



Bears

Preschool

Beginning Education And Readiness School

Parent Handbook

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Beginning Education and Readiness School (B.E.A.R.S.) is licensed by the State of Ohio through the Ohio Department of Job and Family Services (ODJFS).

B.E.A.R.S. Mission

Our mission is to provide early childhood education and development to children between 2 1/2 and 5 years of age in a professional, loving, Christian setting.

B.E.A.R.S. Philosophy

B.E.A.R.S. is a preschool that believes in developing a balanced foundation of spiritual, social, intellectual, emotional, and physical aspects for each unique child to reach their greatest potential.

B.E.A.R.S. Class Offerings, School Hours, and Hours of Operation

- ★ **CUBS** (2 ½ years old) Monday/Tuesday OR Wednesday/Thursday 9:00-11:30 am
- ★ **PANDAS** (3's) Monday & Tuesday 9:00-11:30 am
- ★ **KOALAS** (3's) Wednesday, Thursday & Friday 9:00-11:30 am
- ★ **TEDDY BEARS** (4's) Mondays, Tuesdays, Wednesdays & Thursdays 9:00-12:30 pm
- ★ **POLAR BEARS** (Pre-K/5's) Mondays, Tuesdays, Wednesdays & Thursdays 9:00-1:00 pm

- ★ **LUNCHIN' LITTLES** Optional Sack Lunch Program for Panda & Koala classes.
(Additional fee)

Calendar

B.E.A.R.S. follows the Upper Arlington School calendar for scheduled Holidays off and Weather-related closings/delays. Our current school year calendar is available on B.E.A.R.S. website at www.bearspreschool.org.

Curriculum

B.E.A.R.S. Preschool is pleased to offer a variety of classes to meet the needs of your preschooler. Our curriculum focuses on encouraging learning and growth within a structured and loving environment. Both the intellectual and emotional well-being of your child is very important to us. To that end, we fill their days with learning and play, books and stories, arts & crafts, and music and song. The objective of B.E.A.R.S. curriculum is to assist in the development of self-discipline, self-confidence, and self-esteem.

The Polar Bear class is intended for the child who wants or needs the gift of an extra year of preparation and readiness before attending kindergarten. This pre-kindergarten program utilizes a themed approach, integrating a developmentally appropriate curriculum designed to

meet the learning goals of each child. Literacy is developed with both whole language and a phonetic approach. Number sense is supported with manipulatives. Other math concepts, science, and social studies are integrated into our themes throughout the school year. An important goal in this class is to encourage students to learn new skills both independently and/or collaborating with classmates while accomplishing tasks and routines throughout the day; similar to what will be expected of them in kindergarten. **Must be 5 by 12/31.**

The Teddy Bear curriculum has been designed to meet the individual needs of the four-year child while working toward kindergarten readiness. This 4-year-old class focuses on cognitively mastering the alphabet, becoming familiar with sounds and blends, and beginning to formulate small words to set a foundation for early childhood literacy. Problem-solving including simple addition and subtraction is also a part of this program. This curriculum emphasizes learning to make good choices and taking social risks along with the structure to foster independence and learning.

Must be 4 by 9/30.

The Panda/Koala curriculum offers a happy and positive atmosphere for three-year-olds to learn and grow. The curriculum focuses on social/emotional development, fine motor skills, respect, kindness, listening, and following directions. Children thrive in a structured setting and by giving them security in their environment and praise for their good choices the children feel comfortable about exploring and learning. Our goal is to instill a love of learning and school.

Must be 3 by 9/30 and potty trained.

The Cubs curriculum is designed for the two-and-one-half-year-old child. This is typically a child's first preschool experience. The curriculum at this level is designed to ease your child into the school experience. Learning to follow directions and moving from parallel play to interactive play, as well as comfortably separating from parents are goals at this level. **Must be 2 by 3/31 preceding fall entry.**

Class Age Requirements

Cubs must be age two by March 31 preceding fall entry.

Pandas/Koalas must be age three by September 30.

Teddy Bears/Golden Bears must be age four by September 30.

Polar Bears must be age five by December 31.

