

2010/2011

Middle River Baptist Church Child Development Center

Family Handbook



Middle River Baptist Church Child Development Center

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MRBCCDC's Non-Discrimination Policy

Middle River Baptist Church Child Development Center admits students of any race, color, national origin, sex, or ability to all rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race, color, national origin, or sex, in the administration of its educational policies or programs. It does not discriminate on the basis of ability, except when a disability or special need poses a safety hazard to staff and/or other children, or when a special need is beyond the scope of care.

Welcome

Welcome to Middle River Baptist Child Development Center!

We are so glad that you have chosen our center for your child's care and early education!! We are a ministry of Middle River Baptist Church, providing care and early education for the children in our community for over 15 years. It is our prayer that every child who attends our center will acquire the skills and desire necessary for future learning and excellence.

We look forward to partnering with you to provide a secure foundation for your child to ensure successful growth and learning.

The information contained in this "Family Handbook" will introduce you to the philosophy, policies, and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

While we have tried to make this handbook as comprehensive as possible, we realize that some policies and procedures may not have been listed here. Please feel free to ask questions if any policy is unclear or if there is something not listed. We will be happy to answer any of your questions.

Please Note: The Middle River Baptist Child Development Center reserves the right to make changes in content or application of these policies, procedures and rules as it deems appropriate, and changes or revisions may be implemented even if they have not been communicated, reprinted or substituted in this handbook.

Our Mission and Philosophy

Middle River Baptist Church Child Development Center (hereafter referred to as "MRBCCDC" or "CDC") is a family/community outreach ministry of the Middle River Baptist Church. The purpose of this ministry is to provide quality loving care and guidance so that each child enrolled may reach his/her greatest potential in all developmental areas—spiritual, physical, social, emotional and cognitive. We seek to provide a program of ministry and outreach to the families of the children enrolled and the community.

Our goal at MRBCCDC is to recognize each child's uniqueness and to ensure that each child develops a positive attitude toward learning. Basic non-denominational Christian principles and concepts are taught along with basic readiness skills needed to become a successful learner.

Staff development, continuing education, and continuous program evaluation and improvement are fundamental aspects of our program. We invite parents to participate in the evaluation process with annual surveys. Our staff is committed to providing the most appropriate environment and experiences for your child. Staff is encouraged to seek additional training and to implement new ideas that reflect appropriate practice. We are continually evaluating our program and practice for its effectiveness.

Program Standards

Witness – We are a ministry of Middle River Baptist Church. Our primary purpose is to be a positive witness to children, families, and the community, allowing the LORD to draw them to Himself. We will hold God’s Word, the Bible, as our authority. We will look to Jesus as our model. We seek to meet the care, education and spiritual needs of children and their families. We will model God’s love in each aspect of our program.

Relationships – We build positive relationships with children, parents, church, and community through communication, helping children make friends, creating a calm classroom atmosphere, cooperative learning, forming partnerships, and promoting self-regulation. We provide ways for the families of the Child Development Center and church membership to interact through block parties, children’s programs, and cooperative activities.

Families – The parent is the child’s first and most influential teacher. Partnerships with parents empower them to be actively involved in their child’s education. Family partnerships are encouraged through volunteerism, Christmas and Easter programs, field trips, family outings, and homework.

Curriculum – Our curriculum promotes emotional, physical, cognitive, social, language, and spiritual development and learning. We use the Maryland State Department of Education approved *Creative Curriculum*® and the *Voluntary State Curriculum* to frame and guide instruction. Bible stories and character modeling encourage the integration of biblical principles into daily living.

Teaching – Teachers use techniques and strategies that are appropriate for the development of the group and for the individual. Biblical concepts are presented in a manner that is appropriate for the child’s development.

Assessment – Children are assessed informally through observation and documentation on an ongoing basis. Progress reports are completed three times per year. Assessment information is used to evaluate effectiveness of planning, to guide instruction, and to inform parents of child progress. Yearly program assessments evaluate the effectiveness of our program. We assess through staff and family surveys, checklists, and informal measures.

