



Bears

Preschool

Beginning Education And Readiness School

Parent Handbook

Table of Contents

<u>B.E.A.R.S. Philosophy</u>	4
<u>B.E.A.R.S. Class Offerings and Hours of Operation</u>	4
<u>Curriculum</u>	4
<u>Enrollment</u>	5
<u>Staff /Child Ratios and Maximum Group Size</u>	6
<u>Brightwheel</u>	7
<u>School Directory</u>	7
<u>Withdrawals</u>	7
<u>Tuition/Fees and Payment Policies</u>	7
<u>Delinquent Accounts/Returned Checks</u>	8
<u>School Cancellations/Delays</u>	9
<u>Daily Schedules</u>	9
<u>Parent Participation and Conferences</u>	10
<u>Separation Anxiety Procedure</u>	11
<u>Discipline In The Classroom</u>	11
<u>Stop, Drop and Go Program (SDG)</u>	11
<u>Outdoor Play</u>	11
<u>Clothing</u>	12
<u>Toys from Home Policy</u>	12
<u>Pack and Play Program</u>	13
<u>Enrichment</u>	Error! Bookmark not defined.
<u>Safety Policy</u>	14
<u>First Aid</u>	14
<u>Equipment and Supplies</u>	14
<u>Custody Agreements</u>	15
<u>Child Abuse Reporting</u>	15
<u>General Emergencies</u>	15
<u>Injury/Accident Reports</u>	15
<u>Health Policy</u>	15
<u>Attendance</u>	17
<u>Medications</u>	17
<u>Hand Washing</u>	18
<u>Medical Emergency Procedures</u>	18
<u>Fire Drills</u>	18
<u>Tornado Drills</u>	18
<u>School Evacuation</u>	19
<u>Strangers in the Building</u>	19
<u>Additional Policies</u>	19
<u>Birthdays</u>	19
<u>E-mail/Website</u>	19
<u>Board of Directors Responsibilities</u>	20

<u>COVIDAppendix</u>	20
Appendix C to Rule 5101:02-12-07	21

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 (one or two day per week options)	9:00-11:15 a.m.
----------------------------------------	-----------------

3 Year Olds

PANDAS (Monday/Tuesday)	9:00-11:15 a.m.
AM KOALAS (Wednesday/Thursday/Friday)	9:00-11:15 a.m.
PM KOALAS (Tuesday/Wednesday/Thursday)	12:15-2:30 p.m.

4 Year Olds

KARE BEARS (Wednesday/Thursday/Friday)	9:00-11:15 a.m.
AM TEDDY BEARS (Monday/Tuesday/Wednesday/Thursday)	9:00-11:15 a.m.
PM TEDDY BEARS (Monday/Tuesday/Wednesday/Thursday)	12:15-2:30 p.m.

5 Year Olds (Pre-K)

AM POLAR BEARS (Monday/Tuesday/Wednesday/Thursday/Friday)	9:00-11:15 a.m.
--------------------------------------------------------------	-----------------

Calendar

In general, BEARS Preschool follows the Upper Arlington School calendar for scheduled Holidays off of school. For specific information regarding our calendar, please refer to our website at www.bearschool.org. You will also receive a hard copy of the BEARS calendar at our beginning of year open house.

Curriculum

B.E.A.R.S. Preschool is pleased to offer a variety of classes to meet the needs of your preschooler. Your options include either 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 day with music and song, arts and crafts, books and stories, laughing and learning. 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 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 that will be expected of them in a kindergarten classroom. 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. We work cognitively to master the alphabet, become familiar with sounds and blends and begin to formulate small words to set a basic foundation for early childhood literacy. Problem solving involving simple addition and subtraction are all a part of this program. This curriculum also emphasizes learning to make good choices and taking social risks along with the structure to foster independence and learning. Once a week there is a parent helper in the classroom to help the children learn and practice letter formation. Must be 4 by 9/30.

The Panda/Koala classes offer a happy and positive atmosphere for three-year olds to learn and grow. The curriculum focuses on social 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 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 completely 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

A child is considered "enrolled" at B.E.A.R.S. Preschool only after the registration form and fee have been received. The registration fee is \$50 for the first child and \$65 for 2 or more children. This is a non-refundable processing fee. The Director confirms the availability of space once the required paperwork is received. For the safety of your child, any changes to the registration information must be communicated to the Director immediately to ensure that current contact information is always on file. Children are placed in classes according to age. Enrollment is limited, and classes are subject to early closeout.

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.

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, or discipline problems). All care will be given to work through all problems for the best interest of the child, parents, teachers, and fellow classmates.