Enrollment

B.E.A.R.S. yearly registration begins in February via our website www.bearspreschool.org. Along with the online form, BEARS requires a non-refundable registration fee of \$55 for the first child and \$70 for 2 or more children. Once complete registration has been processed, parents will be contacted by email regarding the status of their enrollment. Children are placed in

classes according to age. Enrollment is limited, and registration is accepted on a first-come-first-served basis. NO early registration is accepted, and a minimum number of students are required to run each class.

Current Families: Please see the Director with any questions regarding the Polar Bear age requirement before registration begins.

Required Forms

The Health and Enrollment Form and the Child Medical Statement are ODJFS LICENSING REQUIRED forms.

The Health and Enrollment form must be filled out completely, answering every question or writing Not Applicable (N/A.) ODJFS requires this form to be on file at B.E.A.R.S. **BEFORE** the first day of school or your child will not be able to attend. In the best interest of the child, BEARS will not provide childcare services to children whose parents refuse to grant authorization for emergency transportation. Please let the director know if you have any changes to the information listed on this form to maintain updated contacts.

The Child Medical Statement must be on file within 30 days of the first day of school or the child will NOT be able to attend. The date of the exam listed is valid for 13 months and then expires, at which point an updated Medical Statement will be required. The director will remind you when a new statement is due.

Staff/Child Ratios and Maximum Group Size

B.E.A.R.S. Preschool will not exceed ODJFS licensing guidelines for staff/child ratios and when possible, we will keep our ratios below the ODJFS requirement. Staff/child ratio guidelines are posted on the BEARS bulletin board. Sufficient staff members will be physically present with the children to meet the ratio requirement. When possible, B.E.A.R.S. will utilize the ratios listed below:

<u>Age Group</u>	<u>Staff Member/Child Ratio</u>	<u>Maximum Group Size</u>
2 ½ year olds	1:8	16
3-year-olds	1:10	18
4-year-olds	1:12	21
5-year-olds (Pre-K)	1:14	28

The number of children in one group that may be cared for at any time defines the maximum group size. When an age group is combined, the ratio is based on the youngest age child in the group.

Brightwheel

B.E.A.R.S. utilizes the Brightwheel App for communication, attendance, photos, billing, and more. Once your enrollment is confirmed, you will receive an invitation to create a free Brightwheel account where you will be able to list names of your approved pick-ups, set up your online billing, and communicate with B.E.A.R.S. **Brightwheel is B.E.A.R.S. main source of communication** with parents, therefore, we ask you to turn on your notifications, so you don't miss a thing!

School Directory

Each year a class roster will be prepared and distributed to BEARS families. Each parent/guardian will indicate on their consent form whether or not they want to be included in their class directory.

Withdrawal/Suspension/Expulsion

Parents wishing to withdraw their child may do so at any time by contacting the Director. Tuition is charged as long as a child's name is on our rosters. A one-week notice is appreciated.

B.E.A.R.S. reserves the right to terminate a child's enrollment if the Director decides it is not in the best interest of the child and/or the school to continue enrollment (i.e., adjustment difficulties, illness, behavior, discipline problems, etc.). All care will be given to work through problems in the best interest of the child, parents, teachers, and classmates. However, if deemed necessary, BEARS reserves the right to suspend and/or expel a child.

Tuition/Fees and Payment Policies

An annual, non-refundable registration fee of \$55 for the first child and \$70 for two or more children is required for your registration to be considered complete. A child's registration form will not be processed until both the form and fee are received.

Monthly tuition payments are determined by dividing the total yearly tuition amount by the number of months school is in session (9). This creates consistency for the payments regardless of the number of days that school is in session each month.

Your child's last month's tuition deposit is required to be paid by June 15th, prior to the start of the school year, to hold your child's spot in their class. This deposit will be applied toward your May tuition. The Tuition Deposit is non-refundable, with the following exception: The Polar Bear tuition deposit is refundable, subject to approval, if a student withdraws from the class to enter Kindergarten.

Invoices are sent via Brightwheel. A fee of 2.9% will be added by Brightwheel to each invoice to allow our families the convenience of paying fees via credit card and/or ACH. A check may be sent in to pay tuition and fees.

