

Bolton Hill Nursery, Inc.  
Parent Handbook  
**REVISED December 2018**

204 W. Lanvale Street  
Baltimore, Maryland 21217  
(410) 728-0003\* (410) 669-3668  
[www.boltonhillnursery.org](http://www.boltonhillnursery.org)

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### ***The Mission of Bolton Hill Nursery***

*is to provide a warm and encouraging atmosphere that enhances self-concept, instills basic moral values, encourages social interaction, and enriches awareness of the natural and cultural world.*

*We believe children learn through their play.*

*Staff members strive to be aware of each child's needs and learning readiness, and attempt to meet these needs through a wide range of preschool activities.*

*Through art, music, nature, creative movement, sensory materials, free and dramatic play, cooking, science, stories, field trips, and outdoor play, the children explore the environment and become knowledgeable and comfortable in their interactions with the world.*

*With an emphasis on verbal enrichment during the preschool years, we make the most of opportunities to interest the child in books and words, providing varied play-based experiences to prepare the child emotionally, socially, intellectually, and educationally for the formal school years.*

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## THE PROGRAMS

Bolton Hill Nursery (BHN) provides a warm, relaxed atmosphere for each child's social and intellectual growth. Teachers strive to be aware of each child's needs and learning readiness and, through a variety of programs and activities, attempt to meet those needs.

The daily schedule includes circle time, art, music, free play, organized group activities, rest/nap time, nutritious snacks and outdoor play. Each individual classroom has a weekly theme that is applied to the areas of language & literacy, math & science, arts & music, social studies, dramatic play and outdoor play. (See **Curriculum and Lesson Plans**) The children enjoy a variety of activities throughout the year including science observation projects, cooking, creative dramatics, musical performances, visits from community members, visits to art exhibits, story hour at the library, dress up days, and other enrichment activities.

BHN is designed to serve the child, the family and the community with no discrimination based on race, sex, religion, color, disability, national origin, or sexual orientation. Bolton Hill Nursery is licensed by the Maryland State Department of Education, Office of Childcare.

Bolton Hill Nursery is an educational program within a daycare. ***All of the children at BHN take part in our educational program, which takes place every morning between 9:00am-12:00pm.*** Some of our students are considered Nursery while other students are considered Daycare. Some are even a combination of the two.

### **Nursery Program 9:00am-1:00pm**

Children enrolled in the Nursery Program attend 9:00am-1:00pm. All nursery students should be dropped off between 8:45am-9:00am in order to avoid disrupting teaching time. Parents may choose a 3, 4, or 5-day program. **Nursery school children who are picked up earlier than 8:45am or later than 1:00pm will be charged a fee.**

### **Daycare Program 7:30am-5:30pm**

Children enrolled in the Daycare attend 7:30am-5:30pm. They may be dropped off between 7:30am-9:00am. Evening pick up should occur between 3:30pm-5:30pm. Parents may choose a 3, 4, or 5-day program. **Daycare children who are picked up later than 5:30pm will be charged a late fee.**

***Due to our staffing ratios that required by the State of Maryland, children in daycare and nursery school may only attend the program on their assigned days as stated on the enrollment agreement. Parents may not switch days. Parents may sign up for an extra day on an as-needed basis as long as there is room in the class. Parents should make arrangements prior to the requested extra day with the Executive Director or the Administrative Director. Children attending on a non-assigned day will be charged an extra day fee.***

### **Extended Day**

BHN also allows the opportunity for parents of nursery school children, on an as-needed basis, to drop off their child early or to have their child stay for the afternoon. Extended day is available on a first-come, first-served basis and may be limited due to staffing, consistency and related issues. Parents should make these arrangements with either the Administrative or Executive Director.

### **Summer Camp Program**

Bolton Hill Nursery is open year-round. The BHN academic year starts in September and goes through May. The BHN summer camp program starts in June and runs through the end of August (12 weeks). During the Summer Program, parents are able to sign their child up on a weekly basis, rather than monthly, for the half-day program, full day program or a combination of the two. The Summer Camp Program requires a separate application that becomes available in late February. Applications are offered to current families before opening the applications to the general public.

