



**Brandywine  
Children's House**

**Beginning. Growing. Becoming.**

**Location:**

123 Great Valley Parkway  
Malvern, PA 19355

**Phone:** 610-640-1202

**Website:** [www.brandywinechildrenshouse.com](http://www.brandywinechildrenshouse.com)

**Facebook:** [www.facebook.com/BCHMalvern](http://www.facebook.com/BCHMalvern)

**Email:**

Jill (Director) [bch123@brandywinechildrenshouse.com](mailto:bch123@brandywinechildrenshouse.com)

Shannon (Assistant Director) [shannon@brandywinechildrenshouse.com](mailto:shannon@brandywinechildrenshouse.com)

# Welcome to Brandywine Children's House!

## *A Learning Adventure that Lasts a Lifetime*

Brandywine Children's House is a private licensed preschool conveniently located in the Great Valley Corporate Center. For three decades, our safe and nurturing environment, experienced teachers, and educational philosophies and expertise have provided a strong, solid foundation for children from eight weeks old through kindergarten. We are excited to welcome you to our family and to begin a journey of learning, laughter, love, and growth with your child!

Our mission is to help your child learn how to learn. By the end of your child's journey at Brandywine Children's House, he or she will have developed a true joy for learning that will last a lifetime.

We are a school for *beginning*. We strive to preserve, encourage, and facilitate the innate intellectual curiosity found within all children in their early childhood years.

We are a school for *growing*. We take pride in helping our children develop their individual abilities and talents, pursue their interests, and gain a glimpse of the great variety and richness that life has to offer.

We are a school for *becoming*. We make it our goal to ensure our children blossom into confident, creative, independent, unique, and accomplished individuals.

Finally, we are a school for *tomorrow*. When our children leave our care, they are fully prepared to take the next path in their educational adventures. The end result of our years of love, laughter, and learning ensure that all of the children that walk through our doors are capable of making the most of whatever learning environment they are exposed to in their futures.

We look forward to hearing from you and helping you and your family begin a truly invaluable learning adventure that will be remembered for years to come.

# What is the Montessori Method?

It is a spontaneous, expansive education system designated to afford the child freedom to move and learn in a *prepared environment*, which encourages self-confidence and self-development. The Montessori method seeks to apply the powers of the child's *absorbent mind* through the *sensitive periods* of his or her childhood. This learning experience proceeds under the observation and guidance of specially trained Montessori teachers.

## What is the *prepared environment*?

When children enter a Montessori school, they find themselves in a world that reflects in a miniature the larger world, which they someday will occupy. In the Montessori classroom, they are surrounded by a variety of sensorial learning materials, all carefully designed to appeal to them across a wide range of learning areas: language arts, practical life experiences, motor skill development, natural and physical sciences, mathematics, art, and music. These sensorial materials are designed to lead the child from the simple to the complex, from the concrete perception to the abstract perception. The materials are self-corrective, enabling the child to find the correct answer by himself or herself. This programmed learning environment and experience ensures learning, motivation, and success in future educational experiences.

## What is the *absorbent mind*?

The child possesses unusual mental powers and sensitivity for absorbing learning from his or her environment that are unlike those of older children or adults, both in quality and capacity. Maria Montessori recognized that the young child absorbs almost all of his or her learning from the environment in which placed. Thus, the prepared environment becomes the learning base for earliest knowledge and skills of the very young.

## What are the *sensitive periods*?

Dr. Montessori observed certain age periods, between ages two and six, when the child shows unusual interest in, and capacity to acquire, a particular skill. She called these the "sensitive periods." Most of the basic skills—motor skills, language arts, practical life, natural and social sciences, mathematics, art, and music—are acquired by children in the two to six age group.

## What has the child acquired after two or three years in the Montessori Method?

- An enthusiasm and joy for learning
- Fundamental skills in all areas of learning
  - Independence and self-confidence
- Intellectual and creativity potential and accomplishment
  - Appreciation of the importance of the environment
- An excellent preparation for later learning experiences
  - A learning adventure that lasts a lifetime!

# Statement of Policy

Montessori education at an early age provides children with a lifetime gift—an opportunity to develop their intellectual, physical, social, emotional, and inner potentials. Children involved in a Montessori program are encouraged and guided toward independence and love of learning.

