

# Calvert County Public Schools Child Care Handbook

Important: Please Read Thoroughly  
Keep In A Convenient Location For Reference



Revised August 8, 2019

Dear Parents:

Welcome to the Calvert County Public Schools 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 and games, arts and crafts, reading, music, drama, time to work on homework, and free time where the children can pursue their own interests. Our program participates in the Maryland EXCELS, a voluntary quality rating and improvement system. For more information, [www.marylandexcels.org](http://www.marylandexcels.org).

We are licensed through the Maryland State Child Care Administration and follow their requirements and regulations. The staff members in our centers enjoy working with children and are certified and trained yearly in childcare classes, CPR, and first aid.

If you have any questions, please contact the staff at your center or the Calvert County Public School's Child Care Office at 443-550-8040.

Sincerely,

Joyce Farrell King  
Supervisor of State and Federal Grant Programs  
Calvert County Public Schools

## **CCPS 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, which 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, their cultural background, 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 MSDE Office of Child Care. We maintain an average ratio of one staff person for every 15 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 2.

The mission of CCPS 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 school 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.

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## 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

Staffing allotment for each center is based upon enrollment guidelines set by the Maryland State Department Office of Child Care. Staff must meet requirements regarding training and work experience per state licensing regulations. These requirements include yearly continuing education, CPR, and first aid classes.

## 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.
- **Transfers will not be permitted from other schools for the sole purpose of entering the Before and After School Child Care Program.**

### Registration

- The parent/guardian will submit to Calvert County Public Schools the registration form, the signed contract, the payment of the first week's tuition, a security deposit equivalent to two week's tuition, and a **non-refundable** registration fee.

- Registered children who cannot be immediately enrolled due to space limitations will be placed on a waiting list.

### **Enrollment**

- Parents must complete applications for their children each school year for the Child Care program.
- The completed registration, contract, the registration fee plus the first week's tuition and security deposit, must be turned in to the **Child Care office at the Board of Education**. In addition:

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

- An All About Me/Photo/Video Authorization form must be completed by the parent.
- The parent must sign and date the Regulated Child Care pamphlet.
- The parent must sign and date the Screen Time Policy.
- This paperwork should be taken to the Director of the Child Care site for review, and the Director will confirm a start date for your child. Returning families will not require a new physical.
- All forms must be kept current. The parent must provide any new information to the Director, i.e.: names, emergency contacts, employers, telephone numbers, etc.

## ENROLLMENT FORMS

The following documents are distributed to parents along with this handbook:

- Billing and Payment Schedule
- Registration Form
- Student Information/Emergency Card
- Health Inventory/Physical Addendum (children under the age of 6 must be screened for lead)
- Immunization Form
- All About Me/Photo & Video Authorization (Updated on a Yearly Basis). Our program requests a copy of all IFSP/IEP's
- Child Care Administration Booklet (Tear-off form to be completed by parent)
- Program Contract
- Screen Time Guidelines

## TUITION, FEES, AND PAYMENT POLICY

Salaries, supplies, and administrative expenses incurred by the Calvert County Before and After School Child Care Program are supported entirely by tuition and related fees.

### 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 week's 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 the central childcare office located at the Board of Education.
  - If two-week notice is not given, the **security deposit will be forfeited.**

**Prior to enrollment, the following payments are due: 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 should be brought to or mailed to Calvert County Public Schools Department of Instruction, 1305 Dares Beach Road, Prince Frederick, MD 20678. Between the hours of 8:00 a.m. – 4:00 p.m. the Childcare office will be available to give you a receipt. **Please be sure to put your child's name and school they attend on the memo portion of your check or money order.** That will help us credit the payment to the correct account.
- As a courtesy to our clients, payments that cannot be brought to the CCPS Finance Department may be made at the school site by check or money order 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.
- Payments are accepted on MySchoolBucks.com by credit card and ACH checks. MySchoolBucks.com charges an interest percentage for credit card payments and a yearly fee for ACH checks.
- **IMPORTANT NOTE: ALL cash payments must be brought to the CCPS Central Office. No cash payments 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** will 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 childcare 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 on a monthly basis at the start of each month.
- Payment is due even if the student is absent from the program unless a change of status form has been received 2 weeks in advance of 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 banking payments be sure to note child's full name in the memo section.

- Department of Social Services childcare vouchers will be accepted. Families are responsible for necessary enrollment forms and co-pays.

#### **Return Check Fees**

- A fee will be charged for any checks returned to CCPS for any reason.
- **After the 1<sup>st</sup> returned check, payments will only be accepted in the form of cash, money order, MySchoolBucks.com or cashier's check made payable to CCPS.**

#### **Drop-In Policy & Fees**

- For procedures refer to the Drop-In form.
- Drop-in services will be provided for currently enrolled students at a maximum of 3 days a week and 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.
- If an enrollment request will bring the center to full capacity or at the maximum staff/child ratio, parents of students currently enrolled as "drop-ins" will be given the opportunity to take a full time slot. Drop in services will cease once center has reached full capacity.

#### **Quarterly Statements**

- Only quarterly statements will be provided unless a statement is requested.
- The quarterly statements will be sent to the site Director to give to the parents/guardians of the children.
- Not receiving a statement does not constitute owing the payment.

## **REFUNDS**

- **Registration fees are non-refundable.**
- Refunds will not be given for days when childcare is not in session due to inclement weather. These days are made up at the end of the calendar year and compensate for extra care on early dismissal days.
- The only time that refunds will be given is in the case where we can't place your child in a center due to capacity restrictions.

