

Bel Air United Methodist Church



Children's Christian Center



Summer Parent Handbook 2023

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

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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.

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. Children entering our program MUST be toilet trained, this includes wiping themselves. We offer a summer program for children 3 years of age up to those who have just completed 5th grade but not yet started 6th grade.

Enrollment

Upon enrollment, each child's family will receive several forms, which will need to be completed, and on file at the center on or before Friday, May 12, 2023. This includes health forms with a record of a recent physical as well as up to date immunization on the required state forms along with the 'All About Me' form and Emergency Card.

Upon enrollment, children are assigned to a room based on their birthdate. 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.

Daily Program

The Center provides full day care for three, four and five year olds from 7:00AM – 5:30PM. The Center is also open for a full day for our school age children, 7:00AM– 5:30PM, Monday through Friday.

The Summer Program is designed to be lots of fun in a Christian environment! The children will be participating in Bible lessons, educational activities, crafts, and projects that are related to weekly themes.

Our staff plans daily activities designed to foster development in the areas of social, emotional, spiritual, physical, and intellectual growth. A small portion of the day is set aside for group activities such as music, storytelling and academics, but for the most part the children are given the opportunity to interact with their friends and teachers individually and in small groups.

Supplies Required

On the first day of summer camp, your child will need the following:

- One container of baby wipes (for quick clean ups)
- One container of disinfecting wipes
- One box of tissues
- An extra set of clothes (shirt, pants, sock, 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. (For 5 and under unless needed)
- One small blanket and a sheet to use at rest time and a small crib-size or travel sized pillow, if desired. (For preschoolers only) This will be brought and taken home daily.

All children need the following if enrolled in our Summer Program to participate in Water Play Days:

- Bathing suit or clothing that they can get wet
- Water shoes
- Towel

Blankets, pillows, and beach towels will be sent home each day to be laundered, and must be returned on the child's next 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.

Fees

A non-refundable \$75.00 Registration fee per child will be charged upon enrollment, if enrolled prior to Friday, May 12, 2023. After May 12, 2023 a non-refundable \$100 registration fee per child is due. A one-week security deposit is due on or before Friday, May 12, 2023. This security deposit will be credited to the child's account for care during their last week of the summer program. A \$65.00 per child snack fee is due on or before May 12, 2023, this covers the entire Summer Program. For all children, a \$65.00 materials fee is due on or before May 12, 2023. If your child was enrolled and completed the Fall 2022-2023 school year you will not be required to pay a registration fee for that child, if they are registered on or before May 12, 2023. After May 12, 2023 there will be a registration fee charged of \$75 for that child.

The Center offers a fun and exciting summer program the rates are as follows:

Five days	\$270.00/week
Four days	\$250.00/week
Three days	\$220.00/week
Two days	\$180.00/week
One day	\$105.00/ week

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

Weekly fees are due each Monday morning of the current week. If payment is not received by end of business on Tuesday a \$25 non-negotiable late fee will be applied. If payment is not received by Friday, children will not be allowed to return to the center until all back payments are made. Checks should be made payable to 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, and an additional week's security deposit may be requested. 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.

Fees (cont'd)

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.

Late pick-up fees will be charged for any child(ren) picked-up after 5:30 p.m. Late pick-up fees are as follows:

\$5.00/ minute

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

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(ren) 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 free from illness (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 children should bring a disposable brown bag/gallon bag lunch to the CCC every day. 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. 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 the CCC. The snack menu is available to the parents if they would like a copy.

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. 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. 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.

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.

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 have to be withdrawn from the program.

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 wishes 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.

Emergency Procedures

Emergency procedures for fires are posted in each classroom. Fire drills are conducted monthly. 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 and the field 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.

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 Summer 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 Summer 2023 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
Admission Policy		Nutritional Policy	
Age Requirements		Allergies and Food Restrictions	
Enrollment		Screen Time	
Daily Program		Clothing and Outdoor Play	
Supplies Required		Toys and Articles to Share	
Fees		Discipline	
Drop off & Pick up		Health Considerations	
Checking your Child in		Medication Policy	
Checking your Child out		Emergency Procedures	
Authorized Pick Up		Guide to Regulated Care	
Visitation		Dismissal Policy	
Lunch & Snacks		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 Summer Parent Handbook.

Parent/Guardian Signature

Date