is locked during class time hours (main entrance is open).
- 6.** Our school has a monthly fire drill at varying times each month.
- 7.** A record of fire drills is available at the school.
- 8.** Our school has a fire emergency and weather alert plan posted in each classroom which explains action to be taken and staff responsibilities in case of fire emergency or weather alerts and diagrams showing evacuation routes.
- 9.** In the event that a child needs emergency transportation, 911 will be called.
  - a.** The preschool will not transport a child to an emergency facility if the parent refuses to grant consent for emergency transportation.
- 10.** When an accident or injury occurs, the school completes an incident report and a copy will be given to the parent/guardian.
- 11.** Use of spray aerosols shall be prohibited when children are in attendance at the school.
- 12.** A childcare staff member shall immediately notify local public children services when the childcare staff member suspects that a child has been abused or neglected.

- 13.** Any custodial parent or guardian of a child enrolled in our school shall be permitted unlimited access to the school unless there is court documentation limiting access to the child.
- 14.** The preschool will only administer medication that has been approved by the parent, and all appropriate forms required by the state are completed and on file at the center. Children are not permitted to carry their own medications or ointments.

## **H. IMMUNIZATIONS**

The following immunizations are required and must be kept up-to-date. The child's physician must notify the Preschool in writing, as additional immunizations are given. Exceptions to immunization requirements must be noted, signed and dated on the JFS 01305 form by parent/guardian of child.

- 1.** Diphtheria, Tetanus, Pertussis - 4 or 5 shots (2, 4, 6 & 15 months and 4 years)
- 2.** Hepatitis B (Hep B)
- 3.** Hemophilus influenza type b (HIB)
- 4.** Measles, Mumps, Rubella (MMR)
- 5.** Polio
- 6.** Varicella Zoster (chicken pox)
- 7.** Hepatitis A

## **I. COMMUNICABLE DISEASE POLICY**

- 1.** The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures.

This review shall be given to each new employee and discussed periodically at staff meetings.

No staff member shall attend the school if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

- 2.** A staff member is available to observe all children upon entering their group. The school will notify the parent or guardian when a child has been observed with the signs and symptoms listed on the communicable disease chart. This chart is posted in the Preschool office.

- 3.** A child who has been suspected of communicable disease shall be provided with a cot and blanket and isolated in Director's office. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised.
- 4.** Re-admittance to school of any child who has been ill or who has been discharged to the parent due to illness:
  - a.** A verbal interview with the parent and inspection of child.
  - b.** If child has chicken pox, he may return to school after all blisters have developed scabs. All scabs do not need to be gone.
  - c.** Mumps - all swelling must be gone. If the child has only had them on one side, he must wait 24 hours to see if the other side swells.
- 5.** Parents of other children in the school will be notified of exposure to communicable disease by notices sent home from the school.
- 6.** The school does not administer any medications, vitamins, special diets, or fluoride supplements. If there is an exception to this policy, then the prescribed A.D.H.S. form 1217 would need to be completed and reviewed by the administrator.
- 7.** We will observe a child with minor cold symptoms or who does not feel well enough to participate. If this child's condition worsens, we will isolate child and call parents.
- 8.** A child who becomes ill during the day shall be released to his parents as soon as possible. If the custodial parents or guardian is not able to come to the school to take charge of an ill child, the school may discharge the child to the person who has been designated by the parent to take charge of the child.
- 9.** We will isolate and send home any child with:
  - Diarrhea (more than one time)
  - Severe coughing (whooping) (red/blue face)
  - Difficult or rapid breathing
  - Yellow skin or eyes
  - Conjunctivitis (pink eye) – redness of eye, discharge, matted eye lashes, itching, burning
  - 100 degree temperature
  - Infected skin patches
  - Dark urine/grey or white stool

- Stiff neck with elevated temperature
- Unusual spots or rashes
- Sore throat/difficultly swallowing
- Vomiting
- Lice, scabies or other parasites

The Director will decide decisions regarding discharging a child. If the Director is unavailable, the teacher may make the decision.

## **COVID-19 SYMPTOMS**

Help prevent the spread of COVID-19

You may have COVID-19 if you experience one or more of the following:

- Fever or chills.
- Cough.
- Shortness of breath or difficulty breathing.
- Fatigue.
- Muscle or body aches.
- Headache.
- Loss of taste or smell.
- Sore throat.
- Congestion or runny nose.
- Nausea or vomiting.
- Diarrhea.

Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

## COVID-19 RESPONSE

Staff and students will have temperature checks upon arrival to school. No staff or student will be permitted in the building with a temperature of 100 degrees or higher.

*Work on wording...*

- *ADD HERE: What will happen if children, staff, family members test positive*
- *ALSO ADD HERE: What will happen if state mandated closure? (Online classes, tuition reimbursement?)*
- *ADD: Re-admittance policy*

### J. DISCIPLINE POLICY

The attitude and atmosphere of this school shall be one of love and acceptance. The needs of each individual child shall be met as nearly as possible. Activities shall be planned that take into consideration their needs and preferences.

**Rule Number One** - *Prevent trouble before it starts!*

However, if a child loses his composure the teacher may hold him on her lap or have him sit on a chair until he has regained his self-control. Care will be taken not to isolate any child.

For a truly disruptive child, an additional staff member would be added to the classroom until the problem could be worked out. At no time will any child be subjected to corporal punishment or any other abuse, verbal or otherwise.

The ultimate goal of discipline is self-control, making it possible to direct one's own behavior, realistically and with integrity. As we work with children we try to help them take steps toward responsible self-direction.

A parent/teacher conference would be scheduled to discuss any continuing problems a child might have. Parents and teachers working together often resolve school problems very easily.

Sometimes we recommend that the family seek professional consultation and in rare instances, if a situation cannot be resolved, we would recommend, by mutual agreement between parent and school, that child be withdrawn from school. One month's payment will be refunded if this situation should occur. For other situations of students withdrawing, refunds will not be given.

### III. ELIGIBILITY AND CLASS SIZE

#### A. TWO-AND-A-HALF YEAR-OLD CLASS

For admission into our two ½ year-old program, a child must be 30 months by September 1 of the current school year. The class is usually limited to 10 children supervised by two teachers and a helping teacher who assists the class. A child does NOT need to have mastered toileting to enter this class.

This may be your child's first experience in a classroom setting: there are many new things to learn. Our curriculum for this class is designed so that each child will develop and grow stronger in the following areas: separation from parents, managing self-care (toileting, washing hands, etc.), self-control, responsibility, listening, sharing, following directions, and developing appropriate attention span. Your child will be introduced to colors, shapes, counting, and early literacy skills. A variety of music, movement, stories, finger plays, and rug time activities will aid in this development. Children will play in our gross motor room daily where large muscle coordination will be practiced. Riding and push toys are available, as well as a slide, tunnel, basketball hoop, and an assortment of climbing equipment. Weather permitting, the outdoor play area will be used.

Once a week, children will attend a 10 minute HIS-Story Time. A child's growth can be divided in many ways: social, emotional, physical, intellectual and spiritual. We believe that all areas need to be met, with spiritual growth being the heart of it all. We want God's Big Story (the Bible) to shape their lives. We want kids to know the story AND the Author.

#### Staff to Child Ratio

1 to 5

Group size 10

**COVID-19 RESPONSE:** 1 to 6

Group size 6

State requires 1 to 6

## **B. THREE-YEAR-OLD CLASS**

For admission into our three-year-old program, a child must turn three by August 1 of the current school year. The class is usually limited to 10 children supervised by one teacher and a helping teacher who assists two "three's" classes.

This may be your child's first experience in a classroom setting: there are many new things to learn. Our curriculum for this class is designed so that each child will develop and grow stronger in the following areas: separation from parents, managing self-care (toileting, washing hands, etc.), self-control, responsibility, listening, sharing, following directions, and developing appropriate attention span. Your child will be introduced to colors, shapes, counting, and first name and letter recognition. A variety of music, stories, finger plays, and rug time activities will aid in this development.

Children will either play in our gross motor room where they can develop their large muscle coordination, or The ROCK; our outdoor classroom. The ROCK is where they will spend time playing and exploring in various activity areas giving them an opportunity to reconnect with nature.

Once a week, children will attend a 20-30 minute HIS –story time. A child's growth can be divided in many ways: social, emotional, physical, intellectual and spiritual. We believe that all areas need to be met, with spiritual growth being the heart of it all. We want God's Big Story (the Bible) to shape their lives. We want kids to know the story AND the Author.

### **Staff to Child Ratio**

1 to 11

Group size 11

**COVID-19 RESPONSE:** 1 to 9

Group size 9

State requires 1 to 12

## **C. FOUR-YEAR-OLD CLASS**

For admission into our four-year-old class, a child must turn four by August 1st of the current school year. The "four's" class is limited to 20-24 children supervised by two teachers and one helping teacher.