Required Forms

The Health and Enrollment Form and the Child Medical Statement are REQUIRED forms. The Health and Enrollment form must be filled out completely and be on file at the preschool no later than the first day of school in order 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 consent for transportation to the source of emergency treatment.

The Child Medical Statement must be returned within 30 days of the first day of school or the child will not be able to attend class.

Staff /Child Ratios and Maximum Group Size

B.E.A.R.S Preschool will maintain the ODJFS licensing staff/child ratio at all times. These guidelines are posted on the BEARS bulletin board. Sufficient staff members must be physically present with the children to meet this ratio requirement. B.E.A.R.S. staff/child ratios will never exceed state licensing guidelines and we work to keep these ratios below the ODJFS 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 $\frac{1}{2}$ year olds	1: 8	16
3 year olds	1:10	18
4 year olds	1:12	22

Pre-K or 5 year olds

1:14

28

The number of children in one group that may be cared for at any time defines maximum group size. Limitations do not include Pack and Play, outdoor play or special activities.

Brightwheel

BEARS is happy to utilize Brightwheel, a tool for classroom management, communication, photos, videos, online bill pay, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents. Once your enrollment is confirmed, you will receive an invitation via e-mail or text to create a free parent account where you will be able to confirm/update your child's profile, list names of those whom you approve to pick-up your child, as well as set up your account preferences.

School Directory

Annually, a school roster will be prepared and distributed to the families enrolled in B.E.A.R.S. Each parent or guardian must indicate whether or not they desire to be included in this school directory.

Withdrawals

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. A one-week notice, in writing, is appreciated.

Tuition/Fees and Payment Policies

An annual, non-refundable registration fee of \$50 for the first child and \$65 for two or more children is charged. A child is not considered enrolled until the registration fee is 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.

The last month's (May) tuition will be paid by June 1 prior to September enrollment. This payment is non-refundable with the following exception: Polar Bear tuition is refundable subject to Board approval if a student withdraws from the class to enter Kindergarten.

Invoices will be sent to via Brightwheel. A 2.9% fee will be added to each invoice to allow our families the convenience of paying fees via credit card and/or ACH. If you prefer to bring in a check to pay your fees, this 2.9% will be reimbursed to you.

B.E.A.R.S. offers a multi-child discount on your tuition. You will receive 5% off of 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. Another discount offered is a 5% discount for families who pre-pay for the entire year. This payment is due on or before the first day of school. 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 1. **You may only utilize one of the above listed 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:

1 Day Program	\$65/month
2 Day Program	\$135/month
3 Day Program	\$175/month
4 Day Program	\$225/month
5 Day Program	\$250/month
Pack and Play Program	\$8/day

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 or Enrichment programs.

School Hours

Morning Classes:	9:00-11:15 am
Polar Bear Plus Class	9:00-1:00pm
Afternoon Classes:	12:15-2:30 pm
Pack and Play:	11:15-12:15 pm

For morning classes, children may be dropped off beginning at 8:55am. For afternoon classes, children may be dropped off beginning at 12:10pm. Children should be picked up **promptly** at dismissal time. 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 direct communication with the teacher or Director.

School Cancellations/Delays

We will close school for bad weather when the Upper Arlington School District closes for that reason. If there is a school delay for Upper Arlington Schools, B.E.A.R.S. classes will be **cancelled for both the morning AND afternoon sessions**. There are **NO MAKE-UP DAYS** for classes, pack and play or enrichment when classes have been cancelled due to weather. On these occasions, regular payment is still expected. In the event B.E.A.R.S. should need to close school when Upper Arlington does not, you will be notified and/or it will be announced on WBNS-TV (Channel 10).

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 with one copy to the parent and one copy to the Director.
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 so the family can be charged. Teachers who stayed late will receive this pay.
4. The above rules apply to the Pack & Play and Enrichment programs as well.

Daily Schedules

The daily schedule for each age group is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them 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 Time Muscle ~ 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.

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 the children practice their listening skills as the teacher takes attendance, reads a story and teaches the children through lessons and song.

Big Muscle - 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 a snack for their child's class. In addition, we ask that you bring napkins and small Dixie cups for water each time you supply snack.

Serendipity (2nd circle) - This "teacher's choice" activity can include reading books, listening to books on tape, 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 let her know when you would like to "sit-in" on the class. Throughout the year, there will be open houses, V.I.P. nights, and special program events for your family. Parents or guardians are also invited to help with special class projects from time to time. When a parent or guardian is assisting in the classroom, younger siblings are not permitted to accompany them to class. This will allow the parent or guardian to give full attention to the class he/she is helping.

At least one regularly scheduled conference will be held during the school year for children in the 3, 4 and 5-year-old classes. However, 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 call the 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 your relationship to be a good one.

