

Bel Air United Methodist Church



Children's Christian Center



Fall Parent Handbook 2023-2024

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 Maryland State Department of Education Child Care Regulations under the Code of Maryland Regulations (COMAR) for early childhood programs in Maryland.

Where Faith and Children Can Grow Together

21 Linwood Ave.

Bel Air, MD 21014

(410) 420-8304

E-mail: ccc@baumc.com

All About Us

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 which are all an integral part of our Educational and Christian curriculum. Children will also be involved in indoor and outdoor play and games daily. Homework assistance is available on all levels.

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 behaviors using Bible stories and Christian songs. We provide an environment in which children are free to learn and grow in their knowledge of Jesus Christ. Through interaction with their peers, the children have the opportunity to learn, share, take turns, to encourage each other, to respect the rights of others and to stand up for their own rights. Freedom within limits to grow together in their faith and to love as Jesus Loves.

Our Goals

Our goals are to nurture self-esteem and self-confidence through secure relationships, and independence through successful and satisfying learning experiences.

- ♥ To encourage good work habits in caring for self and materials
- ♥ To develop Christian attitudes of caring, cooperation and sharing with children and adults
- ♥ To foster awareness, understanding, and respect for peers, adults, family, and community
- ♥ To stimulate a curiosity for learning and the ability to be resourceful, to observe, think, and problem solve through developmentally appropriate hands-on-learning experiences.

Helping Your Child Adjust

When and if you can, we encourage you to visit our program with your child prior to his/her enrollment. To try to get to meet the teachers before starting. Some children have difficulty starting in an unfamiliar environment. We have found that parting comments such as, "I'll pick you up right after nap time" or "You can tell me about your day tonight," are more desirable than "Mommy or Daddy doesn't want to leave you, but I just have to go to work!" Please feel free at any time to call the center or reach out to the teacher via Remind if you have a concern about your child. It has been our experience that parents who have mixed or negative feelings about enrolling their child in a program such as ours, sometimes communicate (often nonverbally) these feelings to the child, resulting in problems of anxiety and adjustment. Please feel that you can speak to your child's teacher about these feelings and try to convey a positive attitude about the center and about drop off.

Admission Policies

Bel Air United Methodist Church Children's Christian Center admits students of any race, color, national or ethnic origin, mental or physical disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, religion, ethnic or national origin, mental or physical disability.

Children's Christian Center provides an equal opportunity for children with disabilities to participate in the Center's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Age Requirements

For admission, children must be at least 3 years of age. If children are toilet trained we may accept them 3 months before they turn 3 years of age. Children entering our program MUST be toilet trained, this includes wiping themselves. We also offer before and after care for children who attend Homestead Wakefield.

Enrollment

Upon enrollment, each child's family will receive several forms, which will need to be completed, and on file at the center BEFORE your child begins attending school. This includes health forms with a record of a recent physical as well as up to date immunization on the required MSDE OCC State Forms. The 'All About Me' form and Emergency Card. Also included is COVID-19 waiver, updated COVID-19 policies, COVID-19 illness policy and any updated Travel Restrictions, if applicable.

Upon enrollment, children are assigned to a room based on their birthdate. We follow Harford County Public Schools cutoff of September 1st. So, if a child will be 4 before September 1st they will be assigned to the 4 & 5 year old room. If a child will be 4 after September 1st they will be assigned to the 3 & 4 year old classroom. The only exception to this is if the child will be 3 years old within 3 months of starting. However, this exception is limited to 2 children per our licensing regulations. In this case if the child is not 4 until after September 1st they will be assigned to the 3 & 4 year old room for 2 years. Once the school year starts, children will stay in their assigned room regardless of when their birthday is.

Daily Program

The Children's Christian Center provides care before school from 6:30 a.m. until 8:15 a.m. and after school from 3:45 p.m. until 5:30 p.m., Monday through Friday, during the school year for children in Kindergarten – 5th grades. The Center also provides care for three, four and five year olds from 6:30AM – 5:30PM.