During the summer, schedules and lesson plans will still be published as well as school-wide newsletters and classroom blogs. Skills are not tracked as in the school year and teachers do not send Friday notes. Literacy is practiced and encouraged daily. In addition to our academic focus, in the summer we add swim lessons and more outdoor play. Two year olds do not participate in swim lessons, but they do have water play.

### **Curriculum and Lesson Plans**

At Bolton Hill Nursery, teachers and administrative staff create the curriculum. Bi-weekly themes are determined by the classroom teachers based on factors such as age-appropriate themes, areas of staff expertise and the interests of the children in the classroom. Weekly lesson plans are distributed to the parents with the different activities listed in the areas of math and science, language and literacy, creative arts and music, gross motor play, small group work and social development. Throughout the week, the teachers will track a variety of skills focusing on social/emotional development, cognitive development, language development and physical development. These skills are also listed on the weekly lesson plan.

### **Selection and Use of Classroom Materials**

Every classroom is divided into several areas including, but no limited to, dramatic play, art, discovery, blocks, writing and book nook/quiet area. Materials are age-appropriate and change depending on the current weekly theme. Children are given opportunities throughout the day to explore all of the areas and their materials.

## HOURS OF OPERATION

The School is open from 7:30am to 5:30pm, Monday through Friday, throughout the year.

## Inclement Weather Policy, updated November 2018

If Baltimore City schools open late: BHN will open at **9:30am for all students**.\*

We will not automatically follow Baltimore City Schools if they announce a closing. Instead, look for an email and a "Remind" text (by 7am) letting you know BHN's status. We will try hard to be open for a partial day and will in most cases align with [MICA](#) regarding the decision to open late or to close.

If we are opening late or closing, parents will be notified by email and text by 7:00am. There will also be a recorded message on the BHN phones by 7:00am.

If parents receive no message via text or email, and there is no school-closing message on BHN voicemail, BHN will open and close at the usual time.

\*Some parents may wonder about our 9:30 late-opening. Only 4 out of 19 BHN employees live in Bolton Hill or a very-near neighborhood. To meet adult/student ratios that are legally required by the State of Maryland, we must give time for adequate staff to arrive in order to open our doors to children.

## Emergency Closures

As the safety of our students and staff is our highest priority, the School may need to close due to national, local or facility emergencies. Please make sure we have contact numbers for parents, guardians and authorized persons on your child's emergency card. **The persons listed on the emergency card must be able to reach BHN within 15 minutes.** A member of the Bolton Hill Nursery staff will contact you any time an unusual or emergency closing is made. Your cooperation is essential for the safety of the students and staff.

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# RESPONSIBILITIES OF THE BOLTON HILL NURSERY COMMUNITY

## **The Board of Directors:**

1. Appoints School Executive Director.
2. Develops and implements administrative and employment policies.
3. Appoints and oversees committees for specific events/projects, primarily fundraising and promotional efforts.
4. Ensures fiscal responsibility.

## **The Executive Director:**

Following is a sample of the Executive Director's responsibilities. A complete list is available upon request.

1. Manages the day-to-day events of the school.
2. Hires all personnel and oversees their work.
3. Develops staff development and evaluation plans.
4. Ensures the safety and general appearance of the school.
5. Maintains a relationship with families and the neighborhood.
6. Upholds the School's mission.

## **The Administrative Director:**

Following is a sample of the Administrative Director's responsibilities. A complete list is available upon request.

1. Acts as the Go-To person for all staff and parents in the Director's absence.
2. Communicates effectively (orally and in writing) with students, parents, staff and community.
3. Enters new applications and acknowledges that they have been received.
4. Organizes, manages and maintains all student and staff folders.
5. Writes and distributes the weekly newsletter.
6. Maintains the school's online calendar.

## **Financial Administrator:**

Following is a sample of the Financial Administrator's responsibilities. A complete list is available upon request.

1. Assists in preparing and managing the budget, including the allocation of funds.
2. Prepares and present financial reports to the Board.
3. Prepares monthly invoices by the 1<sup>st</sup> of the month.
4. Maintains record keeping of all financial information.