Our four-year-old program is designed to expand on what was learned in the three-year-old class. We will continue to develop your child's social and

emotional growth: sharing, playing with others, following directions and rules, cooperation, participation, listening, self-control, increased responsibility, appropriate play, and developing appropriate attention span.

The framework of our academic curriculum is based on the Early Learning Content Standards from the Ohio Department of Education. Before entering kindergarten, your child will be introduced to language arts, mathematics, science and social studies. Through finger plays, stories, songs and rug time activities your child will continue to grow in letter and number recognition. Counting, one-to-one correspondence, sequence of events, and calendar (days of week, seasons, months, year) will be part of the curriculum. Your child's class will focus on a letter and number weekly, focusing on recognition of upper and lower case letters and the sounds each letter makes. Fine motor development is continued with cutting, zipping, proper holding of crayon/marker, and printing.

Children will either play in our gross motor room where they can develop their large muscle coordination, or The ROCK; our outdoor classroom. The ROCK is where they will spend time playing and exploring in various activity areas giving them an opportunity to reconnect with nature.

Once a week, children will attend a 20-30 minute HIS –story time. A child's growth can be divided in many ways: social, emotional, physical, intellectual and spiritual. We believe that all areas need to be met, with spiritual growth being the heart of it all. We want God's Big Story (the Bible) to shape their lives. We want kids to know the story AND the Author.

### **Staff to Child Ratio**

1 to 7

Group size 20

1 to 8

Group size 24

**COVID-19 RESPONSE:** 1 to 9

Group size 9

State requires 1 to 14

#### **D. FOUR-AND-MORE CLASS**

This class is designed for older 4's and early 5's. A child must turn 5 by December 1<sup>st</sup> of the school year to be eligible for the class. The Four and More class is limited to 20-22 children with two teachers and one helping teacher.

This class consists of older three's coming from the three-year-old class and younger four's coming from the four-year-old program. The units/themes covered in this class differ from that of the 4's so there is not a repeat for those who were in a four-year-old class. The curriculum is similar to the four's in that we prepare all the children socially, emotionally, physically, and intellectually for kindergarten. Concepts (social, emotional, and academic) that were covered in either the 3's or 4's will be enhanced. The framework of our academic curriculum is based on the Early Learning Content Standards from the Ohio Department of Education. Before entering kindergarten, your child will be introduced to language arts, mathematics, science and social studies. Through finger plays, stories, songs, and rug time activities your child will continue to grow in letter and number recognition. Counting, one-to-one correspondence, sequence of events, and calendar (days of week, seasons, months, year) will be part of the curriculum. Your child's class will focus on a letter and number weekly - focusing on recognition of upper and lower case letters and the sounds each letter makes. Fine motor development is continued with cutting, zipping, proper holding of crayon/marker, and printing.

Children will either play in our gross motor room where they can develop their large muscle coordination, or The ROCK; our outdoor classroom. The ROCK is where they will spend time playing and exploring in various activity areas giving them an opportunity to reconnect with nature.

Once a week, children will attend a 20-30 minute HIS-Story time. A child's growth can be divided in many ways: social, emotional, physical, intellectual and spiritual. We believe that all areas need to be met, with spiritual growth being the heart of it all. We want God's Big Story (the Bible) to shape their lives. We want kids to know the story AND the Author.

### **Staff to Child Ratio**

1 to 7

Group size 20

1 to 8

Group size 24

**COVID-19 RESPONSE:** 1 to 9

Group size 9

State requires 1 to 14

### **E. MGM...MUSIC, GAMES, AND MORE**

MGM is an "optional" additional day for those students currently enrolled in our 4's or 4 & More program. It is a 12 week class offered one day a week

in the winter. The primary focus of the class is on music, games, crafts, science, and cooking. The children will cover a different topic/theme each week. Past units have been camping (set up a real tent, go “fishing” and hike on trails), Dr. Seuss/Green Eggs and Ham (cook green eggs/ham and compare to regular eggs, graph the likes and dislikes), opposites (wear opposites that day, and all activities are backwards)—these are just a few.

**COVID-19 RESPONSE:** Unless current state / department of health guidelines change, MGM will be postponed or canceled for the 2020-21 school year.