Assessments

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

Separation Anxiety Procedure

To help with separation anxiety, please drop your child off promptly at the classroom door. If a child is consistently experiencing trouble separating from their caregiver, the teacher and parent will devise a plan to ease the separation that meets both parties' expectations.

Discipline In The Classroom

Discipline is viewed as guidance, not punishment. Positive reinforcement, "active listening" and redirection, telling the child what he or she can do as well as cannot, are the accepted practices. There never shall 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.

Stop, Drop and Go Program (SDG)

Stop, Drop & Go (SDG) is a parent volunteer run program which allows parents or caregivers the opportunity to drop their child(ren) off at the front entrance to the building without having to park and get out of the car. Not only does this help with parking lot safety, it also allows siblings to remain safe and comfortable in their car seats. When you pull up to the building entrance, you will be met by a B.E.A.R.S. parent volunteer who will guide your child safely to their classroom and into the care of their teachers.

SDG is for drop-off only! Parents/caregivers must come into the school to pick their child(ren) up at dismissal time. SDG begins promptly at 8:55am and ends by 9:15am for the morning session; it begins at 12:10pm and ends by 12:30pm for the afternoon session. There must be an appropriate number of participants in order for this program to run. In order to participate in our SDG program, a parent/caregiver is required to volunteer on a monthly basis. If you are unable to volunteer on your designated day, it is your responsibility to find a replacement.

Detailed SDG registration information is distributed in your open house folder at the beginning of the year. SDG begins the first full week of October and continues through the end of the school year.

Outdoor Play

Outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the 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. We will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc.

Clothing

Please send your child to school in washable, sturdy play clothes that are fairly easy for him or her to manage. We believe in hands-on experiences at B.E.A.R.S. Although we provide smocks, clothes are not always protected. Tennis shoes or sturdy play shoes are best for running and climbing. Please, no spikes on shoes. Please send your children with the proper clothing so they may be comfortable and safe when outside and/or climbing on play equipment. On cold days, dress your child appropriately with a warm coat, hat, mittens or gloves, and boots. On warmer days, staff members **are not** allowed to apply sunscreen on the children. **Please apply sunscreen on your child before arriving at school. Please label all coats, jackets, boots, and especially school bags.** The BEARS Lost and Found box is located in the 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

Your child's teacher will apprise you of the way in which snack will be handled in your child's class. Most classes will have snack sign-up 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. **We 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:

Raisins	Orange wedges
Goldfish	Baby carrots
Animal crackers	Cheese cut into cubes
Pretzels	Peeled apple slices
Bananas	Applesauce
Crackers	

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 the class who has food allergies, and your teacher will provide a revised snack list.

Pack and Play Program

Pack and Play is a sack-lunch program offered Tuesdays through Thursdays from 11:15 - 12:15pm. for all children **except Cubs**. It is a great time for children to enjoy lunch together, learn about healthy foods, and play with friends. After lunch, children will play inside or outside (weather permitting.) Nutritional lunches are provided by the parent and need to have their child's name printed clearly on them. Please NO glass bottles or anything that would need heated or microwaved.

Pack and Play costs \$8 per day and is offered in three sessions throughout the school year; fall, winter and spring. Once you register, you are responsible for the session payment, whether your child attends or not. If you choose to discontinue or change days, a waiting list is maintained and additions, changes or withdrawals can only be made if there is a child to fill your position. A confirmation invoice with your Pack and Play days and amount due will be sent to you prior to each session via Brightwheel.

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 of 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 week in both the fall and spring. Your child will automatically have his/her picture taken during picture week. Class photos are only taken during 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 making the decision to purchase.

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. In addition, the BEARS door is secured after student arrival at which time a Ring/Buzzer system will be utilized.

First Aid

At B.E.A.R.S., there shall be readily available at all times at least one preschool staff member who has completed a course approved by the state department of health or the approved training program in:

- 1) First aid
- 2) CPR
- 3) Prevention, recognition, and management of communicable diseases.

Most B.E.A.R.S. staff members are also CPR certified.

Equipment and Supplies

- First-aid supplies shall be readily available at all times 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 supervise children at all times.

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. At B.E.A.R.S., every staff member has completed a child abuse recognition and prevention training class.

General Emergencies

The preschool has devised several procedures to follow in the event that an emergency would occur 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. In order 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, 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 front & back door of 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 the parents. If a parent cannot be reached, we will contact the persons listed on your child's Health and Enrollment Form.

