



**BISHOP HOFFMAN
CATHOLIC SCHOOL**
SACRED HEART CAMPUS • SJCC CAMPUS

EARLY CHILDHOOD CENTER HANDBOOK 2026-2027



“To reach and teach the Mind, Body,
Heart, and Soul of each child to bring
them closer to God.”

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BISHOP HOFFMAN CATHOLIC SCHOOL

EARLY CHILDHOOD EDUCATION CENTER

Welcome to the Early Childhood Center at the Sacred Heart Campus of Bishop Hoffman Catholic School. We hope your experience as a member of our school family will be enriching and valuable. We are happy to share with you this time of adventure and growth. The policies in this handbook have been reviewed and approved by Bishop Hoffman Catholic School Advisory Board.

PRE-K TUITION

The Preschool program tuition payments are paid through the BHCS Smart Tuition payment plan. For any questions about the Preschool Program tuition payment plan, please refer to the BHCS tuition contract policy, or please call the BHCS Enrollment Coordinator at 419-332-5124.

The Daycare payments are made at the BHCS Early Childhood Education Center. The Daycare billing is monthly and is billed at the end of each month. Daycare monthly balance is due by the 10th of the next month.

PHILOSOPHY

We believe that children learn through concrete actual experiences. The staff provides many opportunities for children to explore and problem solve. The curriculum consists of group and individual activities that are a mixture of independent and teacher-facilitated learning. Our program provides language and social activities so the children can learn to communicate with others. Our goal is to create a Christian and family environment for children to feel safe and comfortable while away from home.

We, as Early Childhood Professionals, are dedicated to nurture and care for every child in the program. We will guide the children in successful experiences so they feel good about whom they are. The staff at the BHCS Early Childhood Education Center is professional and caring. At all times there is an employee on the premises that is trained in first aid, infant-child CPR, communicable disease, and child abuse. Each employee is also required to continue their education in the Early Childhood Education career field. The staff at the BHCS Early Childhood Education Center will encourage the children with a positive and fun experience during their time here.

Children are unique individuals experiencing life and gathering information at their own pace. Young children grow gathering knowledge most effectively, through concrete actual experiences. Jean Piaget's theories of development in young children state that children learn through active

exploration of an environment, rich in hands-on opportunities. Therefore, our goal is to create a stimulating “play” environment that encourages young children to observe, to be active, to make choices, and to experiment. The curriculum is designed to meet the needs of the “whole child”. Activities, events, and experiences will be incorporated to enhance the child’s spiritual, cognitive, language, social, and physical development. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner following a theme, or a part of a unit. Both quiet and active play shall support the development of the whole child.

Most importantly basic religious concepts, such as loving God, our families, our friends, all living things and ourselves are fundamental to the curriculum. Taking care of God’s earth and the gifts God has given us is an integral part of the child’s learning environment. We believe that developing a positive self-concept, feeling good about one’s self and others is of utmost importance in nurturing the spirit within each child.

CURRICULUM

The Sacred Heart Campus Early Childhood Center follows the Cleveland Catholic Curriculum. The curriculum is approved and aligned with the State of Ohio Content Standards. In addition, the four areas of content, (Math, Reading, Social Studies, Science), the curriculum focuses on all areas for development; cognition, language, motor, social emotional, and adaptive skill development. The preschool curriculum allows for meaningful goal development, interventions, on-going monitoring and evaluation of each child. Spiritual, Catholic values are evident throughout the day along with planned religious development.

STAFF

All BHCS Early Childhood Educators, Paraprofessionals and related service personnel are highly qualified according to the Ohio Department of Education standards. Classroom teachers will have core knowledge and skills to implement Ohio’s Early Learning Content Standards and skills related to early childhood education. All special education staff members have Intervention Specialist qualifications. All other staff members have documentation in their personnel files that they meet the qualifications as required by law, rule or program.

GOALS

Your child’s day will consist of numerous activities. These activities are based on monthly themes and are done by choice, with a mix of group activities. The children are not forced but encouraged to explore and learn with his/her peers. Center-based activities include art, math, language, science, and dramatic play. There is a snack time in the morning and in the afternoon.