## **Teachers:**

Following is a sample of teacher responsibilities. A complete list is available on request.

1. Offer a program that meets the emotional, physical, intellectual, and social needs of individual and group and that is aligned with age-appropriate goals.
2. Work with children as they play and participate in activities.
3. Provide responsible care and supervision and maintain good safety standards at play times.
4. Communicate actively with parents through weekly reports in order to prevent problems and inform the Director of such parent communications.
5. Attend weekly meetings to plan and prepare curriculum.

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**Parents:**

1. Pay bills on time.
2. Get children to school by 9:00am, so as not to disrupt the teaching portion of the day.
3. Pick up children on time.
4. Keep sick children home. (See **Health Policy**)
5. Communicate commendations and concerns.
6. Read newsletters and other communications sent home.
7. Review school calendar and note closings and other important dates.
8. Label all of children's belongings.
9. Support Bolton Hill Nursery's fundraising activities and **volunteer for at least one event.**

## **FAMILY INVOLVEMENT**

The involvement of the entire family in the program is critical to the adjustment of the child and to the success of the program.

Parents/guardians are asked to inform the School of any changes in the home environment that may affect the child - *such as parent/guardian absence or separation, death or illness, imminent moving, a new baby, etc.* This information helps Bolton Hill Nursery understand the child's current behavior and better meet the needs of the child.

### **Home Visits**

Before a child starts at BHN, the child's classroom teachers will conduct a home visit with the new child and their parents. The visit will last approximately 20-30 minutes. The home visit is very beneficial as it provides an opportunity for the teachers to become better acquainted with the child and their family. It also allows parents to ask questions and learn more about the program away from the distractions of the classroom.

### **Cubby Conferences**

Cubby conferences are scheduled in September for current student's parents. They meet with their child's teachers and discuss planned programs. Parents can share their expectations for the year, share any areas that they feel need extra attention as well as any concerns that they may have. It is similar to the home visit in that it allows parents to talk with the classroom teachers away from the distraction of the classroom.

### **Parent/Teacher Conferences**

Throughout the school year, the teachers monitor a variety of skills. They complete skills assessments in October, January and May. Copies of the assessments are provided to the parents for the January and May conferences. School will close for one day in late January to facilitate scheduling of this important mid-year conference where families and teachers will meet to celebrate and discuss each child's development and progress since September. Additional conferences may be arranged if the family or teachers deem it necessary.

While staff may speak briefly to parents and visitors in the classroom, classroom time is not appropriate for lengthy discussions about the children or their progress. Parents are encouraged to arrange another time for conference. Teachers can also be reached through the classroom email addresses. Typically, emails are answered during the naptime portion of the day.

## **Grievances**

Any problems that arise should be openly acknowledged, discussed and resolved by all parties involved. Parents with concerns should address them with the classroom teacher. If concerns are not resolved, parents should contact the Executive Director and/or the Administrative Director. If not satisfied, the Board may be contacted as a last resort. The Board of Directors, made up of parents, guardians, and community members, meets monthly.

## **Communication**

1. Flyers for events and activities will be posted on classroom and office doors.
2. A school-wide newsletter is sent out every Friday via email and should be reviewed for any important information including upcoming events, closures and more.
3. A weekly lesson plan will be sent via email every Friday and helps to keep families informed of all classroom activities. The classroom blog will be updated at the end of every theme.
4. During the academic school year (September-May), classroom teachers will regularly update families about what's going on in their classrooms using the SeeSaw app for families. Generally, parents should expect to receive at least one individualized post on SeeSaw each week which will give them a peek into their child's learning. In the Friday newsletter, all teachers will write a summary describing the week the class has had together. This open communication is key and allows the staff and the parents to be on the same page.
5. Parents may always contact their child's teacher for a conference to address concerns or to get a general progress report.

## **Parent Involvement and Support**

Bolton Hill Nursery is a non-profit organization whose mission is to provide quality schooling and daycare in a flexible, economical manner. We receive no governmental funds or private legacies to assist with the operating budget. Tuition does not cover the total cost of maintaining the school. Therefore, Bolton Hill Nursery depends on volunteers, somewhat like a school co-op, to maintain and enhance school activities.