We require that the preschool children be dropped off no later than 12:00pm. This is a transition time for our preschool children. Late arrivals make this difficult to maintain as it disrupts the continuity and flow for the children in the classroom. Late arrivals also prevent your child from having time to acclimate to the classroom prior to quiet time. We know that on occasion appointments, or something may prevent drop off prior to 12:00pm. Please let us know if they will be arriving during quiet time so we may be prepared for this transition.

Our staff plans daily activities designed to foster development in the areas of social, emotional, spiritual, physical, and intellectual growth. There will be a choice of various activities, such as art, science, dramatic play, language arts, and others. A small portion of the day is set aside for group activities such as music and storytelling, but for the most part the children are given the opportunity to interact with their friends and teachers individually and in small groups. We offer a variety of "hands-on" experiences in which the children learn by doing. We are committed to providing an anti-biased, multi-cultural curriculum based on the Treasures curriculum. Teachers try to talk to each parent on a daily basis as well as send home daily reports to let you know how the day went and what we did. Teachers may contact parents via a phone call or through the Remind app if they have immediate concerns or issues.

Supplies Required

If enrolled in our 3, 4 or 5 year old program on the first day of school, your child will need the following: (Each specific classroom may have an additional list of classroom supplies.)

- **AN EXTRA SET OF CLOTHES (shirt, pants, socks, and underwear) ALL MARKED WITH YOUR CHILD'S NAME. IF YOUR CHILD IS PRONE TO ACCIDENTS, PLEASE BRING 2 SETS OF CLOTHING. PLEASE BE SURE YOUR CHILD HAS AN APPROPRIATE CHANGE OF CLOTHES AT ALL TIMES THAT IS IN ACCORDANCE WITH THE SEASON.**
- **ONE SMALL BLANKET AND A SHEET (a fitted twin sheet works well) TO USE AT REST TIME AND A SMALL CRIB SIZED OR TRAVEL SIZED PILLOW, IF DESIRED.**
- **ONE BOX OF TISSUES**

Blankets and pillows will be sent home daily to be laundered and must be returned on each day. If required sleep items are forgotten and if CCC sheets are used, there will be a \$5.00 fee charged to your child's account each time the CCC sleep items are used. If a child runs out of extra clothing, parents will be notified and expected to bring clothing to the center immediately. Teachers will communicate with parents when their supply is getting low.

If enrolled in our before and after school program on the first day of school, you child will need the following:

- **ONE BOX OF BABY WIPES (for quick clean ups)**
- **ONE CONTAINER OF DISINFECTING WIPES**
- **ONE BOX OF TISSUES**

Fees

We accept Cash, Checks, Credit Cards, Money Orders and ACH/Credit Card Recurring Payments. Voucher payments are accepted from outside agencies offering assistance.

A non-refundable \$75.00 Registration fee per child will be charged upon enrollment. A one week non-refundable security deposit is due on or before Friday, July 14, 2023. This security deposit will be credited to the child's account for care during his/her last week of the school program.

Weekly fees are due each Monday morning of the current week. If payment is not received by the end of business on Tuesday a \$25 non-negotiable late fee will be applied. If payment is not received by Friday, child(ren) will not be allowed to return to the center until all back payments are made. Checks should be made payable to BAUMC CCC. There is a \$25 return check fee for any checks returned by your bank. In order to be reinstated after an NSF check, all back fees and fines must be paid. Future payments must then be by cash, certified check, or money order only. The CCC Board of Directors will determine if checks will be accepted again.

Weekly fees are paid to maintain a slot in the program for your child(ren), not for actual attendance days. Child(ren) enrolled in our program will be charged their full fee each week the center is open, all or part of the week, whether or not the child(ren) attends. Tuition is NOT based on attendance; therefore, no tuition reduction or make up days will be made for holidays, staff development days, vacations, absences, or exclusion due to illness or time missed by students. You must pay for your child(ren)'s scheduled time.

A \$10.00/month per child snack fee for school age children registered for after care is due with the first weekly payment of each month. A \$20.00/month or \$10.00/month snack fee for three, four and five year olds is due with the first weekly payment of each month depending on the number of days that they are enrolled.