In keeping with our philosophy, our goals are to help each child to develop an awareness of being a child of God and growing in God's love to develop a positive self-concept to promote respect for self and others to grow creatively through "hands-On" experiences to expand independence by providing opportunities to make choices to cultivate gross and fine motor skills to use all senses in learning to experience learning in a play environment. Our BHCS Early Childhood Education Center teachers help students develop a positive image of themselves, encourage each child's "creativity" through dramatic play, and art projects, promote each child's respect for others and their individuality, and strive to maintain an education environment that encourages learning in a relaxed, safe fun-filled school setting.

NONDISCRIMINATORY POLICY

The Sacred Heart Campus Early Childhood Center admits students of any race, color, and ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic administration of its educational policies/educational programs and extracurricular activities.

ADMISSION & PLACEMENT

For entry into Bishop Hoffman Catholic School Preschool, the children must be three years old by September 1st of the respective school year to be in the Tuesday/Thursday class and four years old by September 1st of the respective school year to be in the Monday/Wednesday/Friday class or the all-day everyday class.

REQUIREMENTS FOR ADMISSIONS AND CUMULATIVE RECORDS

ALL FORMS MUST BE COMPLETELY FILLED OUT

The preschool program shall secure and have on file all required information no later than the first day of attendance unless. The cumulative record shall include but not be limited to the following:

- ◇ Registration
- ◇ Immunization Form – Shot record is required before your child can be admitted into the preschool. If your child is exempt from immunizations, you must sign the bottom of the immunization form and check the reason.
- ◇ Birth Certificate
- ◇ Emergency Medical Form- On file forms

- ◇ Dental/Medical/Physical Evaluation Form – Medical/Dental statement must be returned to the teacher no later than thirty days after the date of admission, and every thirteen months from the date of examination thereafter.
- ◇ Release Form/Picture Taking Permission/Roster Permission Form
- ◇ Child's ASQ Assessment – within 2 weeks of the first day of school.

The decision for early entrance is at the discretion of the Sacred Heart Campus Early Childhood Education Center Program Director after consultation with the teacher and parents/guardian. The Program Director makes the ultimate decision regarding the placement of the child in an appropriate program after considering the child's particular needs.

HOURS OF OPERATION

The hours of operation for the Early Childhood Center are Tuesday thru Friday 7:00AM – 5:00 PM. The center will follow the BHCS calendar for closing dates throughout the school year. Our weather policy is such that if there are extreme weather conditions that close our grade school, the BHCS Early Childhood Center will also close for the day.

- ◇ Doors will be unlocked 15 minutes prior to class time. Our staff will be ready to receive children at that time.
- ◇ If your child is to stay for Daycare, please make sure the staff is aware at the time of drop off.

PRESCHOOL TIME OF SESSIONS

- ◇ 4-Year-Old All Day 3 Day–Monday, Wednesday & Friday; 8:45 – 3:15
- ◇ 3-Year-Old – Tuesday-Thursday; 8:45 – 11:30 (Daycare available before and after class)
- ◇ All Day Every Day – Monday thru Friday; 8:45 – 3:15

SCHOOL CLOSINGS

The BHCS Early Childhood Education Center will open at 8:00AM delay days. If the delay goes to a closing, we will give you ample time to make arrangements to have your child picked up. If BHCS/Fremont City Schools are closed first thing in the morning, we are closed.

SCHOOL DELAYS

The morning preschool classes and the All-Day option/half day T-F classes will be delayed $\frac{1}{2}$ hour with the **start time at 9:15** on a delay day; dismissal times remain the same. Please stay informed by watching the television, listening to the radio, using cell phone weather apps or by signing up for BHCS text alerts for delays and closings.

WITHDRAWAL

A child may be withdrawn from the BHCS Early Childhood Education Center when the parent and/or teacher feel it is necessary for the student(s) well-being. It is expected that the parents and teacher work together to promote academic and emotional progress of each child, with his or her best interest a number one priority. A probationary period of 30 days is in place for all new students. If there is a lack of parental/student cooperation, withdrawal of the student(s) may result. There is also a 30-day trial for children entering in the middle of the school year. If a child is dismissed from class, all records will be sent to the school of choice upon receiving a signed "release of records".

