

PARENT HANDBOOK
The ABC'S
of
Boulevard Presbyterian Church Preschool



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The ABC's of Boulevard Presbyterian Church Preschool (BPCP)



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Dear Families,

Happy faces, laughter, hugs and smiles; I am lucky enough to see these in your children. "Hey teacher," Ms. Melissa" (Schauss), I hear them all. It really doesn't matter what I am called; it is the happiness in their voices when they talk to me, the trust in their faces when they look at me. It is truly a gift that I am able to be part of your children's lives.

Each child is a unique spirit, with his or her own special gifts to offer. My hope for children who come to Boulevard is that we encourage them to be the best they can be. Your family is their first exposure to the world; we are usually the second. The teachers create an atmosphere that provides warmth, encouragement, and affection, which are the most effective tools for bringing out the best in your child. Every day the teachers get the great privilege of glimpsing the world through your child's eyes. Each day the building blocks are being laid for your child's future. The teachers appreciate each child for who they are. They strive to provide a place where kids have fun, learn, feel loved, and want to be when they aren't at home. This takes planning and dedication, and we are blessed at Boulevard to have such wonderful, devoted teachers who make this happen for your child.

I want to thank all of you as parents as you entrust us with your child. Without your support, Boulevard wouldn't be what it is. I am lucky to have spent over 38 years in a job where each day is a joy to come to. I welcome you as you and your child journey through Boulevard.

Please read and keep this handbook as it contains information regarding the preschool program. It will answer many of the questions you have about preschool.

Melissa Schauss

Preschool Administrator

MISSION STATEMENT

Boulevard Presbyterian Church Preschool (BPCP) in its mission to the greater community seeks to provide a caring, nurturing, safe, Christian environment for preschoolers. In the same way that Christ in his ministry directed his followers to reach out to the children, it is our responsibility to encourage spiritual, emotional, intellectual and social growth of the children entrusted to our care.

HISTORY AND ORGANIZATION

Recognizing the importance and value of providing a quality early learning experience for preschool children, several members of the Boulevard Presbyterian Church, with assistance of Ethel Winters, director of the Campbell Hall Nursery School at The Ohio State University, founded the Weekday Preschool in 1959. Beginning with less than 30 children and a very small budget, the program has grown steadily over the years. We are a mission of Boulevard Presbyterian Church.

Boulevard Presbyterian Church philosophically and actively supports the operation of BPCP by providing space, custodial services, utilities, and payroll and business supplies at a nominal cost to the preschool. **Tuition pays for all salaries, educational supplies, building fees, equipment and classes for teachers to meet and exceed state standards.**

The BPCP is overseen by a Board comprised of church members, parents of enrolled children of the preschool, and the Preschool Administrator. The Board oversees administrative responsibilities and is free to govern and direct the operations of BPCP as it sees fit. However, actions taken by the Board having any effect of the use of Church property, must be cleared through the Session of the Boulevard Presbyterian Church.

The Preschool Administrator works with the Board in helping to establish and support policies relating to the BPCP function. The Administrator oversees establishing and implementing the educational program for the Half Day and Full Day Preschool Programs as well as being responsible for determining staff policies.

The Full Day Preschool Program Director is responsible for the day-to-day running and oversight of the Full Day Preschool Program and is accountable to the Preschool Administrator.

Teachers are responsible for carrying out and supporting the goals, objectives and policies in the classroom.



PHILOSOPHY

BPCP is a non-profit, interfaith, interracial program in which learning experiences are selected and organized for preschool age children. The program is based on age-appropriate activities for these children and is developed under the guidance of qualified teachers.

We emphasize the development of the total child, including their emotional, social, spiritual, physical and intellectual growth. A rich environment is provided to stimulate the child's curiosity, awareness and language development as well as promoting appropriate social skills.

BPCP is committed to helping children learn through whole group, small group and individualized instruction with teacher direction and guidance. Monthly units and/or weekly thematic units introduce concepts and new skills aligned with the Ohio Early Learning Content Standards. Our program encourages children to be actively involved in the learning process through our theme/play-based curriculum that will supplement and reinforce the education experience that begins at home.

BPCP will provide opportunities for each child:

- ◆ **Spiritually**
 - ◆ to provide a church-based Christian environment
 - ◆ to celebrate him/herself as God's unique creation
- ◆ **Socially**
 - ◆ to begin to share and interact with others
 - ◆ to work as part of a group
 - ◆ to learn to take turns
 - ◆ to listen and respond
 - ◆ to cooperate with and respect peers, teachers, property and self
- ◆ **Emotionally**
 - ◆ to express feelings in an acceptable way
 - ◆ to gain independence, self-control, and patience
- ◆ **Intellectually**
 - ◆ to gather information and explore the world around him/her
 - ◆ to question and reason
 - ◆ to learn age-appropriate skills
 - ◆ to learn and follow rules and routines
 - ◆ to learn to make choices
- ◆ **Physically**
 - ◆ to develop large and small muscle skills, coordination and control of themselves
 - ◆ to assume responsibility for his/her daily needs

LICENSING INFORMATION

The Ohio Department of Department of Children and Youth(DCY) licenses BPCP. We are licensed to serve fourteen toddlers, sixty-nine preschool and eight school-age children. Copies of our license are posted on both the full day preschool program parent bulletin board room 202 and on the parent, board found in the downstairs hall across from room 103.



The laws and rules governing the running of childcare programs are available upon request from either the Administrator or the Full Day Preschool Program Director.

BPCP's licensing record, including compliance reports forms and complaint investigation reports are posted in the downstairs hallway, on the parent board and in the Full Day classroom and are available upon request from DYC.

The toll-free number is 844-234-KIDS (5437) or look online @ <https://childrenandyouth.ohio.gov/for-providers/welcome> request these forms and may be used by any person to report a suspected violation by BPCP.

The laws and rules governing this Preschool are available for review in the Preschool office upon request, or by writing, calling, or visiting the website of the Department of Children and Youth, <https://childrenandyouth.ohio.gov/for-providers/welcome>. Inspection forms from the Grandview Heights Fire and Building Department are also available upon request from DCY.

BPCP's staff meets the childcare licensing requirements for the State of Ohio. Before the first day of employment all staff members and substitute teachers are required to submit three references and a current medical form and are fingerprinted as part of the background check.

All employees are required under section 2151-421 of the Ohio Revised Code to report their suspicions of child abuse or neglect. Any person or teacher may report a suspected violation by calling Franklin County Children's Services Agency at 614- 229-7000. This can be an anonymous call.



ENROLLMENT AND ELIGIBILITY

BPCP welcomes all families. Enrollment is open to preschool children ages 2 1/2 through five years of age, provided we can meet the needs of that child. A one-day playgroup is offered once a week for 2 1/2-year old. Children in all classes, except the one-day class, must be potty trained. Enrollment will be granted without discrimination regarding race, color, religion, sex, national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. We reserve the right to deny a child's admittance when his physical, social, emotional, or intellectual needs cannot be adequately served by our program. Boulevard is accepting of all children. BPCP admits children of any race, color, national and ethnic origin to all the rights, programs, and activities of the preschool. BPCP does not discriminate based on any of these factors in administration of its educational policies, admissions policies and scholarship. If your child is not able to function in our curriculum and student-teacher ratio, the administrators and teachers will handle this on an individual basis. Children should be capable physically, emotionally, socially, and mentally for full participation in our preschool program.

Each year, in February, to register for the half day preschool program or the full day preschool program, you must complete a registration form and return it along with a non-refundable registration fee. First priority is given to church members and families currently participating in the preschool program. (In order to register for the next school year, you must not be past due on any tuition.) Registration is then open to the community-at-large beginning the end of February. Though the greatest influx of new children is at the beginning of the school year, children can begin enrollment at any time on a space available basis. A waiting list will be maintained for each fully enrolled class.

A child is considered enrolled in BPCP when the administrator confirms availability of space, the required paperwork is received, and the registration fee and 1 month's non-refundable payment has been received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required and must be updated every 13 months.

BPCP requires all students to be immunized with the vaccines recommended by the American Academy of Pediatrics and the American Academy of Family Physicians.

DETERMINING CLASSROOM PLACEMENT

Half Day Preschool Program

Our students remain in their assigned group for the entire Preschool year. Our half-day programs are in session from mid-September through mid-May. Our classes are determined by the child's age and birth date at the time of entering our Preschool. You must re-register your child for each school year.

Full Day Preschool Program

Our Full Day Program is contained in one classroom and consists of a mixed three through five-year-old age group. You must re-register your child in February if they wish to attend either summer session or the following school year session. A **holding fee** will be required for a child who wishes to withdraw for Summer Session but resume attending the next school year session.

Admission and Policy for Class Placement

To enroll in our Preschool program children must be three years old by August 1st of the current school year and must be toilet trained. Children will be placed in the 3's and 4's classes based on their age on August 1st of the current school year. To enter the 5-year-old program, the child must turn 5 by December 31st of the current school year. To be enrolled in our playgroup a child must be 2 ½ by September 1st. A child is considered enrolled at Boulevard after the registration fee has been received, the administrator confirms the availability of space, and the required paperwork and 1 months non-refundable tuition is received. This includes the basic enrollment and health information. (Child Enrollment and Health Information DYCO1234).

CONFIDENTIALITY Children's records are kept confidential. Information regarding an individual child's development is shared with the parent and/or legal guardian along with any staff involved in the child's care. Based on the assessment tools provided by BPCP Preschool; it may be necessary for the school to seek consultation from an outside professional resources. During the consultation, no names will be disclosed. If BPCP Preschool and the parent and/or legal guardian deem it necessary to have a consultant observe the child, a written consent form will be obtained.

Immunization Requirements

It is the policy of Boulevard Preschool to require all children attending our preschool to receive all age-appropriate immunizations recommended by the Ohio Department of Health. To foster a safe environment for learning, and to help prevent the spread of communicable diseases, children who have not had all the recommended immunizations will not be permitted to attend Boulevard Preschool. Verification of immunization is required on the state-approved form, which must be current and signed by the child's physician or nurse practitioner. The forms are available on our website as well as on Ohio Department of Jobs and Family Services website and will be available from the preschool.

Boulevard Church Preschool's Policy on "Do Not Give Permission to Transport."

The following procedures will be followed should my child become ill or injured while attending Boulevard Preschool staff will provide basic first aid treatment the Emergency Squad (911) will be contacted. In accordance with the phone numbers provided on the "The Enrollment and Health Information" form, **the parents will be contacted first.** Upon arrival of the Emergency Squad personnel.

THE COURSE OF TREATMENT SHALL BE DETERMINED BY THE EMERGENCY SQUAD AND NOT BPCP.

PROGRAMS



BPCP is proud to offer two different preschool programs: the **HALF DAY PRESCHOOL PROGRAM** and the **FULL DAY PRESCHOOL PROGRAM**.

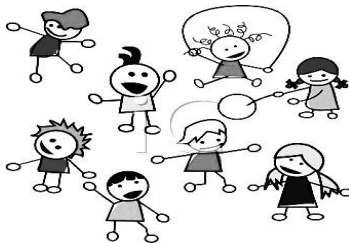
- The **HALF DAY PRESCHOOL PROGRAM** meets 1, 2, 3, 4 or 5 days a week depending on a child's age. This is a traditional half-day preschool program that meets in the morning or afternoon during the school year.
 - One - Day AM Class: 9:00-11:00 AM Supervised Play Group (2.5 years by September 1st)
 - Two - Day AM Class: 9:00-11:00 AM Young 3's (by December 31st)
 - Three - Day AM Class: 9:00-12:00 PM Older 3's and young 4's (3 years by August 1st)
 - Four - Day AM Class: 9:00-12:00 AM Older 4's preparing for kindergarten (4 years by August 1st)
 - Five - Day AM or PM Classes: 9:00-1:00 AM 5's preparing for kindergarten (5 years by December 31st)

Room assignments will be made at the beginning of each school year by the BPCP administrator.

