

Before and After School Child Care Handbook

Important: Please Read Thoroughly
Keep In a Convenient Location for Reference



Revised May 2024

Dear Families:

Welcome to the Calvert County Public Schools Before and After School Child Care Program. We are glad you have chosen one of our centers where your child will receive care in a safe and educational environment. Our program offers a variety of activities which may include recreation, games, arts, crafts, reading, music, drama, homework time, and free time where the children can pursue their own interests. Our program participates in the Maryland EXCELS program. Child care and public school programs that participate in Maryland EXCELS are committed to providing the best possible education and care. For more information visit www.marylandexcels.org.

The Before and After School Child Care Program works collaboratively with Calvert County Public Schools but is a separate entity. Our program is funded solely by parent tuition. The program is governed and licensed through the Maryland State Department of Education Office of Child Care. The staff members in our centers enjoy working with children and are certified and trained yearly in child care classes, CPR, and First Aid.

If you have any questions, please contact the staff at your center or the Before and After School Child Care Office at 443-550-8040.

Sincerely,

Joyce Farrell King
Supervisor of Child Care
Calvert County Public Schools

Before & After School Child Care Program Philosophy

Our philosophy is to develop the whole child by promoting social acceptance, emotional health, intellectual ability, and physical health. These needs are met through a fun and engaging program that compliments the children's school day. The program provides children with opportunities regarding individual choice, group participation, skill development, and recreational activities, all within a safe, fun, social environment. We provide inclusive settings that recognize the children's varied abilities, interests, needs, cultural backgrounds, primary language, and their learning styles. We create an environment where all children and families feel welcomed and included by working with families, teachers, our special education department, school psychologists, school nurses and administration to make the best decisions possible for the child, and to provide reasonable accommodations as needed.

Our centers are directed by professionals in the field of child development and licensed by the Maryland State Department of Education (MSDE) Office of Child Care. We maintain an average ratio of one staff person for every fifteen children, as required by COMAR regulations. Our program participates in the Maryland EXCELS program, a voluntary quality rating and improvement system; we are currently a Level 3 at all of our childcare sites. The mission of the Before & After School Child Care Program is to provide a safe, affordable, nurturing environment for all the elementary school district's children who need access to before and after school services. Our children will be provided opportunities to choose and participate in activities designed to promote their physical, mental, social, and emotional development in an atmosphere of mutual respect.

Table of Contents

Before and After School	1
Child Care Handbook	1
Before & After School Child Care Program Philosophy	3
Maryland State Department of Education Resources	5
INTRODUCTION.....	6
GOALS	6
STAFFING.....	6
FAQ.....	6
ADDITIONAL NOTES:	7
REGISTRATION AND ENROLLMENT.....	9
Eligibility	9
Registration.....	10
Enrollment.....	10
In addition:.....	10
FORMS.....	11
TUITION, FEES, AND PAYMENT POLICY.....	12
Non-Refundable Registration Fee.....	12
Security Deposit	12
Payment Procedures.....	12
Return Check Fees.....	14
Drop-In Policy & Fees.....	14
Statements.....	14
REFUNDS	14
IRS STATEMENTS.....	15
WITHDRAWAL FROM THE PROGRAM.....	15
HOURS OF OPERATION	15
Morning Program.....	15
Afternoon Program	16
Schedule Changes	16
Inclement Weather Policy.....	17
ABSENCES.....	17

Notifications:.....	17
Fees:	17
RELEASE OF CHILDREN	17
IN CASE OF EMERGENCY	18
PHONE NUMBERS FOR CHILD CARE CENTERS:	18
EMERGENCY MEDICAL PROCEDURES	18
HEALTH AND SAFETY POLICY	19
NUTRITION	19
Food Allergies/Disabilities Affecting Diet	20
CHILD’S PERSONAL PROPERTY	20
VISITORS.....	20
DISCIPLINE.....	20
EXPECTATIONS BY THE CHILDREN	21
EXPECTATIONS OF THE CHILDREN	21
PARENT/GUARDIAN EXPECTATIONS.....	22
PROGRAM EXPECTATIONS OF PARENTS/GUARDIANS.....	22
Nutritious Meals/Snacks Nutrition Policy	22
Inclusion Policy.....	23

Maryland State Department of Education Resources

MSDE Helpful Child Care Resource Documents:

<https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/resource-documents>

MSDE Parents Guide to Regulated/Licensed Child Care:

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

INTRODUCTION

Welcome to the **Before and After School Child Care Program**. This parent handbook is designed as an overview of our program with the hope that it will serve as a valuable resource for parents throughout the year. This parent handbook is also a valid part of the enrollment agreement between the **Before and After School Child Care Program** and the parents or guardians of children who are enrolled in the program.

