

Bel Air United Methodist Church
**Children's Christian
Center**

Where Faith and Children Can Grow Together

(410) 420-8304

Email: ccc@baumc.com

**REGISTRATION
INFORMATION
FOR
SUMMER PROGRAM
2023**

June 26, 2023 – August 18, 2023

BEL AIR UNITED METHODIST CHURCH Children's Christian Center

Where Faith and Children Can Grow Together

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The Children's Christian Center is a licensed program by the Maryland State Department of Education Office of Child Care. The Center operates according to all mandated regulations that are identified in the Office of Child Care manual for licensed centers.

VISION STATEMENT

The Children's Christian Center (CCC) provides quality childcare in a nurturing Christian environment. The CCC is designed for children who are three years old through 5th grade. Children have the opportunity to participate in theme-based activities, age-appropriate projects, and independent choice centers that are an integral part of our Educational and Christian curriculum. Children will also be involved in indoor and outdoor play and games daily.

MISSION STATEMENT

We, the CCC Board of Directors and the CCC Staff, believe that each child is of sacred worth and is created in the image of God. We *show* and *encourage* children to develop Christian attitudes and behavior through the use of Bible stories and Christian songs. We provide an environment in which children are free to learn and grow educationally in their *knowledge* of Jesus Christ. Through interaction with their peers, the children have the opportunity to learn and share, to take turns, to encourage each other, to respect the rights of others and to stand up for their own rights. Love as Jesus loves, freedom within limits provide the children to *grow* together in their faith.

ENROLLMENT POLICY

Bel Air United Methodist Church Children's Christian Center admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, gender or disability in administration of its educational policies, admissions policies, and scholarship programs.

GENERAL INFORMATION

The Summer Program is designed to be fun in a Christian environment! The children will participate in weekly Bible lessons, educational activities, crafts, and projects that are related to weekly themes. Fieldtrips and “Water Play Day” will be held on most weeks. We must have a signed permission slip for all Fieldtrips and “Water Play Days”. Each classroom may have their own “Special Event Days” coordinating with the themes, additional permission slips may be required. We are unable to provide care on days that we have fieldtrips. If you do not want your child to attend a particular fieldtrip, you will need to find alternate care for that day.

INFORMATION ABOUT HOURS AND FEES

- The 2023 Summer Program will begin **Monday, June 26, 2023**. The last day of the Summer Program will be, **Friday, August 18, 2023**. During the summer program, the Center will be open from 7:00AM – 5:30PM, Monday – Friday.
- The Center offers a fun filled summer program.
For full-time care:
(Defined as 5 days/week), the rates are as follows:
The weekly fee is \$270.00.

For part-time care:
(Defined as 1-4 days/week), the rates are as follows:

Four days	\$250.00/wk
Three days	\$220.00/wk
Two days	\$180.00/wk
One day	\$105.00/wk

A \$10 sibling discount will be taken off the lowest weekly tuition fee.

TO ENROLL YOUR CHILD

- A **\$75.00 NON-REFUNDABLE REGISTRATION FEE PER CHILD** is due at the time of registration, if registered by Friday, May 12, 2023. If registering after, Friday, May 12, 2023, a **\$100.00 NON-REFUNDABLE REGISTRATION FEE PER CHILD** is due.
- We cannot hold a child’s slot until the registration fee has been paid. If your child was enrolled in the CCC 2022-2023 school year, no registration fee, for that child is due for Summer 2023 if you register on or before Friday, May 12, 2023. After Friday, May 12, 2023 a \$75 registration fee will be due.

TO ENROLL YOUR CHILD (CONT'D)

- **A one-week security deposit is due on or before Friday, May 12, 2023.** This deposit will be applied towards your fee for the last week of care.
 - Parents/Guardians will need to pick the individual day, days of the week or the entire week to register their child/children for. As the days of the week that you register for remain the same for the entire summer, we cannot change or switch days. For example if you are registered for Monday, Wednesday & Friday. You are Monday, Wednesday & Friday all summer.
 - Parents will be charged for the weeks and or individual days that they have registered for, regardless of attendance. You are paying for a spot for the summer, not for your attendance.
 - **A \$65.00 Materials Fee, per child is due on or before Friday, May 12, 2023.** This helps cover some of the cost of supplies & materials for the classroom activities.
 - **A \$65.00 Snack Fee, per child is due on or before Friday, May 12, 2023.** This helps cover some of the cost of snacks for Summer Program.
 - Tuition payments are due on due on Monday for that coming week. If payment is not made by Tuesday at 5:30pm, a **\$25.00 non-negotiable late fee** will be assessed. If payment is not received by Friday at 5:30PM, the child will not be accepted the following Monday. In order to be reinstated, all back fees and fines must be paid in full.
 - Checks should be made payable to CCC. Any checks deposited and returned for insufficient funds will be assessed a **\$25 non-sufficient fund fee**. If a returned check is presented, all future payments must then be by cash, certified check, or money order only. The CCC Board of Directors will determine when checks will be accepted again.
 - Late pick-up fees will be charged for any pick-up after 5:30PM. Late pick-up fees are as follows:
\$5.00/ MINUTE
- More than three late pick-ups during the summer program may result in a conference with the Director, as well as late fee charges, and may result in dismissal from the Center.
- Childcare cannot be arranged on an hourly basis.