**Admission:** Brandywine Children’s House welcomes any child without regard to race, color, religious creed, disability, ancestry, gender, identity, national origin, or limited English proficiency. Parents must be willing and able to follow school policies and provide a continuity of experience for their child.

BCH includes an internationally diverse population of children, parents, and teachers. If you require interpretive assistance, please let us know. If your primary language is not on our list, we will endeavor to find an appropriate interpreter.

Parents who are interested in pursuing enrollment are asked to call 610-640-1202 or visit [www.brandywinechildrenshouse.com](http://www.brandywinechildrenshouse.com) to view our tour dates. Tours are offered twice a month for prospective families to visit the school, meet the teachers, and explore all that the facility has to offer.

The next step in the enrollment process is the submission of an application form along with the \$50 application fee. The application can be found at the end of in our information packet or on our website. Once the application is received, parents are asked to review the following portions of the enrollment package and return the paperwork to school upon enrollment. The enrollment package consists of the following:

- Enrollment Record/Enrollment Acceptance Agent
- Statement of Policy
- Statement of Disciplinary Practice
- Emergency Contact Form
- Authorization for Emergency Medical Care and First Aid
- Permissions
- Child Health Appraisal

**Arrival and Dismissal:** Brandywine Children’s House opens at 7:30 A.M. and closes at 6:00 P.M., Monday through Friday. Arrival time is any time between 7:30 and 9:30. If special circumstances arise (doctor appointment, dentist, etc), please let us know that your child will be coming late to school. If you arrive late to drop off your child, you will have to call the school at 610-640-1202 so that a teacher can let him or her in the front door. After 9:30, our teachers are busy in the classrooms working with the children, so we ask that you make every effort to arrive to school during this designated drop off time. In addition, late arrivals miss out on critical learning and play activities such as circletime, Montessori lessons, and socialization. Our “school day” ends at 3:00.

Pick up time is any time between 3:00 and 6:00. If your child is enrolled as a 3:00 pick up, you must pick your child up by 3:00. If your child is enrolled as a 6:00 pick up, you may pick your child up anytime between 3:00 and 6:00. A \$50 late fee will be charged for every 30-minute period that you are late. "Late" is defined as 3:01 or later for a child enrolled as a 3:00 pick up, and 6:01 or later for a child enrolled as a 6:00 pick up.

Parents are asked to identify two other individuals that are authorized to pick up their child in the event of an emergency. Under no circumstances will a child be released to an unauthorized individual. In the event that someone other than an authorized individual must pick up your child, you can make this arrangement by informing the school via phone call, email, or in person at drop off time. A special release code is included on the enrollment record for this purpose. This release code is selected by you and should be something only you know. Anyone picking up your child must also present a valid ID (driver's license or state issued ID) upon arrival.

**Parking Lot Etiquette:** The speed limit in our parking area is 5 miles per hour. Please be aware of your surroundings while driving, parking, and backing out of parking spots. Arrival and dismissal time can be very busy and there may be multiple families and small children in the parking lot. Please also be aware that there are other businesses in our circle and drive carefully, as pedestrians are often in the lots as well at peak pick up and drop off times. We thank you for helping to keep all of our children safe.

**Attendance:** Regular attendance is very important to the social, emotional, physical, and educational progress of each and every child. Children thrive with consistency and a predictable schedule. Parents are encouraged to have children attend school whenever possible. Parents are responsible for notifying the school of a child's absence. We care about your child and we worry when we don't see them on a regular scheduled day. In the event of an absence, please call the school at 610-640-1202 or email Ms. Jill (bch123@brandywinechildrenshouse.com) and Ms. Shannon (shannon@brandywinechildrenshouse.com).

**Holidays and Closures:** BCH will be closed for most major holidays. In addition, BCH will be closed for approximately one week for holiday break between Christmas and New Year's. A current calendar is sent home upon enrollment and at the beginning of each school year. In addition, children bring home a monthly calendar that can also be found on our school's website or Facebook page. This calendar designates themes, days off, and other important things to be aware of. Monthly newsletters are also sent home at the beginning of each month, also listing important dates and announcements.

Additionally, we designate 2 days each year (1 in the autumn, 1 in the spring) for staff professional development and training. This allows us to complete trainings required by the state including CPR/first aid, fire safety, and more.