GOALS

Our licensed programs provide quality adult supervision of activities that are designed to be both recreational and educational for elementary-aged children of working parents.

The program offers a variety of activities designed to develop the whole child. Activities focus on the developmental areas of social, emotional, physical, language and literacy, as well as the arts.

STAFFING

The staffing allotment for each center is based on enrollment guidelines set by the Maryland State Department of Education Office of Child Care. Per state licensing regulations, staff must meet requirements regarding training and work experience. These requirements include yearly continuing education, CPR, and First Aid classes.

FAQ

1. How do I register for the program?

Our registration information is on the CCPS website under the School Age Child Care webpage. Completed forms should be emailed to ccpschildcare@calvertnet.k12.md.us.

What forms are needed for registration?

- School Age Child Care Application
- Child Care Program Contract
- Emergency Form
- Health Inventory/Physical (Part I completed by parent/guardian, Part II completed by physician, Lead Screening required for children under 6 years old)
- Immunization Form (completed by physician)
- All About Me
- Screen Time Guidelines

2. How do I know my child has been accepted into the program?

Upon receiving all the child care forms and payment, you will receive a welcome letter; the welcome letter is your acceptance letter.

3. What are the fees to begin child care?

A \$50.00 individual or \$90.00 family non-refundable registration fee, first week’s tuition, and a Security Deposit, which is equivalent to two weeks' tuition, is required to begin child care. This security deposit is held for the last two weeks of school (you would not pay those weeks), or if you withdraw and complete a change of status form located on the website two weeks prior to the last day, then the security deposit would be applied to the child’s last two weeks of child care. If a change of status form is not received two weeks in advance of the last day of care, then the Security Deposit will be forfeited.

4. What are the weekly fees for child care?

Our fees are listed below and can also be found on our [website](#).

Children/Sessions	SY 24-25 Fees
1 child, one session (A.M. or P.M.)	\$85.00 per week
1 child, two sessions (both A.M. and P.M.)	\$130.00 per week
2 children, one session (A.M. or P.M.)	\$140.00 per week
2 children, two sessions (both A.M. and P.M.)	\$220.00 per week
3 children, one session (A.M. or P.M.)	\$215.00 per week
3 children, two sessions (both A.M. and P.M.)	\$335.00 per week

ADDITIONAL NOTES:

- Drop-In Session - \$20.00 per day per child per session
- On 2-hour delay days or 2-hour early dismissal days, the fee is \$25.00 for the corresponding session per child.

5. When are payments due? How do I know what to pay?

Payments are due on Friday, the week before care is needed. Follow your billing and payment schedule, which is posted on the website; that is how you will know what to pay. If payment is not received, your child may not be able to attend the next scheduled day and thereafter until payment plus late fees have been paid in full.

6. Is there a fee for overdue payment?

Yes, a late fee of \$10.00 per week may be assessed to overdue accounts.

7. How do I make a payment?

First-time payments are made on MySchoolBucks.com through the School Store under Weekly B&A Tuition. Enter your amount to be paid and the required information fields, then add to your cart and check out.

After the initial payment, you can make payments by personal check or cashier's check to the child care staff at your center. They **cannot** accept cash payments on-site. If a cash payment needs to be made, it must be paid at our central office at 1305 Dares Beach Rd. Prince Frederick, between the hours of 8:30 A.M. and 3:30 P.M., and must be exact cash; we do not have the ability to make a change.

8. What do I do if I am struggling to make child care payments?

Visit [Child Care Scholarship Program | Division of Early Childhood \(marylandpublicschools.org\)](http://marylandpublicschools.org) to see if you will qualify for help paying your child care costs.

9. Do I have to pay if my child does not attend?

Yes, when you register, you are holding a slot that cannot be filled. To maintain your slot, all days contracted for must be paid for. If you complete all paperwork and fees for registration and receive your welcome letter, then your child has a slot. Even if your child never attends, you are responsible for payments for each week until you complete a "Change in Status" form to notify the Child Care Office of your child's departure from care. Please refer to page 16 for details.

In the case of drop-in service, you pay for the days you put on your drop-in form whether your child attends or not.

10. Are drop-in slots guaranteed?

No, drop-in slots are only granted on a space available and on a first come, first serve basis. You **must** contact your center Director to find out if she has space for your child for the day you want to drop in, complete the drop-in form found on the website, and make payment at the time of drop-in. If your child is doing a P.M. drop-in, you will be expected to turn in the drop-in form along with payment when you pick up.