- **LUNCH BUNCH** This year we are going to offer the program 2 days a week. Our 3-day class has Lunch Bunch Tuesdays and Thursdays from 12:00-1:00. Our 4-day class is on Monday and Wednesday from 12:00-1:00. Sign-ups will be sent out monthly, the cost will be billed through Brightwheel. The Children will bring a lunch. Everyone enjoys this special time together. Our typical lunch time consists of 30 minutes of free play, washing of hands, lunch at 12:30, clean up, then we go out to play or to the rumpus room. This is getting them ready for Kindergarten and learning how to eat lunch with friends. Teacher will dismiss on by the playground.
- **ENRICHMENT** The new enrichment program has begun! This program includes daily activities, games, STEM and art. It allows for a flexible extended day option and provides comfort to parents knowing the children are having fun at BLVD and enjoying time with friends. BLVD teachers will take children enrolled in Enrichment to Room 101 following their regular class. To participate in this program, sign-ups take place monthly through the Brightwheel link shared with the 4-day and 5-day families. Teachers will dismiss by the playground at 2:30 PM.

An extra fee for these programs will be collected when your child attends.

- The **FULL DAY PRESCHOOL PROGRAM** meets Monday- Friday from 7:30 AM to 5:30 PM during the school year and 8:00 to 5:00 during the summer session. Hours may change depending on the enrollment needs. This is a traditional preschool program that meets the needs of the working family. The class consists of children 3 - 5 years of age and completely potty trained.
- **Enrichment For the Full Day Program:** Children in the Full Day and 4/5 programs may choose to attend the part time preschool program in the afternoon for an additional fee.



ENRICHMENT

Classes may be offered including such opportunities as fitness, cultural studies, music, lunch bunch, story hour.

Our teachers encourage and support interactive play, helping each child experience a variety of developmentally appropriate activities and materials. As a result, our program is planned to provide the necessary balance between:

1. Quiet and active experiences
2. Large muscle and small muscle activities
3. Indoor and outdoor play
4. Free play and adult directed activities
5. Individual play and group participation



CURRICULUM



Children learn about their world through exploration, sensory experiences and active thinking. Play is the “work” of young children, and our curriculum supports that belief.

The curriculum at BPCP is child centered and developmentally appropriate. It promotes the importance of the learning environment and encourages growth through learning experiences in four primary areas: social, emotional, physical and intellectual growth.

Our curriculum is aligned with, and our teachers are all trained in the New Ohio Early Learning and Development Content Standards and the National Association for the Education of Young Children (NAEYC) criteria for pre-school learning experiences.



Our goal is to enable each child to become independent, self-confident, creative, and inquisitive. Above all, we strive to offer each child a learning environment of unconditional love and acceptance which will foster independence, trust, respect for self and others, a spirit of community, and an understanding of God's love through the love shown by caring adults.

ASSESSMENTS

BPCP will assess each preschool child yearly, and each child will receive a written evaluation. Pre-K classes may have a parent- teacher conference if requested as well as a written evaluation. These assessments are not reported to ODJS since we are not part of Ohio's Step up to Quality program.

PORTFOLIOS

A portfolio is a collection of work that is kept on file for each preschooler throughout the school year. The portfolio has writing samples, cutting samples, art projects, and other samples of the child's work. Portfolios are shared with parents during conferences to demonstrate the growth each child has achieved in certain skill areas. The portfolios are given to the families at the end of the school year.

PROGRAM GOALS

Our goal as early childhood educators is to provide a strong foundation that will help all children become lifelong learners. We believe that children learn through experience and discovery. Our goal is to prepare children to enter kindergarten with a healthy self-concept and a positive attitude toward school and learning. We accomplish this by offering developmentally appropriate curriculum designed to develop social, emotional, physical and cognitive abilities. We understand that every child is unique, so we organize our preschool program to allow children to initiate activities to grow from personal interest and intentions. Our preschool students learn through exploration with hands-on developmentally appropriate activities and materials. We facilitate active learning by providing resources, and planning experiences in an environment in which all children can learn.

It is the purpose of BPCP to help young children reach their maximum potential. To do this we strive for the following:

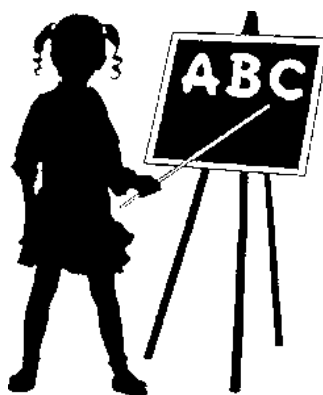
1. To provide a warm and nurturing environment where the young child's learning can thrive through play and directed activities.
2. To stimulate the young child's learning with activities in the areas of reading readiness, language arts, math readiness, science, social studies, computers, art, music, motor and social skills in line with the Ohio Early Learning Content Standards.
3. To encourage the self-esteem of the young child through respect of cultural and ethnic diversity with the support of teacher, class and school.
4. To create a love of learning and develop a life-long learner who challenges himself/herself daily for future school and life success.
5. To help children develop a positive attitude and self-image toward themselves.
6. To provide opportunities for children to develop confidence in themselves through:
 - a. Experiencing social relationships firsthand.
 - b. Enhancing motor and manipulator skills and using their bodies effectively.
 - c. Developing appropriate behavior, learning self-control and finding acceptable outlets for emotions.
 - d. Stimulating experiences, which encourage them to think, analyze problems, and arrive at different possible solutions.
7. To encourage sharing and cooperating with peers and to develop a respect for property and individual rights.
8. To encourage children to express themselves through materials, movements, and language.
9. To encourage independence, creativity and imagination.
10. To stimulate language development through hearing, understanding and using symbols to express feelings, ideas, wants, desires, and needs.



EARLY LEARNING AND DEVELOPMENT CONTENT STANDARDS

Our curriculum is aligned to Ohio's content standards, which have been developed for children 3-5 years of age. The standards help us to provide quality learning experiences and cover a wide range of skill development. Since every child is a unique individual and learns at his/her own readiness level, the standards allow each child to progress through each developmental skill as they become ready. The standards support each child to learn through positive relationships with teachers and peers and to learn through child-initiated, child-directed and teacher-supported play. The standards are categorized into 7 different skill areas.

1. **Social Emotional-** Children develop self-awareness by recognizing and expressing feelings, learning to positively interact and cooperate with others, being responsible and respectful for self and others by using self-control, approaching learning with curiosity, creativity, confidence and by problem-solving.
2. **Language and Literacy-** Children develop oral language skills by speaking and listening. They develop pre-reading skills from the sounds and rhythms of spoken language, letter knowledge, vocabulary, and comprehending stories. They develop pre-writing skills by writing letters, words, and their name.
3. **Mathematics-** Children develop math skills by learning numbers, counting, patterning, graphing, measuring, and by solving problems.
4. **Science-** Children learn science skills by observing, asking questions, making predictions, experimenting, making conclusions and communicating answers to each other.
5. **Social Studies-** Children learn about their environment around them, such as home, school, their community, and they learn about different places and people and how those environments compare and contrast to their own.
6. **Physical Development, Health and Safety-** Children develop gross motor skills by doing vigorous activities inside and outside the classroom such as dancing, running, hopping, skipping and playing ball. Children develop fine motor skills inside and outside the classroom by drawing, painting, cutting, lacing, singing and writing. Children learn healthy habits and good hygiene. They also learn about safety and how to prevent injuries. Children can play at the table water activates and sprinklers. We do not offer swimming.
7. **Fine Arts-** Children use their imagination, creativity, and the five senses to create artwork, music and movement, and imaginary play. By doing this, children develop independence, self-esteem and self-expression.



Examples of Ohio Early Learning n Development Content Standards in the classroom at Boulevard include:

- **Size:** understanding and use of big, little, long, short, and matching of objects based on size.
- **Color/Shape:** understanding the use of primary color names; recognition of circle, square, triangle; reproduction of a circle; and the identification of attributes of shape.
- **Math:** understanding and use of 1:1 correspondence; identification of more/less, empty/full; count through 25.
- **Position/Direction:** understanding and use of up/down, in/out, front/back, over/under, top/middle/bottom, hot/cold, fast/slow.
- **Time:** understanding of day/night; identify age and birthday.
- **Listening/Sequencing:** following simple directions; listening to a short story; recognition of common sounds; repeating a sequence of sounds, numbers; retelling a simple story.
- **Motor Skills:** walking a straight line, running, jumping, alternating feet walking down the stairs, marching, throwing a ball, pasting objects, clapping hands, completing simple puzzles, and cutting simple shapes.
- **Social-Emotional:** independent toileting; separation from parents; identification of name, sex; maintaining self-control; development of play skills; sharing with other children; working independently; and initiating and maintaining conversation and interactions with peers.
- **Literacy:** fostering children's enjoyment of reading, encouraging the child to explore a variety of texts understanding pictorial and visual cues when listening to stories, presenting print in natural and meaningful contexts, development of phonetic awareness through rhyme and song, understanding that print carries a message, looking at pictures and telling a story and identification of first name in print.
- **Science:** participate in experiments such as testing items to see which sink or float in a bucket of water.

Do You Have Concerns About Your Child's Development?

If you have concerns in any of the following areas, please talk with your child's teacher:

- **Motor Skills:** How your child moves and coordinates the use of large and small muscles.
- **Cognitive (Thinking) Skills:** How your child reasons and understands.
- **Communication:** How your child expresses and understands what is said.
- **Adaptive Behavior:** How your child can care for his/her personal needs and interacts with their environment.
- **Social Emotional Behavioral Functioning:** How your child relates to other children, adults and their surroundings

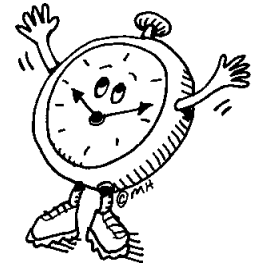
If a parent or preschool staff member is concerned about a child's learning or behavior, they can initiate a referral to the teacher or administrator. Observations will be documented in writing and concerns reviewed. The teacher, parent and/or director will meet to review the documentation and discuss the concern. If necessary, a plan of action to help the child with the learning or behavior concern will be developed and a screening can be arranged.

DAILY CLASSROOM SCHEDULE

Our preschool has both half day and full day programs; we work together to provide the same experiences in both programs. The time periods listed below will change slightly to allow for taking turns on the playground or rumpus room. The afternoon programs will operate at similar time periods beginning at 12:15.

Arrival - Please wait at designated drop-off and pick-up areas and enjoy the company of other preschool families until the teachers open the doors to welcome the children. Each child will have a designated space to place personal items.

9:00 Learning Center Activities - These activities will reinforce the concepts or topics introduced as well as promote "hands on" learning experiences. All developmental areas will be considered in these activities, such as fine motor skills, creative expression, social interaction, etc.



9:20 Circle - Calendar, weather, classroom job assignments, songs, poems, books, and theme-based lessons which develop language, number, social studies, and science skills will be experienced within a group setting.

9:35 Art and Free Play - Young children benefit from this activity time as they learn from self-chosen and self-initiated play. A variety of materials are made available from which the children may choose. There are fine motor as well as dramatic play areas available. The teachers' role during this time is to guide, support, observe, or help when needed or asked. Art activities will be related to the weekly theme or be open-ended experiences.

10:20 clean-Up Time - Children are asked to assist with putting toys and learning materials back in place. Cooperation and responsibility are encouraged.

10:30 Music - Songs, finger plays, listening to and moving to music, and rhythm activities will be explored in a group setting.

10:45 Snack - Children share a snack each day. A blessing giving thanks is sung together as the snack begins. Each child will be asked to contribute a snack on a rotating basis as determined by the classroom teachers. The preschool does not prepare any snacks.