ABSENCES AND SCHEDULES

If your child will be absent or there is a change in your child's schedule or will be absence, please call the BHCS Early Childhood Education Center at 419-332-7190 (you may leave a message), email the director or the teacher or message us on Digital Academy to inform us of the change.

DAYCARE FEES/BILLING

- ◇ DAYCARE IS \$3.75 an hour for one child, \$5.50 for two children and 7.00 an hour for three children. Each additional child is \$2.50.
- ◇ The billing schedule for the BHCS Daycare is bi-weekly.
- ◇ Payment is due within 14 days of the billing and payment is made at the Center.
- ◇ Failure to pay fees could result in denial of services until the balance is paid in full or other arrangements are set up.
- ◇ A prorated sheet will be sent home for billing in December for the end of the year billing and in May for the end of the school year billing. This form has to be completed and returned.

STUDENT FILES AND RECORDS

The Family Education Rights and Privacy Act of 1974 permits parents/guardians of the students, the right to review, inspect or obtain copies of his/her records. This request is to be in writing or

made in person by making an appointment with the Director/Principal. No other person has permission to obtain information.

TOYS FROM HOME

Children like to bring their favorite toys from home. We encourage you to see that their toys stay at home. When toys are brought to the center, they often get lost or broken because of the many hands they may pass through. There are plenty of activities to keep the children busy at the center.

REST TIME

There is a time each day set aside for children resting who are here longer than 5 hours during the day. The children do not have to sleep but are encouraged to lie quietly. After a ½ hour of rest time those children not sleeping will be moved to another area for various activities. Children are gently awakened after 1 ½ hours of sleep during rest time. All rest cots are disinfected daily. Your child may bring a blanket, pillow, favorite stuffed animal. They may keep them here or leave them in their book bag to go home at the end of the day. Children's personal items are sent home weekly to be washed.

MEDICAL AND DENTAL EMERGENCY

- ◇ The BHCS Early Childhood Education Center staff has been trained in signs and symptoms of communicable diseases.
- ◇ A communicable disease chart is posted in the building.
- ◇ The BHCS Early Childhood Education Center will not transport sick children in a non-emergency situation.

The school personnel give sick or injured children care. The family will be notified at once if the child needs to be sent home or have further medical attention. There is a first aid/isolation room in the building. All medical records are available to the staff and important information has been posted for those who have special medical needs.

Children that have the following symptoms will be isolated until parents can be reached:

- ◇ Diarrhea (3 or more loose stool in a 24-hour period)
- ◇ Severe coughing, causing the child to become red or blue in the face or making a whooping sound
- ◇ Difficult or rapid breathing
- ◇ Yellowish skin or eyes

- ◇ Redness of the eye or eyelid, thick and purulent (pus), eye discharge, matted eyelashes, burning, itching, or eye pain
- ◇ Temperature of 100 degrees or more. Fahrenheit taken by the auxiliary method when in combination with other symptoms
- ◇ Untreated infected skin patches
- ◇ Unusually dark urine and/or gray or white stool
- ◇ Stiff Neck with an elevated temperature
- ◇ Evidence of untreated lice, scabies, or other parasitic infection
- ◇ Sore throat or difficulty swallowing
- ◇ Vomiting more than one time or accompanied by any other sign or symptom or illness

A child may return to school if he/she is fever free for 24 hours without Tylenol, Advil, or other medication.

A child isolated due to suspected communicable disease will be cared for in a room not being used by the preschool program. The child will be in sight and hearing of an adult at all times with the child not being left alone or unsupervised with continual observation for worsening conditions such as unusual spots or rashes and or elevated temperature. The child will be made comfortable on the bed provided with the sheets, pillows, and blankets being washed and disinfected after the child is discharged to his/her parent, guardian, or person designated by the parent or guardian as soon as practical.

A “Health Alert” paper will be posted and sent home when the children are exposed to a communicable disease. Children with a communicable disease cannot return to the center without their doctor’s authority.

In the event that an emergency medical problem occurs, notification of the parents will be attempted immediately. In all cases in which a parent cannot be reached, the names on the emergency medical form of other responsible persons will be called. A staff person will accompany the child until the parent/guardian arrives and is in charge of the situation. Dental emergencies are handled in the same manner.