11. Is there a charge for pick up later than the closing time?

Yes, a fee of \$1.00 per minute per child will be assessed past the program's closing time on the first offense. On the second offense, it will be \$2.00 per minute per child; on the third offense, it will be \$5.00 per minute per child. After the third offense, the child will be removed from the program.

12. What are the child care hours?

The child care centers run from 6:30 A.M. until school starts and from school ending until 6:30 P.M. On planned two-hour delays, child care starts on time. On non-scheduled delays, child care begins at 7:30 A.M. On two-hour early dismissals, child care will still run from the end of school until 6:30 P.M.

13. Is the program licensed?

Yes, we are licensed by the Maryland State Department of Education Office of Child Care.

14. How are staff qualified? Do they have CPR and First Aid training, and do they take additional training?

Staff are qualified through the MSDE Office of Child Care COMAR Regulations. All staff are CPR & First Aid certified. Directors and teachers must take a minimum of 12 hours of training per year, and assistants must take a minimum of 6 hours of training per year.

15. Does the program participate in the MD EXCELS Program?

Yes, MD EXCELS is a quality rating and improvement system for child care and early education programs that meet nationally recognized quality standards. Maryland EXCELS rates the quality of child care and early learning programs on a scale of 1 to 5, with 5 as the highest rating. Programs demonstrate their competence in these areas: Staffing and Professional Development, Accreditation and Program Improvement, Developmentally Appropriate Practice, and Administrative Policies and Practices. Programs with ratings 1 through 4 are meeting standards above the minimum licensing requirements and are committed to improving the quality of the services they provide to children and families. Our programs are Level 3 MD EXCELS rated.

16. Is there a snack served during child care time?

Yes, we offer a morning snack and an afternoon snack. Menus are posted on the parents' table or board. You are welcome to supply a nutritional snack for your child. Breakfast is available in the school cafeteria.

17. What if I no longer need the service? Do I have to do anything?

Yes, complete a change of status form located on the website and email it to us at ccpschildcare@calvertnet.k12.md.us. You must give two weeks' advance written notice to have your child's security deposit applied to the last two weeks of care; otherwise, the security deposit will be forfeited.

18. Do I pay for days when school is closed?

All days are paid for except as noted on the billing and payment schedule. When child care is not in session for three days or more, those days are prorated.

REGISTRATION AND ENROLLMENT

Enrollment in the Before and After School Child Care Program constitutes an understanding that you will abide by the policies listed in the following sections.

Eligibility

- The Before and After School Child Care Program is open to any student who resides within the school's attendance area.
- Due to staffing ratios, we cannot accommodate children who are not fully potty trained.
- Due to staffing ratios, we cannot accommodate children who have a one-on-one or an extra support person with them throughout the school day. The center will make an

individual assessment to determine whether we can meet the particular needs of the child without fundamentally altering the program.

- ***Transfers will not be permitted from other schools for the sole purpose of entering the Before and After School Child Care Program.*** This may not apply to CCPS employees who may be working directly with Student Services for transfer requests.

Our staffing and child care ratios are set by the Maryland State Department of Education Office of Child Care and are fifteen children to one adult. Child care falls outside of the purview of the education program. The child care program is not funded through Calvert County Public Schools. It is a self-sufficient program funded by tuition and related fees that pay salaries, supplies, and administrative expenses. As a result, we cannot provide extra staffing, such as one-on-one support staff for students.

Registration

The parent/guardian will submit to Calvert County Public Schools the registration form, the signed contract, and other paperwork noted below, the payment of the first week's tuition, a security deposit equivalent to two weeks' tuition, and a ***non-refundable*** registration fee. Children who cannot be immediately enrolled due to space limitations may be placed on a waiting list at written request. Please email this request to ccpschildcare@calvetnet.k12.md.us to be placed on the wait list.

Enrollment

- Parents must complete applications for their children each school year for the Child Care program.
- The completed paperwork should be emailed to ccpschildcare@calvetnet.k12.md.us. The registration fee, first week's tuition, and the security deposit must be paid on MySchoolBucks.com; after the initial payment is made, you can pay weekly on MySchoolBucks.com, or by personal check or cashier's check, which can be given to the child care staff. Child care staff cannot accept cash or money orders on-site. These must be brought to the central office for payment.