Tuition Discounts Available:

B.E.A.R.S. offers **a multi-child discount** on your tuition. Receive 5% off your total bill if you have 2 children enrolled at BEARS at the same time, and 10% off your total bill when there are 3 or more children enrolled at BEARS at the same time.

B.E.A.R.S. offers **a paid-in-full discount**. You will receive 5% off your tuition if you pay your full tuition in advance. This 5% discount is based on 8 monthly payments, September through April. To guarantee your child's spot in a class, the May tuition payment still must be paid by June 15.

You may only utilize ONE of the available discounts. You may not combine the multi-child discount and the pay-in-full discount. Each month's tuition payment is due at the beginning of the month (thereby staying one month ahead).

B.E.A.R.S. current tuition rate is as follows:

CUBS	\$165/month
PANDAS	\$165/month
KOALAS	\$190/month
TEDDY BEARS	\$275/month
POLAR BEARS	\$420/month

Delinquent Accounts/Returned Checks

A fee of \$5.00 per week may be charged to your account if payment is not received by the due date. A \$30 fee will be charged for any returned checks due to insufficient funds. The parent will be required to pay in cash until all account balances are settled. Those with an outstanding tuition balance cannot be guaranteed a spot for their child/children the following school year.

LUNCHIN' LITTLES

1 day per week: \$32/month
2 days per week: \$64/month

SUPPLY FEE

Each B.E.A.R.S. family is required to pay an annual supply fee. The amount due is based on the class in which your child is enrolled. See below-

<u>CUBS</u> - \$55 per year	<u>TEDDY BEARS</u> - \$125 per year
<u>PANDAS</u> - \$55 per year	<u>POLAR BEARS</u> - \$135 per year
<u>KOALAS</u> - \$75 per year	

Morning Drop Off

Stop, Drop & Go (SDG) allows parents/caregivers to drop their child off at B.E.A.R.S. without having to park and get out of the car. This process helps with parking lot safety, and with less stress for the child and parent; and has the added benefit of allowing siblings to remain safe and comfortable in their car seats. Parents/Caregivers will pull their vehicle forward to the indicated SDG drop-off spots (in the back B.E.A.R.S. Parking Lot.) Beginning at 8:55 am our B.E.A.R.S. TEAM will be there to welcome the children, help them out of the vehicle and guide them to their classes. Parents then exit the parking lot, in a counterclockwise manner, without leaving the car.

Pick Up

Parents/Caregivers will meet their children for pick-up at their designated class location, shown on the map in your Open House Folder. B.E.A.R.S. Pick up process requires parents to park and walk to the appropriate location where children will be dismissed one at a time by their teachers. Please be prompt when picking up your child. Dismissal times are as follows:

CUBS/PANDAS/KOALAS - 11:30 am

TEDDY BEARS - 12:30 pm

POLAR BEARS - 1:00 pm

LUNCHIN' LITTLES - 12:00 pm

Under no circumstances should a child be dropped off outside of the building, left at the door, or left alone in a hallway or classroom. Children will only be released to persons whom the parents have authorized in Brighthwheel, or through direct communication with the teachers or Director.

Tardiness

Parents who pick up their children late will (at the discretion of the teachers):

1. Be given a written warning the second time they are late. Next step-
2. The parent will be charged \$5.00 after 15 minutes and \$1.00 per minute for every minute of tardiness thereafter. Teachers must report this to the Director and the family will be charged. Teachers who stayed late will receive this payment.
3. The above rule also applies to Lunchin' Littles

School Cancellations/Delays

B.E.A.R.S. will close school for bad weather when the Upper Arlington (UA) School District closes for that reason. If there is a school delay for UA Schools, B.E.A.R.S. will **cancel classes for both the morning AND afternoon sessions**. There are NO MAKE-UP DAYS for classes when the cancellation is due to weather. On these occasions, regular payment is still

required. In the event BEARS should need to close school when UA does not, parents will be notified via Brightwheel.

Daily Schedules

The daily schedule for each age group is flexible enough to provide adaptability when necessary but structured enough to provide predictability and structure for the children. We want your children to view their school as a safe and comforting place, where they know what to expect and when to expect it. A typical day includes the following and varies with each age group.