10:40 Outside Play, Movement/Gross Motor Time - Children will have opportunities for large muscle play on a regular basis. Structured and unstructured motor opportunities will be provided. Children will not be taken outdoors when the temperature drops below 25 degrees or above 90 degrees. We will also adjust outdoor time due to rain, wind chill, threatening weather, ozone warnings, humidity, lightning etc. An indoor rumpus room will be used if we do not play outdoors. An outdoor or Gross Motor time is required for all children who are in preschool four or more consecutive hours.

11:00 AM 1 and 2- day classes - Children will be dismissed from the wooden doors on Northwest Blvd.

12:00 PM 3-day class / 12:00 4-day classes, 1:00 5-day class 3- and 4-Day PM classes 2:30 Dismissal - Children will be dismissed from their assigned doors, the playground, or the rumpus room only to an authorized adult.

12:00 Optional Lunch Bunch for 3,4,and 5-year old's.

If your child is attending Lunch Bunch, they will be bringing a packed lunch. BPCP suggest that a child's lunch have nutritional food from the following food groups: (minimum portion sizes for a 3-6-year-old) protein ($1\frac{1}{2}$ oz), grain ($\frac{1}{2}$ slice bread or $\frac{1}{4}$ cup pasta, etc.) and two foods from the fruit/vegetable group ($\frac{1}{2}$ cup). All food items must be stored in a lunchbox/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold.

The Full Day Program will extend with the following activities:



Teachers sit with the children at tables in the classroom. Sharing in conversation and learning table manners is encouraged with the teachers' examples and guidance.

Optional Enrichment Classes - Enrichment classes for children who do not wish to nap will be offered on a space available basis several days a week. There will be an extra monthly fee for these classes. These classes will meet from 1:00 - 2:30.

11:45 Lunch - All preschoolers will need to bring a packed lunch. BPCP suggest that a child's lunch have nutritional food from the following food groups: (minimum portion sizes for a 3-6-year-old) protein ($1\frac{1}{2}$ oz), grain ($\frac{1}{2}$ slice bread or $\frac{1}{4}$ cup pasta, etc.) and two foods from the fruit/vegetable group ($\frac{1}{2}$ cup). All food items must be stored in a lunchbox/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold.

12:30 Book Time - Children will choose and enjoy a variety of books. Some of these books will be related to the weekly theme and others will just be children's favorites. They may choose to explore these books quietly by themselves or "read" them to each other. A teacher will be available for guidance.

Relaxation and Bathroom Breaks - Children will take turns using the bathroom while the group relaxes and gets ready for nap time.

12:45 Rest Time - A cot will be provided for each child which is labeled with his or her name. Each child may bring a pillow, blanket and stuffed toy to rest with. Children who are not asleep within a reasonable amount of time are offered books or other quiet activities to enjoy on their cots until rest time is over. Children who do not sleep will end rest period at 12:15. Children who do sleep will end rest period at 2:15. All pillows and blankets must be taken home weekly to be washed.

2:30 Snack Time - A snack following NYC nutritional guidelines will be provided by the preschool. A monthly snack list is posted on the Parent Bulletin Board. Children choose a Free Play activity as they finish their snack.

3:00/4:30 Enrichment Time - A "hands-on" activity that concentrates on Literacy, Math, Science or Social Studies will be added to our study of the weekly theme.

4:30/5:30 Outdoors or Rumpus Play - Children will play until an authorized adult picks them up and retrieves their belongings and materials being sent home. Once a child is picked up, it is the authorized adult's responsibility to keep the child safely with them in the preschool and in the parking lot. Please hold your child's hand until he/she is safely buckled in the car.



TEACHER QUALIFICATIONS

BPCP is committed to employing quality staff persons. Our lead teachers have college degrees. All teachers have been trained in the Ohio Early Learning Content Standards. Any staff person who does not have an education degree is required to take 45 hours of continuing education in early childhood education within a three-year time span. Each teacher, regardless of degree, must take 6 hours of specialized training each year. In addition, all staff members will be required to be certified in first aid, detecting signs of communicable diseases, recognizing signs of child abuse and neglect and CPR. Certification in these areas is renewed every three years. Our teachers have been trained to treat children with warmth and respect, to provide positive support, and to be responsive to the needs of individual children.



Appropriate Language, Media, and Behavior for Staff members BLVD Preschool is committed to providing a safe, positive, and respectful environment. Children will not be exposed to inappropriate language, media, or behavior. Staff are expected to model kindness, respect, and professionalism at all times.

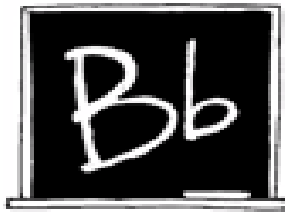
SUBSTITUTE TEACHERS

Boulevard maintains a list of qualified substitute teachers whom we call upon when needed. These teachers must meet the same licensing requirements as that of our classroom teachers. Frequently, our substitute teachers are either currently teaching or are former staff members. All substitute teachers are invited to our in-service workshops as they are offered during the school year.

STAFF/CHILD RATIOS

The State of Ohio has the following requirements. **BPCP believes these ratios do not fit our program goals.** We have chosen instead to use the ratios recommended by the National Association for the Education of Young Children. Our ratios, therefore, are:

Boulevard Preschool Programs	State	BPCP	Blvd child Care Staff Member/Child Ratio	BPCP Max. Group Size
Older Toddlers (2.5 years less than three)	1:8	1:6	1:6/2:12	12
Young Preschoolers (3 years and less than 4 years)	1:12	1:9	1:9/2:16	16
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	1:12	1:12/2:16	16
Pre-K (4 and 5 Years)	1:14	1:12	1:12/2:16	16
Full-Day Preschool (3-5 Years)	1:12	1:11	1:11/2:22	22



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DRESS

Children should wear play clothes that are comfortable, washable and allow for self-sufficiency in dressing. Rubber-soled shoes are recommended for safety in climbing and physical activities. Long dresses, flip-flops and slippery-bottomed boots and shoes should remain at home. Comfortable play clothes are appropriate, since the children will be participating in a variety of activities throughout the year that include sand, paint, water, clay and dirt. A parent's request that their child not get dirty will not be honored since all play options are open to the children.

OUTDOOR PLAY

Research supports that children benefit from daily outdoor play. Weather permitting, the playground will be used all year. Please make sure your child has weather appropriate outer jackets, hats/ hoods, and mittens for outdoor play. If your child wears shoe boots to school, please send shoes also as the boots become hot and are difficult to play in. 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 (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires, we will also adjust outdoor playtime due to rain, lightning, threatening weather, ozone warnings, etc. When outdoor play is not available, we will use our large muscle room for indoor gross motor activities such as hula hoops, obstacle courses, dancing, exercising and use of large indoor play equipment.

Outside play is an important part of our curriculum, so please make sure that your child is dressed appropriately for the day's weather. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. These include snow pants, hats, mittens and boots in the winter.

Limitations placed on outdoor play due to weather or safety issues:

- Outdoor play time is adjusted or limited during inclement weather and safety conditions including rain, lightning, ice, windchill warnings, air quality warnings, excessive humidity, high pollen counts, etc..

Children like doing things for themselves. Teaching your child how to put on his/her own coat promotes independence and self-esteem. Both things are important goals of our preschool programs, and we ask you to support us in this by sending children to preschool in clothes they can handle themselves.

Water Activities/ Swimming

Boulevard does not have any water or swimming activities.



TOYS

It is the policy of BPCP that children do not bring their own toys from home except when requested by their teachers. Our Preschool is a very active and exciting place and is well equipped with a large variety of playthings. We believe this policy encourages the children to use the preschool environment to its maximum creative potential. Often, special toys from home are broken or lost and this causes sad feelings. During a Pandemic there will be no toys allowed from home. **Under no circumstance are toy weapons, such as guns, swords or knives, allowed at BPCP.**

SNACK PROCEDURE

Our snack policy is designed to promote a healthy environment for all the children we serve. Please provide **healthy** snacks for your child's classroom.

Listed below are safe snacks.

We ask that you choose from this list when it is your child's turn to take home the snack bag. The number of snacks needed for the classroom will be listed on the snack bag.

Safe Snack List:

- Applesauce cups
- Cheez-Its
- Fresh fruit and vegetables
- Good choices are small apples, Clementine's, oranges, strawberries, bananas
- (1 banana will provide a snack for 2 children)
- Individual boxes of raisins
- Keebler Graham Crackers (Original, Honey or Cinnamon) Scooby Doo Cracker Sticks
- Nabisco Animal Crackers
- Nabisco Honey Maid Graham Crackers
- Ocean Spray Craisins
- Pepperidge Farm Goldfish
- Raisins
- Ritz Crackers (Whole Wheat or Original)
- Pretzels: sticks, rods, etc. (mini size is great and should be sent in original package)
- Safe cereals: Cheerios (Original), Quaker Life Cereal, Kellogg's Frosted Mini Wheats (chocolate, strawberry and blueberry are OK, too)
- Sun Chips (original flavor)
- Thomas Mini-Bagels (any variety)
- Teddy Graham Crackers (Honey, Cinnamon or Chocolate Chip)
- Triscuits (original flavor)
- Wheat Thins (Original or Multi Grain)



LUNCH BUNCH

If your child is attending Lunch Bunch, they will be bringing a packed lunch on the days they are signed up to attend (Monday, Tuesday, Wednesday or Thursday). We require a child's lunch to have nutritional food from the following food groups: (minimum portion sizes for a 3-5-year-old) protein ($1\frac{1}{2}$ oz.), grain ($\frac{1}{2}$ slice bread or $\frac{1}{4}$ cup pasta, etc.) and two foods from the fruit/vegetable group ($\frac{1}{2}$ cup). All food items must be stored in a lunchbox/bag clearly marked with your child's name. The lunches will be stored in the classroom, please be sure to include ice packs in your child's lunch if foods need to be kept cold.

Lunch Bunch is a snack-lunch program that will be offered throughout the year for 3,4 and 5-year-old preschoolers. The cost is \$10.00 per day. It is a great time for children to meet from 12:00 to 1:00 to have lunch together and learn about how to eat good food to keep their bodies healthy and strong. After lunch, different types of organized physical activity are incorporated. Lunches are provided by the parents and need to have their child's name printed clearly on them. Lunches should not contain glass bottles or anything that needs heating or microwaving. Please provide a nutritious meal. Morning session children will be escorted to lunch bunch by one of their teachers. Afternoon session children can be taken directly to lunch bunch by their parent. The teachers will then escort them to their class when lunch bunch is over.

The importance of nutrition and healthy choices are emphasized in our Lunch Bunch program. 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." Thank you for your support as we work to keep nutrition an important part of your child's Lunch Bunch experience. Please send a lunch with your child(ren) that includes foods from all the four main food groups listed on the new food pyramid, which includes:

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

Food Supplements or Modified Diets: If your child requires a food supplement, has allergies or a modified diet, a written health plan must be completed on NYC form #01236. Please alert your child's teacher if your child has any food allergies. All parents will be notified if there is a child/child in the class who has food allergies. We ask that if your child has a food allergy, please provide a back-up snack.

Drinks: It is important to keep the body hydrated. Children may get drinks of water upon request and are encouraged to drink water throughout the day, especially after strenuous activities. Water is available with all snacks and meals.



Prayer of Thankfulness: Prior to receiving snacks and meals, children are reminded to be thankful for their daily provisions. The following non-denominational prayer is sung to the tune of Frere Jacques (Brother John):

*God our Father; God our Father; Once again; once again;
Now we ask your blessing; now we ask your blessing; Amen; Amen.*

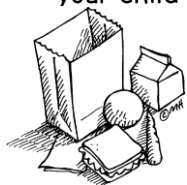
Classroom Celebrations: Halloween, Christmas, Valentines' Day, St. Patrick's Day, and Easter. A special snack sign-up will be sent through Brightwheel for these celebrations.