A late pick-up fee will be charged for any pick-up after 5:30 pm. Late pick-up fees are as follows:

\$5.00/minute per child

More than three late pick-ups may result in a conference with the Director, as well as late fee charges, and may result in dismissal from the Center.

Center Closings

The center will be closed on the following days.

Monday, September 4, 2023	Labor Day
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day after Thanksgiving
Monday, December 25, 2023	Christmas
Tuesday, December 26, 2023	Day after Christmas
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Day
Monday, February 19, 2024	President's Day
Friday, March 29, 2024	Good Friday
Monday, April 1, 2024	Easter Monday
Monday, May 27, 2024	Memorial Day

****Please remember that Holidays & CCC days off are re-evaluated on a yearly basis. Also remember that tuition is due regardless of the child's attendance or of CCC days off and holidays, unless otherwise noted.****

Fees for Three, Four and Five Year Old Program 2023-2024

Full Time Care	\$270.00/wk
Four Days	\$250.00/wk
Three Days	\$220.00/wk
Two Days	\$180.00/wk
One Day	\$105.00/wk

Monthly Snack Fee	\$20.00/child
Two Day a Week Monthly Snack Fee	\$10.00/child

Before/After School Program Fees K - 5th Grade 2023-2024

Before & After Care	6:30 – 8:15 AM; 3:45 – 5:30 PM \$160.00
Daily Before & After Care	6:30 – 8:15 AM; 3:45 – 5:30 PM \$35.00/day
Before School Care Only	6:30 – 8:15 AM \$95.00/wk
Daily Before School Care	6:30 – 8:15 AM \$25.00/day
After School Care Only	3:45 – 5:30 PM \$95.00/wk
Daily After School Care	3:45 – 5:30 PM \$25.00/day

Monthly Snack Fee	\$10.00
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Only charged for those children who are registered for any time after school.

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

Special Program Days

The Center is open for “Special Program Days” throughout the school year. “Special Program Days” are held on most days that Harford County Public Schools are closed for the school age children. The CCC is open from 6:30 AM – 5:30 PM on these days. Care is available on a first come, first serve basis. There will be a sign-up sheet for these dates approximately two weeks in advance. Only those children signed up will be able to attend. Since space is limited, if your child is signed up and does not attend you will still be charged the fee for the Special Program Day. Please refer to the list below for the additional fees that need to be paid on “Special Program Days”:

Special Program Rates:

If the day falls on your regular scheduled before and after day:	\$25
If you are scheduled for after care only on this day:	\$40
If you are scheduled for before care only on this day:	\$50
If we have availability	

When Harford County Public Schools have a 12:30 pm dismissal or any early dismissal, the Center is open for care for those children registered for PM care on that day of the week.

Early Dismissal Day Rates:

If the days falls on your regular scheduled day for after care or before and after care:	\$8
If we have space available, and the day falls on your regular scheduled day for before care only:	\$33

Drop off & Pick up

Children’s Christian Center does Curb Side Drop-off and Pick up. We have found that this method of drop off helps the child with a smoother transition from parent to teacher in the morning. We also have found that this helps prevent a lot of separation anxiety. It also helps reduce the number of afternoon disruptions in the classroom during afternoon activities.

To Check Your Child In to the Center:

Each day, the parent/guardian should:

Pull up to the curb outside the Armstrong Building and call the center office, 410-420-8304. Notify the staff that you are here to drop off your child(ren). When the staff member comes out, be prepared to answer some travel questions about your child(ren). If your child has been cleared to enter the center, please write the time and your signature on the “Sign in” side of the Sign in/Sign out sheet.

To Check Your Child Out of the Center:

Upon arrival to pick up your child(ren), please pull up to the curb of the Armstrong building and call the office, 410-420-8304. Notify the staff that you are here to pick up your child(ren). When the staff member brings your child(ren) out, please write the time and your signature on the “Sign out” side of the Sign in/Sign out sheet. Please check your child(ren)’s bag daily for receipts, notices, and daily reports that contain information on your child(ren)’s day, if they are not handed directly to you.