In addition:

- Each new child must have a physical exam done within the last 12 months and signed by the physician (Health Inventory Part I completed by the parent, Part II completed by the physician).
- An immunization record is required before entry into the program, along with a Lead Screening (completed by the physician if the child is under 6 years old).

- Office of Child Care Temporary Enrollment Policy: **COMAR 13A.16.03**
 “An operator may temporarily admit or retain a child in care if: The child is homeless; or the child’s parent is unable to provide the health-related records specified in Regulation .04D, E, G or H of this chapter.
 For a child to be temporarily admitted or retained in care, the parent shall present evidence of the child’s appointment with a health care provider or local health department to:
 Receive a medical evaluation to include, if applicable, a lead screening;
 Receive a required immunization. The date of the appointment required by §F(2) of this regulation may not be later than **20 calendar days** after the date the child was temporarily admitted or retained. An operator shall exclude from care a child who has been temporarily admitted or retained in care if the parent fails to provide evidence of the required health-related information within 3 business days after the date of the appointment made pursuant to §F(2) of this regulation.”
 - Program Contract (which must be signed, dated, and returned)
 - An All About Me form must be completed by the parent.
 - The parent/guardian must sign and date the Screen Time Policy.
 - Student Information/Emergency Card
- This paperwork should be emailed to ccpschildcare@calvertnet.k12.md.us. Once all the required paperwork is received and all fees paid, you will receive a welcome letter as confirmation of enrollment.
 - All forms must be kept current. The parent/guardian must provide any new information to the Director, i.e.: names, emergency contacts, employers, telephone numbers, etc.

FORMS

The following documents can be found on the [School Age Child Care webpage](#) on the CCPS website:

- Billing and Payment Schedule
- Registration Form
- Student Information/Emergency Card
- Health Inventory/Physical (children under the age of 6 must be screened for lead)
- Immunization Form
- All About Me Form (updated on a yearly basis). Our program requests a copy of all IFSP/IEPs/504 plans.

- Program Contract (which must be signed, dated, and returned).
- Screen Time Guidelines
- Change of Status Form (needed for any changes to enrollment or withdrawal from the program).
- Drop-In Form

TUITION, FEES, AND PAYMENT POLICY

Salaries, supplies, facility usage fees, and administrative expenses incurred by the Calvert County Before and After School Child Care Program are supported entirely by tuition and related fees. The Child Care program is not funded by CCPS. It is a self-sufficient program that utilizes the school buildings. Full tuition is due unless noted on the billing and payment schedule for weeks that have less than 3 days of child care during the week.

Non-Refundable Registration Fee

- A non-refundable registration fee will be charged each year for returning and new families.

Security Deposit

- The amount of the security deposit will be equivalent to two weeks' tuition.
- The security deposit will be applied to the last two weeks of attendance **provided the parent gives two weeks' written notice before discontinuation or change in service.**
 - A parent must fill out the Change of Status form and submit it to either the site Director or by email to ccpschildcare@calvertnet.k12.md.us.
 - If a two-week advance written notice is not given, the **security deposit will be forfeited**. The registration fee and the two-week security deposit are not refundable even if the child does not begin the program and then discontinues services.

The following payments are due prior to enrollment: Registration Fee, Security Deposit, and first week's tuition.

Payment Procedures

- Payments will be due weekly on the Friday before the week of service delivery.
- Payments can be brought to or mailed to Calvert County Public Schools Department of Instruction ATTN: Child Care, 1305 Dares Beach Road, Prince Frederick, MD 20678. Between the hours of 8:30 A.M. and 3:30 P.M., the Child Care office will be available to give you a receipt. **Please be sure to put your child's name and the school they attend**

on the memo portion of your personal check or cashier's check. That will help us credit the payment to the correct account.

- As a courtesy to our clients, payments that cannot be made through MySchoolBucks.com can be made at the school site by check or cashier's check **only**. Checks should be given to the child care Director or staff member in charge in the Director's absence. Please allow wait time in order to be provided with a written receipt. Checks should be made out to CCPS Child Care, and the child's name and site that the child attends should be written in the memo portion of the check.
- Payments are accepted on MySchoolBucks.com by credit card and ACH checks. MySchoolBucks.com charges a program fee for credit card payments. You may wish to sign up for their OnePay membership to avoid these additional fees. Instructions for the membership can be provided upon request.
- **IMPORTANT NOTE: ALL cash and/or money order payments must be brought to the CCPS Central Office. No cash payments or money orders will be accepted at the school sites.**
- If the payment is not received by Friday, the child **will not be able to attend the next scheduled day** and thereafter until payment plus late fees have been paid in full.
 - A late fee may be assessed to an overdue account.
 - Please be advised that written notice **will not** be given when payment has not been received. Children whose parents have not met their weekly obligation will not be allowed to attend child care sessions until full payment has been made and parents have **receipts** to present to the site Director.
- Parents have the option to pay tuition in full at the beginning of each month.
- Payment is due even if the student is absent from the program unless a Change of Status form is received two weeks before withdrawing the child.
- Checks must be written on accounts held by local (MD, VA, or Washington, D.C.) or national financial institutions.
- The account holder's address displayed on the face of personal checks must be a local address. The address must be preprinted, not handwritten.
- We **cannot accept** checks written on business accounts. We **cannot accept** postdated checks or starter checks.