**Celebrations:** BCH hosts three annual luncheons with our families. The first is our Halloween celebration. Families are invited to come to school and take their children to cars decorated by the teachers to trunk-or-treat. The second is our winter concert. Families are invited to watch the children sing holiday songs. The last is our spring art show. Families are invited to attend a concert and art show to wrap up our school year. On these days, parents must be at BCH to be with their children by 12:00 and BCH will close at 1:00, following the celebrations. BCH also hosts special events for Mother's Day and Father's Day. These events take place at 3:00 on the Friday before each of those holidays. It is not required that parents attend the Mother's Day and Father's Day festivities, but the children really enjoy celebrating with their parents at these events. More information regarding all of our events is provided leading up to the dates.

**Tuition:** Tuition is paid on a monthly basis and is due by the 1<sup>st</sup> of each month. A late charge of \$50 will become effective after the 5<sup>th</sup> of each month. A \$50 fee is also charged in the event a check is returned. The non-refundable \$50 registration fee is paid with each child's application, as well as during the annual re-registration period. Tuition must be paid by check (made out to "Brandywine Children's House" or "BCH") or cash. We do not have an online payment option at the present time.

Fees and/or policies may be revised upon written notification to the parents. Fee increases are implemented periodically to cover the cost of increasing operating expenses. These fee increases do not affect existing enrollments. Once a child is enrolled, they will follow the fee schedule for each classroom as described on their tuition paperwork for the duration of their enrollment. Re-registration is sent out annually to determine each family's plan for the child(ren) for the summer and following school year.

During the school year (September-May), you must pay tuition each month in order for BCH to continue to reserve your child's spot—despite any absences, vacations, or long-term trips. If you choose not to pay to reserve your child's spot during the school year, you will have to re-register your child if you wish to return. Please note that they may be placed on a wait list if another child has already filled their spot. During the summer months (June, July, and August) you are welcome to take any or all months off without having to pay tuition to hold your child's placement.

**Parental Participation:** Parents are encouraged to participate in classroom activities and schoolwide events. Families are always invited to help plan and prepare special events and celebrations. If you have a unique hobby, talent, or cultural expertise in any area that would be fun to share with the children, please let us know and we will discuss the idea.

**Illness:** Please see attached sick policy for a description of when to keep your child home in the event of illness. Please be sure to contact the school as soon as possible if your child contracts any communicable diseases or illnesses so that we can send out notices of possible exposure.

**Health Records:** To comply with state requirements, all health records and enrollment forms must be completed and current in order for your child to attend school. Your first health appraisal form will be due within 30 days of your child's start date. This form can be completed at your child's annual physical or wellness visit. We will need updated forms completed every 6 months for children under the age of 2 and every year for children 2 years old and up.

**Medication:** With written permission from parents *and* a note from your child's doctor, medication can be administered at school. The note from the doctor must describe dosage and timing of the medication. All medication must be clearly labeled and in its original container with your child's name.

**Allergies:** Please let us know if your child has any allergies. If your child requires an EpiPen, please make sure that you send one to school. All EpiPens must have an "action plan" and note from the doctor to accompany them as well. If recommended by your doctor, please send Benadryl as well with a note from the doctor that includes dosing instructions.

**Medial Emergencies:** In the event of a medical emergency, parents will be contacted immediately and informed of the situation and asked for instructions. If contact cannot be made, children will be transported to the closest hospital (Paoli) and the instructions and recommendations of the attending physician will be followed. In the event that a child must be transported to a medical facility, a member of the staff will accompany the child and remain with the child until one or both parents arrive at the hospital.

**Emergency Procedures:** BCH annually reviews and updates an emergency plan that documents the procedures taken in the event of any type of emergency situation. This plan can be reviewed at the request of parents at BCH, due to the sensitive information included. All teachers are trained and familiar with the emergency plan and their roles. In the event of an emergency, parents will be contacted for further instructions via phone and email.