We appreciate that all families have work and other time constraints. Therefore, any assistance from parents, grandparents, relatives and others is welcomed.

There are many ways to help the school that can fit into every family's time and budget. At the beginning of each school year, parents will be asked to complete a volunteer form. This form lists the many areas where one could be of assistance and can be found on our website. Some examples are listed below.

### **1. Classroom Involvement**

Each class also has at least one *room parent*. It is not their job to be the sole volunteer in the classroom, rather to assist teachers in getting parents involved in classroom and school events. Room parents can meet with teachers about upcoming class and school events, inform parents of classroom needs, recruit parent volunteers for class activities, social events, field trips, etc.

Finally, we welcome planned classroom visits by parents or family members. Children love to know about the lives of adults. You might describe your career, teach a lesson, play an instrument, read a story or just help out with a project. *Please contact the teacher if you would like to get involved in the classroom.*

## **2. General Assistance**

The school has additional needs – regular and occasional – in many areas. Computer assistance, graphic design and/or website development, handyperson skills or help with all-school clean-ups are always needed.

## **3. Fundraising**

Bolton Hill Nursery expects each family to help with and attend at least one fundraising event a year. A variety of events are planned that are interesting, financially manageable and show your child that you support and “give back to their school”.

A few of these activities are:

- ❖ Annual Auction
- ❖ Festival on the Hill
- ❖ Picnics and Activities at the local parks and pool
- ❖ Nearly New Sale, bake sales, raffles and other events throughout the year

Bolton Hill Nursery welcomes all fundraising ideas.

# **POLICIES**

## **Admittance**

Bolton Hill Nursery does not have a rolling enrollment meaning that we typically only admit children in September and in June. Children are accepted into the program on a space-available basis. All parents/guardians must sign a contract before their child can begin. In the contract, the parent/guardian agrees to pay the appropriate fees for the program and designated days the child will attend.

Children are enrolled in the appropriate nursery school program based on their age on September 1<sup>st</sup>. That is, by September 1<sup>st</sup>, children entering the 2-year-old program must be 2 years of age, children entering the 3-year-old program must be 3 years of age, and children entering the 4-year-old program must be 4 years of age.

All children begin at Bolton Hill Nursery with a six-week probationary period. If the School decides that it cannot meet the needs of the child or the School is not a good match for the child, the child will be withdrawn from the program at the end of the probationary period. At that time, prorated tuition money will be reimbursed to the parents/guardians.

We do not discriminate against any family or child on the basis of race, color, sex, age, disability, religion, national origin, or sexual orientation.

## **Confidentiality and Privacy Rights of Children and Parents**

Each child’s personal file is kept confidential. The child’s record is available only to:

- ❖ Classroom teachers to help them obtain the information needed to effectively work with the child
- ❖ Administrators who work directly with the teachers, parents and consultants
- ❖ Parents/guardians of the child (see process below for requesting this)

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❖ Consultants, *but only with written permission from the parents*

The teacher may keep additional records including written observations, assessment goals and samples of the child's work.

All records pertaining to a child are available to that child's parents or legal guardian. Parents/guardians may request a review of their child's records through the administrative staff.

No personally identifiable information from the child's records will be released without prior written consent of the child's parent/guardian. Copies of signed consent forms with a record of disclosures are kept in the child's file.

Requests for information from independent or public education institutions or from physicians or psychologists will not be released without prior written consent from the child's parent/guardian. A consent form signed by the child's parent/guardian must accompany all requests for information from any school, agency, center or professional. Information requested in this manner will be shared directly with the professional and will not be communicated through the parent.

### **Community Resources**

If a child or family needs services that Bolton Hill Nursery cannot provide, the Director will work with the family to determine the best course of action. BHN can direct families and facilitate contact with the appropriate resources provided through organizations such as Baltimore Child Care Resource Center.

### **Withdrawal**

One month written notice must be given to the Director when a parent/guardian plans to withdraw a child from the program. The family will be responsible for paying that month's tuition.