- When making online payments, be sure to note the child’s full name in the memo section.
- Maryland State Department of Education Office of Child Care scholarship vouchers are accepted. Families are responsible for necessary enrollment forms and any applicable co-pay. Families will need to pay the weekly tuition until the central office has received your signed scholarship form for our submission to the scholarship program.

Return Check Fees

- A fee will be charged for any checks returned to CCPS for any reason.
- After the first returned personal check, payments will only be accepted in the form of cash, money order, MySchoolBucks.com, or cashier’s check made payable to CCPS. Reminder: cash and money order payments must be brought to the central office; they cannot be accepted at the school site.

Drop-In Policy & Fees

- A copy of the Before and After Care Request for Drop-in Service Form can be found on the CCPS website.
- Drop-in services will be provided for currently enrolled students **only** if space is available.
- The charge for this service is payable on the day of service. Credits/refunds will **not** be issued for drop-in forms/payments previously submitted. All days listed on the drop-in form will be charged for; there are no makeup days or refunds for drop-in care.

Statements

- Statements will be provided upon request.
- Not receiving a statement does not constitute not owing a payment.

REFUNDS

No reduction in tuition will be made for holidays, absences from the center, or closures due to weather or required by the state or county. Since tuition payment is for the slot the child occupies, parents must continue to pay their tuition weekly regardless of hourly or daily use. This provides the center financial stability and ensures space is maintained for the child.

- Registration fees are **non-refundable**.

- Refunds will not be given for days when child care is not in session due to inclement weather. These days may be made up at the end of the calendar year and compensate for extra care on early dismissal days.
- The only time that refunds may be given is in the case where we cannot place your child in a center due to capacity restrictions.
- The registration fee and the two-week security deposit are non-refundable even if the child does not begin the program and the family discontinues services.

IRS STATEMENTS

Yearly tax statements will be provided to participating child care families by **January 31st**. The tax identification number for the Before and After School Child Care Program is 52-6000897.

WITHDRAWAL FROM THE PROGRAM

- Parents wishing to discontinue child care services are required to complete the **Change of Status Form** and submit it to the Calvert County Public Schools Child Care office two weeks prior to the last day of enrollment.
- The two-week security deposit given at the time of enrollment will be applied to the last two weeks of attendance, minus any fees owed at that time.
- Parents forfeit the security deposit if the child care central office does not receive two weeks' *advance* written notice. Fees will continue to accrue until a Change of Status form is received. Any tuition or fees due to the program are to be paid at this time.
- Parents are responsible for payments while their children are officially on the enrollment list.

HOURS OF OPERATION

Hours of operation are coordinated with the school's daily schedule.

Morning Program

The program begins at 6:30 A.M. until the children are dismissed to class. For the safety of the children, parents must walk their child/ren into the Before and After School Child Care Program every day and be certain the staff is on duty before leaving your child at school. Parents or designated adults over 18 are required to sign their children in each morning. For the convenience of parents/guardians, we are now signing children in and out on the Procure

app. You will receive an email asking you to create an account; we also have QR codes available on-site to scan for sign-up. Each parent will receive a kiosk number to use for signing in and out.

Afternoon Program

Begins at the time of school dismissal until 6:30 P.M. The program closes promptly at 6:30 P.M. Parents or a designated adult over the age of 18 are required to sign their children out each evening.