Sacred Heart Campus Early Childhood Center participates in fire drills, tornado drills, emergency lock down drills, and emergency evacuation drills according to the State of Ohio SAFE Plans.

MEDICATION

All staff are trained yearly in the administration of medication.

According to the Ohio Revised Code sections 3313.713, prescription medicine necessary to keep a student in a center may be administered provided certain provisions are met.

Prescription medication must be in the original container explaining what the medication is, when to administer it, and how much to administer. No medication will be given that is improperly labeled or in the wrong container.

A record shall be kept of all the students requiring medication during the center hours. This shall include the date, time and signature of the person giving the medication. Aspirin, Tylenol, and other non-prescription medicine, ointments/creams sent in from home shall not be administered to pupils by school staff without a physician's signature.

Any student on prescribed medication shall have the Parental Authorization Forms filled out and signed by a physician. The first dose or treatment has to be done at home. We will accommodate giving treatments based on the staff/child rations. If we are not able to provide the treatments a parent will be contacted and they may come and provide the treatment. We are not allowed to leave a child alone and allow them to administer the medication without proper supervision.

We have forms here at school or your physician may fill out one of their own forms. It is important for the form has the date, child's name, frequency and amount of medication and the physician's signature.

STATE REGULATIONS COMPLIANCE

The state requires we notify parents of preschoolers that there is a phone number they may call for intervention when the staff, director or superintendent has not resolved problems satisfactorily. That number is Department of Children and Youth 844-234-5437.

If a call is made; DYC would contact Toledo Diocese. The Diocese would contact the Director and BHCS Principal. A meeting would then be called to generate possible solution and evaluate an outcome. The yearly inspection will be posted and you may request a copy of the inspection report.

SAFETY POLICY

Each child will be released only to an authorized person. An authorized parent/guardian or person must be listed on the child's emergency form as having permission to pick up the child. The parent or guardian must notify us before the child will be released to anyone else other than those listed. IF YOU HAVE COURT PAPERS DUE TO CUSTODY DISPUTES, A COPY MUST BE ON FILE IN OUR BUILDING IN ORDER FOR US TO CARRY OUT THE COURT'S DECISION.

Evacuation route diagrams and fire emergency and weather alert plans will be posted in each room. In case of an emergency, the center will be evacuated to the Fremont Recreation Center on St. Joseph street. The radio station Eagle99 will carry the announcements if anything such as building structure damage, or gas leaks were to occur. You will also receive an email and text alert.

The following guidelines will be strictly adhered to at all times:

- ◇ In all programs, no child will be left alone or unsupervised.
- ◇ Staff/student ratio as indicated by the Ohio Department of Education will be met at all times.
- ◇ An incident report will be completed when an accident or injury occurs.
- ◇ Sacred Heart Campus Early Childhood Center participates in fire drills, tornado drills, emergency lock down drills, and emergency evacuation drills according to the State of Ohio SAFE Plans.
- ◇ All staff members are trained in Child Abuse, Communicable Disease and VIRTUS protecting youth course.
- ◇ The center is obligated to turn in Serious Risk/Incident Reports to the ODE.

ROSTER

Each year a roster is prepared for each program in the center. The information includes the child's name, birth date, the parent/guardian, the address and the phone number. The roster may be available in Digital Academy. Inclusion on the roster is optional. If you need to make any changes, add, or remove yourself from the roster you may do so by calling, emailing or messaging on Digital Academy.

NUTRITION/LUNCH/SNACK/MODIFIED DIETS

The state requires that we inform families of the daily nutritional requirements listed by USDA. We are required to provide a food source of vitamin A three times a week, and vitamin D daily. A choice from two of the groups listed below must be served for snack:

- ◇ Meat
- ◇ Bread
- ◇ Dairy
- ◇ Fruit/Vegetable.

Breakfast is provided for the children arriving between 7:00 and 8:00 AM.

Lunch can be purchased for all Sacred Heart Campus students. This is provided through a State grant. A lunch menu will be emailed home each month. Your child may pack his/her lunch also. Please make sure a packed lunch is nutritional and includes all of the food groups.

If your child is on a modified diet, please notify the center.

A letter or script must come from the doctor with a list of the food(s) your child is intolerant or allergy to.

The center will come up with a plan with the parent to supplement the nutrients by supplying alternative foods.