### **Arrival and Dismissal**

Parents/guardians must escort the child to the teacher in charge each morning and cannot leave a child unattended in a classroom. All children should arrive by 9:00am to avoid missing any planned activities. *Habitual late arrivals are very disruptive to the individual child, to the class of children and to the instructional program.*

### **Sign In and Sign Out**

*Parents are responsible for signing their children in and out by initialing the sign-in sheet and noting the time. Sign-in sheets will be with the child or on the classroom door. If you can't find the sign-in sheet, please ask a teacher. Failure to sign the child in or out will result in a fine of \$10.00 per incident.*

Parents should always drop off or pick up through the main front entrance. Parents should not use the rear door. If the children are playing in the side yard, parents should enter through the front gate only. Families who drive to school must park their car on the street and walk their children into school. There is street parking including **two ten minute parking spaces** located directly in front of the building. Please note that the other four spots in front of the building are staff parking spots. Please do not park there! **Parents may not double-park anywhere-particularly in the alley.**

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Parents/guardians are responsible for informing BHN of any changes as to who is to pick up their child. To ensure the safety of the children, this information must be submitted in writing. No child will be released to a person not listed on the child's emergency card unless Bolton Hill Nursery has been instructed by the parent to do so. These changes should be submitted to the administrative staff (or your child's teacher in the event that an administrator is unavailable). **A photo ID is required of any adult who is not listed on the emergency card or if it is their first time picking up a child.**

If your family is a member of Bolton Swim and Tennis (BST) and you would like to stay and play, please park your car and walk to the playfield. After a child has been signed out, he/she should remove the BHN t-shirt and give it to a staff member.

If a parent/guardian is unavoidably detained past the 1:00pm (nursery) or 5:30pm (childcare) closing time, a phone call should be made to BHN as soon as the parent/guardian identifies that he or she may be late. A late fine is imposed when a child is picked up later than the official pick-up time. (See **Late Fees**)

### **Leaving Campus**

We are an urban school and in order to take advantage of all the city has to offer we must be able to trust our children to follow directions on campus and off campus. We walk to many places, several times a week. Children will be made aware of the rules when leaving campus and teachers will stress the importance and necessity of staying with their group at all times. It is imperative for the safety of the children that they are willing and able to listen to their teachers and follow the rules. Children who demonstrate that they are unwilling or unable to follow the rules will not be allowed off campus. If the child is consistently unable to follow the rules and BHN feels we are unable to guarantee their safety, the family will be asked to withdraw them from our program.

### **Clothing/Supplies**

Children who are busy at play get dirty; therefore, they should be dressed in washable, comfortable play clothing that can be easily managed at bathroom time. **SHOES SHOULD TIE OR STRAP SECURELY- CLOGS, CROCS, FLIP FLOPS & OPEN-TOED SHOES ARE FORBIDDEN AT BHN.** Since the children have a daily outdoor playtime (weather permitting), they must have appropriate outdoor clothing. Mittens and hats (labeled with the child's name) are necessary in the winter along with boots when there is snow on the ground. All children will go outside with their class. Parent may not request that their child stay indoors; if the child is too tired or doesn't feel well enough to play outside, they should be kept home.

The following items must be labeled with the child's name and left in their cubby or their cubby bag.

- ❖ Complete change of seasonally appropriate clothing (including socks, shoes, underwear and an extra sweater for cool weather) labeled with the child's name
- ❖ A water bottle and a reusable plate labeled with the child's name
- ❖ For Daycare children or children who regularly participate in extended care:
  - Small lightweight blanket (baby blanket size) – this is essential!
  - Small, stuffed animal/pillow as desired

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Parents/guardians are responsible for checking their child's cubby/bag regularly and replacing missing, soiled, seasonal or outgrown items. BHN is not responsible for unlabeled items. Lost and found is disposed of every 2 weeks.

### Toys

No toys from home may be brought into the building unless the classroom teacher has requested them for a specific reason.

### Screen Time Policy

Television and movies are not a part of Bolton Hill Nursery's general curriculum. Teachers may use devices to document student learning. On rare occasions, we will use videos as a resource showing parts that are relevant to the weekly theme.