- **PLEASE NOTE: Centers close at 6:30 P.M.** Staff is not paid to work beyond 6:30 P.M. Every effort should be made to contact the Director if a backup person who is listed on the emergency card will be picking children up in the event of an emergency or delay.
- **A fee of \$1.00 PER MINUTE PER CHILD will be assessed past the closing time of the program on the 1st offense. On the 2nd offense, \$2.00 per minute per child. On the 3rd offense, \$5.00 per minute per child. After the 3rd offense, the child will be removed from the program. You will receive a notice of dismissal. You will be billed separately for this charge.**

Schedule Changes

- **Scheduled Delayed Start Days:** When there is a scheduled delayed start day, the child care centers will open on time and remain open until school begins.
- **Scheduled Early Dismissal Days:** When there is a scheduled early dismissal day, the child care centers will open at the school's early dismissal time and remain open until the last child is picked up. You may be notified when inclement weather requires schools to close early.
- **Schools Closed for Students:** Child care will not be provided on days when schools are scheduled to be closed. Please refer to the school calendar.
- **Unscheduled School Closings:** There will not be any before and after school child care provided on days when school is canceled due to inclement weather or other unforeseen circumstances, e.g. water main breaks, heating failure, etc.
- **CCPS Graduation Ceremonies:** There will be no P.M. sessions on the two early release days for CCPS graduation ceremonies: June 5 & 6, 2024, and June 4 & 5, 2025.
- **Last Week of School:** There may be a P.M. session closure on an additional early release day within the last week of school due to a system-wide function. Potential dates:

June 11 or 12, 2024 and June 11, 2025. These dates are subject to change; parents will be notified of the closure date in advance.

Inclement Weather Policy

- Every effort will be made to have staff in the center by 7:30 A.M. when inclement weather requires schools to delay opening by two hours.
- If schools open one hour late, our child care centers will open on time.
- If schools open two hours late, our child care centers will open one hour late at 7:30 A.M.
- If schools are closed, all child care sites are closed.
- As a safety precaution for our students, parents, and staff, you will be notified when weather conditions cause schools to close early. We ask that you or someone on your emergency contact pick up the child as early as possible so the site can close early.

No reduction in tuition will be made for holidays, absences from the center, or closures due to weather or required by the state or county. Since tuition payment is for the slot the child occupies, parents must continue to pay their tuition weekly regardless of hourly or daily use. This provides the center financial stability and ensures a space is maintained for the child.

ABSENCES

Notifications:

It is important for your child's safety that we know of any changes in attendance to the child care program.

- If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the Director in advance. Payment is due regardless of attendance.
- If you pick your child up from school early, please request that the school's office staff notify the child care Director of your child's early dismissal.

Fees:

- Weekly child care fees are still charged for any absences from the program. You are contracting for a spot in child care, which cannot be filled during absences.

RELEASE OF CHILDREN

- Children will not be permitted to leave with persons other than the parent or designated person listed on the student’s Emergency Card unless the site Director is notified by phone or in writing. **For students with court restrictions, custody papers must be on file with the Director. Parents must give the Director new court orders anytime a change is made.**
- If identifications are questionable, Directors or other staff will require the presentation of a driver’s license or other photo ID before a child can be released; that ID will be copied and placed in the child’s file.
- If your child attends extracurricular activities during the time period he/she is enrolled in the child care program, parents will give the Director written permission for their child to attend such an activity.
- Please have your child report to after care before attending the after school activity. The Before and After School Child Care Program cannot be held responsible for the child while attending another program in the school during the child care time.
- Please report to the child care staff when picking up your child from a school activity and sign them out of the child care program.

IN CASE OF EMERGENCY

- Should there be a change in the emergency information for your children, home, work, or emergency contact, please inform center staff of the change so they are able to contact you with ease in case of an emergency.
- It is **imperative** to have a local friend or neighbor designated to serve as a backup to you in emergency situations.
- Each center has a telephone for use in the event of an emergency. Please call the child care center if you know that you will be late.

PHONE NUMBERS FOR CHILD CARE CENTERS:

Barstow: 443-550-9512	Dowell: 443-550-9493	Mutual: 443-550-9657
Mount Harmony: 443-550-9633	PAC Primary: 443-550-9717	Plum Point: 443-550-9744
Sunderland: 443-550-9401	Windy Hill: 443-550-9877	

EMERGENCY MEDICAL PROCEDURES

In the event of an emergency where medical attention is needed other than basic first aid, the following steps will be taken:

1. Parent(s)/guardian(s) and/or the emergency contact listed will be called immediately.
2. The child will be taken by ambulance to the nearest hospital if the first responder(s) feel that it is medically necessary.
3. For minor discomforts, the student will be kept comfortable in the Before and After School Child Care Program area until the parent arrives.
4. CCPS Child Care staff does not administer medicine to students without a completed medication form and prescription in the original container.