If there is an epi pen/medications needed a doctor's prescription is needed.

The parents provide the snack for the children in the preschool classes. Information will be sent home to each individual class by the lead teacher. A snack list of suggestions will be included in the open house packet.

DRESS CODE

Children should wear clothes that are comfortable and suitable for active, sometimes messy activities. Students should wear rubber soled, closed toes shoes.

FIELD TRIPS

School sponsored Field trips are arranged in advance. written permission it necessary before a child may participate. Forms will need to be returned to their teacher by the due date. If there are any changes/adjustments that need to be made the day of the field trip we will cancel it. If a field trip is canceled for any reason, it more than likely will not be rescheduled. If there is a delay all field trips will be canceled. The students and staff will be transported by the school system, BHCS, bus. The school reserves the right to refuse permission for a student to participate on a trip if his/her behavior constitutes a just reason for the action. The parent may also choose to keep their child out of class on days they choose not to participate in a field trip. If there is a delay all field trips will be canceled. Field trips are not a requirement, so we do have the right to cancel or opt out of them. The Tuesday/ Thursday class does not participate in fieldtrips.

PARENT-TEACHER CONFERENCE AND PROGRESS REPORTS

During the school year we hold 1 parent teacher conference to discuss your child's progress and/or needs and possible plans to aid in child progress and development. This also gives you the opportunity to see your child's learning environment and see materials and work samples. In addition, the teacher will contact you again to discuss your child's progress and/or needs and to find out information that will help with the development of the plans for your child's future programming. This contact can be made in many ways to help meet each family's individual needs and convenience including but not limited to letters, phone calls, home visitations, school conference, and e-mailing. A second conference is offered in the spring. Progress reports keep parents informed of their child's development. Reports are sent home in January and May.

COMMUNICATION

BHCS will use Digital Academy to make sure your stay connected. This will include all information from the lead teacher in your child's classroom. This is our main source of communication for

BHCS. Please note that all emails and messages will be responded to within 24 hours, if it is a weekend we will respond on the next school day.

PRESCHOOL PARENT INVOLVEMENT

Parents are provided the following opportunities to be involved participants in their child's preschool experience through the following activities:

All parents who choose to be actively involved will be REQUIRED to take the online Virtues course and complete a Social Security Background Check. If you have an updated BCI/FBI check, that would meet the background check requirements. There is more information in the Open House packet.

- ◇ Open House in August before school begins.
- ◇ Conferences – Parents are expected to participate in all conferences.
- ◇ Parent
- ◇ Newsletters that describe the activities of the week and concepts being developed.
- ◇ Help from the parents for field trips, special events, preparing materials for activities, and helping with classroom activities and more as need arises.
- ◇ By state law, parents have unlimited access to the building during operating hours.
- ◇ Each child will only need a large book bag. We prefer one with zippers or Velcro as your child is the one that is opening and shutting it. The clip-snap type is difficult for them.
- ◇ PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING!!!

DISCIPLINE

As members of a Christian and caring community, we believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teacher and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of the expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child the chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and will take place within the classroom. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. This policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering him/herself, peers or staff, it may become necessary to remove the child from the center. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of all the children is always our primary concern. If a child demonstrates behavior that requires frequent “extra attention” of our staff, we may develop and implement a behavior management plan. This plan would be developed with the parents and the necessary professional staff. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. No child shall be subjected to profane language, threats, derogatory remarks about him/herself or his family or other verbal abuse. No discipline shall be delegated to any other child. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, rest or toilet use. Separation, when used as discipline shall be brief in duration and appropriate to the child’s age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space. All staff receives a copy of the discipline policy.

ITINERARY SERVICES

Speech and Occupational Itinerary services will be offered to children who qualify. With parental written permission to review, the North Point Ohio Educational Service Center/Fremont Public school will come on site to provide these services.

TRANSITION PLAN

Students and parents are introduced to staff members before the student begins attending the program/classroom. A tour of the classroom and pick up and drop off locations is offered to parents. If there is a concern about the student not handling the transition into preschool well a plan can be developed to introduce them to the program in a staggered manner. This can include but is not limited to: the parent and child attending the program during school hours together, the student attending a shortened day until they are comfortable with the staff and routine, and the student attending less than full time until they are comfortable with staff, routine, and schedule.