## HEALTH

### Policies

Before a child can attend BHN the following forms must be on file in the office:

- ❖ Maryland State Department of Education Health Inventory form
- ❖ An emergency card listing current phone numbers and emails where parents can **ALWAYS** be reached
- ❖ The names and current phone numbers of other adults who may be contacted in case of emergency
- ❖ Any medical condition or medications the child takes
- ❖ Any emergency medical instructions that might be pertinent

Please note that it is the parent/guardian's responsibility to inform BHN of any updates or changes to the information listed above.

### Emergency Procedures

The Staff of BHN is dedicated to the health and safety of your child. In the event of an accident, we will administer first aid, contact emergency medical services if necessary and contact the child's parent/guardian. **Please keep contact numbers current at all times.**

### When to keep your child home from school

Children go outside every day, weather permitting. Do not send your child to school if you do not feel they are well enough to go outside, or well enough to fully participate in all school activities. ***If your child is sick and will not be attending school, the parent/guardian must inform BHN at the start of the school day. BHN must also be notified if a child has a contagious disease or ailment, included but not limited to: strep throat, chicken pox, flu, lice or pink eye.***

The following symptoms suggest the presence of a contagious/infectious disease. Children who have the following symptoms **MUST** be kept home from school until they have been **symptom free for 24 hours.**

### FEVER

- ❖ An oral temperature of 100 degrees F or greater
- ❖ Child is listless and uncomfortable

### RESPIRATORY SYMPTOMS

- ❖ Difficult, rapid breathing or severe coughing

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- ❖ Child makes high-pitched croupy or whooping sound after he/she coughs
- ❖ Continuous coughing

#### **DIARRHEA**

- ❖ An abnormally loose stool in the previous 24 hours

#### **EYE/NOSE**

- ❖ Thick mucus or pus draining from eye or nose
- ❖ Red or irritated eye

#### **SORE THROAT**

- ❖ Sore throat, especially when fever or swollen glands in the neck are present

#### **SKIN PROBLEMS**

- ❖ Rash: undiagnosed or contagious
- ❖ Infected sores or sores with crusty yellow or green drainage

#### **ITCHING**

- ❖ Persistent itching or scratching of body or scalp.

#### **APPEARANCE/BEHAVIOR**

- ❖ Child looks or acts differently: unusually pale, tired, lacking appetite
- ❖ Confused, irritable, difficult to awaken

#### **UNUSUAL COLOR**

- ❖ Eyes or skin appear yellow or jaundice
- ❖ Stool is grey or white
- ❖ Urine is dark or tea colored

#### **When BHN will send a child home**

If any of the aforementioned symptoms appear while the child is at school, BHN will contact the parents. **The child must be picked up within one hour.** It is the responsibility of the parent to designate a dependable adult, to be listed on the emergency card, who will be able to pick up the child if the parent is unreachable. The BHN staff will send a note home describing the symptoms. This will need to be signed and brought back to BHN when the child returns to school.

#### **Medication Requirements and Administration**

The MSDE Medication Authorization Form must be completed before any medication (prescription or nonprescription) can be administered.

- ❖ Your child's physician must sign the form. It is available in either building's office or on our website under FAQ-> Resources for Parents.
- ❖ A new form must be filled out and signed by a doctor anytime a change needs to be made (i.e. change in dosage).
- ❖ The medication must be turned into the office at drop-off. It must never be accessible to a child and can only be administered by a staff member trained in Medication Administration.
- ❖ Both prescription and nonprescription medicines need to be in their original package and clearly labeled with dosage and times. Staff will also need to verify the medication's expiration date.

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- ❖ An initial dose must be given at home under parent's supervision before being brought to school.
- ❖ Topical applications such as diaper rash cream, sunscreen or insect repellent supplied by the parent may be applied without prior approval of a licensed health practitioner. The state form is not required for these items. However, you must complete BHN's form which is available in either office or on our website under FAQ-> Resources for Parents.