### **Staff to Child Ratio**

1 to 7

Group size 15

State requires 1 to 14

## **II. DAYS AND HOURS OF OPERATION**

### **A. TWO-AND-A-HALF-YEAR-OLD CLASSES**

AM	Wed	9:00 – 11:30
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### **B. THREE-YEAR-OLD CLASSES**

AM	Mon, Tue	9:00 – 11:30
	Thu, Fri	9:00 – 11:30
	Mon, Tues, Wed	9:00 – 11:30
	Wed, Thurs, Fri	9:00 – 11:30
PM	Mon, Tue, Wed	12:30 – 3:00

### **C. FOUR-YEAR-OLD CLASSES**

AM	Mon, Tue, Wed, Thu	9:00 – 11:30
PM	Mon, Tue, Wed, Thu	12:30 – 3:00

### **D. FOUR-AND-MORE CLASSES**

AM	Mon, Tue, Wed, Thu	9:00 – 11:30
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**E. MGM: Music, Games, and More**

**Meets 1 Day a Week for 12 Weeks**

PM	Thu	12:30 – 3:00
AM	Fri	9:00 – 11:30

## II. Fees and Forms

### A. REGISTRATION

A completed on-line registration and fee must be received in order to assure a place for your child. This fee is not refundable.

Before your child starts school in the fall, parents are asked to complete several State required forms.

Due to State Licensing Regulations these forms must be on file by the first day of school. Be sure they are filled out completely. This is for your child's safety and well being.

### B. TUITION

Below is the tuition schedule. The first payment is due July 1<sup>st</sup> and is NOT refundable. Special arrangements concerning payments may be worked out privately with our treasurer. The tuition covers classroom expenses, insurance and special events.

- 1<sup>st</sup> payment due: July 1<sup>st</sup> (non-refundable)
- 2<sup>nd</sup> payment due: August 31<sup>st</sup>
- 3<sup>rd</sup> payment due: September 30<sup>th</sup>
- 4<sup>th</sup> payment due: October 31<sup>st</sup>
- 5<sup>th</sup> payment due: November 30<sup>th</sup>
- 6<sup>th</sup> payment due: December 31<sup>st</sup>
- 7<sup>th</sup> payment due: January 31<sup>st</sup>
- 8<sup>th</sup> payment due: February 28<sup>th</sup>
- 9<sup>th</sup> payment due: March 31<sup>st</sup>

Sometimes situations occur where by mutual agreement between parent and school, that child be withdrawn from school. One month's payment will be refunded if this situation should occur.

For other situations of students withdrawing, refunds will not be given.

**COVID-19 RESPONSE:** If school must close due to COVID-19 prior to opening day (September 14<sup>th</sup>) the 1<sup>st</sup>/2<sup>nd</sup> payments will be refunded.

**ADD:** School / Class closures during the year?????

### **III. DAILY CLASS SCHEDULE FOR PRESCHOOL: 2 ½ HOUR CLASS TIMES**

(This will vary by class)

<b>15 minutes:</b>	good-bye to parents, hello to teacher and introduction
<b>40 minutes:</b>	self-directed free play time (art, table toys, blocks, crafts, sand and water table, drama and house keeping)
<b>50 minutes:</b>	group activities (story time, lesson/rug time, music, calendar, science, His Story time)
<b>20 minutes:</b>	clean up, bathroom time, snack time
<b>20 minutes:</b>	self-selected large muscle activities (bikes, scooters, climbing, balls)
<b>5 minutes:</b>	ready for home (coats, school bags, good-byes)

We do not participate in outside field trips or swimming. Due to class time being 2 ½ hours, we do not have nap or resting time.

#### **SCHOOL CALENDAR:**

Visit [www.bpcpreschool.org](http://www.bpcpreschool.org) to view the annual school calendar. This calendar will give you dates for holidays and preschool events.

The preschool will follow the Bay Village City Schools during inclement weather. Please check the TV stations; when Bay Schools are closed due to weather, the preschool will be also.

## **IV. FACILITIES AND EQUIPMENT**

Our school enjoys excellent physical facilities. The classrooms are large, bright and equipped with a wealth of preschool equipment and supplies.

Upstairs there are large tricycles, and several types of climbing and sliding toys. In warm weather we take the children outdoors for walks and games. Each class will have indoor or outdoor gross motor time daily.

We also have an outside classroom where the children will spend time playing and exploring in various activity areas. This classroom, THE ROCK, gives children and opportunity to reconnect with nature. This space will not be used during cold winter months, rain, thunderstorms or extreme heat/humidity.