**IT IS IMPERATIVE THAT EMERGENCY TELEPHONE
NUMBERS ARE CURRENT!**

**Please notify your child care Director and school office of any changes in
contact information!**

HEALTH AND SAFETY POLICY

- If your child has a medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Director knows what to do if a problem should occur during program hours. Please make certain that a medical emergency card has been completed indicating your child's condition(s), along with a medication administration form completed by the child's physician. We will also need an asthma/allergy/seizure action plan completed by the physician. We do not administer seizure medication; we will call a parent and 911.
- If a child has any one of the following conditions, the parent will be notified to pick up the child as soon as possible: contagious disease, elevated temperature, vomiting, diarrhea, head lice, or an accident requiring medical attention.
- The program staff are required by law to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol; no child will be permitted to leave with an adult who appears to be under the influence.
- COVID-19 guidance for child care facilities will be sent upon request, or you can find them at [covid_guidance_full_080420.pdf \(marylandpublicschools.org\)](https://www.marylandpublicschools.org/covid_guidance_full_080420.pdf)

NUTRITION

The Before and After School Child Care Program offers a snack in the morning session and a snack in the afternoon session. Snack is provided by the CCPS Child Nutrition Program in

accordance with the objectives, policies, and procedures of the United States Department of Agriculture (USDA), Healthy Hunger-Free Kids Act (HHFKA), and the Maryland State Department of Education (MSDE).

Food Allergies/Disabilities Affecting Diet

Parents/guardians of students with life-threatening food allergies or disabilities affecting diet should obtain and complete a copy of the Diet Modification Form. This form may be obtained from the school nurse or by accessing it under the Child Nutrition Department webpage on the CCPS website. Once this form (or other acceptable written documentation) has been completed and signed by a licensed physician, it is to be returned to the child care Director and the Dietitian/Nutrition Specialist, who will place an alert on the student's meal account and modify menus when necessary. Parents/guardians should contact the Child Nutrition Office for additional information or with any concerns. Please note that this completed medical documentation must be on file in order to make menu modifications. See Nutrition Policy on page 24.

CHILD'S PERSONAL PROPERTY

- Children's personal property, coats, clothing, school bags, etc., must be cleared from the child care area after each session of the program.
- Any personal property that remains after the session will be taken to the school's lost and found area.
- Although the staff attempts to help children stay organized, the program cannot be responsible for lost personal property.
- Children should not bring money, toys, or other items not necessary for school activities to the program without the Director's knowledge or permission. Children will not be allowed to trade or give items to another student during child care time.

VISITORS

- For liability and supervision reasons, it is not possible for children who are not enrolled in the program to take part in activities.

DISCIPLINE

Children are entitled to a pleasant and harmonious environment. It is important that the children respect themselves, other people, and property.

- Children are expected to govern themselves according to the **Calvert County Public Schools Code of Student Conduct**. Children may need to be restricted from an activity when they cannot behave appropriately.
- Our program uses positive behavioral discipline measures such as clear rules and expectations that the children have helped in creating. We use redirection, reflection, problem-solving, and choices as methods of behavior management.
- If a problem with a child occurs frequently or there is continued disruptive behavior, the parent will be notified, and a conference may be scheduled to discuss these concerns. Behavioral referrals will be submitted to the school administrator at the discretion of each Director.
- The Before and After School Child Care Program cannot serve children who display chronically disruptive behavior. **Chronically disruptive behavior is defined as verbal or physical activity, which may include but is not limited to behaviors that require constant attention from staff, inflict physical or emotional harm on other children or staff, and persistent disobedience of the rules that guide behavior during the school day and program time.**
- If a child cannot adjust to the program setting and follow program rules, then the child may be discharged upon the recommendation of the Director, Child Care Specialist, Principal, and Supervisor of Child Care.

EXPECTATIONS BY THE CHILDREN

Children may expect:

- To have a safe, supportive, and consistent environment.
- To use all program equipment, materials, and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair.
- To receive nurturing care from staff members who are actively involved with them.

EXPECTATIONS OF THE CHILDREN

The program expects that the children will:

- Be responsible for their actions.
- Respect the school rules that guide them during the day and while at the program.
- Remain with the group and staff at all times.
- Take care of materials and equipment properly and return them to their place when done or before taking out new toys.
- Clean up their play area before leaving.

- Arrive at the program promptly and remain in the child care area throughout the session.

PARENT/GUARDIAN EXPECTATIONS

Parents may expect that:

- Their child will be cared for in a safe and supportive environment.
- They may visit with the Director about concerns related to their child or the program.
- They will be informed of misbehavior on the part of their child and be provided with the opportunity to visit with the program Director in order to bring about an improvement in the situation.
- They will be informed promptly if their child does not arrive at the child care sessions in which he/she has been enrolled.
- They will be regularly informed by the Director about special program activities.
- Parents will have a Parent Table at the center, which will contain resource documents such as articles about parenting, fliers for community events and partner programs, and sign-ups for parent involvement activities.

