



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 an 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 and Hours of Operation

2 ½ Year Olds

| | |
|--|-----------------|
| CUBS (Monday/Tuesday) or (Wednesday/Thursday). | 9:00-11:15 a.m. |
|--|-----------------|

3 Year Olds

| | |
|-------------------------|-----------------|
| PANDAS (Monday/Tuesday) | 9:00-11:15 a.m. |
|-------------------------|-----------------|

| | |
|------------------------------------|-----------------|
| KOALAS (Wednesday/Thursday/Friday) | 9:00-11:15 a.m. |
|------------------------------------|-----------------|

4 Year Olds

| | |
|---|-----------------|
| TEDDY Bears (Monday/Tuesday/Wednesday/Thursday) | 9:00-11:15 a.m. |
|---|-----------------|

| | |
|--|-----------------|
| GOLDEN Bears (Monday/Tuesday/Wednesday/Thursday) | 12:15-2:30 p.m. |
|--|-----------------|

5 Year Olds (Pre-K)

| | |
|---|----------------|
| AM POLAR BEARS (Monday/Tuesday/Wednesday/Thursday) | 9:00-1:00 p.m. |
|---|----------------|

Calendar

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

Curriculum

BEARS Preschool is pleased to offer a variety of classes to meet the needs of your preschooler. Your options include morning or afternoon classes. 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 will fill their days with music and song, arts and crafts, books and stories, and of course learning and play. The objective of this 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 before attending kindergarten. This pre-kindergarten program utilizes a themed approach, integrating a developmentally appropriate curriculum designed to meet the learning goals for each individual 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 Kare Bear/Teddy Bear curriculum has been designed to meet the individual needs of the four-year child while working toward kindergarten readiness. We work cognitively to master the alphabet, become familiar with sounds and blends, and begin 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 development, fine motor skills, respect, kindness, as well as 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 will 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 program 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.

Enrollment

For registration to be considered complete, BEARS must receive both the registration form and the required registration fee. The registration fee is \$55 for the first child and \$70 for 2 or more children. This is a non-refundable processing fee. Once complete registration has been received and processed, parents will be contacted 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. A minimum number of students are required to run each class.

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

Pandas/Koalas must be age three by September 30.

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

Polar Bears must be age five by December 31.

If your child misses the Polar Bear age-requirement by 2 weeks or less, please reach out to the Director for class consideration.

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, discipline problems, etc.). All care will be given to work through problems in the best interest of the child, parents, teachers, and classmates.

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 and on file at BEARS no later than the first day of school for you to leave your child at BEARS. In the best interest of the child, BEARS will not provide childcare services to children whose parents refuse to grant authorization for emergency transportation. For the safety of your child, please communicate ANY changes to the information listed on the Health and Enrollment form to the Director so updated contact information will always be available.

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 class. Based on the date of the exam, an updated Medical Statement may be required during the school year.

Staff /Child Ratios and Maximum Group Size

BEARS 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 | 22 |
| 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, as in Pack & Play, the ratio is based on the youngest age child in the group.

Brightwheel

BEARS is happy to utilize the Brightwheel App for classroom management, communication, photos, videos, bill pay, and more. Brightwheel is the industry leader in early childhood education. Once your enrollment is confirmed, you will receive an invitation to create a free parent account where you will be able to confirm/update your child's profile, list names of your approved pick-ups, set up your online billing, and receive messages from BEARS. Brightwheel is BEARS' main source of communication with parents therefore it is important that you take the time to download this app.

School Directory

Each year a class roster will be prepared and distributed to BEARS families. Each parent or guardian will indicate whether they desire to be included in their class directory.

Withdrawal

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

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 month's 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 (May) tuition must be paid by the June 15th before September enrollment, to hold your child's spot in their class. This deposit will then be applied toward your May tuition. This payment is non-refundable, with the following exception:

The Polar Bear tuition deposit is refundable, subject to approval, if a student withdraws from this class to enter Kindergarten.

Invoices will be 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:

1-BEARS offers a multi-child discount on your tuition. You will 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.

2-BEARS offers a paid in full discount. You will receive 5% off your tuition if you pay your tuition in full. 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 month (thereby staying one month ahead).

The current tuition rate is as follows:

| | |
|---------------|-------------|
| 2 Day Program | \$135/month |
| 3 Day Program | \$175/month |
| 4 Day Program | \$225/month |
| 5 Day Program | \$380/month |

| | |
|-----------------------|--------------------------------------|
| Pack and Play Program | \$8.50/day, invoiced per 3 sessions |
| BOB Time | \$16.66/day, invoiced per 2 sessions |

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. Also, any family who is not current with their tuition will not be permitted to register for our Pack & Play program.