DISCIPLINE POLICY

The Center has discipline procedures that have been approved by the Maryland State Department of Education. A copy of these procedures are available in the office of the director for your review.

PICK UP POLICY

- If someone different than usual will be picking your child up, please notify the CCC, either in writing via email, the class app or by calling the CCC phone number. If the person has not picked up the child at the CCC before, he/she will be asked to show proper identification to a CCC Staff member. All persons authorized to pick up a child on a regular basis should be listed in the area on the emergency card as “authorized to pick up child daily”.

LUNCH AND SNACK POLICIES

- All Summer Camp children should bring in a brown bag lunch (or in a Gallon Zip Lock Bag) everyday WITH ALL CONTENTS THAT ARE DISPOSABLE. Nothing will be sent back home. Milk will be provided with lunch. Only non-heat-up lunches are acceptable; we do not have the capability to heat up lunches.
- A morning and an afternoon snack will be provided for the Summer Camp children. Milk or 100% juice will be served with the snack. Children will not be allowed to bring an individual snack from home unless medically necessary. Children will not be permitted to share any food items at CCC.

OUTDOOR PLAY POLICIES

- The children will be given an opportunity for outdoor play throughout the summer daily, weather permitting. Please dress your child accordingly, bring sunscreen if you want us to apply it.
- Sandals or flip flops may be worn; **HOWEVER**, tennis shoes must be worn on the playground and on walking field trips. Please bring a change of shoes if your child wears sandals or flip flops.
- The CCC staff are not able to keep one child inside by themselves, so if a parent or guardian feels that their child is not healthy enough to participate in outdoor activities, the child should be kept at home that day.

MEDICATION POLICIES

- Child Care regulations permit the CCC to give prescription and non-prescription medication to children in our care under certain conditions. Prior written permission from the child's parent is a requirement. A medication form must be completed before any medication may be given or applied, including sunscreen.
- Prescription Medication: Prescription medications must be in a container labeled by the pharmacy or physician with the child's name and expiration date. The child may receive medication only according to the written instructions of the health practitioner or the instructions on the medication label.
- Non-prescription medication: Per childcare regulations, a licensed health practitioner must approve the medication and dosage for the child to receive any non-prescription medication including any topical ointment. A doctor must sign and complete the doctor's portion of the medication form.
- The CCC maintains a record of the administration of all medications.

SICK CHILD POLICIES

- The CCC reserves the right to contact the parent and request that the child be picked up **within an hour of the call** if the child has a fever of 100 degrees or higher if the child shows other signs of illness. The CCC reserves the right to contact the parent and request that the child be picked up **within an hour of the call** if the child has an injury that the staff feels warrants medical attention.
- If your child tests positive for COVID-19 or RSV you must call and notify the center so that we may notify close contacts, the local Health Department and Child Care Licensing.
- If your child is sent home sick from CCC, your child may require a COVID test to or a clinical diagnosis in order to return and/or they may not be able to return for 24 - 48 hours depending on the illness.
- If your child is diagnosed with anything contagious, you must call the center so that other parents and the Health Department may be notified, if necessary.

FOR MORE INFORMATION, PLEASE CALL THE DIRECTOR, AT (410) 420-8304 OR EMAIL AT ccc@baumc.com.

CHILDREN’S CHRISTIAN CENTER
BEL AIR UNITED METHODIST CHURCH
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REGISTRATION FORM FOR
2023 SUMMER PROGRAM

Please complete the following information and return with your registration fees.

Child’s Last Name	Child’s First Name	Birth Date	M/F	Grade Entering Fall 2023

	Parent/Guardian Info.	Parent/Guardian Info.
Name:		
Home Address:		
Home Phone:		
Cell Phone:		
Employer:		
Employer’s Address:		
Work Phone:		
E-mail Address:		

(More on reverse side)

REGISTRATION FORM FOR 2023 SUMMER PROGRAM

**PLEASE CIRCLE EITHER THE FULL WEEK -OR- THE INDIVIDUAL DAYS
THAT YOUR CHILD/CHILDREN WILL BE ATTENDING CCC DURING THE
2023 SUMMER PROGRAM:**

Monday

Tuesday

Wednesday

Thursday

Friday