- Arrival
- Free Choice
- Clean-up
- Circle Time
- Large and Small Group Learning/Centers
- Big Muscle Time
- Snack
- Serendipity (2nd Circle)
- Dismissal

Free Choice - During this time, the classroom is set up with a variety of activities and centers from which your child can choose. This is a wonderful opportunity for children to make independent choices.

Clean up - Cleaning up the classroom after free choice is one of the ways children are taught responsibility and TEAM work. Everyone works together to accomplish this task.

Circle Time - This is a structured time when children practice their listening skills, taking turns, patience, and respect for others as the teacher takes attendance, reads stories, discusses the calendar, weather, and more. Circle time activities vary with each age group.

Large and Small Group Learning Centers - These groups are teacher-led and/or independent learning and are a wonderful way to teach and support growth in academics and social/emotional learning. Groups vary based on age group.

Big Muscle Time - This is the class time when your child gets to go outside to play and exercise their big muscles. If the weather is uncooperative, big muscle time will be held indoors.

Snack - The process for a snack is different based on the class. In general, Parents are asked to sign-up for a "week" to provide snacks for their child's class. This involves sending in a simple snack, water cups, and napkins.

Serendipity (2nd circle) - This "teacher's choice" activity can include reading books, floor activities, and group work.

Parent Participation and Conferences

We welcome parents/guardians to our classrooms. Please contact the director to schedule a time to "sit in" on a class. Throughout the year, parents will find various opportunities to visit

B.E.A.R.S., including our Teacher Meet & Greet, Donuts with Dad, Musical Programs, Parent-Teacher Conferences, Muffins with Mom, and more. On occasion, parents or guardians might be invited to help with special class projects. If a parent or guardian assists in a classroom, younger siblings should not accompany them to class. This will allow the parent or guardian to give full attention to the class.

At least one regularly scheduled conference will be held during January/February for children in our 3, 4, and 5-year-old classes. In addition, our staff will be happy to meet with parents at any point during the school year. Due to staff responsibilities and schedules, parents are asked to make an appointment with their child's teacher when it is necessary to engage in lengthy conversations. If parents or guardians have special concerns about their child's experience at school, it is recommended that they contact their child's teacher or the Director directly.

Please feel free to bring up concerns when they occur. Addressing issues when they are little can often prevent them from growing into bigger problems. We gladly accept suggestions and ideas regarding our school and encourage open communication between the parents and staff. Staff members fully realize that you are entrusting them with your little ones, and they want to work together with you as a team.

Assessments

B.E.A.R.S. Preschool does not conduct "Formal" assessments" and does not share child-level data with ODJFS pursuant to 5101:2-17.

Separation Anxiety Procedure

Our teachers are well adept at helping children work through Separation Anxiety.

B.E.A.R.S. will not allow a child to cry for more than fifteen minutes without contacting parents.

Discipline in the Classroom

Discipline is viewed as guidance, not punishment. Positive reinforcement, active listening, taking-a break and redirection are the accepted practices at B.E.A.R.S. There shall never be any cruel, harsh, or unusual actions taken by a staff member toward a child. No child shall ever be humiliated, shamed, frightened, spanked, hit, or subjected to verbal abuse. Discipline is guiding a child toward self-discipline so that he or she can function independently and in a socially acceptable manner.

Outdoor Play

Outdoor play will be included daily in each class, weather permitting. If outdoor play isn't an option, then children will play inside in our Big Muscle Room. B.E.A.R.S. will limit the amount of time outside when temperatures are very warm or very cold. Children will not be taken outside when the temperature drops below 25 degrees or rises above 90 degrees. B.E.A.R.S. will also adjust the outdoor time based on wind chill, rain, threatening weather, ozone warnings, etc.

Clothing

Please send your child to school in comfortable, washable, sturdy play clothes that are easy for him/her to manage. We believe in hands-on experiences at B.E.A.R.S. and when children wear easy-to-manage clothing it allows them to work on their independence. In addition, clothes are not always protected, and may come home with preschool "fun" including paint, glue, and playground dirt. Tennis shoes or sturdy play shoes are best for running and climbing. (Shoes with spikes are not allowed). Please dress your child appropriately for the weather as we try to play outside as often as possible. **Label all coats, jackets, boots, and especially school bags.** B.E.A.R.S. Lost and Found box is in our main hallway above the coat rack. Please check this bin for any lost items.