**Lunch:** BCH does not provide lunch. Parents must pack a lunch for their child each day, with the exception of pizza party celebrations. Refrigerators are in each classroom for lunches to be kept in. Microwaves are only used in the infant and toddler classrooms (Giraffe Room, Bear Room, and Wolf Room). If your child is in a classroom without a microwave, you may send your child's lunch in a thermos to keep it warm if necessary. No glass containers are permitted. All lunches must be packed in a soft-sided lunch bag (separate from their backpack). Any utensils needed and two napkins should be packed as well. Please make sure your child's lunch foods are in appropriate size pieces and ready to eat. Additionally, make sure all containers, cups, and utensils in the lunch bag are labeled with your child's name.

**Snack:** BCH provides morning and afternoon snack. Our snack options include goldfish, animal crackers, graham crackers, pretzels, and more.

**Birthdays:** Children are invited to celebrate their birthdays at school, if desired. Options for birthday celebrations include pizza parties and/or special dessert treats. If you would like to have a pizza party for your child, please choose a date and let your child's teacher know so they can plan accordingly. Your child's teacher will also let you know how many pizzas to order for the class that can be delivered to BCH at lunch time on the chosen date. Most families order from Malvern Pizza. Your child's teacher will send home a note for the class the day before the pizza party to let the other families know that they will not have to pack lunch. Please also send plates for the pizza to school that day or request that the pizza place brings them with the pizza delivery. You may also send a dessert item if desired such as cupcakes, cookies muffins, brownies, popsicles, or other child friendly treats.

**Naps:** Mats are provided for children that nap. Parents must bring a crib size sheet and a blanket for naptime each Monday. Sheets and blankets will be used for the week and sent home on Friday to be washed. Please make sure to label your child's sheet and blanket.

**Personal Belongings:** Children should wear comfortable clothing, appropriate for both indoor and outdoor activities. In the interest of safety, sandals and other open-toe shoes may not be worn to school. Children must keep a weather appropriate complete change of clothing (shirts, pants, underwear, socks, shoes) in their cubbies for spills, accidents, and other occurrences.

If your child is not yet potty trained, you are responsible for providing diapers/pull-ups and wipes, creams, etc. A complete list of items needed for each classroom will be provided upon enrollment. Please make sure to label all items that are sent to school to avoid confusion.

We encourage children to keep their toys and valuable possessions safely at home to avoid mix-ups and lost items. The exception to this is for weekly show and tell in the pre-primary classrooms as noted on the classroom calendars.

**Communication and Social Media:** Infant and toddler classrooms send home a daily paper with information about their feeding, napping and diapering each day. Pre-primary classrooms do not take home a daily paper. If you have any questions for your child's teacher, you may write a note, call, or send an email. If you need to contact school via email, you may direct a message to [bch123@brandywinechildrenshouse.com](mailto:bch123@brandywinechildrenshouse.com) (Ms. Jill) or [shannon@brandywinechildrenshouse.com](mailto:shannon@brandywinechildrenshouse.com) (Ms. Shannon). We also have a website ([brandywinechildrenshouse.com](http://brandywinechildrenshouse.com)) and a Facebook page set up for our center ([facebook.com/BCHMalvern](https://facebook.com/BCHMalvern)). You are invited to follow our pages for updates, reminders, information, and photos of events and school activities. You will also be provided with a link for a private Google Photos album that you can join to see weekly pictures of your child(ren) and the classroom activities.

**Conferences and Child Service Reports:** If you would like to discuss your child's development, strengths, needs, or address any concerns, you may schedule a conference with your child's teacher at any time. Please write a note to your child's teacher, call the



school, or email Ms. Jill or Ms. Shannon in order to schedule a conference with your child's teacher. Each teacher completes child service report that details each child's development biannually, as well. Two copies of this report will be sent home, one to sign and return to school and one to keep at home.

**Closures for Inclement Weather:** The decision to close or delay school due to snow, ice, wind, emergencies, or other inclement weather will be made by 6:30 A.M. A "2-hour delay" means that school will open at 10:00 A.M.

In the event of inclement weather, you can find updates regarding our status by:

- Checking your email
- Checking our Facebook page at [www.facebook.com/BCHMalvern](http://www.facebook.com/BCHMalvern)
- Checking NBC (Channel 10) at [www.nbc10.com](http://www.nbc10.com) (You can also enter your cell phone number to receive notifications)
- Checking our website at [www.brandywinechildrenshouse.com](http://www.brandywinechildrenshouse.com)

In the event that there is an emergency once our day has already started, we will contact all parents and guardians with specifics as soon as possible by phone and by email, as well as post updates on our Facebook page and website.