PROGRAM EXPECTATIONS OF PARENTS/GUARDIANS

The program expects that parents will abide by all rules and regulations as listed in this handbook:

- Pay fees on time according to the billing and payment schedule.
- Keep the child/ren's records up to date.
- Pick the child/ren up on time.
- Sign the child/ren in and out as outlined.
- Follow the health policy.
- Contact the Director if their child will not be attending on a scheduled day
- Provide the Director with written permission when a child is to be released to an alternative program (Girl Scouts/Boy Scouts, clubs, Parks and Recreation, etc.) not sponsored by Before and After School Child Care but housed in the same building. **All children leaving the child care area must first report in and return to child care to be signed out by a parent/guardian.**
- Follow up on any communication from the Director regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.

Nutritious Meals/Snacks Nutrition Policy

It is important to offer children healthy and nutritious food choices because it builds strong bodies and brains. Good health fosters student attendance and learning; it helps them to be able to concentrate and focus. Good nutrition helps children to have the energy to be active in our child care program.

Our program provides a morning and afternoon snack, and our menu is developed by the school system's dietician/nutrition specialist. We offer a fruit option in the morning along with a choice of whole grain cereal, and we serve 1% white milk or fat-free chocolate milk. Children are always allowed to have water if desired. In the afternoon session, we serve at least one vegetable a week and serve whole grain snacks or a dairy snack on the other days. If a child has allergies or special dietary needs, we will make accommodations as needed.

Our program promotes healthy snacks and foods by encouraging parents that bring snacks from home for their children to be healthy snacks and limit the sugar and salt content. We stress to parents the benefit of a healthy, active lifestyle and offer resources about health and nutrition on our parents' table. We monitor snacks brought from home and will supplement as needed so that our children are eating a healthy balanced snack. Our children receive 1-2 hours of physical activity during school and in our Before and After School Program. We limit screen time to 15 minutes a week and encourage parents to limit screen time at home.

Other helpful information about our program's nutritious meals and snacks policy includes:

- We discourage extended periods of inactivity by providing movement activities, outside and gym time, and group games.
- We differentiate instruction based on students' individual fitness levels, needs, abilities, and interests.
- All schools provide breakfast and lunch meals that meet or exceed the nutrition standards established by the USDA, MSDE, and HHFKA.
- Students are provided adequate time to eat snacks.
- Healthy food choices are prominently displayed in the cafeterias where our Before and After Care programs meet.

Inclusion Policy

We create an environment where all children and families feel welcomed and included by learning as much as we can about a child who may have a disability, special healthcare need, allergy, or speak another language other than English. We confer with the child's classroom teacher, the special education department, and the parent(s)/guardian(s) to make an individual assessment about whether we can meet the particular needs of the child without fundamentally altering the program and/or violating the Maryland State Department of Education Office of Child Care regulations as stated in the Title III of the Americans with Disabilities Act.

This program is independent of Calvert County Public Schools and is not part of a child's free and appropriate public education.

We also use our All About Me form that the parents complete as a resource. This information helps us to make the child's transition into our program easier.

We encourage the parents to visit the center, and we let them know we have an open-door policy. We rely on the parents to help us coordinate a strategy for easing the child/ren into the new environment, such as picking the child up early, dropping off later, or staying with the child for a little extra time while they transition into the program.

To meet the needs of individual children and to make sure all children are able to participate in each activity, we use strategies, methods, and materials that meet the individual needs of each child and ensure full participation in all activities, such as adjusting the daily schedule, using visual schedules, adapting activities, and using specialized equipment. We communicate with the families to understand the needs of the child and ask for a copy of the child's IEP/504 plan. We will also attend IEP meetings if invited by the parents.

We collaborate with others, such as the child's classroom teacher, school nurse, counselor, school psychologist, and administration, to support children with special needs or health concerns in our program.

Our staff has received the following specialized training to support children with special health care needs or disabilities: the Americans with Disabilities (ADA) training and CPR and First Aid training. Several of our staff members have been trained in EpiPen administration, diabetic Glucagon Emergency Kit administration, and seizure protocol. Our staff receives professional development based on the needs of the students and staff.

As needed, the center Director may hold a parent conference prior to starting child care to discuss the child's needs and develop a plan for success.