School Hours

Morning Classes: 9:00-11:15 am

Afternoon Classes: 12:15-2:30 pm

Polar Bear Class 9:00-1:00 pm

Pack & Play 11:15-12:15 pm

Building on BEARS 10:30-12:15 pm (for Golden Bears)

11:15-1:00 pm (for Teddy Bears)

Drop Off

AM Classes-At 8:55am BEARS staff will begin Stop-Drop-and Go (SDG). Parents pull forward in their vehicle to our SDG drop-off location (at the back BEARS entrance) where staff will be waiting to welcome the children and guide them into BEARS. Parents then exit the parking lot, without leaving their car.

PM Classes-At 12:10pm BEARS staff will begin Stop-Drop-and Go (SDG). Parents pull forward in their vehicle to our SDG drop-off location (at the back BEARS entrance) where staff will be waiting to welcome the children and guide them into BEARS. Parents then exit the parking lot, without leaving their car

Pick Up

For Pick-up, parents will meet their children at the designated class location. Children should be picked up promptly at dismissal time.

AM Classes-begin dismissal at 11:10am

PM Classes begin dismissal at 2:25pm

Polar Bear Class begins dismissal at 1:00pm

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 writing via Brighthwheel, or through direct communication with the teachers or Director.

School Cancellations/Delays

BEARS 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, BEARS will **cancel classes for both the morning AND afternoon sessions**. There are NO MAKE-UP DAYS for classes or pack and play or Building on Bears 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.

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 pay.
3. The above rule also applies to Pack & Play and Building on BEARS.

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 would include:

Arrival

Free Choice ~ 45 minutes

Clean up ~ 10 minutes

Circle Time ~ 15 minutes

Big Muscle Time~ 35 minutes

Snack ~ 15 minutes

Serendipity (2nd Circle) ~ 10 minutes

Dismissal ~ 5 minutes

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 the children are taught responsibility. 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 take attendance, read stories, discuss the calendar, weather and more.

Big Muscle Time - This is the 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 - Parents are asked to sign-up for a week at a time to provide snack for their child's class. In addition, parents should send in napkins and Dixie cups for water each time snack is supplied.

Serendipity (2nd circle) - This "teacher's choice" activity can include reading books, listening to books on CD, flannel board activities, songs, and creative movement; just to name a few.

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 BEARS, including Open House, Donuts with Dad, Musical Programs, and 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 the school year 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.

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

BEARS Preschool does not offer "Formal" assessments". Informal assessments will be conducted in the 3, 4 and Pre-K classes and shared at parent-teacher conferences.

Separation Anxiety Procedure

We will not allow a child to cry for more than fifteen minutes without contacting parents. BEARS teachers are well adept in helping children work through Separation Anxiety.

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 BEARS. There shall never be any cruel, harsh, or unusual actions taken by a staff member towards 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 in our daily program, weather permitting. If outdoor play isn't an option, then children will play inside in our Big Muscle Room. BEARS 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. BEARS will also adjust 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 BEARS 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 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.** BEARS 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. These items will be put in the child's backpack before going home.

Snacks

The teacher will apprise parents as to how snack will be handled in each class. Most classes will send a snack sign-up request via Sign-Up Genius. All classes do enjoy snacks on special occasions such as birthdays, holidays, and other celebrations, as well as treats made from their own cooking experiences. We also celebrate summer birthdays during the school year. Birthday treats may be sent to serve at snack time. **BEARS 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 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
Bananas
Crackers

Snack/Breakfast Bars
Orange Wedges
Cheese Sticks
Cheese Sticks
Peeled Apple Slices

Foods that you should avoid include any foods 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 your child's teacher if your child has any food allergies. All parents will be notified if there is a child in their class with food allergies, and a revised snack list will be sent home.

Pack and Play Program

Pack and Play is a sack-lunch program offered to children in our Panda, Koala, Golden Bear, and Teddy Bear classes. This program runs from 11:15-12:15 pm and adds an hour onto your child's day, either before or after their BEARS class. Children will enjoy lunch together, learn about healthy foods, and manners all while enjoying time with friends. After lunch children get to play outside, weather permitting, or in our Big Muscle Room. Parents should send in a nutritious lunch with their child on their P&P days. Please ensure your child's name is printed clearly on their lunch container. Please NO glass bottles or anything that would need heated or microwaved.