Half Day Preschool Program

Each day a snack is served in your child's class. The children sing a blessing before sharing a snack together. It is a time when the children sit together and get to know one another. Parents sign up to bring in the snack on a rotating basis including special days such as birthdays. It is a special day when your child is the snack helper. This entire process can be a learning experience for your child. Planning, shopping for and preparing the snack offers you and your child a chance for quality time. Please remember that it is a snack, and the preschoolers do not eat that much. You are asked to bring enough snacks for the number of children in the room. Water is my preferred drink. A morning snack will be served around 10:30 AM.

Full Day Preschool Program

Snack time is an important component of our program. Snacks will be provided both in the morning and afternoon provided by parents. Many children enjoy bringing in a snack to share with their friends. If you and your child would like to share this experience, a sign-up sheet for morning snack is posted on the bulletin board at the beginning of each month. This is an optional facet of our program. Birthdays are an important part of your child's life and can be shared as a preschool experience. Parents may bring in a special snack on those days. The morning snack is served around 10:30 AM. The afternoon snack is served between 2:30/3:00 PM. Both snacks need to contain at least two food groups as specified by state licensing laws, so please keep this in mind when volunteering to bring in a morning snack. A snack list is posted inside the classroom and on the bulletin board in the hallway.



- Children bring their own lunches daily. Lunch boxes should be clearly marked on the outside with your child's name. This meal must consist of nutritional food from the following food groups: protein, grain and two foods from the fruit/vegetable group. A helpful food chart is at the end of Section C. If your child's lunch does not contain these specified food groups classroom staff will supplement it. It is our policy to encourage children to eat a reasonable amount of healthy food before eating snacks or desserts. The teachers do not heat food. It is our experience that foods heated at home in the morning will retain their warmth when packed in a small thermos. Food should not be packed in glass containers, and we ask that you don't send soda pop to drink or snacks with artificial sweeteners. Lunch will be served around 11:30.
- **Special Note:** Please alert your child's teacher if your child has any food allergies, please provide backup. If your child has allergies, please provide extra snacks that they can have and fill out form that must be signed by a doctor. All parents will be notified if there is child/children in the class who has food allergies. Your teacher will provide a revised snack list.

BIRTHDAYS



We celebrate each child's birthday, whether it occurs during the school year or summer. Each child will receive either a birthday crown or badge to wear during the school day. The class will sing "Happy Birthday" to the child. The staff will not be responsible for handing out birthday invitations. If you wish, you may present a book, game, etc. to your child's class in honor of his/her birthday.

SHARING

Each classroom implements its own sharing time and procedure. The classroom teachers will notify parents of any sharing times. Please refrain from sending toys with your child at other times, as they can become lost, broken, or a distraction. We will provide many stimulating activities and items for your child to play with and explore. The school is not responsible for lost articles.

For Boulevard to provide a safe environment for all children, pets are not allowed to visit or be "shared" with the child's classroom. Parents will be informed if teachers or guest speakers use animals for instructional purposes in the classrooms. Your child's safety is our utmost concern.

ARRIVAL/DISMISSAL

Only those authorized on your Pick-up Authorization Form will be allowed to take children from preschool. It is important for us to be notified in advance if someone other than you is picking up your child. We will ask for the identification (driver's license) of anyone whom we do not know before we allow them to pick up your child.

No child will ever be released to anyone showing signs of alcohol or drug use.

Please send a message through Brightwheel to report any absences. This helps us be aware of illnesses and helps us plan their day.

The Full Day Preschool is open 7:30 a.m. - 5:30 p.m. Monday through Friday. All children in the full day program must be picked up by 5:30. Parents who are more than 5 minutes late for any reason will be assessed a late fee of \$1.00 per minute payable when the child is picked up. The late fee is paid directly to the teachers supervising your

child as compensation to them for working overtime. **Chronic problems with late pick up are cause for withdrawal from the program.**



The Half Day Preschool is open 9:00 a.m. - 1:00 p.m. for morning classes and 12:00 p.m. - 2:30 p.m. for Enrichment classes. Teachers will prepare special activities for your child before class begins. The teachers will open the classroom door when they are ready to greet your child and begin the class. Parents who are more than 5 minutes late for any reason will be assessed a late fee of \$1.00 per minute payable when the child is picked up. The late fee is paid directly to the teachers supervising your child as compensation to them for working overtime. **Chronic problems with late pick up are causes for withdrawal from the program.**

The above rules apply to the Lunch Bunch and Enrichment programs as well.

Parents are asked to only use the gray metal door on 2nd Ave. with the keypad during regular school hours. When entering and leaving the building, the parent or authorized person into the building must confirm their arrival and departure with the teacher.

ARRIVAL

Guidelines for parents and children coming to school together:

Full Day Families:

Please Park in the front church parking lot and walk into the church through the gray metal doors. This door has a code to ensure the safety of the children. Only preschool families are given this code.

Please always hold your child's hand in the parking lot and sidewalk until you are safely inside the building.

Part Day Families:

(Only preschool children and teachers are in the preschool areas during preschool hours.

Walk your child to his/her teacher who will be standing at the church doors.

As they greet each child, the teachers will record attendance on their classroom attendance sheets. Please note that teachers cannot engage in long or private conversations at this time, as they are responsible for the supervision of all the children present in the classroom. Teachers are responsible for matching head counts and tracking children with attendance sheets frequently throughout the day. All children are always supervised.

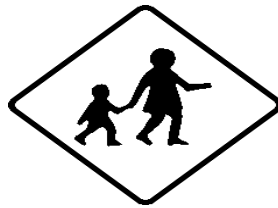
DISMISAL

Morning sessions will be dismissed at 11:00 AM 1-2 Day class, AM 3-Day 12:00 PM 4-Day class 12:00, AM 5-Day class 1:00PM and Enrichment sessions will be dismissed at 2:30 PM. Your child will only be released to the parent or a designated person on the Child's Pick-up Authorization Form. The staff will be aware of each child's departure from their classroom. If someone is not listed on Child's Pick-up Authorization Form to pick up your child, please send written verification or contact the Preschool office with the request. Staff will check IDs of anyone they do not recognize. Please make sure that those listed on your Child's Pick-up Authorization know that they may be asked to present a photo ID when picking up your child. Your child's safety is our priority.

Parents need to be prompt when picking up their child, as it can be very traumatic for the child when parents are late. If you find that you will be late; a quick call to the Preschool is appreciated so that we may reassure your child.

Release of a Child

Staff will release children only to persons on the release form provided by the parent. The person picking up may need to show identification to the teacher before your child is dismissed to them. If an emergency arises the parent must call the Preschool at 614- 486-2362, with permission for the person to pick up their child. 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



Parental visits to BPCP are always welcomed. Usually, we will ask that at the beginning of the Preschool year parents leave their children after a short good-bye. At that time the teacher will help the children engage in activities or just sit for a while. After three weeks or so, when the children have formed friendships and the classroom becomes their special place, we welcome the parents to visit and let their children show them all the things they do.

It is normal for some children to have difficulty separating from their parents. Please make your drop off as brief as possible. The longer you prolong the departure, the harder it gets. A smile, a cheerful good-bye kiss and a reassuring word that you will be back is all that is needed. In our experience, children are always quick to get involved in play or activities as soon as their parents are gone.

Please be brief at pick up times as well. When two different authority figures (the parent and teacher) are present, children may test to see if the rules still apply. During arrival and departure, please ensure that your child continues to abide by the classroom rules. If the child's behavior is inappropriate, the teacher may take action to correct it.

Parents or their authorized representative must come to the designated pick-up area for their child at pick-up time. Please take a moment to touch base with a teacher so she can record the pick-up on her attendance sheet. You are responsible for your child once their teacher has checked them out. For your children's safety, please make sure they are with you from the moment you pick them up until they are buckled safely in the car. Children **MAY NOT** wander the church premises without an adult. Failure to comply with this policy could result in dismissal.

CUSTODIAL SITUATIONS

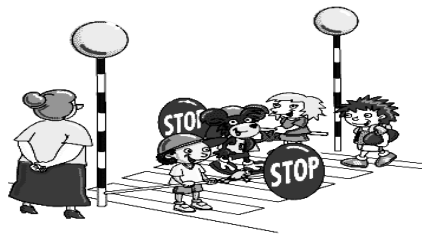
In cases of custodial situations, the custodial parent must complete BPCP's registration and emergency information form. In cases where the non-custodial parent is not allowed to have contact with the child (ren), a copy of the divorce decree or restraining order must be provided to the Preschool Administrator. If there are custody issues involving your child, parents must provide the preschool with court papers indicating who has permission to pick up the child. The preschool will not deny a parent access to their child without proper documentation. The preschool teacher needs to be notified of any changes in custody arrangements. The parent who enrolls the child (ren) will be responsible for payments unless previous arrangements have been approved.

PARKING

Parking is allowed on both sides of Northwest Boulevard and West Second Avenue. Parents are asked to only use the gray metal door on W. 2nd Ave. with the keypad during regular school hours.

Because West Second Avenue and the accompanying parking lot are busy places, we ask that you observe safe and responsible driving practices. Park legally and on the appropriate side of the street and observe all parking signs. Grandview Heights Police will ticket parking infractions. Please do not park over the crosswalk.

Parents are asked to hold their child's hand while in the parking lot and while crossing the street. No child should enter the parking lot alone or be left alone in the parking lot.



Please observe handicap parking areas and never leave a child in your car "just" to run in to get your preschooler. **REMINDER: It is ILLEGAL to leave a child unattended in a parked car.**

NON-STANDARD TRANSPORTATION TO PRESCHOOL POLICY

(Protocol followed when a child transported from another program fails to arrive at preschool.)

Boulevard Presbyterian Church Preschool (BPCP) receives children transported from other programs when approved by the preschool board.

If a child does not arrive at BPCP within 15 minutes of normal arrival time, the Program Director will call to determine when the child was picked up. If this phone call determines that the transporter picked up the child more than 10 minutes earlier, the Program Director will call the transportation department of the other program. If the transportation department cannot verify the whereabouts of the child, the Program Director will call the parents to advise them of the situation and proceed as the parents deem necessary.

If the Program Director is not available to carry out the procedures, the next available staff member on the chain of responsibility will carry out the procedures.

All actions taken will be documented in writing including the exact times the phone calls were made.

At no time can Boulevard Preschool staff transport a child.

SCHOOL ROSTER

A roster with the name, address and phone number of parents will be available upon request to parents, custodians or guardians. If any parent or guardian requests that this information remain confidential the request will be honored, and their information will not be included in the roster. Only those individuals who indicate on the JFS-01234 "Child Enrollment and Health Information for Child Care Centers and Type A Homes" that they want their information made available will be included on the list. This information will be used for school purposes only.

Please inform your child's teacher of any changes to your address, telephone number or emergency contact numbers that are important that emergency contact numbers are kept current.

PHOTOGRAPHS

We take pictures throughout the school year. We ask that you sign a picture release form to display your child's picture or for use in print or website. We will not display a child's picture without the signed release form.



Social Media Policy Boulevard Presbyterian Preschool (BLVD) uses social media and electronic communications to share information about our program, classroom activities, and special events. Photos or videos of children will only be shared with written parent/guardian permission. Children's full names and identifying information will never be posted on social media. Parents and visitors are asked to respect the privacy of all children and families by not posting photos or videos of other children on social media without permission from their parent or guardian.

COMMUNICATION

Communication with parents is an integral part of BPCP program. Communication begins with an initial interview with the Administrator or Full Day Preschool Program Director. For the Half Day Preschool Program, there is a short orientation in September before classes begin, allowing time for you and your child to become acquainted with his or her teacher. The Full Day Preschool Program holds an evening orientation in June and August for parents and children entering the program.