Authorized Pick Up

No child(ren) will be released to a person not authorized by a parent/guardian to pick up the child(ren). We must have written or verbal authorization and will expect you to contact us if any changes are to be made on your list of authorized persons. For your child(ren)'s protection, we will ask unfamiliar adults to show us current photo identification. A copy of any Court Orders and/or Restraining Orders must be given to the Director upon enrollment or when approved by the court should the child(ren) already be enrolled. Without Court/Restraining Orders we legally must release children to either parent.

Visitation

Children's Christian Center allows parents or guardians (no siblings) in the center if they wish to observe their child(ren) during the day. They can observe their child(ren) in the center, from the hallway, through the windows into the classroom. All parents or guardians must be illness free (without fever, cough or other COVID-19 symptoms), not recently exposed to COVID-19, and cannot have tested positive for COVID-19 in the past 10 days or have a pending test for COVID-19.

Lunch and Snacks

All three, four and five year old children should bring a brown bag/gallon bag fully disposable lunch to the CCC everyday. School age children should bring a brown bag/gallon bag fully disposable lunch to the CCC on Special Program days. Milk will be provided with lunch. Non-heat-up lunches only, we do not have the heat up capability. Morning and afternoon snack will be provided for the three, four and five year olds. An afternoon snack will be provided for the school age 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 due to an allergy. Children will not be permitted to share any food items at the CCC. Monthly snack menus will be posted in the CCC Snack Center, according to the Child Care Administration regulations. This menu is available to the parents if they would like a copy.

On Special Program Days, the CCC will provide a morning and an afternoon snack for the school age children. The parents are responsible for providing a brown bag/gallon bag lunch for their children on these days. Heat-up lunches are not acceptable.

Nutritional Policy

We are very much aware of the importance of establishing healthy eating habits within our program. Our aim is to provide nutritious snacks, avoiding the intake of food and drinks containing high amounts of sugar, salt, additives, preservatives, and colorings. We will provide children a morning and afternoon nutritious snack. 100% juice or 1% milk will also be provided at these snack times.

Lunch food is to be provided by the parents/guardians. We will provide 1% milk with lunch. We ask families to support safe and healthy eating by providing only nutrient-rich choices. Foods provided by parents should include healthy choices containing components of grains and breads, meat and meat alternates, and vegetables and fruits. They should also include appropriate child-size portions that are trans-fat free and low in saturated fat, added sugars and sodium.

At lunch time children are encouraged to eat the healthier portions of their lunch before the less healthy portions. This is to promote healthy and appropriate eating habits.

Parents must provide the appropriate medical statement before we can make any dietary accommodations due to allergies. A licensed physician must sign the allergy statement.

Allergies and Food Restrictions

If your child has any food allergies, your physician's written instructions concerning such allergies must be on file at the center. Please notify us if your child has any food restrictions due to religious beliefs.

Screen Time

Television viewing is never allowed. However, theme related videos may be used but never more than once a month. Children do not have access to educational computer games; however, they do have access to the internet for active learning. Electronics and handheld games are not permitted at the CCC.

Clothing & Outdoor Play

Children need to wear clothing and shoes that allow for easy movement. We spend much time painting, coloring, and working with sensory items. Washable clothing is advised. Shoes should be sturdy and soft-soled, and socks should be worn at all times. Flip-flops, slick soled or plastic shoes are not allowed on the playground. If your child(ren) chooses to wear these types of shoes, he/she must have a pair of tennis shoes to change into to participate in playground activities. Outdoor play is essential in building physical fitness and developing group play.

Children play outdoors every day unless it is raining, very cold (less than 35°), or extremely hot (heat index above 100) and should be dressed appropriately for the weather. Please have all outerwear marked for identification. Be sure boots are easy for your child(ren) to get on and off. During cold weather, please be sure to send a warm coat, hat, and gloves with your child(ren) each day.

Toys & Articles to Share

Frequently, children want to bring toys to school. For several reasons, we prohibit this practice. Activities are planned for children and toys from home tend to get in the way of children participating in school experiences. Sometimes, items are lost or broken, and this is disappointing to the child. Similarly, we ask that children not bring videos or video games to school, unless a special day is scheduled, and teachers request the child bring a video from home.