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

In order for your child to attend BEARS Preschool, we must have on file, a signed Child Medical Statement from your child's doctor as certification that your child is healthy, free from any communicable diseases and current with all required immunizations recommended by

the Ohio Department of Health and the American Academy of Pediatrics. Please attach a copy of your child's immunization record, along with the date of all doses, to the Child Medical Statement. 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. B.E.A.R.S. 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 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 100-degrees Fahrenheit when in combination with any other sign of symptom of illness
- Diarrhea (three or more abnormally loose stools within a 24-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, obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies, or other parasitic infestations

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 of 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

The Ohio Department of Job and Family Services requires that each student have an annual physical examination in order to complete the required Child Medical Statement. Licensing mandates that each student have this form on file in the preschool office. On this 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 in order 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 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.

Strangers in the Building

Preschool visitors should proceed to the Preschool office where they will be required to sign in with their driver's license number. Any strangers in the building will be escorted to the Church office or the Preschool office. No information will be given out about the center, children, or staff. Safety cameras have been installed at B.E.A.R.S. to create the safest environment possible.

Additional Policies

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.

Field Trips/Swimming

BEARS Preschool does not travel by vehicle on any field trips nor engage in any swimming activities.

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
- 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

B.E.A.R.S. Preschool
3660 Kenny Rd.
Columbus, OH 43220

(614) 326-2327-Phone

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.

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.

BEARS COVID-19 APPENDIX 2021-2022

- Masks are NOT required to be worn this year at BEARS Preschool. All staff members are aware of the CDC guidelines stating that masks are recommended for those who are not fully vaccinated. Without judgement, we respect everyone's right to choose what they feel is personally best for them and not require proof of vaccination. BEARS also follows all state licensing guidelines.
- BEARS will continue to utilize the Drop and Go line that was such a huge success last year. This process is helpful to BEARS parents, children and teachers alike as well as creates a safer environment both within our school and in the parking lot. Drop and Go Maps in your folder.
- BEARS Pick-up process will remain the same as last year. Parents park in their class area and walk to the designated door to pick up their kiddos. This Pick-up system allows for one-on-one parent-teacher time while at the same time keeping the hallways clear and free from overcrowding. Pick up maps in your folder.
- BEARS will not take temperatures at drop off this year. As always, we will continue to monitor any symptoms that are of concern and contact parents to pick up their child should the need arise. Before dropping your child off at BEARS, please be mindful of any COVID-19, or cold/flu symptoms. Out of an abundance of caution, we request you keep your child home if they are experiencing these or any of the symptoms listed in our BEARS Parent Handbook.
- BEARS will continue to frequently sanitize our classrooms and high touch areas with EPA suggested products.
- BEARS conferences will be held in-person.
- Snacks should be pre-packaged.
- Pack & Play will be offered for a limited number of days this year.

*****This appendix is subject to change as directed by ODJFS*****

BEARS COVID-19 APPENDIX-2020-2021

The following procedures will be followed when required per state guidelines.

DROP OFF/PICK UP PROCEDURES

All BEARS students, parents and staff must undergo a health check prior to entering the building. This includes health questions and a temperature check.

At 8:55am for AM classes or 12:10pm for PM classes, parents will pull forward in their car to the designated drop-off spot where their child will have their temperature taken and then be guided into the preschool. Parents will then exit the parking lot.

At 11:10am for AM classes, 1:00 for Polar Bear Plus class or 2:25pm for PM classes, parents will park in their designated class area and then walk to their dismissal door to pick-up their child.

SANITIZING

Additional cleaning and sanitizing will take place throughout the class day to meet the best practices of the Center for Disease Control and ODJFS.

CONFERENCES

Conferences will be held virtually.

PARENT PARTICIPATION

Parent participation in class activities will not be permitted while Pandemic Licensing rules are in place. Once the CDC and/or Governor deem the pandemic threat to be over, BEARS will re-evaluate parent participation.

SNACKS

ALL snacks must be purchased and pre-packaged.

PACK & PLAY

The Director will make the decision as to whether Pack & Play can be safely run, and/or is permitted while pandemic safety protocols have been put in place.

COVID POSITIVE GUIDELINES

If the (CDC) declares an imminent infectious disease/pandemic threat, BEARS will follow the guidelines set forth from state and local officials.

If the governor mandates K-12 school closures, BEARS will follow the lead of the Upper Arlington School District and close. BEARS will re-open when the Upper Arlington School District re-opens.

"If an administrator, teacher, child, tests positive for COVID-19, or the named pandemic threat, the program must:

- Notify the Ohio Department of Job and Family Services (ODJFS) by the next business day in the Ohio Child Licensing and Quality System (OCLQS) as a serious incident.
- Notify the local health department by the next business day.
- In coordination with the local health department, ensure the person completes isolation or quarantine procedures for COVID-19 before returning to the program.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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>