We welcome parent feedback. Comments about our program are very important to us. Please feel free to discuss your concerns with the Administrator, the Full Day Preschool Program Director or your child's teacher at any time. If it is inconvenient for you to meet with someone during school hours, another time can be arranged. Teachers are available at the beginning and end of each class to briefly discuss your child's needs, but please remember that they must be attentive to the other children in the classroom.

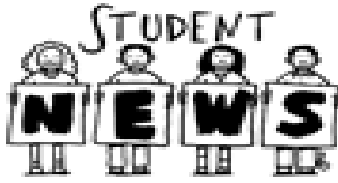
Conflict Resolution

If parents have any comments, concerns, or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

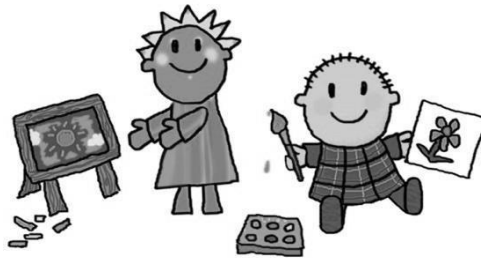
1. Child's teacher
2. Administrator
3. Preschool Board

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. The licensing rules governing childcare are available for review in either electronic or paper copy format. The preschool staff fully realizes that you are trusting us with your little ones, and we want our relationship to be a good one.

As part of our school family, we welcome you and invite you to share any family news with us - happy or sad. The sharing of information helps to create community and an increased understanding of the behavior patterns of the children. Additional excitement or stress can markedly affect children's behavior. It may help if we are informed. Any information of a confidential nature will be treated as such.



Newsletters are sent home monthly through the Brightwheel App. Please read them thoroughly as they contain information of which you need to be aware. Also check bulletin boards regularly for updates, announcements and changes in times and dates.



Parent-Teacher Conferences/Progress Reports will be held once a year for Pre-K classes to discuss the results of a formal evaluation of your child and his/her progress. Information relating to cognitive and intellectual development, the child's behavior, and other pertinent matters will be reviewed. Conferences upon request mid-winter and a written evaluation for children entering kindergarten is given at the end of the school year. **Progress reports** for the 2 and 3-day classes will be sent home in March. If you have any concerns about your child's progress, please feel free to contact us. We will contact you if we have concerns. Each child is assessed regularly throughout the year.

Incident/Injury Reports will be given to parents if a medical or social incident of any significance occurs that causes a child moderate discomfort. A written report will be completed describing the nature of the situation and the actions taken because of the incident. An incident report is completed when a child gets a significant bump, scratch or abrasion. The parent or guardian will receive one copy of this report, and one copy will be kept in the child's file. If a serious incident occurs the parents will be notified to transport their child for medical care or 911 will be called. The child's health and medical records shall accompany the child. The staff member shall stay with the child until the parent or guardian assumes responsibility for the child's care. We will also contact the parents, complete an incident report, and contact the Ohio Department of Job and Family Service within 24 hours. BPCP is not responsible for accidental injuries. 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 of the Incident/Accident report will be reviewed with the parent of the child involved and signed by the parent. The parent will receive a copy of the report, and a copy will be retained in the child's school file. BPCP is not responsible for accidental injuries.

Open Door Policy

BPCP operates with an open-door policy. Unlimited access to BPCP during the hours of operation is permitted to parents, guardians of an enrolled child, and the Ohio Department of Children and Youth Supervisor. Upon entering BPCP, the Administrator and/or your child's teacher must be notified.

The Administrator will make regular and consistent observations in each classroom and have a working knowledge of the activities and social relationships within each room. Parents may feel free to contact the Administrator with comments related to individual classroom operations.

Limiting Access to the Preschool

The safety of our children is a top priority.

To maintain a secure environment:

- Exterior doors remain locked during program hours whenever possible.
- Access to preschool is limited to enrolled families, authorized emergency contacts, staff, volunteers, approved visitors, and emergency personnel.
- Visitors must check in with the preschool office before entering classroom areas.
- Staff may ask any unfamiliar individual to provide identification and state the purpose of their visit.
- Children will only be released to individuals authorized by the parent or guardian.

Toileting

Teachers will assist children with toileting as needed. All students are required/preferred to be toilet trained. If a child has an accident, the parent will be called to change the child. Please instruct your child in wiping procedures and hand washing. Parents will be called to come if a bowel "accident" occurs.

Back Packs

Please send a large backpack to be used by your child at Boulevard. Put his/her name in large letters on it.

Lactation Room

The church nurse's room 208 on the main level of the Church building, across from the Full-Day classroom, is a designated lactation room.

Emergency Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the parent and/or the emergency squad will be contacted. **BPCP will not transport children.**

Supervision Policy

Staff will always supervise children during school hours. Parents need to maintain supervision after a child has been dismissed from classroom and before and after school.

Water Activities

Boulevard does not do any swimming activities.

Infant Care

Boulevard does not provide care.

Evening and Overnight Care

Boulevard does not provide evening and overnight care.

Technology Use

Age-appropriate technology (videos, CD's, may be used with supervision, etc.) may be used on a limited basis in the classroom to enhance the topic of study.

PARENT PARTICIPATION

Opportunities to Help – parents of our preschoolers play an important role in BPCP. Each parent has a unique set of talents and interests so don't be shy about offering your assistance. There are many ways you can get involved in your child's preschool experience. You are welcome and encouraged to participate. Grandparents are also welcome to participate.

Some examples of ways to be involved:

- Chaperon field trips. Each child must have a family member with them.
- Assist with maintenance and beautification of the school grounds.
- Provide treats or supplies for our parties.
- Reinforce weekly themes at home.
- Give us your input and ideas.
- Collect materials for use in art projects (e. g. paper towel rolls, baby food jars, etc.)
- Offer to share hobbies, interests, or expertise.

Parent Events: Provide opportunities for parents to gain insight not only into the development of their child, but also of children in general. Several activities for parents are planned throughout the year and announced via the calendar and monthly newsletters. Parents and their preschoolers are encouraged to participate in these functions.

Parent Directory: A classroom directory of children/parents' names, addresses, phone numbers and email addresses are made available to families each year. The directory will not include the names and number of any parents who request that this not be released. Please specify your consent/denial on the pink "child enrollment form #01235 included in enrollment paper.



WORKING TOGETHER

➤ **Program Responsibilities**

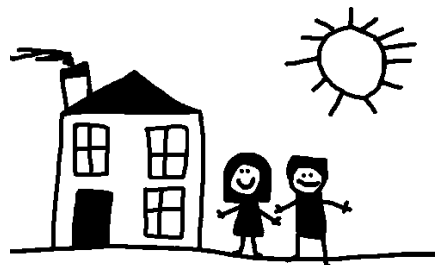
- Provide care for the children in a safe, nurturing and supportive environment
- Facilitate student learning
- Treat all children in a respectful manner
- Administer fair and non-punitive discipline when necessary
- Discuss concerns or questions related to children or the program
- Notify the parent/guardian of misbehavior on the part of your child and work collaboratively to bring about improvement
- Promptly inform the parent/guardian if your child does not arrive at the program according to his/her enrollment information
- Regularly inform families about program activities
- Room 208 is available for mothers and staff to breastfeed and/or pump breastmilk

➤ **Parent Responsibilities**

- Pay tuition on time
- Keep each child's records up to date
- Pick child(ren) up on time and supervise while in building
- Follow health guidelines
- Contact BPCP if your child will not be attending on a scheduled day
- During a pandemic parents need to fill out daily child health screening questionnaire, report any illness, acknowledge and sign Pandemic Agreement

➤ **Student Responsibilities**

- Respect the school rules that guide them during the day and while at the program
- Be responsible for their actions
- Always remain with their assigned group and teaching staff.



FIELD TRIPS

A person trained in First Aid and CPR will be on the field trip with the First Aid kit.

A parent, legal guardian or family member need to transport their child (ren) on field trips.



Licensing regulations require that in order for a child to participate in a preschool field trip, the child's parents or legal guardian must sign a permission slip. Parents, legal guardians, or family members must participate in the trips. We may ask you to pack a lunch for your child on that day and pay any fees associated with the trip. Before leaving the Boulevard, a count will be taken of all the children and marked on a separate attendance sheet specifically created for the field trip. Upon arrival at the destination, another count will be taken to ensure that all the children have arrived safely. This process will be repeated upon leaving the destination and

returning to Blvd. During the course of field trips each staff member and parent chaperon will have specific children that they are responsible for supervising while on the field trip. When parent volunteer's drive for field trips, each parent will be in charge of their child (Ren) to both transport and supervise during the field trip. The emergency transportation authorization forms will be taken on each field trip. Parent drivers will do a face to name check of their assigned group periodically during the trip.

The following procedures are followed when the children go on field trips:

1. While on the field trip each child will wear a tag printed with our school's name, address, and telephone number.
2. An attendance sheet, listing each child on the trip, along with their emergency medical form and signed permission slip are taken on all field trips. In addition, a first aid kit, the health record and supplies needed for any child who has a health condition that could require special procedures or precautions will be taken.
3. In the event of an emergency away from the preschool 911 will be called and your child will be cared for, and you will be notified immediately. Emergency personnel take over when they arrive.
4. In the event of an emergency away from the preschool, your child will be cared for, and you will be notified immediately by text. Each child will have a parent or guardian with them on +special field trips.
5. Teachers and parents will be advised of the designated area at the site to meet in case of an emergency. 911 will be called. Children will be accounted for by teachers.
6. While on the field trip each child will wear a tag printed with our school's name, address, and telephone number.
7. An attendance sheet, listing each child on the trip, along with their emergency medical form and signed permission slip are taken on all field trips. In addition, a first aid kit, the health record and supplies needed for any child who has a health condition that could require special procedures or precautions will be taken.
8. In the event of an emergency away from the preschool 911 will be called and your child will be cared for, and you will be notified immediately. Emergency personnel take over when they arrive.
9. In the event of an emergency away from the preschool, your child will be cared for, and you will be notified immediately by text. Each child will have a parent or guardian with them on +special field trips.
10. Teachers and parents will be advised of the designated area at the site to meet in case of an emergency. 911 will be called. Children will be accounted for by teachers.
11. While on the field trip each child will wear a tag printed with our school's name, address, and telephone number.
12. An attendance sheet, listing each child on the trip, along with their emergency medical form and signed permission slip are taken on all field trips. In addition, a first aid kit, the health record and supplies needed for any child who has a health condition that could require special procedures or precautions will be taken.
13. A person trained in first aid and CPR will be on the field trip with the first aid kit.

14. In the event of an emergency away from the preschool, your child will be cared for, and you will be notified immediately.
15. Parents will be notified if the field trip location contains a body of water.
16. Authorized adults may be drivers as well as provide supervision on field trips. Adult/child ratio requirements will be maintained.
17. Each child and adult must wear a seatbelt. Children required by law to be in a safety seat must provide their own seat.
18. Drivers must be at least 18 years of age, hold a valid driver's license, provide proof of insurance and not be under the influence of any substance that could impair driving abilities. Smoking shall be prohibited in all vehicles when occupied by children.
19. Children will be transported with their parents in a private vehicle.

Walking Field Trips

Preschool classes occasionally go on walking field trips. Most of the time these walking field trips would be short in nature, such as a nature hike around the block. On occasion, a longer walking field trip may be taken, such as to the Grandview Heights Public Library (Willard to First Ave.) or the park (Willard to Parkway). We would walk around the block on (Northwest Blvd. to Hope Ave to Second Ave.). Parents are notified in advance of walking field trips and will be asked to sign a walking permission slip at the beginning of the school year. For walking field trips, parents sign permission and the first five procedures, listed above, would be followed. In case of an emergency 911 will be called.