Toys from Home Policy

All personal items must be placed in cubbies upon arrival at school.

Snacks

Teachers will apprise parents of how snack is handled in their particular class. Most classes will send a snack sign-up request via Sign-Up Genius. All classes enjoy snacks on special occasions such as birthdays, holidays, and other celebrations, as well as treats from their own cooking experiences. We also celebrate summer birthdays during the school year. Birthday treats may be sent to serve at snack time. **B.E.A.R.S. will not serve anything containing nuts, whole grapes, popcorn, celery, or any unusually chewy foods.** We discourage cakes, cupcakes, and large bakery cookies. If you have any doubts about whether the snack you wish to bring is suitable, please ask your child's teacher. The following are some suggested items for snacks:

Pirate Booty
Goldfish
Teddy Grahams
Pretzels
Peeled Apple Slices
Crackers

Snack/Breakfast Bars
Orange Wedges
Cheese Sticks
Cheeze-its

Foods that you should try to avoid include those with trans-fat (partially hydrogenated oil) which is found in many pre-packaged foods such as cookies and crackers, peanuts, and tree nuts. **Special Note: Please alert the Director if your child has any food allergies.**

PACKED LUNCHES AT BEARS

Please do NOT send whole grapes, hard candy, popcorn, seeds, or nuts in your child's lunch The Ohio Department of Job and Family Services states, "a meal shall meet one-third of the recommended daily dietary allowances as specified by the United States Department of

Agriculture. This includes at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended), and one serving of bread or grains." BEARS Preschool does not supplement lunches, so please send a lunch that includes:

- **Grains**
- **Fruits & Vegetables**
- **Milk & Dairy Products**
- **Meats, Beans, and Fish**

BEARS Preschool does not supplement food if the parent does not provide sufficient food for the day. Thank you for your support! A well-rounded, balanced lunch contributes to your child's overall health and well-being.

School Pictures

B.E.A.R.S. Preschool will hold picture week in the fall. There is no charge for your child to be photographed and you will have the opportunity to view your child's picture proofs before deciding to purchase. Class photos are taken in the fall as well.

Safety Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff members are alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. Cameras are located at each entrance to aid in monitoring those entering and leaving the building, a security door is located at the B.E.A.R.S. entrance, and the BEARS entrance is secured after student arrival; at which point a Ring doorbell must be used to request entrance.

First Aid

At B.E.A.R.S., staff members are required to complete courses approved by the ODH or the approved training program in:

- 1) First aid
- 2) CPR
- 3) Prevention, Recognition, and Management of Communicable Diseases
- 4) Child Abuse Recognition and Prevention

Equipment and Supplies

- First-aid supplies shall be readily available while the program is in operation.
- Protective mats shall be placed under climbers.
- Electrical outlets shall be covered when not in use.
- Play materials to be used in the program shall be arranged so that children may select, remove, and replace materials with minimum assistance.

- Spray aerosols will not be used when children are in attendance.

Supervision

Parents are responsible for the supervision of their children before drop-off and after pick-up. Any special messages, pickup notes, etc. are to be given to the teacher in writing or sent via Brightwheel. During school hours, staff members always supervise children.

Advent Prayer Labyrinth

Please be respectful of this church space and be sure to monitor your child at all times. Children are not permitted to throw or move the rocks, climb the tree, or play on or near the rails.

Release of a Child

Staff will only release children to persons listed as authorized pick-ups in Brightwheel, or through a parent note or direct communication with the teacher or director. Staff will check the IDs of anyone they do not recognize. Please inform your authorized pick-ups about this ahead of time so they bring a picture ID. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If there are custody issues involved with your child, you must provide the teacher and Director with court papers indicating who has permission to pick up the child.

Child Abuse Reporting

All B.E.A.R.S. staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. Every staff member at B.E.A.R.S. has completed a child abuse recognition and prevention training class.