**COVID-19 RESPONSE:** All classroom spaces and equipment are cleaned thoroughly after each class usage. Facilities and equipment are sanitized using hospital grade product.

### **SNACKS**

Each school day the school serves a small snack consisting of water and a variety of crackers, pretzels or cookies. The preschool is a peanut-free school and will not serve any food that contains peanuts or food that is manufactured/ processed in a facility that has nuts.

During children's Special Days and Holidays your child's class will enjoy a snack provided by the parents. For any child with food allergies, we will work very closely with the family to ensure the snack provided is appropriate. If there is a concern, another snack may be brought in for that child.

**COVID-19 RESPONSE:** Teachers will wear gloves and distribute snacks and water to prevent the spreading of germs. Children will not be sharing snack, water pitchers, plates, etc.

## **V. SPECIAL SERVICES**

It is our goal that each child who completes our program will have had a successful experience and develops a love for school. We are a Christian school and while we encourage all families to attend, we are not a therapeutic school and do not have staff to provide special services. Because of this, it is preschool policy that any child diagnosed on the autism spectrum to be observed by the director of the school before being accepted into our school program. If it is determined that the needs of the child can be met, we will request that the child start the school year with an aide. This aide will be provided by the family and must work in the special needs/autism field. Through out the school year we will meet as a team (teachers, parents, and aide) to discuss goals for the child. If

during the year we feel the goals are being accomplished and an aide is no longer needed, we will then move in that direction. There may be times when the needs of the child are greater than anticipated and the learning environment is not a good match. At this time, we will discuss with the parents other school options.

## **VI. CAR POOLS AND PARKING**

Car pools are convenient and economical. They can also be very exciting and even frightening for some children. Many parents enjoy driving their child to and from school and use the time together as a sharing and "together time".

We do not have a "pull-up drop off" policy. We ask that you please accompany your child to the door of their classroom. This special time in the hallway is a wonderful opportunity for you to meet the other parents and children in your child's class. It is especially nice knowing the children and parents when your own child wishes to make a play date. We encourage "relationships" here at our preschool: not only between teacher and child, but also parents with teachers, parents with parents, children with parents, and children with children.

Whether you're a car pool driver or an individual parent driver, please take time to check the bulletin boards for lesson plans and notices. It's also a good time for a quick remark to the teacher about an important happening that could affect the child's day. We appreciate seeing parents often and feel that this daily connection is an important part of preschool.

Preschool parking is in the east lot off of Lake Road. Please use this parking lot and entrance when coming to school. The East Entrance doors (Preschool) will be locked during class-time hours. They will lock 15 minutes after classes begin, and open again 15 minutes before classes dismiss. The Main entrance of the church is always open, so please use those doors during class time.

**COVID-19 RESPONSE:** Best practices have required us to implement curbside drop off and pick up. We cannot encourage car pools at this time as it would allow "mixing" of groups. Our Two and a Half year old classes and Fours classes will enter/exit at the Children's Entrance (south side of building). The Threes classes will enter/exit at the Preschool East Entrance.

## **VII. DRESS**

We ask each child to bring a school bag for his art work and projects. We suggest the school bag be large enough to fit a 12 by 14 piece of paper and have zipper closure rather than button or snaps. Please put your child's name on their school bag.

School dress is work-play clothes and rubber soled shoes. The children can slip on the climbing toys without. Tennis shoes are best. We ask that crocs, high heels, and slip-ons not be worn to school.

All outer wear needs to be labeled - sweaters, coats, hats, mittens, boots - everything! Sometimes several children have similar hats, boots, etc. and it can get very confusing for everyone. Please choose coats and boots the children are able to manage easily. They love it when they can dress themselves - "All by myself."

We do supply paint smocks for messy painting projects but preschool children sometimes get very creative. It's better if they don't have to worry about their clothes getting dirty.

## **VIII. SPECIAL EVENTS FOR CHILDREN/FAMILIES/PARENTS**

### **F. CELEBRATION OF HOLIDAYS AND PARTIES**

Preschoolers enjoy Holiday parties in an especially delightful way. Simple parties are best and the children help plan and carry out their own celebrations. Our school does not celebrate Halloween with costumes, but rather with a special treat, carving of a pumpkin, and fun games. Christmas is celebrated with many songs, crafts, and the dramatization of the Nativity Story. Our Four/Five's classes present a Christmas concert for parents and guests.