Registration begins during the summer and all eligible families will receive a link to enroll. Registration is accepted on a first-come, first-served basis and includes all three sessions of Pack and Play: Fall, Winter, and Spring. The cost for Pack and Play is \$8.50 and invoices will be sent out at the beginning of each session. If you choose to withdrawal from Pack and Play, please contact the Director. A waitlist will be maintained to fill any available Pack and Play spots.

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 foods from all the four main food groups listed on the food pyramid:

- 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 and is an important part of the Pack & Play experience. These food requirements also apply to both Enrichment and Kindergarten Enrichment.

School Pictures

BEARS Preschool will hold picture weeks in the fall and spring. There is NO charge for your child to be photographed and you will have the opportunity to view your child's picture proofs before making the decision to purchase. Class photos are only taken during the Fall session.

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 your 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. The BEARS entrance is secured after student arrival at which point a Ring doorbell is used to request entrance.

First Aid

At BEARS, all 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

Children may not be dropped off at the entrance of the building or be sent inside alone. Parents are responsible for the supervision of their child 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.

Release of a Child

Staff will release children only to persons listed as authorized in Brightwheel, a parent note or direct communication with the teacher or director. Staff will check IDs of anyone they do not recognize. Please let your people know about this ahead of time so they bring a picture ID, and they are not offended. 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 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 BEARS has completed a child abuse recognition and prevention training class.

General Emergencies

BEARS 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. To prepare children for the unlikely need to evacuate, BEARS will have monthly fire drills and periodic tornado and lockdown drills. 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.

If time permits, a sign will be posted on the BEARS Entrance Doors to the preschool indicating the location where you can pick up your child. We will also utilize Brightwheel, text and/or e-mail, if available, to communicate information to parents. If a parent cannot be reached, we will contact the persons listed on your child's Health and Enrollment Form and/or those listed in your Brightwheel account.

Injury/Accident Reports

In the event of a serious incident, injury, or illness, **we 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 BEARS Preschool, 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 his/her Child Medical Statement before submitting. In addition, a completed Health and Enrollment Form is required to be on file by the first day of classes.

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 the child to school that day. BEARS will immediately notify the parent or guardian 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. The following guidelines are also available for your use...

- 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 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.

If your child has been confirmed to have a communicable disease, please notify the preschool immediately. When a child has been diagnosed with a communicable disease, a Brightwheel notification, note and/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 have 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 early detection of developmental and health concerns for appropriate early intervention services to be established. The BEARS Director has information available for those families who would like additional information regarding screenings.

Grievance Procedure

If you have a concern regarding BEARS 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 BEARS Preschool Board

Breastfeeding

Mothers, who would like to breastfeed and/or pump while at BEARS 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 the teacher a message via Brightwheel or e-mail the director.

Medications

Please advise the classroom teacher should your child be on medication when he or she arrives at preschool. As a rule, we do not give out medications or permit school age children to carry their own medication. However, in unusual cases where the child's on-going physical condition requires medication, a parent may complete a "Request for the Administration of Medication by Child Care Personnel" form. Each request will be considered on an individual basis.

Field Trips/Swimming

BEARS Preschool does not participate in Field Trips or Swimming activities.

Hand Washing

Through workshop training, staff members are trained in signs and symptoms of illness and in 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 one staff member present that has received training in First Aid/Communicable Diseases and 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. If time allows, the preferred physician listed on the Health and Enrollment Form will be contacted.

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 heads between legs and covering their heads with their arms. 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 needs to call this information into 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 at the door. 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

BEARS 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.

E-mail/Website

The BEARS Preschool e-mail address is bearspreschool@sbcglobal.net.

Our website is www.bearspreschool.org.

Please visit our website to find additional information including:

- School Calendar
- General Information
- Upcoming News and Events
- Forms
- Testimonials
- Contact information

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

BEARS Preschool

3660 Kenny Rd.

Columbus, OH 43220

(614) 326-2327 (BEAR)

Board of Directors Responsibilities

1. The Board governs all affairs of B.E.A.R.S.
2. Board members must attend monthly meetings and the *General Meetings*
3. The Board may consist of the following: President, Vice President, Secretary, Treasurer, Business Chair, and Committee Chair.
4. One person may fill a board position or two people may share the position with one vote.
5. The 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 child care 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 child care 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>