Discipline

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for oneself and others.

Guidance is non-punitive. Positive techniques include redirection, anticipation and elimination of potential problems, positive reinforcement, and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children.

At any time in this process if the child's aggression or behavior seems dangerous to themselves, other students, or staff, the child will be first suspended for 3 days from the program. If the child's aggression or behavior continues after this suspension the child may be withdrawn from the program.

Parent Involvement

■ **Classroom Communication** - Parents are welcomed and encouraged to keep open communication with their child's teacher throughout the year. Please use the Remind App.

■ **Parent Meetings** - Meetings can be requested by either the parent or the teachers and are designed to share information about goals and objectives of the center as well as provide social interaction between parents and school staff.

■ **Field Trips** – Parents are welcome and encouraged to attend field trips. Space is limited on the bus and on a first come first serve basis. However, parents can drive separately.

Health Considerations

Although COVID-19 and other common illnesses such as colds, allergies, or ear infections have similar symptoms, they are different diseases. Children who have symptoms of infectious illness including COVID-19, influenza, respiratory infectious syncytial virus (RSV), and gastrointestinal infections should stay home and get tested for COVID-19 or get a specific diagnosis. Please call and let us know the reason why your child(ren) will be absent.

Maryland licensing standards prohibit children from attending the program during contagious illness. It is also our belief that children need the quiet, individualized attention of a special adult when they are ill. Thus, children will be observed daily upon arrival for illness symptoms and will not be admitted if they might infect others. In general, children should NOT attend our program when any of the following exists:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of possible severe illness.
- Diarrhea in the previous 24 hours, defined as stools with increased water and/or decreased form.
- Vomiting two or more times in the previous 24 hours, unless determined by a physician and documented to be due to a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores associated with an inability of the child to control his/her saliva unless a physician or local health department authority states that the child is noninfectious.
- Rash with fever or behavior change, until a physician has determined the illness is not a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye), until examined by a physician and approved to readmission, with or without treatment.
- Streptococcal pharyngitis/Strep Throat, until 24 hours after treatment has been initiated and unless the child has been afebrile for 24 hours.
- Head lice (pediculosis), until the morning after the first treatment.
- Pertussis/Whooping Cough (which is confirmed by laboratory or suspected based on symptoms of the illness or because of cough onset within 14 days of having face-to-face contact with a person in a household or classroom who has a laboratory-confirmed case of pertussis), until 5 days of appropriate antibiotic therapy (currently: erythromycin) has been completed (total course of treatment is 14 days).

Health Considerations – (Cont'd)

A note from the Physician may be required in order for the child to return to school.

If a child becomes ill while at the center, the parent will be contacted immediately, and the child will be kept as comfortable as possible under supervised isolation until the parent arrives. Parents are expected to make arrangements for the child to be picked up within the hour. Please notify the center if your child will be kept home because of illness. If, at times, this causes some inconvenience to either a staff member or a parent, we ask your tolerance in our effort to protect ALL the children and maintain a safe environment for them. At times, communicable diseases are present in the classroom. In such an event, you will be notified of this in order that you may be on the lookout for symptoms in your child.

Health Considerations – COVID19

- Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin.
- Children who come to the center with symptoms or develop symptoms while at the program may be asked to wear a well-fitting mask while in the building, be sent home, and encouraged to get tested.
- At a high COVID-19 Community Level, universal indoor masking will be mandated, as it is recommended in the community at-large.
- Students who were exposed to COVID-19 should follow recommendations to wear a well-fitting mask for 10 days and get tested on days 3-5.
- If a student tests positive for COVID-19, they will need to isolate for 10 days before returning to the center without a mask, since we are unable to social distances when masks would be removed (for example, lunch time, snack, or quiet time). If you would like your child to return prior to the 10 day isolation, they must have 2 negative antigen tests taken 48 hours apart to safely return to the school without a mask. We must have proper documentation of negative 2 antigen test with the child's name and date, 48 hours apart on them.

Medication Policy

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 order form must be completed and signed before any medication may be given.