Preschool to Kindergarten Plan

Students: In the spring students and preschool staff may visit kindergarten classrooms in the districts to tour and meet teachers. It is preferable that students will visit the building and

classroom they will attend next year but this is not always possible. When it is not possible for students to visit future classrooms, all efforts will be made to obtain picture of the Kindergarten teacher and the classroom to show to the preschool student. Students may spend time in the kindergarten classroom participating in activities during the school day (if the preschool is located at the school the child will attend). This will be arranged between the Preschool and Kindergarten teacher. Special Education Students will have new IEP's created (and new ETR's if applicable) before the transition visit and these documents may be shared with the Kindergarten classroom teacher.

Families: At parent-teacher conferences the teacher starts discussion about transitioning preschooler to kindergarten the following school year. Parents are notified about plans for preschoolers to visit kindergarten classrooms. Teachers will send home information about Kindergarten Registration and will highly encourage families to attend the event to get information about kindergarten. Information will be shared with families about academic expectations for kindergarten and provide families with activities to complete with 17 students over the summer to help prepare them for kindergarten.

Staff: Preschool staff will fill out the "Preschool to Kindergarten Transition Plan" form for each student to ensure to help support the student and family during the transition process. There will be additional forms for families to fill out.

Student Records: All student records will be available for the new teacher. This may include but is not limited to: Evaluation Team Report (ETR), Individual Education Program (IEP), test scores (ASQ-SE, ECO, etc...), formal and informal observations, Student Learning Objective Data, and Teacher based team information.

SCHEDULES

Your child's day will consist of numerous activities. These activities are based on class interest, themes and are done by choice, with a mix of group activities. The children are not forced but encouraged to explore and learn with his/her peers. Center-based activities include art, math, writing, language, science, and dramatic play. There is a snack time in the morning and in the afternoon. All class schedules will be posted in the classroom

REST TIME

There is a time each day set aside for resting for those children here longer than 5 hours. The children do not have to sleep, but they are encouraged to lie quietly. They may bring in a blanket or a stuffed animal for rest time and these items may be left at school. After a ½ hour, those children not sleeping will be moved to another area for various activities. Children are gently transitioned after 1 hour - 1 ½ hours. All rest cots are disinfected and items will be sent bi-home weekly to be washed. Your child may bring in a blanket, pillow, favorite stuffed animal etc.... They may keep them here or leave them in their book bag to go home at end of the day.
PLEASE LIMIT YOUR CHILD TO 2 SMALL ITEMS FOR NAP

DAYCARE INFORMATION

A.M. Daycare 7:00-8:30 P.M. Daycare 11:30/ 3:15-5:00
Doors will not be opened until 7:00am.

GOALS

In Keeping with our BHCS Early Childhood Center Philosophy, our goals are designed to help each child...

- To develop an awareness of being a child of God.
- To develop a positive image of themselves.
- To encourage “creativity” through dramatic play, and art projects.
- To promote respect for others and their individuality
- To encourage learning in a relaxed, safe, fun-filled environment.

DAYCARE FEES/BILLING

- ◇ DAYCARE IS 5.50 AN HOUR FOR ONE CHILD & 7.00 AN HOUR FOR TWO CHILDREN (These fees are subject to change as directed by the Administration and Finance Committee)
- ◇ The billing schedule for the **BHCS Daycare is Bi-Weekly** –you will get billed and make payments through Digital Academy.
- ◇ Payment is due within 14 days of the billing and payment is made at the Center or on Digital Academy.
- ◇ Failure to pay fees could result in denial of services until the balance is paid in full or other arrangements are set up.
- ◇ Each child will have to be signed in and out of daycare through the iPad at the entrance of the building.

DELAYS AND CLOSINGS

The center is open at 8 am for before care and 9:15 for preschool on delay days. If you want to drop off at (10:30am) the same time as your elementary student that is ok as well. If there is a field trip scheduled on a delay the fieldtrip will be cancelled. PLEASE HAVE A PLAN IN PLACE IF THE DELAY GOES TO A CLOSING. The center will give ample time to have your child picked up. If Fremont City School is closed first thing in the morning, we are closed.