Health and Safety – Health and safety policies are designed to ensure a safe and healthy environment for children, parents, and staff. Appropriate cleaning and sanitizing techniques are used to insure a clean and healthy environment. Children are served a nutritionally sound and varied menu of proteins, fruits, vegetables, grains, and milk. Periodic safety inspections of classroom spaces and equipment ensure that children are safe. Our *Emergency Management Plan* is designed with one goal in mind – to ensure that the children, families, and staff are provided the safest and healthiest environment possible.

Teachers – Middle River Baptist Church Child Development Center understands that qualified and dedicated staff is the key to a successful center. Each staff member is hired to meet qualifications according to the position and in keeping with Christian faith and character. Ongoing in-service training is provided for staff, requiring more than the amount of yearly continued training required by the State for teachers and assistants. Many classroom assistants participate in the same training as teachers. Training topics vary, depending on center need. Training will cover a variety of specific topics, including: child development; health, safety and nutrition; curriculum; professionalism; special needs; and community.

Physical Environment – The atmosphere of the center is cooperative and calm. Spaces, furniture, materials, and supplies are developmentally appropriate for each group. Health and safety inspections are conducted regularly to be sure equipment and surroundings are safe. Cleaning is done when children are out of the room. Playground equipment and safe surfaces provide opportunities for safe and creative play outdoors.

Community Relationships – We are a ministry of Middle River Baptist Church. As a ministry of the church, we involve the CDC in the community of the church. We also seek to develop relationships with business and organizations in the local and national community that develop resources for children and that advocate for children.

Leadership and Management –Policies, procedures, reporting systems, management structures, resources, clear expectations, compliance with regulatory agencies, staff stability, supportive environments, program accountability, and continuous program evaluation and improvement promote staff growth, accountability, and program excellence. The center’s leadership works closely with church leadership for policy, planning, and fiscal accountability.

Enrollment and Tuition

Waiting List: We keep a waiting list for our Preschool and School Age programs. In the event that we do not have a space available, a parent may place their child on our waiting list after paying the \$30.00 non-refundable registration fee. We will contact families on our waiting list periodically as spaces become available. If a family is not ready to place their child, they will be placed at the bottom of the waiting list.

Registration:

- **Initial Registration Fee:** A \$30.00 non-refundable registration fee is due when a child is placed on our waiting list or when the child is enrolled, whichever is first.
- **Re-registration:** If your child is removed from our rolls, or if you withdraw your child for any reason, you will be required to pay another non-refundable \$30.00 registration fee before your child can return. A family is eligible to re-register their child only if their account is paid to date. After paying the registration fee, your child will be placed at the bottom of the waiting list.

Deposit: A deposit equal to one week’s tuition is due before your child begins care. This amount will be refunded at the end of your child’s stay with us if all accounts are paid in full.

Enrollment: When you are ready for enrollment, you will receive enrollment forms. Enrollment forms are also available for download from our website: www.middlerivercdc.org. **All forms for enrollment must be completed and turned in to the office by 9:00 a.m. on the day before your child is due to begin care.** (Monday enrollments must be turned in by 9:00 a.m. on the Friday before enrollment.)

Tuition:

- **All tuition is used to maintain a high-quality program.**
- **Payment of tuition:** Tuition is paid on Fridays for the following week. **Even if a child is not in attendance, expenses are still incurred, therefore, tuition is charged.**
- **Cash, check or money order:** All payments must be made by cash, check, or money order. Checks and money orders should be made out to MRBCCDC.
- **Returned Checks:** A \$40.00 fee will be charged for any returned checks. Any person submitting a check that is returned for insufficient funds will be required to pay future payments with cash or a money order.
- **Late Payment Fee:** A \$10.00 late fee per child will be charged. If a child is absent, payment will still be due in order to hold the child's place in his/her class.
- **All accounts must be kept current.** Accounts which become two (2) weeks delinquent may result in automatic removal of the child(ren) from the program. Your account will be turned over to our collections service. If your account is turned over to collections, your child will not be eligible to return to our center in the future.