**School Materials:** All materials needed for your child to participate in school activities are provided by the center. We provide Montessori materials, basic supplies including (but not limited to) construction paper, copy paper, writing paper, crayons, pencils, markers, scissors, glue, curriculum supplies, books, and more. Formula, lunches, extra clothes, diapers, and wipes are not provided by the center. A list of items your will need to send to school with your child for each classroom will be provided upon enrollment.

At home, you may discover tiny cubes, puzzle pieces, beads, or other school materials in your child's pockets. Please simply return these items to school if found.

# Statement of Disciplinary Practice

Our discipline policy promotes the following ideals and we constantly and consistently:

- Communicate with children on their level in a calm manner
- Give attention to children for positive behavior, with praise and encouragement
- Set limits for the children from the start and apply such rules consistently
- Strive to model appropriate behavior
- Provide alternatives and redirect children to acceptable activity when necessary
- Give children opportunities to make choices and solve problems
- Help children talk out problems and think of solutions
- Listen to children and respect the children's needs, desires, and feelings

If a child acts inappropriately, we first discuss the inappropriate behavior with him/her, explaining why the action was wrong and what is expected. The consequences of continued misbehavior are always explained in terms that the child can understand. If a child continues the inappropriate behavior, the child is given a time out in a quiet area, while still always under the constant supervision of a teacher.

We do not, under any circumstances, practice the following:

- Inflict corporal punishment in any manner—defined as any use of physical force including, but not limited to spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping
- Partake in any actions that threaten, intimidate, or force a child
- Criticize, make fun of, or belittle a child's parents, families, ethnic groups, traditions, or beliefs
- Leave any child alone or unattended without supervision
- Threaten children with food or withholding of food

Conferences will be scheduled with parents or guardians if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate services for that particular child.

# Our Classrooms

Below, you will find information about our classrooms at BCH. This is general information and you will receive a more specific schedule and class note from the classroom teachers upon enrollment. Please note that the age ranges of our toddler classrooms are somewhat flexible and can vary depending on specific needs, ages/birthdates of our currently enrolled children, and the age demographics of interested families on our wait list.

## Giraffe Room (~8 weeks to 12 months old)

The primary aim of our Giraffe Room is to provide a loving and nurturing environment for our youngest children. These little ones will experience a world of soft colors and soft contours where they can learn about the wonderful world they've joined. We'll read, sing, dance, and laugh with them. We'll help them enjoy each and every day! Enrollment in this program is very limited, and our wait list is usually larger due to smaller teacher to child ratios.

Our infant classroom is developed with the overall safety and developmental needs of our youngest children in mind. You will see a variety of different learning materials that encourage exploration and support the development and mastery of new skills. Balls, blocks, instruments, shape sorters, sensory bottles, books and more stimulate your child's learning.

Each day includes experiences that foster creative expression, cognitive development, social and emotional growth, motor skills, and problem-solving skills, while providing nurturing and loving care. A sample daily schedule is as follows:

|           |   |
|-----------|---|
| 7:30-9:00 | Welcome   |
| 9:00      | Diapers   |
| 9:15      | Bottles & Breakfast   |
| 9:30      | Circlertime & Play (tummy time, sensory exploration, etc.)          |
| 10:15     | Nap   |
| 11:00     | Diapers   |
| 11:15     | Free Play/Outside (tummy time, sensory exploration, etc.)           |
| 12:15     | Bottles & Lunch   |
| 1:00      | Diapers   |
| 1:15      | Nap   |
| 2:30      | Learning & Play Activities (tummy time, sensory exploration, etc.)  |
| 3:00      | Diapers   |
| 3:15      | Bottles & Snack   |
| 3:30-6:00 | Activity & Exploration Time (tummy time, sensory exploration, etc.) |

This schedule is just an example and is flexible dependent on the specific needs of each infant. Each family will be asked to provide a specific schedule for their infant on his or her first day.

## **Bear Room (~12-20 months old)**

Our Bear Room is designed to encourage the innate need of children to explore, adventure, and discover. It is thoughtfully put together with developmentally appropriate play and learning materials. In this toddler classroom, you will find blocks, puzzles, sensory supplies, books, and more. Arts and crafts projects are planned each day.