General Emergencies

B.E.A.R.S. has devised procedures to follow in the event of an emergency, while your child is in the preschool's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency routes. B.E.A.R.S. will have monthly fire drills and periodic tornado and lockdown drills to prepare children for the unlikely need to evacuate. Should we need to evacuate due to fire, weather conditions, or loss of power, heat, or water to the preschool, our emergency destination is the Upper Arlington Municipal Building.

B.E.A.R.S. will utilize Brightwheel, text, phone, and/or e-mail, to communicate information to parents regarding any evacuation. If a parent cannot be reached, BEARS will contact the persons listed as authorized pick-ups in Brightwheel and if needed, those listed on your child's Health and Enrollment Form

Injury/Accident Reports

In the event of a serious incident, injury, or illness, B.E.A.R.S. will contact the proper authorities and parents, complete an incident report, and contact the Ohio Department of Job and Family Services. If a student is involved in an accident or injury, the teacher is required to complete an Incident Report on the date the injury occurred. A copy will be forwarded to the parent/guardian within 24 hours.

Health Policy

For your child to attend B.E.A.R.S., a doctor-signed Child Medical Statement must be on file as certification that your child is healthy, free from any communicable diseases, and **current with all required immunizations recommended** by the ODH and the American Academy of Pediatrics. Please ensure a copy of your child's immunization record, along with the date of all doses, is attached to the Child Medical Statement before submitting. In addition, a completed Health and Enrollment Form is required to be on file before the first day of class.

B.E.A.R.S Preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. All parents should examine their child for any signs of illness **before** sending him/her to school each day. BEARS will immediately notify parents/guardians if a child is observed to have signs or symptoms of illness. "A child with any of the following signs or symptoms of illness is considered to be sick and shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian." If you are unsure if your child is well enough to attend school, we suggest you err on the side of caution. A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred- and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly, or unexplained loose stools within a twenty-four-hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain.

- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Please notify the preschool immediately if your child has been confirmed to have a communicable disease. When a child has been diagnosed with a communicable disease, a Brightwheel notification, note or e-mail will be sent home with all the children in the class indicating the diagnosis of a communicable disease. A sick child will be readmitted to the preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

Health Screening

ODJFS requires that each student have an annual physical examination to complete the required Child Medical Statement. Licensing mandates that each student has this form on file in the preschool office. On the Child Medical Statement, you will find "Recommended Assessments/Screenings" which include vision, hearing, dental, height/weight, and BMI. Please be sure that the physician completes these screenings on your child. Screenings are important for the early detection of developmental and health concerns for appropriate early intervention services to be established. The Director has information available for those families who would like additional information regarding screenings.

Grievance Procedure

If you have a concern regarding B.E.A.R.S. Preschool, the following process of communication is recommended:

Step 1: Speak and/or meet with your child's teacher. We encourage families and staff to work together in addressing any concerns. If your concern is not satisfactorily resolved, please move to step 2.

Step 2: Speak and/or meet with the Director. The Director can be reached at (614) 326-2327 or via e-mail: bearspreschool@sbcglobal.net

If your concern is not satisfactorily resolved, please move to step 3.

Step 3: Speak and or meet with both the BEARS Board President and Historian. The Director can put you in contact with these members of the B.E.A.R.S. Preschool Board.

Breastfeeding

Mothers, who would like to breastfeed and/or pump while at B.E.A.R.S. Preschool, are welcome to utilize the Family Bathroom. If you need a different location, please see the director for other available options.

Attendance

If your child will not be attending school due to illness or vacation, we encourage you to send a message to your child's teacher or Director via Brightwheel.

Medications and Medical Food

Please advise the classroom teacher should your child be on medication or medical food when he or she arrives at preschool. As a rule, we do not give out medications or permit school-age children to carry their medication. However, in unusual cases where the child's ongoing physical condition requires medication, a parent may complete a Conditions Requiring Medication or Medical Food Form. B.E.A.R.S. ensures compliance with the ADA, including administering medication and care procedures to children with disabilities.

Field Trips/Swimming/Napping

B.E.A.R.S. does not participate in Field Trips, Swimming, or Napping.