Sometimes parent(s) are asked to help with refreshments. There will be notices sent home concerning each holiday. Certainly each family's traditions are respected. If a family chooses for their child not to participate in a particular holiday ritual, we would understand and support your decision in any conversation with your child.

## **G. SPECIAL DAYS**

Each child will celebrate a “special” day. This day may or may not coincide with the child’s actual birthday. The teacher will assign, or have you choose when your child’s “special” day will be. For this day, the child will provide the class with a “special” snack and juice. Your child will also have “special” jobs and have “special” songs sung to them. This is a very exciting day for your child.

In our 4 and 4 & More classes we invite two guests to come to school with the “special” day child. You will have an opportunity to play with your child and participate in all the daily activities. Our 3 year olds enjoy their special day the same way as the 4 and 4 & More, but with no guests; this is something the children can look forward to for the next year.

**COVID-19 RESPONSE:** All students will have a special day, but depending on state guidelines/best practices at the time, a guest may or may not be allowed in our 4’s classes.

## **H. PARENT/FAMILY EVENTS**

Several times during the year we will have parent/family events. These have always been well received and give us an opportunity to show you more of our school. Some of these events might include Dad's Day, Mother’s Program, Pizza Night, Pajama Jam, Open House, or special speakers sponsored by our school. If needed while in our building, we offer a private space in our church infant nursery for mother’s to breastfeed and/or pump breast milk.

**COVID-19 RESPONSE:** Depending on state guidelines/best practices, these events may be postponed or modified.

## **IX. PARENT/FAMILY MINISTRIES AND PROJECTS**

### **A. MAKE-A-CHANGE MEMORIAL**

This memorial was established by the preschool in 2007 in memory of one of our dear students, Maria McNamara. Maria was enrolled here at our preschool from 2003-2005. On April 1, 2006 Maria was diagnosed with a brain tumor known as a glioma. She was given 10-12 months to live. On July 14, 2007, Maria died at the young age of 7. Our goal is to raise money-- "change", for the Prayers From Maria Children's Glioma Cancer Foundation. To learn more about childhood gliomas and/or the foundation, please visit [www.PrayersFromMaria.org](http://www.PrayersFromMaria.org).

### **B. SHOE BOX MINISTRY**

During the holiday season, your child's class will participate (on a volunteer basis) in a "shoe box" ministry. Our school is very blessed to be partnering with a small school on the near West Side of Cleveland for this project. The idea of this program is to fill a shoe box with both essential and non-essential items. The box will then be wrapped and delivered to the school. It is our hope that through this ministry, your child will learn just a little bit more about the gift of giving and the gift of love. We feel this is a wonderful way for children to learn that giving does not only bring joy to those who are receiving the gift, but also to those that give.

### **C. MOPS (MOTHERS OF PRESCHOOLERS)**

We are affiliated with over 1200 chapters all over the world in an outreach program sponsored jointly by Bay Presbyterian Preschool and Bay Presbyterian Church Family Life Ministries. Meetings are twice a month on Monday mornings from 9:30 to 11:30 a.m. in Auburn Hall. Evening times are also available. The format includes a lesson, small group discussions, optional crafts, refreshments and childcare. Speakers also are included. Evening MOPS is also available.

Preschool moms find the support of their own peers and network together. A mentor or Titus mom helps organize and teach lessons relating to parenting.

Cost is minimal and childcare is provided. Please consider joining us! If you have questions, please call Bay Presbyterian Church (440-871-3822).

## **D. BAY PRESBYTERIAN CHURCH FAMILY LIFE MINISTRY**

We love children and look forward to meeting yours! Children in our care are treated with love and respect. We consider it a privilege to partner with parents in raising children who know, love, and share the Lord.

### **1. Babies**

Child Care is available Sundays for infants through children aged 2.5 years during the 9:00 and 11:00 worship hours.

### **2. Preschool Children**

Ministry with preschool children takes place on Sunday mornings during the 9:00 and 11:00 worship hours. Our experienced team of staff and volunteers model Christ's love and help children know, love and share the Lord. Activities and experiences are developmentally appropriate. We use Bible stories and music to teach kids eternal truth. Babies, Toddlers, and Preschoolers call this space, "Downtown."