Any child with a food or medication allergy must have an Allergy Action Form completed by both the parent/guardian as well as a health care practitioner. The form is kept in the child's file as well as posted in the classroom under cover for privacy. **BOLTON HILL NURSERY IS A PEANUT-FREE AND TREE-FREE FACILITY.**

Any child with Asthma must have an Asthma Action Form completed by both the parent/guardian as well as a health care practitioner. The form is kept in the child's file as well as posted in the classroom under cover for privacy.

### **Dietary Restrictions**

If your child is unable to eat any foods due to sensitivities or personal beliefs, please make the staff members and Administrative Director aware. This information will be posted in every classroom under cover for privacy.

### **Snack/Lunch**

Two snacks are provided during the day. On a rotating basis (usually 2-3 times a year), the classroom parents provide morning snack. Each family should bring enough food for the whole class for the entire week. Teachers will advise parents as to the quantity of food needed to provide each child in the class with sufficient snack. BHN provides afternoon snack. Both morning and afternoon snacks are nutritious foods such as: pretzels, crackers with cheese, animal crackers, apples, carrots with hummus, red peppers, etc. Weekly snack menus are kept on file. Since nutritious meals at appropriate times are served, we ask that you not send any food such as candy, gum, etc. with your child. A special occasion treat for birthdays or holidays may be arranged with your child's teacher.

Lunch is served at noon; students must bring their own lunch. All lunches should be placed in the bins provided in the vestibule. Staff will put lunches in the refrigerator by 9:30am. Bolton Hill Nursery cannot heat individual lunches.

**Please send a reusable plate and a water bottle with you child every day.** As BHN cannot wash these items, we request that you take them home **at the end of each day** to be cleaned and bring them back the following day.

### **Field Trips**

Field trips are encouraged for all children. An email will be sent to parents informing them of the trip. The two year olds do not participate in field trips. When the field trip is scheduled for a day your child does not attend school, she/her may go on the trip providing there is room and the parent signs up for an extra morning. All children must wear a Bolton Hill Nursery t-shirt that is provided by the school prior to departure.

All children traveling in cars on a field trip must be in car seats and/or boosters.

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### **Birthdays and Party Invitations**

If you and your child would like to do so, your child may celebrate his or her birthday at school. Simple *precut* or individual treats such as brownies or cupcakes work best. Please do not send in candy for the children.

If you are having a birthday party and all of the children in the class are invited, the invitations may be given out at school. **If all the children in the class are not invited, invitations may not be brought to school because children's feelings may be hurt.**

### **Babysitting Policy**

Some staff members of Bolton Hill Nursery choose to babysit and some of the staff do not. Bolton Hill Nursery neither recommends staff members nor discourages them from babysitting for our families or anyone else. Parents/guardians may ask a staff member to babysit if they agree to *not* hold BHN responsible for any consequences related to the independent hire. Parents/guardians who wish to hire a member of BHN Staff to babysit their child/children must complete and sign a Babysitting Policy Waiver form available in the main office. We ask parents to remember that babysitting is a private matter between the staff member and the family.

### **Discipline Policy**

The program is designed to foster self-discipline through positive learning experiences geared to the child's stage of development. The children participate in designing the class rules and assume responsibility for following these rules.

The staff actively seeks to "catch children behaving appropriately" and uses encouraging language to praise appropriate behavior. This positive encouragement is the basis of our discipline policy.

Staff members are aware that children learn by example, and therefore the staff act as positive role models for appropriate behavior. Staff members do not call out across a room to speak to a child, but walk to the child and address him or her directly. Rules are enforced consistently, and cooperation and sharing are encouraged as the children work and play together.

One or more of the following techniques are used if a child behavior is out of line with expectations for the age group:

- ❖ The child is redirected to another activity or another area.
- ❖ A staff member speaks to the child, reviewing classroom rules or procedures as needed. The staff explains why the behavior was inappropriate, and the child is reminded of appropriate behavior that could have been used in the situation.
- ❖ The staff member uses a system of logical consequences. (Example: If you make a mess with the paints, you will have to help clean the mess up.)
- ❖ Time out is only used to remove a child from a situation - not as a punishment.
- ❖ The teacher calls the parent/guardian for a conference to discuss the problem behavior and ways to deal with it. During the conference, objective measures are established, defining expectations for the child's future behavior, and agreeing on common strategies to employ at home and at school.
- ❖ After using this system, the staff will document incidents of repeated problem behavior should that behavior persist.
- ❖ If the above methods fail to resolve the problem, the teacher may request a consultation with an outside specialist. (See **Community Resources**)