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 medicated topical ointment. A doctor must sign and complete the doctor's portion of the medication form prior to any non-prescription medication can be given.

Non- Medication: A Topical/Non-Medication Authorization Form must be filled out by the parent for all non-medicated topical ointments. This includes Vaseline, lip balm, lotions, sunburn relief lotion or spray. All ointments must be labeled with the child's name.

Sunscreen & Bug Spray: A Topical Base Care form must be filled out by the parent if they wish that we apply sunscreen or insect repellent that is provided from home. All sunscreen and insect repellent must be label with the child's name.

Developmental Screenings/Evaluations and Conferences

Twice a year we do Developmental Screenings and Evaluations on the preschool children. Conferences are held twice yearly after our Evaluations are given out. If you are interested in having a conference after receiving your child's Evaluation or Developmental Screening, please sign up with your child's teacher. A conference sign-up sheet will be available for two weeks after Evaluations are sent home in January and in May. Conference's help the parent and teacher to communicate and share in the child's progress.

Snow Policy

On days when Harford County Public Schools have a 1 or 2-hour delay, the CCC will open at the usual time, 6:30am. (NOTE: Parents, please understand on these days, our staff will do its best to open the Center at 6:30 am, but the driving conditions may cause the staff to be slightly later on these days.) The children will still ride the bus to the school from the Center on these mornings.

On days when Harford County Public Schools have decided to close because of inclement weather, the CCC will either be open for a **"Code Blue"** day or CLOSED for a **"Code Red"** day. The Director will determine if the weather warrants a "Code Blue" or a "Code Red" day. Parents will be able to hear the announcement about "Code Blue" or "Code Red" days by calling the CCC phone number (410) 420-8304 and listening to the phone message. The phone message will be changed by 6:15 a.m. on the morning that schools are closed, so that parents can plan appropriately.

If the weather is not severe, the CCC will be open for a **"Code Blue"** day. On Code Blue days, the Center will be open from 7:30 a.m.–5:00 p.m., or from 8:30 a.m. – 5:00 p.m. depending on the condition of the roads and the church parking lot.

In very severe weather cases, the CCC will be closed for children and staff; this will be called a "Code Red" day. If the CCC is forced to be closed due to inclement weather or an unexpected emergency (i.e., a hurricane, a power outage, etc.) during the school day, we will notify parents as soon as possible.

On days when Harford County Public Schools decides to dismiss early for winter weather, the CCC will close at 5:00 pm. For those children enrolled in the 3, 4 & 5 year old program staff will call the parents to inform them of the updated closing time. We will also update the phone message to reflect this change.

** Please note that on 1 or 2 hour delays only children registered for before care on that day will be guaranteed a spot. You can call and see if we have space available but we cannot guarantee a spot. On days that schools close, only children registered for after care on that day will be guaranteed a spot. Special Program Day rates will apply. You can call and see if we have space available, but we cannot guarantee a spot. If schools are first delayed and then close after the CCC has opened, we will call to notify the parents. If we do not have space, those children registered for before care only they will need to be picked up. We will notify parents if space is available. Children must have a lunch on snow days.

** Please note that we may need to make adjustments to this policy at times, to ensure the safety of our staff, our children, and our families. We may have to open the center at a later time, or we may have to close at an earlier time. The latest that we would open is 10am. Thank you for understanding. **

Emergency Procedures

Emergency procedures for fires are posted in each classroom. Fire drills are conducted monthly. Emergency Disaster drills are practiced a minimum of twice yearly. In the event of an actual emergency, our teachers will do their best to contact all families using numbers from their emergency cards. Copies of our Disaster Preparedness are available in every classroom and copies can be made upon request. Our staff members are all trained in first aid and CPR procedures. In case of fire children will be evacuated and assemble on the parking lots outside the building.

Guide to Regulated Child Care

In the registration packet is a pamphlet titled “Guide to regulated Child Care. “Important Information about Child Care Facilities.” Please look over this pamphlet. It has important information regarding who regulates childcare in Maryland. It also has information about your rights as a parent as it relates to childcare and other resources for you.