### **3. Elementary School Children**

Ministry with elementary children takes place on Sunday mornings upstairs in the East Wing at both the 9:00 and 11:00 hours. We call this cool place for kids "UpStreet." UpStreet emphasizes worship, large group teaching and small group fellowship. Studying God's Word and learning to talk with Jesus gives us the power to take initiative, show respect, understand our uniqueness and offer peace to others. Our experienced team of staff and volunteers model Christ's love and help children know, love and share the Lord.

### **4. Special Needs Ministry**

**WHO:** Children and adults, ages 1-102, whether diagnosed with special needs or not, who need assistance in being able to fully participate in the life of the family of faith.

**WHAT:** Individual support to know, love and share the Lord.

**WHEN:** Every Sunday morning, during weekday programs, quarterly Respite events. Children's classes held at both the 9:00 and 11:00 hours. Adult classes at 9:00 only.

**WHERE:** Wherever there is a need.

To learn more about our programs and events, visit [www.baypres.org](http://www.baypres.org)

## **XI. WHAT'S GOING ON IN THERE?**

### **A. QUESTIONS**

If you are puzzled by anything concerning our schedule, certain activities, or if you desire to have a talk with your child's teacher, please feel free to phone. There are regularly scheduled teacher/parent conferences during the year but we know a parent needs to talk at other times too. We feel a responsibility to keep you informed and knowledgeable.

Should your child begin asking questions in school about subjects which concern him but are difficult to discuss because of each family's interpretation, we will call you. Some of these questions could be: "Where do babies come from?" "What happens when you die?" "Is Santa going to come down my chimney?"

We will, with your permission, talk with your child about any subject that seems to be concerning him. We do respect, though, the family's own traditions, and will if possible, support the parent in helping the child understand more about his body, the cycle of life, cultural traditions and the many questions children face and begin to deal with in their preschool years.

### **B. TOILETING**

With the exception of our Two and a Half year olds, children should be toilet trained before entering school. If they have not completely mastered toilet training, we would expect that they have control during the time they are in their classroom. Our school is not licensed to change diapers. We realize, however, that there are times a child may have an occasional accident because toilet mastery is an ongoing process.

Some children are reluctant to use our bathroom facilities. We will help all we can. It is a long process for some children. We cannot, due to our facilities, give total privacy in the bathroom, but will try to cooperate if your child needs to be alone.

We would hope your child would wear clothes he can manage alone and if he needs to have a bowel movement, that you have taught him to clean himself. He'll feel better if he can manage alone. If you think extra clothing might be necessary, just put it in a plastic bag, label the bag, and send it to school.

### **C. Conferences**

Twice a year, parents and teachers have time to talk about their child's progress in school and how they are adapting to the school environment. The first is a phone conference usually held in late November. The second conference is face-to-face, held in the spring. The spring conference is when the teacher will go over their formal assessment of the child and

report all findings to the parent. Results are not sent to the Department of Job and Family Services, but will be kept on file at the school for one year.

#### **D. CONSULTATION HELP**

We are fortunate to have an excellent child therapist readily available for assistance should a crisis arise. Sometimes preschoolers need help with a major change in their lives - a new baby, a move, a death - the right words to say to a child are so important in a time of confusion.

We feel that it is very important for you as a parent to keep us informed of changes in your normal family routine. We can do a much better job if we can respond knowledgeably to a child's questions and help him feel that his teachers care about him and respect him.

#### **E. HOW YOU CAN HELP YOUR CHILD AT HOME**

An 8:30 (or earlier) bedtime does wonders. Your child will feel rested and ready to learn at school.

Protect your child from over stimulating TV and movies. Your 3, 4, or 5 year old is just beginning to grapple with the concepts of death and separation. Graphic TV shows (even the 6:00 news) can be very troubling to your preschool child.

Your child's favorite out-of-school activity is just being home with you. We all struggle with the wealth of preschool activities offered in our area. Let your child show you how much is enough.

Giving your child a few simple responsibilities such as hanging up their jacket or setting the table will allow your child to gain independence and responsibility. This will carry over into the school setting.

### **XII. STAFF**

Our staff, like our school, is licensed. Each lead teacher has one or more of the following: a college degree from an accredited college or university, an early childhood education certificate or associates degree, or at least 3 years experience working in a licensed child care center. Our staff regularly attends a variety of in-service training programs to continue their knowledge in child development. These teachers are people who have a wonderful gift for understanding and nurturing children during these very important developmental years.

Our staff takes its job very seriously. Many, many hours go into planning a quality program for each child that will help shape his attitude towards himself and his place in society for the rest of his life.