## Revised December 2018

The teachers will always make it clear to the child that it is the child's behavior that is wrong. The staff does not ridicule, use abusive language, excessive or unwarranted time-outs, or any form of hitting or corporal punishment. If problems with discipline in the classroom persist, the teacher will re-evaluate the program and techniques used to ensure that they are appropriate for the class and consistent with the principles of good early childhood education.

When, in the opinion of the Director and in consultation with appropriate teachers, Bolton Hill Nursery can no longer meet the child's educational or social needs, or when the child's behavior is injurious to the educational and social development of the other children at the School, Bolton Hill Nursery reserves the right to ask the family to find alternative care for their child.

## FEES

The Board of Directors sets the cost of the program annually. There is a yearly non-refundable registration fee of \$50.00 that holds your child's space in the Academic program. Materials fees and Insurance fees are due during the Academic year per semester.

Since BHN supports its operations entirely through tuition and fundraising events, fees must be paid punctually.

***Bills are distributed by e-mail by the 1<sup>st</sup> of the month. Families will receive one bill that will include the following:***

- ❖ Tuition for the current month
- ❖ Extra charges for the previous month

**There is no fee adjustment if the child is absent. Payment is due by the 10<sup>th</sup> of the month.**

### Late Payments

Any family that has not made its payments by the 10<sup>th</sup> of the month will be charged an additional \$25.00 late fee.

*If a family has an outstanding balance of one or more month's tuition for more than 30 days, the family must pay the bill in full, or make mutually agreed upon payment arrangements with the Financial Administrator before the child can return to school. It is up to the family to maintain open communication with the school's Financial Administrator regarding these matters.*

### Failure to Sign In or Out

It is imperative that parents sign their child in and out every day. Teachers use the sign-in sheets to keep daily attendance and to call role whenever leaving the classroom. Sign-in sheets will be with the children or on the classroom door. If you can't find the sign-in sheet, please ask a teacher. ***Failure to sign the child in or out will result in a \$10.00 fee per incident.***

### Late Pick-up

The School is open from 9:00am to 1:00pm (nursery) or 7:30am to 5:30pm (childcare) throughout the year. Children may not come earlier nor stay later. If a parent/guardian is unavoidably detained past the 1:00pm (nursery) or 5:30pm (childcare) closing time, a phone call should be made to BHN as soon as the parent or guardian identifies that he or she may be late. If no responsible person can be reached within one half hour of closing time, the Director is required to notify Child Protective Services.

Late pick up fees will be added to the bill of the following month.

Revised December 2018

**Late fees:**

❖ Fewer than 5 minutes	\$5
❖ 6-15 minutes	\$15
❖ 16-30 minutes	\$30

Families that are consistently late in picking up their child will be asked to make other childcare arrangements.

**Additional Fees**

There are fees for extra services such as, but not limited to, early drop off, extra morning, extra day and extended day. As the cost of these services may differ by year, it is best to refer to the tuition sheet which is distributed at the beginning of the Academic year and can also be found on the School's website under Programs-> Tuition Rates.

[Type here]

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Dear Parent(s)/Guardian(s):

Thank you for taking the time to read the Bolton Hill Nursery Parent Handbook. Your careful attention to these policies and procedures will help us create the best possible experience for the nursery school community as a whole.

If you have any questions about the content of the handbook or about our programs, please call us at (410) 728-0003.

Please sign and return the statement below to indicate that you have read and agree to follow the policies and procedures outlined in the handbook.

Sincerely,

The Staff and Board of Bolton Hill Nursery

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Dear Bolton Hill Nursery,

I/we have read and agree to the policies and procedures outlined in the Bolton Hill Nursery Parent Handbook.

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Signature

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Print name

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Signature

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Print name

Parent(s)/guardian(s) of \_\_\_\_\_

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Date