Enrollment in this classroom is also limited. Children must be able to drink from a sippy cup, feed themselves finger foods, nap just one time a day, and begin to take steps/walk without much assistance.

Toddlers have the freedom to choose what activities they are interested in during free play, laying the groundwork for our Montessori philosophy of education. Teachers guide and support their learning through play and other activities, helping them learn new skills and encouraging them to try new experiences. A sample daily schedule is as follows:

|           |                     |
|-----------|---------------------|
| 7:30-9:00 | Welcome & Free Play |
| 9:00      | Snack               |
| 9:15      | Diapers             |
| 9:30      | Circletime          |
| 9:45      | Activity Time       |
| 10:30     | Free Play/Outside   |
| 11:00     | Diapers             |
| 11:30     | Lunch               |
| 12:00     | Nap                 |
| 2:45      | Diapers             |
| 3:00      | Afternoon Snack     |
| 3:15      | Free Play/Outside   |
| 4:00      | Diapers             |
| 4:15-6:00 | Free Play/Outside   |

## **Wolf Room (~20-30 months old)**

Our Wolf Room provides a smooth transition period from the Bear Room, and eventually to the Sandpiper Classrooms for our growing toddlers. Wolf Room provides experiences and activities that foster the rapid learning and development that occur at this critical age. Activities and lessons are purposefully planned and suited towards each child's needs, strengths, and interests. The Wolf Room also works on potty training with the children, as families work on it at home. Children in the Wolf Room are introduced to basic Montessori materials.

Our Wolf Room curriculum provides an opportunity to learn and practice skills and knowledge relating to the areas of language, math, science, creative arts, social and emotional, and physical development. A sample daily schedule is as follows:

|           |                     |
|-----------|---------------------|
| 7:30-9:00 | Welcome & Free Play |
| 9:00      | Bathroom/Pull-Ups   |
| 9:15      | Morning Snack       |
| 9:30      | Circletime          |
| 9:45      | Activity Time       |
| 10:30     | Free Play/Outside   |
| 11:00     | Bathroom/Pull-Ups   |
| 11:30     | Lunch               |
| 12:00     | Nap                 |
| 2:45      | Bathroom/Pull-Ups   |
| 3:00      | Afternoon Snack     |
| 3:30      | Free Play/Outside   |
| 4:30      | Bathroom/Pull-Ups   |
| 4:45-6:00 | Free Play/Outside   |

### **Sandpiper Room (~30-36 months old)**

Our Sandpiper Room provides an environment to foster independence and growth before children enter our larger Montessori based classrooms. Activities and lessons are purposefully planned and suited towards each child's needs, strengths, and interests. The Sandpiper Room also works on potty training with the children, as families work on it at home. Children in the Sandpiper Room are introduced to basic Montessori materials.

Our Sandpiper Room curriculum provides an opportunity to learn and practice skills and knowledge relating to the areas of language, math, science, creative arts, social and emotional, and physical development. A sample daily schedule is as follows:

|           |                     |
|-----------|---------------------|
| 7:30-9:00 | Welcome & Free Play |
| 9:00      | Bathroom/Pull-Ups   |
| 9:15      | Morning Snack       |
| 9:30      | Circletime          |
| 9:45      | Activity Time       |
| 10:30     | Free Play/Outside   |
| 11:00     | Bathroom/Pull-Ups   |
| 11:30     | Lunch               |
| 12:00     | Nap                 |
| 2:45      | Bathroom/Pull-Ups   |
| 3:00      | Afternoon Snack     |
| 3:30      | Free Play/Outside   |
| 4:30      | Bathroom/Pull-Ups   |
| 4:45-6:00 | Free Play/Outside   |

## Fox Room and Elephant Room (Montessori, ~3-6 years old)

Our Montessori classrooms include the oldest children in the school. They are mixed age classrooms with children from three years old through six years old. Our mornings are based on Montessori philosophies and ideals, working to foster rigorous, self-motivated growth for children in all areas of their development. The goal of this is to nurture each child's natural desire for knowledge, understanding, and respect. This time provides children with individual, small group, and whole group activities and lessons. Children use the Montessori materials to engage in activities specifically designed for their learning in the areas of practical life, sensorial development, natural science, social studies (geography and history), language and phonics skills, math, art, music, and more. These activities are designed to promote their social, emotional, and physical development.