If you do not wish for your child to participate in the field trip, you will be required to make other arrangements for that day. There will be no reduction in tuition for the field trip day.

TUITION

Upon enrollment, parents are required to sign a tuition agreement, which defines tuition policies, supply fees and prices. Boulevard payments may be paid through the Brightwell App or by check.

Payments in advance The Half Day Preschool has a non-refundable one-month advance payment due May 1st. New Families registration and non-refundable pre-paymant due April 1. The Full Day Program has a one-week advance payment due May 25st. Both programs' supply fees are due with the March/May payment. Please refer to your tuition agreement.

Tuition is based on the actual cost of running the school. ***It is essential for tuition payments to be made on time in order to meet our financial obligations. Payment can be made through Brightwheel App or checks made payable to BOULEVARD PRESCHOOL. Any check returned for insufficient funds will be charged a fee. Tuition must be paid even when your child is ill or on vacation or School closing. The teachers cannot accept tuition payments.***

Tax Information will be given when asked for.

Tuition Assistance may be available on a limited basis. Applications can be obtained from the Administrator or the Full Day Program Director. The Preschool Board will review all applications confidentially. Application does not guarantee approval. Tuition assistance is available based on individual need and available funds.

Hardships: If there is a hardship that makes paying tuition difficult, notify the Administrator immediately. Temporary assistance may be available.

Half Day Preschool Program Preschool tuition is based on a FULL SCHOOL PRESCHOOL YEAR not the number of days in each month. For your convenience tuition at Boulevard is divided into (10) equal payments (one pre-payment and nine monthly payments). This results in 10 equal payments and is not determined by the number of days school is in session each month. The first payment (pre-payment) and supply fee are March 1st for all new families. All monthly fees are due on the first day of each month, September through May 1st, 2026. Any payment not received by the 15th of each month will be assessed as a \$10.00 late fee each week the payment is late. A \$45.00 charge will be imposed for all returned checks. Monthly tuition payments for the Half Day Preschool Program are determined by taking the total yearly tuition and dividing it evenly by the number of months the school is in session.

Full Day Preschool Program: Weekly tuition payments for the Full Day Preschool Program are determined by taking the total yearly tuition and dividing it evenly by the number of weeks that school is in session. This creates consistency for the payments regardless of the number of days the school is in session. Tuition is calculated on a weekly basis and is due on Sunday of each week. A week of tuition Deposit and supply fee of \$110.00 are due either: (1) for new families these are due upon notification of acceptance into the full-day program (2) for current family's deposit and supply fee are collected May 1st. All students will not be considered enrolled until this pre-payment is received. This deposit will be considered payment for the last week of attendance provided two weeks' notice is given and tuition payments are current. Each payment more than one week late, will be assessed a late fee. Payment is through Brightwell App or a check your child's name on the memo line of your check.

Vacations and Absences: There is no reduction in tuition when a child is absent for any reason, nor is tuition reduced when Preschool is closed for holidays or snow/ weather /emergency days. A child may come only on the days that (s) he/she is enrolled.

Disenrollment

Transitioning Out of Our Preschool At A Time Other Than The End Of The School Year

If you need to withdraw your child from the program for any reason, we ask that you give us a minimum of **two weeks'** written notice. Only prepaid tuition for upcoming weeks/months may be refunded upon written notification. Current work/art samples, any photographs of the child, and all personal belongings will be sent home on the child's last day of attendance.

It is the desire of the Preschool teachers to help all the children to have successful experiences. However, any child that continually demonstrates inappropriate behavior or behavior that causes the staff to use one-on-one supervision is considered to pose a serious problem for the other children in school. If a child has a persistent pattern of inappropriate behavior, parents are contacted. They will be asked to assist and support the staff to correct the inappropriate/disruptive behavior. If the behavior does not change, probation or dismissal may occur. The Boulevard Preschool has the authority to ask a parent to withdraw a child when a situation is jeopardizing the well-being of a classroom atmosphere. All care will be given to work through all problems to the best interest of child, parents, teachers and class

A child may be dismissed from the program for:

1. Disruptive behavior.
2. Evidence of unsuccessful adjustment.
3. We feel we are unable to meet the needs of your child.
4. The child becomes a behavior problem, which we are unable to resolve through normal guidance and management techniques and parent conferences.
5. Physical or verbal abuse of any person.
6. Hitting, biting, or kicking staff or another child.
7. Parent/guardian verbally abuses or physically harms a staff member.
8. Failure to complete and return the required forms.
9. Lack of parental cooperation.
10. The child is frequently picked up past departure time.
11. Late and/or non-payment of tuition or fees.

Americans with Disabilities Act

- Children with disabilities are assessed on an individual basis to determine if BPCP program is appropriate for their needs. Boulevard does not administer medication without the child's documented medical/physical care plan. Prior to caring for a child with a disability, BPCP staff are properly trained in necessary care procedures and the administration of medication according to his/her medical plan.

GUIDANCE AND MANAGEMENT

All staff of Boulevard Preschool shall be responsible for the guidance and management of the children at the center as outlined in Rule 5101: 2-12-22 of the state rules and regulations.

BPCP adheres to one fundamental belief: discipline consists of positive reinforcement and redirection. If a child's behavior is inappropriate or interferes with the classroom routine the teacher will talk to the child about the behavior, redirect them and help them transition back into the classroom routine. The use of physical punishment is never permitted. When using child guidance techniques, the staff will give alternatives to inappropriate and undesirable behavior. Teachers will establish fair, simple rules and enforce them calmly and consistently. The teacher may need to step in and help a child when necessary. This may include a child who hits, kicks or is harming him/herself or another person in any manner. Situations involving discipline will be carried out in a calm and consistent manner.

Our teachers will....

- ◆ Provide an environment structured to help children understand what is expected of them as well as help them understand limits.
- ◆ Listen, clarify, and support choice making rather than solving problems for children.
- ◆ Act as limit setters using positive language and manners to communicate limits and provide simple, consistent, and reasonable explanations.
- ◆ Recognize children for respecting limits (or making efforts to respect them) and for using verbal rather than physical means of resolving social conflicts.
- ◆ Offer children appropriate alternative ways to redirect their behavior while recognizing individual needs.

All employees of BPCP are educated when hired about state licensing requirements for child guidance and management policies pursuant to Rule 5101:2-12-19. A listing of this rule which applies to all employees of BPCP is as follows:

BPCP staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Each BPCP staff member will manage unacceptable behavior as follows:

Use behavior appropriate techniques suitable to the children's ages and circumstances.

Use developmentally appropriate separation from the situation only as necessary.

Communicate and consult with parents or guardians in implementing any specific behavior management plan.

As your partner in caring for your child, Boulevard believes that it is important for good communication to exist between home and school. Changes at home do affect a child's behavior at school. Please share with us information which will make us more sensitive to your child's needs.

HEALTH AND ABSENCES

BPCP staff strive to provide a safe and healthy environment for children. All children attending BPCP must have age related immunizations. The staff at BPCP are trained in recognizing the signs and symptoms of childhood communicable diseases. Every three years the staff is required to retrain in proper hand washing and disinfection procedures. A communicable disease chart issued by the Ohio Department of Health is posted outside the Preschool office and in the Full Day Program classroom and is used as a guide for dealing with childhood communicable diseases. The classrooms are cleaned daily, with toys washed and sanitized on a regular basis. Tables are washed and sanitized at the beginning of each day and before and after food is served. Materials and equipment are regularly evaluated for safety concerns. Universal precautions (treating all human blood and certain human body fluids as infectious) will be used when dealing with blood and other potentially infectious bodily fluids. Personal safety equipment, including gloves, will be used in any situation that involves bodily fluids. Staff members participate in blood-borne pathogen training to ensure proper conduct in the case of an accident.

We request that you notify us if your child is ill and let us know the nature of the illness. In the case of communicable diseases, we adhere to DYC guidelines concerning re-admittance. If your child has been exposed to a communicable disease, we will notify you within 24 hours by a note sent home and a posted notice. We respect each child's and family's privacy; therefore, all information we receive will be confidential and no names will be divulged. A chart with details concerning communicable diseases is posted on the preschool office door in the downstairs hallway and on the Full Day Preschool door. **If your child becomes ill at school, you will be notified immediately and required to pick up your child. If you are unable to leave your job to pick up your child within one hour, please designate another person on your emergency contact list who can accept this responsibility.**

Children will be re-admitted to BPCP after 24 hours of being free of fever (**without medication**) or other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. A child who has returned following an illness will be expected to follow the regular routine.

For the protection and health of all the children and staff, a child exhibiting any of the symptoms in the chart on page 31 is considered ill and alternative arrangements should be made for his/her care.

Children are observed upon arrival and throughout the day. If they exhibit any symptoms they will be isolated from the other children, provided with a cot and made comfortable within a teacher's sight. Parents will be notified to pick up their child immediately and must arrive within 1 hour. Cots will be disinfected with an appropriate germicide. We respect each child's and family's privacy; therefore, all information we receive will be confidential and no names will be divulged.

If you would not want your well child to be around another child with the same symptoms your child is exhibiting, please keep your child at home. A child well enough to attend preschool is considered well enough to participate in all scheduled activities whether inside or out. **We ask that you not bring a sick child to the preschool, please be considerate of others in the classroom.**



If your child exhibits any of these symptoms, they should not come to school. In order to abide by rule the 5101:2112-16 OAC a child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

Fever	Temperature of 100 degrees F. Your child should be without fever for 24 hours or more, <u>without medication</u> , before returning to school.
Vomiting	If the child has vomited twice within 24 hours or has vomited once and when accomplished signs of illness, the child needs to stay home for 24 hours after symptoms have passed.
Diarrhea	If a child has more three abnormally loose stools or if they have one loose stool accompanied by other symptoms, the child must remain home till the diarrhea has ceased for 24 hours.
Unusually dark urine or gray or white stool	Please see physician before returning to school
Severe coughing and/or sneezing	Causing red or blue face or making a whooping sound. See physician before returning to school
Difficult or rapid breathing	Please see physician before returning to school
Pinkeye (Conjunctivitis)	If a child has an eye exhibiting redness, obvious discharge, burning, irritation, itching, matted eyelashes, swelling and discharge of pus, a child must stay home until the discharge has completely stopped or if they have been on medication for 24 hours and have a physician's written permission to return to school.
Yellowish skin or eyes	Please see physician before returning to school
Sore throat or trouble swallowing	Your child should be examined for strep throat and may return to school after he/she has been cleared by a physician or on antibiotics for a full 24 hours with no fever.
Untreated spots or rashes	A physician or health care provider should clear rashes before a child attends or returns to school. (Even children who have been immunized for chicken pox may get chicken pox and/or be contagious) Any case of chicken pox must be reported to the health department by BPCP.
Severe itching of the body or scalp	Evidence of head lice, mites, scabies, or other parasitic infestation must be treated before the child may return to school
Stiff neck with an elevated temperature	Please see physician before returning to school
Runny noses and colds	Clear runny noses are acceptable without other symptoms. Yellow or green runny noses may be related to serious infections and your child should not be sent to school if the child is too ill to participate in all daily activities or he/she has been seen and cleared by a physician.

Any child demonstrating signs listed above will be isolated in Room 208 on main level and room 113 on level and observed for symptoms. There is a cot located in the office should a child need to lie down. The parents will be notified.

If a child does not feel well enough to participate in center activities the parent will be called to pick up the child within a reasonable amount of time. Anytime a child is isolated they will be kept within sight and hearing of a staff member.



