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.

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 child care 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 410-535-7259.

Sincerely,

Dr. Cheryl Yates
Supervisor of Early Childhood Education
Calvert County Public Schools
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Other Documents included:
Contract Signature pages
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.
- There is 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)
  - An All About Me form must be completed by the parent.
  - The parent must sign and date the Regulated Child Care pamphlet.

- 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)
- All About Me (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)
- CCPS Photo Video Authorization Slip
- Program Contract

**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 week’s of attendance provided the parent gives two-weeks 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 child care 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 Finance Department, 1305 Dares Beach Road, Prince Frederick, MD 20678. Between the hours of 8:00 a.m. – 4:00 p.m. the Finance office will be available to give you a receipt. A drop box is located on the right as you enter the Finance Office. 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.
- IMPORTANT NOTE: ALL cash payments must be brought to the CCPS Finance Department. 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 child care sessions until full payment has been made and parents have receipts to present to the site Director.
- Parents will still 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 can not accept checks written on business accounts. We can not accept postdated checks.
• When making online banking payments be sure to note child’s full name in the memo section.
• Department of Social Services child care 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 1st returned check, payments will only be accepted in the form of cash, money order, or cashiers 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 not owing the payment.

REFUNDS

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

IRS STATEMENTS

Yearly tax statements will be provided to participating child care families by January 31st. The tax identification number for Calvert County Public School’s Child Care Program is 52-6000897.
WITHDRAWAL FROM THE PROGRAM

- Parents wishing to discontinue child care services are required to complete the Change of Status Form and submit it to the Calvert County Public 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 1st offense. On the 2nd offense $2.00 per minute, per child. On the 3rd offense $5.00 per minute, per child. **After the 3rd offense the child will be removed from the program. You will receive a notice of dismissal. You will be billed separately for this charge.**

Schedule Changes

- **Scheduled Early Dismissal Days:** When there is a scheduled early dismissal day, the child care centers will open at the school’s early dismissal time and remain open until 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 no before and after school child care 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 schools 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 extra curricular 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 child care time.
  - Please report to the Child Care staff when picking up your child from a school activity and sign them out of the Child Care program.

**IN CASE OF EMERGENCY**

• Should there be a change in the emergency information for your children- home, work or emergency contact, please inform center 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:**


**EMERGENCY MEDICAL PROCEDURES**

In the event emergency 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.

**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.
- Child Care Staff cannot administer any medications.
- 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.)
CHILD’S PERSONAL PROPERTY

- Children’s personal property, coats, clothing, school bags, etc., must be cleared from the child care area after each session of the program.
- Any personal property 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 child care 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 child care 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 child care area must first report in and must return back to child care to be signed out by a parent/guardian)
- Follow up on any communication from the Director regarding their child’s behavior and cooperate in efforts to bring about improvement in the situation.
Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  1305 Dares Beach Road
  Prince Frederick, MD 20678
  410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: http://ocracas.ed.gov or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:
Dr. Vicky Karol
Director of Human Resources
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1305 Dares Beach Road
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Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

Retain the Program Guidelines for your reference and return the signed and dated agreement to the Child Care central office.

Program Contract

I have received a copy of the Calvert County Public Schools (CCPS) Child Care Handbook and the Billing and Payment Schedule. I have read and reviewed the information and will abide by the rules, guidelines and regulations which govern the CCPS Child Care Program.

Date: __________________________

Parent’s Signature

Child(ren)’s Name(s) School: __________________________

________________________________________

________________________________________

________________________________________

________________________________________

Child Care Central Office Employee Signature

________________________________________

Child Care Director’s Signature

________________________________________

Child’s Start Date: __________________________

I have received a billing and payment schedule Parent’s initials: __________________________

Directors: Please forward this copy to the Central Child Care Office after Signature and Start Date are completed.

Office Copy
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Parent’s Signature

Child(ren)’s Name(s)          School: ___________________________

____________________________________

____________________________________

____________________________________

____________________________________

Child Care Central Office Employee Signature

____________________________________

Child’s Start Date: _________________

Child Care Director’s Signature

I have received a billing and payment schedule Parent’s initials: ______________________

Directors: Please forward this copy to the Central Child Care Office after Signature and Start Date are completed.

Parent Copy
Notes