In the afternoon, our children are broken into same age groups. The three-year-old to three-and-a-half-year old children take a nap. The three-and-a-half-year-old children participate in Enrichment, which focused on the development of early academic skills to assist in the transition to Pre-K, including letter and sound recognition, fine motor skills, numbers and counting, and more.

Our four-year-old children participate in pre-k, which emphasizes various foundational academic skills such as counting, one-to-one correspondence, counting and writing numbers to twenty, comparing quantities, addition, sight words, beginning print concepts, letter and sound correspondence, beginning writing skills, and more. Pre-k students must be 4 years old by September 1<sup>st</sup> to be in the pre-k class.

Our five to six-year-old children are invited to enroll in Kindergarten if interested. Kindergarten students must be 5 years old by September 1<sup>st</sup> in order to be considered for the program. Our kindergarten aligns with state standards. Throughout the morning, the kindergarten students work with advanced materials and complete activities designed to refine their learning skills in all areas of the Montessori curriculum. During the afternoon, the students are exposed to a more traditional kindergarten approach. A comprehensive brochure with a specific breakdown of the Kindergarten program is sent home for any families with children of age and interested during our annual Kindergarten Night and re-enrollment period.

A specific schedule tailored to each classroom is sent home upon enrollment and at the beginning of each school year. A sample schedule for the Montessori classrooms is as follows:

|           |  |
|-----------|--|
| 7:30-9:00 | Drop Off & Free Play (Playroom)                |
| 9:00      | Morning Circle Time (Roll, Calendar & Weather) |
| 9:15      | Morning Snack                                  |
| 9:30      | Lesson   |
| 9:45      | Work Time                                      |
| 10:15     | Montessori Lesson                              |

|           |   |
|-----------|---|
| 10:30     | Work & Activity Time                                      |
| 11:00     | Play Time (Playroom/Outside)                              |
| 11:45     | Lunch Preparation (Clean Up, Story & Bathroom)            |
| 12:00     | Lunch   |
| 1:00-3:00 | Afternoon Classes (Nap, Enrichment, Pre-K & Kindergarten) |
| 3:00      | Snack   |
| 3:30-6:00 | Play Time & Pick Up (Playroom/Outside)                    |

# Enrollment Information

Interested in applying? Please fill out the application and disclosures on the following pages and return to BCH. Be sure to fill out each section in its entirety. You will be contacted regarding availability for your desired start date once we have received your application. Please note that we require a \$50 registration fee to hold a spot for your child.

You can also apply online by scanning the QR code below:



Or enter the following the link on our website at  
[www.brandywinechildrenshouse.com](http://www.brandywinechildrenshouse.com).

We look forward to welcoming you into our BCH  
family!



## Brandywine Children's House Application for Enrollment

|   |                        |
|---|------------------------|
| <b>Child's Full Name:</b>                             | <b>Birthdate:</b>      |
| <b>Nickname (if any):</b>                             | <b>Gender:</b>         |
| <b>Address:</b>                                       |                        |
|   |                        |
| <b>Mother's Name:</b>                                 | <b>Cell Phone:</b>     |
| <b>Address (if different):</b>                        |                        |
| <b>Place of Employment:</b>                           | <b>Work Phone:</b>     |
| <b>Occupation:</b>                                    | <b>Start/End Time:</b> |
| <b>Email:</b>   |                        |
|   |                        |
| <b>Father's Name:</b>                                 | <b>Cell Phone:</b>     |
| <b>Address: (if different):</b>                       |                        |
| <b>Place of Employment:</b>                           | <b>Work Phone:</b>     |
| <b>Occupation:</b>                                    | <b>Start/End Time:</b> |
| <b>Email:</b>   |                        |
|   |                        |
| <b>Siblings (list names and ages):</b>                |                        |
|   |                        |
| <b>Has your child been in school before?</b>          |                        |
| <b>Is your child potty trained?</b>                   |                        |
|   |                        |
| <b>Does your child have any health/medical needs?</b> |                        |
| <b>Does your child have any developmental delays?</b> |                        |
| <b>Does your child have any allergies?</b>            |                        |
| <b>Does your child have any dietary restrictions?</b> |                        |
|   |                        |
| <b>When is your intended start date?</b>              |                        |
| <b>Will your child be a 3:00 or 6:00 pick up?</b>     |                        |
| <b>How did you hear about us?</b>                     |                        |

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date of Application

# Disclosures & Acknowledgement of Policies

Please thoroughly review the information provided to you in this packet and let us know if you have any questions. Please also retain the documents in this packet for future reference. Once you have finished reviewing all of the information provided, please sign and date the statements below.