Hand Washing

Staff members are trained in signs and symptoms of illness, hand washing, and disinfectant procedures. All staff members have received physical examinations by licensed physicians and are declared free from any communicable diseases.

Medical Emergency Procedures

There is always at least one staff member present that has received training in Communicable Diseases and ALL staff are trained in First Aid/CPR. In the case of a minor accident/injury, the staff member will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered, and the parents or guardian would be contacted immediately to assist in deciding an appropriate course of action. If neither parent nor guardian can be reached, the alternative adult listed on the Health and Enrollment form will be notified.

If any injury is life-threatening, EMS will be contacted, as well as the parents and/or guardians. Staff members may not transport children in their vehicles. Only parents, guardians, or EMS will transport. The preferred physician listed on the Health and Enrollment Form will be contacted if time allows.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; or the child receives a bump or blow to the head. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

Fire Drills

Fire exits are posted in each room used by the preschool. Monthly fire drills will be held throughout the year. Attendance rosters via Brightwheel will accompany the teacher and a head count must be taken and reported to the Director. Classroom doors should be closed. Classes may not return to the building without the Director's approval.

Tornado Drills

Tornado drills will be held several months throughout the school year. All classes are to move quickly to their designated location. All children and adults should assume the safety posture necessary, placing their heads between their legs and covering their heads with their arms. The attendance roster via Brightwheel will accompany the teacher and a head count must be taken and reported to the Director. Classes may not return to their rooms without the Director's approval.

School Evacuation

In the event of an emergency such as a fire, explosion, or any other unforeseen disaster - all children and employees will be evacuated from the preschool. Before leaving the class, all teachers will bring their attendance roster via Brightwheel. A head count will be taken to make sure every student and employee is accounted for. The Director will share this information with the Board president or another Board officer as soon as possible.

Entrance to the Building

Preschool visitors must utilize the Ring Doorbell for permission to enter. If permitted entrance, the Director or a staff member will check in the individual. No information will be given out about the children, or staff. Safety cameras are located at B.E.A.R.S. to create the safest environment possible.

Birthdays

If you wish to give a lasting gift to the preschool on your child's birthday, books, puzzles, games, or educational materials are welcome and will be inscribed with your child's name, date, and significance of the gift giving.

Non-Discrimination Policy

B.E.A.R.S. Preschool admits students of any race, color, national and ethnic origin, sex, and religion and ability to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin, sex, religion, or disability in the administration of its educational policies, admissions policies, and other school-administered programs.

Americans with Disabilities Act

B.E.A.R.S. maintains "compliance with the ADA, including administering medication and care procedures to children with disabilities." B.E.A.R.S. will "make an *individualized assessment* about whether it can meet the particular needs of the child without fundamentally altering its program."

B.E.A.R.S. E-mail/Website

B.E.A.R.S. E-mail address is bearspreschool@sbcglobal.net.

B.E.A.R.S. Website address is www.bearspreschool.org.

(B.E.A.R.S. website includes, but is not limited to the following: School Calendar, General Information, Upcoming News and Events, Forms, Testimonials, and Contact information)

FAX

B.E.A.R.S. **CANNOT** receive your FAX. You are welcome to scan in documents and send them via email.

Instagram

Please follow B.E.A.R.S. on Instagram for additional reminders and updates! @bearspreschool

ODJFS Licensing Rules

Licensing Rules can be viewed through the Ohio Department of Job and Family Services website: <http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/>

B.E.A.R.S. Address/Phone

B.E.A.R.S. Preschool
3660 Kenny Rd.
Columbus, OH 43220
(614) 326-2327 (BEAR)

B.E.A.R.S. Board Responsibilities

- The Board governs all affairs of B.E.A.R.S.
- Board members must attend monthly meetings.
- The Board may consist of the following: President, Vice President, Secretary, Treasurer, and Committee Chairs.
- One person may fill a board position or two people may share the position with one vote.
- Board members assist with all fundraising.

Please see the director if you would like to have a hard copy of the B.E.A.R.S. Parent Handbook.

Licensing Appendix C Rule 5101: 02-12-07

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal-opportunity providers and employers

Write or Call:

HHS

Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961 For more information about childcare licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>