Immunization Requirements

It is the policy of Boulevard Preschool to require all children attending our preschool to receive all age-appropriate immunizations recommended by the Ohio Department of Health. In order to foster a safe environment for learning, and to help prevent the spread of communicable diseases, children who have not had all of the recommended immunizations will not be permitted to attend Boulevard Preschool. Verification of immunization is required on the state-approved form, which must be current and signed by the child's physician or nurse practitioner. The forms are available on our website as well as on Ohio Department of Jobs and Family Services website and will be available from the preschool.

Management of Illnesses

Boulevard will provide children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to preschool. Sick children may be sent home! **And will be immediately isolated and discharged to the parent or emergency contact:** Please plan ahead and have a back- up care plan in place if you are not able to take time off from work/school.



MEDICATIONS

The school does not administer medicines or prescriptions to individual children enrolled; we ask for your cooperation.

Medications for children with special health needs must be provided by the parents and will be stored in the classroom/office in their original container in a cabinet inaccessible to children. Special forms are required and available in the office. Parents must provide the Center with written, signed, and dated instructions from a physician as to the procedure to administer the medication.

Both the **Half Day Preschool Staff** and **Full Day Preschool Staff** will only administer medications when a child has a Medical/Physical Care Plan. The DCY form # 01236: Medical/Physical Care Plan must be completed and DCY form # 01217 "Request of Administration of Medication" before any medication will be given. This is the only situation in which the **Half Day/Full Day Preschool Staff** will administer **any** medications.

Please do not request that we give Tylenol® or any other over-the-counter medication to your child. If you feel a prescription or non-prescription medication is needed, you must take the time to come to school and administer it.

Emergency Medical Devices and Emergency Medications-

BLVD Preschool is committed to supporting children with medical needs while maintaining a safe environment. Children who require emergency medications or medical devices (such as inhalers, epinephrine auto-injectors, seizure medications, or other emergency medical equipment) may attend the program with the appropriate physician's instructions and required authorization forms on file.

Emergency medications and devices will:

- Be readily accessible to trained staff.
- Be stored according to state licensing requirements and manufacturer instructions.
- Be administered only by authorized staff who have received appropriate training.
- Be documented and parents/guardians will be notified immediately after use.

Parents are responsible for providing current medications, replacement medications before expiration, and updated medical forms as needed.

HAND WASHING

We feel hand washing is the best defense against the spread of all communicable diseases. Hand washing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and illness. Proper hand washing by students and staff is necessary to control the spread of germs. Students and staff are required to wash their hands before and after food preparation; after coughing or sneezing, using a tissue; before eating or drinking; after handling animals; and after using the toilet. Staff is also required to wash their hands upon arriving at the preschool, after contact with bodily fluids or cleaning up

spills, before and after administering prescribed medication, first aid, or completing a medical procedure and after taking off disposable gloves. Proper hand washing is practiced by using a designated hand washing sink, using soap and warm water, rubbing hands together for at least 20 seconds, and rinsing and drying. All staff and students are trained in proper hand washing procedures. A poster demonstrating these procedures is available at each sink used by the children.



We suggest that parents take their children to the restroom before they come to class. This is a good way to be sure that they come into class with clean hands. Singing the "ABC Song" gives the children a gauge for how long they should wash.

Staff hand washing - all staff shall wash their hands at the following times:

- ❖ Upon arrival at the center
- ❖ After helping child with tissues
- ❖ Immediately before eating or participating in any food service activity.
- ❖ Before leaving the rest room either with a child or by themselves
- ❖ Before and after administering nonemergency first aid to a child if gloves are not worn
- ❖ After handling animals

Children's Hand Washing - children's hands will be washed immediately before eating or participating in any food service activity, after blowing their nose, after using the rest room, when hands are visibly dirty, and after handling animals.



SAFETY

The safety and general wellbeing of the children is our highest priority as we provide for their cognitive, social, emotional and physical needs. Every staff member must be continually alert to possible dangers to the children. First aid and CPR training and re-certification must be completed by classroom teachers. Care is taken to maintain facilities and equipment in safe, optimum working order. The playground is inspected quarterly by at least two staff members. No one may enter the building with a weapon.

- Boulevard Presbyterian Church and BPCP maintain smoke-free, gun-free, drug-free premises.
- Boulevard Presbyterian Church and BPCP prohibits all weapons, including concealed handguns.
- No child shall ever be left alone or unsupervised. All children are always supervised within the sight and sound of a staff member.
- Children will be dismissed only to an authorized person or parent. This person must always keep a close eye and physical contact with the child (ren). No child is permitted to roam the premises unattended.
- First aid supplies and cleaning supplies will be stored safely and will be inaccessible to children. Aerosol sprays will not be used when children are in attendance.
- Fire drills occur monthly. A record is maintained outside the preschool office.
- Tornado drills are conducted during tornado season the school year. Locks down drills occur quarterly.

Fire emergency and weather alert plans are posted in each classroom as well as in any ...  ... areas where children may be present. These include a diagram showing evacuation routes.

- There is a telephone available in most rooms for use whenever necessary. An intercom system links classrooms and the church office. Cell phones are also used for communication between teachers.
- Children are asked to use walking feet when in the building (except when in the rumpus room) and to use the handrails when going up and down stairs.
- All electrical outlets in the preschool are covered when not in use.
- Clear safety rules are explained and carried out by all staff in all areas of the building.
- Staff members are trained in first aid and will follow accepted first aid procedures when treating injuries. First aid kits are available to each classroom and the playground. First aid kits are taken on all field trips. Cell phones are available to summon help when needed.
- An incident report is completed when a child gets a significant bump, scratch or abrasion. The parent or guardian will receive one copy of this report, and one copy will be kept in the child's file. If a serious incident occurs the parents will be notified to transport their child for medical care or 911 will be called for the EMS to transport the child.

- The child's health and medical records shall accompany the child. The staff member shall stay with the child until the parent or guardian assumes responsibility for the child's care.
- Staff member's purses will be out of reach and inaccessible to preschoolers.
- Wading pools are not used by BPCP. Classes will never leave the grounds of BPCP to swim.
- No adult or child may bring a knife, gun or other weapon into the building.
- Children will have bottled water and non-perishable food items available to them in case of an emergency.
- Under chapter 2950 of the Ohio Revised Code, the Franklin County Sheriff's Office is required to notify the center director when a sexual predator or habitual sexual offender moves into a geographical area.
- Children's emergency contact forms in the classroom's times during school hours.
- Teachers carry cell phones to communicate with one another and for emergencies.
- All teachers, including substitutes, are fingerprinted (BCI and FBI) and have background checks.
- Boulevard Church staff have been fingerprinted (BCI and FBI) and approved by DCY to aid teachers in the case of emergency.
- Children are not permitted to play on the **handicapped ramp please**: No running up and down the ramp, riding bikes or playing on the ramp. It is used for handicapped use only.
- All teachers are trained in American Red Cross Multi-Media Standard First Aid at the beginning of the school year if they are not yet certified. In the event of a minor injury, a staff member will treat the child. If the injury is serious, the child will be treated, and the parents notified immediately. If the child is seriously injured and cannot be treated by a staff member, an emergency squad will be called, and the parents notified as soon as possible. A staff member will accompany the child to the hospital with all available health records. 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 that requires first aid; the child receives a bump or blow to the head; the child must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation the report shall be available within 24 hours after the incident occurs. Boulevard shall verbally contact licensing personnel from the appropriate DCY office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 business days of the incident.
- Please use the 2nd Ave. entrance to enter the preschool where there is a key lock.



SAFETY/EMERGENCY/ACCIDENTS PROCEDURES

911 IS CALLED FOR EMERGENCIES

Teachers are in charge and responsible for establishing a calm, confident manner in the event of an emergency. In the event of loss of power, heat, or water the administrator will determine action to be taken.

Boulevard has devised several procedures to follow if an emergency would occur while a child is in the Boulevard's care. We have a safety plan in place for every kind of emergency. If we evacuate off-site you will be notified as to where you can pick up your child. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, and periodic tornado drills. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted, via email and/or text, as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. In the event of a school lock down, parents will be notified via email and/or text as to the situation. No person may enter or leave the school property during a lockdown. Boulevard will communicate with parents the status of the lockdown and when they may pick up their child through text or via email.

If an emergency occurs during preschool hours:

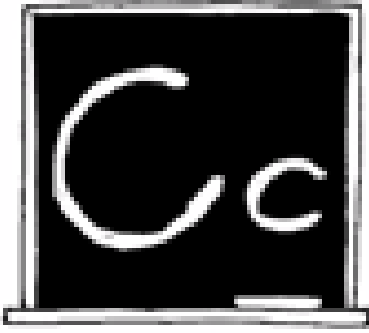
The preschool requests that parents do not call their child's school or the church office in times of emergency as it is important to keep phone lines free for emergency communications.

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or cell phone tower outage. Staff will contact parents as soon as possible.
- Tune to the news media for emergency instructions.

All staff members have received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury were more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

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; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. It will also be sent to Ohio Department of Job and Family Services by the next business day.

If a child is ill, they will be isolated from the other children. An assessment will be made of the child's condition and the parent will be called. The Director will need to determine whether the illness needs to be reported to the Ohio Department of Health. If it is a reportable illness, the parents of children in the classroom will be notified of possible exposure. If a cot is used, it will be sanitized after use. If the situation requires medical attention, DCY must be notified within 24 hours and the report submitted the next business day.



CALENDARS, CLOSURES & CALLS

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YEARLY CALENDAR

Half-Day Preschool Program This program begins in the middle of September, continues through the middle of May, and operates on a calendar similar to **Grandview Heights Public Schools**. Dates and times of activities and holidays are listed on the preschool calendar distributed at the beginning of each school year.

Full Day Preschool Program This program runs year-round closing the first week of June for maintenance. There is a holding fee to save your child's spot over the summer months.

The Full Day Preschool Program will be closed on the following days:

One week for maintenance

Labor Day

Thanksgiving and the following Friday

Christmas Eve

Christmas Break

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Monday after Easter

Memorial Day

June 19th

July 4th



There will be early dismissals before some holidays. These will be noted on your yearly calendar

BPCP may make any necessary changes to the calendar. These changes will be posted outside the classrooms and announced via the newsletter.

HOLIDAYS

We are a church-based Preschool and therefore we do include the Christian holidays such as Christmas and Easter as part of our calendar. We do realize that there is a wide range of religious and cultural beliefs among the families enrolled at our preschool. Our goal is to be culturally sensitive and developmentally appropriate in our planning of holiday activities.



CLOSURES

BPCP keeps the children's and teachers' safety in mind. We reserve the right to cancel preschool if we feel that their safety is at risk.

Closure of any program may occur at the discretion of the Administrator. Closures may be due to weather, building conditions, utility outages, excessive illnesses, or any other safety issue.

In the event of severe weather watch for school cancellations on the radio or television for Grandview Heights Schools to be closed. Please also check your Brightwheel app.



Weather Related Closures

All Programs at BPCP

We will close school for bad weather when the Grandview Height District closes for that reason. It will be announced through Brightwheel and will be sent to each parent. On these occasions, regular payment is still expected.

- In the event of severe weather **All Preschool Programs are CLOSED** when Grandview Heights Public Schools are closed. If Grandview is on a two hour delay all Full-Day and Morning Preschool Classes will begin @ 9:30.



If a **Snow Emergency** develops during the school day or if we feel the safety of your child (ren) will be compromised by the weather, we will contact you to pick up your child within **One Hour** of receiving our phone call.

We will send out an announcement through the Brightwheel if the preschool is delayed or closed. You **will not** be called individually to inform you of any delays or closures **unless** they develop after your child has arrived at school.