Transitioning Your Child

We ask that if upon enrollment your child has a current IEP or an IFSP that you please share this with us so that we may help you and your child in every way possible. The CCC does share the Developmental Screening Evaluations between classrooms as your child moves from one classroom to the other. We also align our developmental activities with the kindergarten curricula, so that they are better prepared for kindergarten. The CCC will transfer the following records with your permission to your child’s home elementary school: any health care records, immunizations, IEP/IFSP, progress reports and developmental screenings. Sharing information about a child’s experience in preschool is particularly important when a child may need extra support to experience success in kindergarten.

Dismissal Policy

The CCC Director has the right to dismiss any child from the CCC that has not made a positive adjustment to the CCC Program, and/or any child that is not adhering to the CCC Discipline Policies. Withdrawal: Parents are expected to give two weeks written notice prior to the child’s withdrawal from the program.

Grievance Policy

Grievances – In the case of problematic situations or grievances, parents are encouraged to speak first with the classroom Teacher, then the Director. If you have spoken with the Director, and you feel that your concern has not been handled appropriately, you may file a grievance with the CCC Board of Directors. You should put your grievance in writing and either email the CCC Board at cccboard@baumc.com or mail the CCC Board at the following address:

Chair of the CCC Board of Directors
Bel Air United Methodist Church
21 Linwood Avenue
Bel Air, MD 21014

THIS IS A RELEASE OF LIABILITY.

READ IT CAREFULLY AND COMPLETELY BEFORE SIGNING.

**COMMUNICABLE DISEASE
ACTIVITY PARTICIPATION ASSUMPTION OF RISK, RELEASE,
WAIVER, AND DISCHARGE**

At times, communicable diseases are present in the classroom. In such an event, you will be notified of this in order that you may be on the lookout for symptoms in your child.

NOW, THEREFORE, in consideration of being permitted to participate in programs, events and/or activities offered by CCC, I understand, acknowledge, and agree to the following:

I have independently evaluated and reviewed the risks of being exposed to or infected with a communicable disease and have determined to participate in CCC programs, events and/or activities with full knowledge and acceptance of the risk. Fully understanding these risks, I, for myself, my child(ren), my spouse, my legal representatives, heirs, and assigns, hereby agree to assume full responsibility and liability for the risk of bodily injury, illness, permanent disability and/or death which may result from exposure to or infection with a communicable disease before, during, or after participating in a CCC program, event, or activity.

I, for myself, my child(ren), my spouse, my legal representatives, heirs and assigns, hereby waive, release, and discharge CCC, Bel Air United Methodist Church, its officials, employees, attorneys and agents from any and all liability to me, my child(ren), my spouse, my legal representatives, heirs and assigns, for any and all losses or damages resulting from bodily injury, illness, permanent disability and/or death, whether caused by negligence of CCC, Bel Air United Methodist Church or its officials, employees, attorneys and agents or otherwise, which claims, losses and demands arise during or result directly or indirectly from exposure to or infection with a communicable disease before, during or after participating in a CCC program, event or activity.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Child(ren's) Names

Children attending Children’s Christian Center Fall 2023-2024 Program:

By initialing each of the listed sections I am agreeing that I have read and understand the Policy in the Parent Handbook.

Section Title	Parent Initials	Section Title	Parent Initials
Helping Your Child Adjust		Allergies and Food Restrictions	
Admission Policy		Screen Time	
Age Requirements		Clothing and Outdoor Play	
Enrollment		Toys and Articles to Share	
Daily Program		Discipline	
Supplies Required		Parent Involvement	
Fees		Health Considerations	
Center Closings		Medication Policy	
Special Program Days		Developmental Screening	
Checking your Child in		Snow Policy	
Checking your Child out		Emergency Procedures	
Authorized Pick Up		Guide to Regulated Care	
Visitation		Transitioning your Child	
Lunch & Snacks		Dismissal Policy	
Nutritional Policy		Grievance Policy	

I hereby acknowledge that I have read and agree to follow the policies and procedures outlined in the Children’s Christian Center 2023-2024 Fall Parent Handbook.

Parent/Guardian Signature

Date