- **Tuition Statements:** A yearly statement will be furnished upon request for tax purposes. Monthly statements will be available for your records upon request.
- **Vacation Weeks:** If your child is absent from care for an entire week for vacation *or illness*, your tuition payment for that week will be 50% of your normal tuition payment. There will be a limit of two weeks per year that any family can take advantage of this feature (two weeks / year / family not two weeks / year / child). This feature is available to families with children enrolled full- and part-time.

Discounts:

- **Sibling Discount:** We offer a discount of \$10.00 per week per child for families with more than one child attending our full-time programs. (Before- and after-school care does not qualify for this feature, as it is part-time.)
- **Military Discount:** We also offer discounts for families with at least one parent in active, overseas, military service.
- **Employee Discount:** We offer discounts of 25% for full-time, non-probationary employees.
- Only one discount may be credited at any one time. Whichever discount provides the greatest benefit to parents will be applied.
- Please contact the CDC office for other discounts and promotions that may apply.

Rate Increases: The CDC is a non-profit ministry, making every effort to maintain the lowest tuition possible while providing quality care and outstanding educational programs for your child(ren). The CDC reserves the right to make adjustments in tuition as may be required by increasing operating expenses. Parents shall be notified in writing of general increases at least ten (10) business days in advance.

Withdrawal: A two-week advance notice is required, in writing, if a child is to be withdrawn. Tuition is required for these last two weeks. If notice is not given, two weeks' tuition is still due after the withdrawal. You must fill out the withdrawal form, which is available in the office. This form requires the parents' signature as well as a representative of the CDC.

Educational Program

Class Size: We maintain or exceed the Maryland State Department of Education's Office of Child Care regulations for class size and ratios as described below:

Age Group/Class	Teacher : Child Ratio	Class Size
Infants	1:3; 2:6	6 children maximum per group
Toddlers	1:3; 2:6; 3:9	9 children maximum per group
Two-year-olds	1:6; 2:12	12 children maximum per group
3- and 4-year-olds	1:10; 2:20	20 children maximum per group
School Age	1:15; 2:30	Depends on room size

Curriculum: Our curriculum is based on current research revealing that the first five years of a child's life are the most crucial for learning. It is during these years that the child develops the basic knowledge necessary for him/her to become a successful learner. We use the Maryland State Department of Education (MSDE) approved *Creative Curriculum* in conjunction with Maryland's *State Curriculum* and the *Maryland Model for School Readiness* for curricular guidelines. **Thematic units and Bible stories** are used to motivate learning. Theme-based activities are carefully planned based on effective and developmentally appropriate practices for early childhood, and planned to fulfill specific goals and objectives. Learning begins with the introduction of familiar topics and expands to

include areas that are more challenging. Basic readiness skills, including the introduction of letters, numbers, shapes, and colors may be taught in isolation and integrated into each theme. You are free to review your child's teacher's lesson plans and to ask questions of your child's teacher any time.

Daily Schedule: The daily schedule for each classroom is posted for you to review. Each schedule is designed specifically for each room, taking into consideration the needs of the children and the need for flexibility. A typical schedule includes a balance of quiet and active times, teacher directed and child directed activities, and structured and unstructured play.

Field Trips: As part of the CDC's curriculum, field trips may be scheduled, for children three years of age and older, throughout the school year. A signed permission slip stating the place, date, time, and cost of the trip will be required. In order for your child to participate, parental signature will be required twenty-four (24) hours in advance. Telephone permission is not sufficient. Field trips are a learning experience and all children are expected to attend. We will not provide care for children who do not participate in the field trips. Tuition will **not** be reduced in this instance. **Children under two years of age do not travel on field trips. We may occasionally have in-center special activities for children two and under.**

Large and Small Groups: Children will learn by participating in large and small group activities; working with hands-on materials relating to math, language, science, and social living; listening to fictional and non-fictional stories; participating in theme-related art activities and discussion; and, interacting with others.