IMPORTANT PHONE NUMBERS and ADDRESSES

Name	Number	Address
Boulevard Presbyterian Church Preschool (BPCP) Website: www.blvdpreschool.org	614-486-2362	1235 Northwest Blvd. Grandview Heights, OH 43212
BPCP e-mail addresses: Part-Day: Partday@blvdchurch.org Full-Day: Fullday@blvdchurch.org	Fax: 614-486-2342	
Ohio Department of Children and Youth	Toll-Free: 1-877-302-2347 option 4	Office for Children and Youth 246 North High Street Columbus, OH 43215 http://ohiodepartment of children and youth.com

Healthy Eating for preschoolers

Daily Food Checklist



Use this Checklist as a general guide.

- This food checklist is based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.
- Children's appetites vary from day to day. Some days they may eat less than these amounts; other days they may want more. Let your child choose how much to eat. Throughout a day, offer amounts shown below.

Food group	2 year olds	3 year olds	4 and 5 year olds	What counts as:
Fruits Focus on whole fruits 	1 cup	1 – 1½ cups	1 – 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ½ cup 100% fruit juice ½ small banana 4-5 large strawberries
Vegetables Vary your veggies 	1 cup	1 – 1½ cups	1½ – 2 cups	½ cup of veggies? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice 1 small ear of corn
Grains Make half your grains whole grains 	3 ounces	3 – 5 ounces	4 – 5 ounces	1 ounce of grains? 1 slice bread 1 cup ready-to-eat cereal flakes ½ cup cooked oatmeal, rice, or pasta 1 tortilla (6" across)
Protein Foods Vary your protein routine 	2 ounces	2 – 4 ounces	3 – 5 ounces	1 ounce of protein foods? 1 ounce cooked meat, poultry, or seafood 1 egg 1 Tablespoon peanut butter ¼ cup cooked beans or peas (kidney, pinto, lentils)
Dairy Choose low-fat or fat-free milk or yogurt 	2 cups	2 – 2½ cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ¾ ounce cheese

Some foods are easy to choke on while eating. Children need to sit when eating. Foods like hot dogs, grapes, and raw carrots need to be cut into small pieces the size of a nickel. Be alert if serving 3- to 5-year-olds foods like popcorn, nuts, seeds, or other hard foods.

There are many ways to divide the Daily Food Checklist into meals and snacks. View the "Meal and Snack Patterns and Ideas" to see how these amounts might look on your preschooler's plate at www.ChooseMyPlate.gov/preschoolers-meal-and-snack-patterns.



Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this issue. Please contact the director for more information.

Classes, Tuition & Fees

Boulevard Preschool Tuition Contract 2026/2027 School Year

Age	Program Days	Times	Tuition
2 ½ yr. olds (2 ½ by 9/1/26)	Monday's	9:00-11:00 AM	\$125.00/month
Young 3's (3 by 12/1/26)	Monday and Friday A.M.	9: 00-11:00 AM	\$207.00/month
Older 3 yr. old Young 4's (3 by 8/31/26)	Tuesday, Wednesday, & Thursday (3 days a week A.M.)	9:00-12:00 PM	\$280.00/month
AM/PM Pre-K 4 yr. /5yr. olds (4 by 8/31/26)	Monday through Thursday (4 days a week A.M.)	9:00-12:00 AM	\$330.00/month AM
PM Pre-K 5 yr. old (5 by 12/31/26)	Monday through Friday (5-days a week A.M.)	9:00am-1:00pm	\$495.00/month
*Lunch Bunch	More information in August	12:00 pm-1:00pm 3-Day and 4-Day	More information in August
*Enrichment	More information in August	12:00-2:30 4-Day 1:00-2:30 5-Day	More information in August
*Summer Program	Enrolled students only	More information soon	June-August

Age	Monday through Friday	Times	Tuition
Full Day 3, 4, & 5 yr. old (3 by 8/13/26)		7:30am-5:30pm (school year) 8:00am-5:00pm (summer)	\$375.00/ week (for 5 d) \$345.00/ week (for 4 d) \$280.00/ week (for 3 d) \$190.00/ week (for 2 d)

Boulevard Preschool reserves the right to change or cancel any class session due to enrollment

A \$85.00 non-refundable (\$100.00) per family is required to enroll.



REQUIRED FORMS

All children enrolled in Boulevard Preschool Program must have their forms completed before enrollment into the program. The Child Enrollment and Health Information and Child's Pick-Up Authorization forms must be completed before the child can attend preschool. Parents will be given 15 working days from the school first day of school to submit additional forms. It is the responsibility of the parent(s)/guardian to notify the school when changes need to be made on the forms. Current information is vital for the safety and wellbeing of our students. Forms can be found on our website and they will be sent in the Brightwheel app.

- Enrollment Application
- Child's Pick-up Authorization (pink form)
- ***NEW MEDICAL INFORMATION: You need to bring in a copy of the child's immunization record. This must include: NAME OF CHILD, DATE OF BIRTH (Immunization records can be obtained from the child's healthcare provider or online patient portal.) It still expires after a year.***
- Walking Trip (blue form)
- Permission To Photograph (lavender form)
- Child Enrollment and Health Information #01235

When completing the Child Enrollment and Health Information sheet, parents will have the opportunity to choose whether they would like their personal information (home phone number, work phone number, cell phone number and/or email address) made available to other families in their child's classroom. The inclusion of personal information will only occur with written permission

- Information Release (green form)

Please turn all forms to your child's teacher.

FAMILY PARTICIPATION & ACTIVITIES

For children to be successful, parents and teachers need to work together as a team. You are your child's first teacher, and we value and appreciate your participation, suggestions, and support. Please contact us at any time if you have any questions or need our assistance. We look forward to a great school year!

Below are some suggested activities parents can do at home with their child to help reinforce the skills that are introduced at school.

1. READ to your child at least once a day and have your child retell the story to you.
2. As you are driving in the car, shopping, or around your home, look for the letter of the week. Also have your child try to read signs on the road or in the stores.
3. Practice counting with your child.
4. Practice colors and shapes with your child.
5. Help your child practice writing his/her name.
6. Allow your child to do small, simple chores at home. It makes them feel important and gives them a sense of responsibility.



Security Plan

The safety and security of our children, families, and staff are our highest priority. BLVD has established safety procedures to help protect children while they are in our care. These procedures include limiting access to the preschool, visitor guidelines, child release procedures, and emergency response plans.

Limiting Access to the Preschool

To maintain a safe and secure environment for all children, access to BLVD is limited to enrolled families, authorized staff members, and approved visitors.

- Exterior doors remain locked during program hours. Authorized staff members and enrolled families are provided with a door access code to enter the building. The code may be changed periodically to help maintain the safety and security of everyone in our program.
- Visitors must use the Ring doorbell to request entry and must be approved by BLVD staff before entering the building or classroom areas.
- Visitors may be asked to provide a valid photo ID and state the purpose of their visit before being granted access.
- Staff may ask any unfamiliar individual to verify their identity before allowing entry.
- Children will only be released to parents, guardians, or individuals listed on the child's Authorized Pick-Up Form.

Building Access and Visitors

Parents and guardians are always welcome to visit their child's classroom. To help minimize disruptions to the children's daily routines, we ask that classroom visits be scheduled in advance whenever possible. Visitors who are not a parent or guardian should make an appointment before visiting. Unannounced visitors may be asked to return at another time.

For the safety of our children and staff, BLVD reserves the right to deny entry to anyone who cannot verify their identity, does not have a legitimate reason for visiting, or displays behavior that may create a safety concern.

Family members and friends are welcome to drop off meals, coffee, or other personal items for staff. To ensure staff can remain focused on supervising and caring for the children, personal visits during work hours should be brief and take place outside of the classroom whenever possible.

Thank you for partnering with BLVD to help maintain a safe, secure, and welcoming environment for every child, family, and staff member.

Child Pick-Up and Release

For the safety of every child, children will only be released to a parent, guardian, or individuals listed on the child's Authorized Pick-Up Form. Anyone picking up a child who is unfamiliar to our staff may be asked to present a valid photo ID before the child is released.

If an emergency arises and someone who is not listed on the Authorized Pick-Up Form needs to pick up your child, the parent or guardian must call the BLVD office at **614-486-2362** before pick-up. Staff must receive permission from the parent or guardian before releasing the child.

For the safety of our children, staff will not release a child to anyone—including a parent or guardian—who appears to be under the influence of drugs or alcohol or otherwise unable to safely care for the child. In these situations, we will contact the child's emergency contacts to arrange safe transportation. If necessary, law enforcement may be contacted to help ensure the safety of the child and others.

Emergency Preparedness

BLVD has a comprehensive emergency plan in place to respond to a variety of situations, including fire, severe weather, medical emergencies, power outages, and other unexpected events.

In the event that we need to evacuate the building, staff will follow the emergency procedures posted in each

classroom to ensure every child is safely accounted for and transported to our designated evacuation site. If an off-site evacuation is necessary, a notice will be posted at the preschool entrance with the location where your child can be picked up.

Parents will be notified as soon as possible through the Brightwheel app and/or email with information about the emergency and pick-up instructions. If we are unable to reach a parent or guardian, we will contact the emergency contacts listed on your child's enrollment forms. Please make sure your contact information and emergency contacts remain current throughout the school year.

To help children and staff prepare for emergencies, BLVD conducts monthly fire drills and regular tornado and other emergency safety drills throughout the year.

In the event of a lockdown, parents will be notified through the Brightwheel app and/or email as soon as it is safe to do so. During a lockdown, no one will be permitted to enter or leave the building until the situation has been resolved and emergency officials determine it is safe.

BLVD will continue to communicate with families throughout the event and will notify you when it is safe to pick up your child.

Our goal is to respond to every emergency in a calm, organized manner while keeping every child safe and informed.

Thank you for partnering with BLVD to help maintain a safe, secure, and welcoming
environment for every child, family, and staff member

Ohio Department Children and Youth Center

Parent Information

The center is licensed to operate legally by the Ohio Department Children and Youth. (DCY) 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 DCY. Parents may search for a specific program and sign up to be notified when the program's last 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 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. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

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 <https://childrenandyouth.ohio.gov/providers/welcome>

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:

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(616) 644-2703 (voice)

1-866-277-6353 (toll free)

(616) 752-6381 (fax)

1-866-221-6700 (TTY) or (616-995-9961)

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 <https://childrenandyouth.ohio.gov/providers/welcome>



BOULEVARD PRESBYTERIAN CHURCH PRESCHOOL
1235 Northwest Boulevard Grandview Heights, Ohio 43212
Phone: 614-486-2362. Fax: 614.486.2342
e-mail: partday@blvdchurch.org fullday@blvdchurch.org
www.blvdpreschool.org

Childs name _____ Room _____

DEAR PARENTS:

PLEASE READ THE HANDBOOK & SIGN AND RETURN THIS PAGE TO THE PRESCHOOL OFFICE

It is a State of Ohio mandatory licensing requirement that this form be completed and on file with your child's records.

1) HANDBOOK

I/we acknowledge that I/we have received a copy of the Boulevard Presbyterian Church Preschool Handbook.
I/we agree to follow all policies outlined within.

Please print parent/guardian name X _____
Signature of parent/guardian date

Please print parent/guardian name X _____
Signature of parent/guardian date

2) DOOR CODE

I have received the door code; I understand that this code is assigned to me, and I am responsible for its use. I will not share this code with others but will ask them to contact the preschool if they need to have a door code to get into the building.

X _____
Acknowledged and signed date

3) PHOTO RELEASE

During the year the teachers have opportunities to photograph the children in a variety of activities. As such, these personally identifiable pictures may be used in communication materials. We respect your privacy. Please let us know how you would like to handle this important matter regarding your child.

_____ I give my permission to photograph my child at school and possibly use the photo on BLVD website or promotional material. Child's full name will not be used.

_____ I do not give my permission to photograph my child at school.

_____ I do not give my permission to have my child on the Website or promotional materials.

Parents: do **not** post classroom pictures of children other than your own on Facebook or any other public site unless you have received permission from the parents of the child in the photos.

X _____
Parent/Guardian signature date