Name of Child(ren): \_\_\_\_\_

## Statement of Policy:

I have received, read, and understand the Brandywine Children's House Statement of Policy and agree to the provisions therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Statement of Disciplinary Practice:

I have received, read, and understand the Brandywine Children's House Statement of Disciplinary Practice and agree to the provisions therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Sick Policy:

I have received, read, and understand the Brandywine Children's House Sick Policy and agree to the provisions therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Brandywine Children's House

## 2023-24 Calendar

|                  |   |
|------------------|---|
| 9/1/2023         | School Closed                               |
| 9/4/2023         | Labor Day—School Closed                     |
| 9/5/2023         | School Year Begins                          |
| 10/27/2023       | Trunk or Treat—Half Day—1:00 PM Close       |
| 10/30/2023       | Teacher Inservice Day—BCH Closed            |
| 11/22/2023       | Early Dismissal—3:00 PM Close               |
| 11/23-11/24/2023 | Thanksgiving Break—School Closed            |
| 12/21/2023       | Holiday Luncheon—Half Day—1:00 PM Close     |
| 12/22/2023       | Winter Break Begins—School Closed           |
| 1/2/2024         | School Reopens                              |
| 2/19/2024        | President's Day—School Closed               |
| 3/11/2024        | Teacher Inservice Day—School Closed         |
| 3/29-4/1/2024    | Spring Break—School Closed                  |
| 5/10/2024        | Muffins with Mom—3:00                       |
| 5/23/2024        | Spring Arts Festival—Half Day—1:00 PM Close |
| 5/24-5/27/2024   | Memorial Day Break—School Closed            |
| 6/14/2024        | Donuts with Dad—3:00                        |
| 7/4-7/5/2024     | Independence Day Break—School Closed        |
| 9/2/2024         | Labor Day—School Closed                     |
| 9/3/2024         | School Year Begins                          |

\*For our three half days (Trunk or Treat, Holiday Luncheon, & Spring Arts Festival) parents are encouraged to attend the events with their children and should plan to be at school by 11:45. If parents cannot attend, their child(ren) must be picked up by 11:45. School closes at 1:00 following the events and activities on these days.

# Brandywine Children's House

## Monthly Tuition Schedule Effective 2024-2025 School Year

| <b>Infant/Toddler Program</b><br>(8 weeks through ~36 months old) |                       |                       |
|---|-----------------------|-----------------------|
| 5 Days/Week<br>Monthly Fee  | <b>Pickup by 3:00</b> | <b>Pickup by 6:00</b> |
|   | \$1375                | \$1475                |

| <b>Pre-Primary Program</b><br>(~3 years through 5 years old) |                       |                       |
|--|-----------------------|-----------------------|
| 5 Days/Week<br>Monthly Fee                                   | <b>Pickup by 3:00</b> | <b>Pickup by 6:00</b> |
|  | \$1275                | \$1375                |

| <b>Kindergarten Program</b><br>(5 years old by September 1 <sup>st</sup> )   |  |  |
|--|--|--|
| Tuition for the kindergarten program will remain at your child's current pre-primary rate. There will be a one-time \$200 fee for the kindergarten program. The fee will go towards all necessary graduation supplies, school supplies, and curriculum materials for the year. |  |  |

Sibling Discount—20% off applied to lowest tuition

Tuition payments are due on the 1<sup>st</sup> of each month. There is a grace period for late payments up until the 5<sup>th</sup> of each month. Tuition received after the 5<sup>th</sup> of each month is subject to a \$50 late fee. Tuition payments can be made by cash or check only. Checks can be made out to "Brandywine Children's House" or "BCH." We do not have electronic payment at this time.

A \$50 fee will be charged for late pick ups for each 30 minute period (Example: A pick up between 3:01-3:30 counts as one 30 minute period). An additional \$50 will be charged for each half hour period thereafter.