## IRS STATEMENTS

Yearly tax statements will be provided to participating childcare families by **January 31<sup>st</sup>**. The tax identification number for Calvert County Public School's Child Care Program is 52-6000897.

## WITHDRAWAL FROM THE PROGRAM

- Parents wishing to discontinue childcare services are required to complete the Change of Status Form and submit it to the Calvert County Public School's Child Care office two weeks prior to the last day of enrollment.
- The security deposit given at the time of enrollment will be applied to the last two weeks of attendance tuition; minus any fees owed at that time.
- **Parents forfeit the security deposit if the Child Care central office does not receive two weeks written notice.** Fees will continue to accrue until 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 during the time that their children are officially on the enrollment list.

## HOURS OF OPERATION

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

### Morning Program

Begins at 6:30 a.m. until children are dismissed to class. For safety of the children, parents must walk 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 age 18 are required to sign their children in each morning.

### Afternoon Program

Begins at 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 back-up 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 1<sup>st</sup> offense. On the 2<sup>nd</sup> offense \$2.00 per minute, per child. On the 3<sup>rd</sup> offense \$5.00 per**

**minute, per child. After the 3<sup>rd</sup> 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 Delay Start Days:** When there is a scheduled delay start day, the childcare centers will open on time and remain open until school begins.
- **Scheduled Early Dismissal Days:** When there is a scheduled early dismissal day, the childcare centers will open at the school's early dismissal time and remain open until 6:30 p.m.
- **Schools Closed for Students:** Child Care will not be provided on days when schools are scheduled to be closed. (Please refer to school calendar).
- **Unscheduled School Closings:** There will be not be any before and after school childcare provided on days when school is cancelled due to inclement weather, water main breaks, heating failure, etc.

### **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 are open two hours late, our Child Care centers will open one hour late
- If schools are closed, all Child Care sites are closed.
- As a safety precaution for our students, parents and staff you may be notified when weather conditions cause schools to close early.

## **ABSENCES**

- If your child will not be attending the program because of scheduled appointments, vacations, or other planned absences, please notify the Director in advance.
- If you pick your child up at school early, please request that the school's office staff notify the Child Care Director of your child's early dismissal. It is important for your child's safety that we know of any changes in attendance to the Child Care program.

## RELEASE OF CHILDREN

- Children will not be permitted to leave with persons other than the parent or designated person listed on the Student Emergency Card unless site director is notified by phone or in writing. **Custody papers must be on file with the Director for students with court restrictions. Parents must give the Director new court orders anytime a change is made.**
- If identifications are questionable, Directors or other staff will require presentation of a driver's license or other picture ID before a child can be released and that ID will be copied and placed in the child's file.
- If your child attends extracurricular activities within the period, he/she is enrolled in the Child Care Program, parents will provide the director with permission in writing 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 childcare 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 operators so they can get in touch with you in case of an emergency.
- Also, it **is imperative** to have a friend or neighbor designated to serve as a back-up 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     | Mutual – 410-535-7708      | Sunderland – 443-550-9401 |
| Dowell – 443-550-9493      | PAC Primary – 443-550-9717 | Windy Hill – 443-550-9877 |
| Mt. Harmony – 443-550-9633 | Plum Point – 443-550-9744  |                           |

## **EMERGENCY MEDICAL PROCEDURES**

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

1. Parents or the emergency contact listed will be called immediately.
2. The child will be taken by ambulance to the nearest hospital if the emergency service feels that it is required for lifesaving precautions.
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 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.
- 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 staffs 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.)

## **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 section 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 childcare director and the Dietitian/Nutrition Specialist who places an alert on the student's meal account and modifies 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 in addendum

## **CHILD'S PERSONAL PROPERTY**

- Children's personal property, coats, clothing, school bags, etc., must be cleared from the childcare area after each session of the program.
- Any personal property which 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.

## **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.
- If a problem with a child occurs frequently, or there is continued disruptive behavior, the parent will be notified, and a conference will 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, abuse staff, and persistent disobedience of the rules which 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 Coordinator, Principal, and Supervisor of Early Childhood Education.

### **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 childcare area throughout the session

## **PARENT/ GUARDIAN EXPECTATIONS**

Parents may expect that:

- Their child will be cared for in a safe, 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 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 childcare sessions in which he/she has been enrolled
- They will be regularly informed by the Director about special program 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'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, Brownies, Clubs, Parks and Recreation, etc.) not sponsored by Before and After School Child Care but housed in the same building. **(All children leaving the childcare area must first report in and must return back to childcare 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.

## **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, a special health care need or speak another language other than English. We meet with the child's classroom teacher, the special education department and the parents to determine if we are able to provide reasonable accommodations. We also use our All About Me form that the parents complete as a resource. These things help us to help 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 into the new environment, such as picking the child up early or dropping off later or staying with the child for a little extra time; so that the child has a way to ease 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 like adjusting the daily schedule, using visual schedules, adapting activities, using specialized equipment; such as a wheelchair, etc. We communicate with the families to understand the needs of the child and ask them for a copy of the child's IEP. We also will attend IEP meetings if invited.

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.

We have received the following specialized training to support children with special health care needs or disabilities: All of our staff have the Americans with Disabilities (ADA) training. All of our staff have CPR and First Aid training. Several of our staff has been trained in the epi - pen administration, diabetes glucagon administration, and seizure protocol. We try to make sure our staff gets professional development based on the needs of the students and staff.

## **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 childcare program.

Our program provides a morning and afternoon snack and our menu is developed by the school systems 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; see information under nutrition in the Handbook.

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 our before and after school program. We limit screen time to 15 minutes a week and encourage the 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 upon students' individual fitness levels, needs and 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.