Outdoor Play: Outdoor playtime is designed to help the child develop large muscles while interacting with equipment for climbing, jumping, pulling, and pushing, etc. Outdoor play also offers unstructured opportunities for learning science, math, social, and language skills. Children will have an outdoor play time each morning and afternoon unless the outside temperature is below 32° F, or weather conditions are rainy or code "red." We will shorten the length of time that children are out of doors if the temperature is 32°F-40° F, if there is a code orange, or if the conditions are misty or foggy. During inclement weather, the children will have large muscle play in the gym and/or in the classroom. Warm coats, mittens, caps, and snow boots are needed in the winter. Snow boots that double as rain boots are recommended. Waterproof coats and jackets with hoods are helpful. Appropriate footwear (shoes and socks) must be worn. We require that children wear shoes with enclosed toes (no sandals).

Rest Time:

- **Infants'** sleep schedules will be in accordance with parent/physician instructions. We provide crib sheets and receiving blankets for infants in our care. Regulations do not permit pillows, crib toys, mobiles, fluffy quilts, and bumper sets. The CDC will launder cot and crib bedding at least once weekly, more often if necessary.
- **Preschool children** will have an afternoon rest period each day. Parents must provide a regular crib sized sheet and blanket for their child marked with first and last names. Larger sheets, large blankets, and quilts will not be accepted as they may be a hazard to your child's safety. If these items are not provided, the CDC will provide an extra set on a temporary basis. The parent will be notified to bring in a set as soon as possible.

Arrival and Dismissal

Our learning program begins each day at 9 AM. We want every child to benefit from the learning program and request that children be in attendance at least by 9:30 AM. If a child will be late or absent, please notify the CDC by 9:00 AM so that we may obtain an accurate lunch count.

Authorized drop-off and pick-up: All children must be taken to and picked up from their room by the authorized parent or adult. Children will be dismissed only to those persons whose names appear on the authorization list on the Emergency Form. A child will **not** be released to:

- Any person younger than 13 years of age. Children may be released to a person between 13 and 18 years of age with a permission notice on file, signed by the parent.
- Anyone except the parent, unless indicated on the alternate pickup list. Others may pick up only with **written** permission signed by the parent. Telephone permission is **not** sufficient.
- Anyone unfamiliar to the staff will be required to show proof of identification. Please make alternate pickup person aware of the requirements.

If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be contacted to pick up both child and adult.

Emergency Cards: All information must be kept current, including all phone numbers, and authorized persons for pick up. **Any change in the Emergency Form must be written on the Form and initialed by the parents. Please give us work, cell, home, and pager numbers for you and your emergency contacts.**

Sign-in/sign-out: **It is mandatory that you sign your child in and out.** Record your arrival time and your initials on the sign in/sign out sheet for your child's group. These sheets are used to determine the amount of subsidy for those participating in Maryland's subsidized child care program. They are also used during emergencies to account for your child. Please be accurate and consistent.

Late pick up: The following procedures are to be followed for your child.

- When you are late, you must sign the Late Pick Up form.
- If, at any time, you know that you are going to be late, please call so we can reassure your child that you are coming. The Center closes at 6:00 p.m. Each parent is expected to pick up his or her child by this time. If you do not arrive by closing time, a staff member will try to contact you or the person you have named to be called in an emergency. ***If the Center's staff is unable to contact you or your emergency contacts and your child is still here at 7:00 PM, the staff member will contact the Baltimore County Child Protective Services at 410-853-3000.***
- Our staff is not paid overtime for parents who are late. Our center closes at 6 PM. If you arrive after 6 PM to pick up your child, you must pay \$1.00 (one dollar) per minute that you are late. This amount is paid to the attending staff for their time.
- Late pick-up charges are due when your child is picked up or by the end of the week. Children may not be admitted back on Monday until the late pick-up fee is paid to the appropriate staff person. Tuition will continue to be charged during your child's absence.
- If you are consistently late in picking up your child, care may be discontinued.

General Information

Birthdays: Children enjoy sharing their birthday with their friends. Parents are encouraged to bring simple refreshments for snack time. Please make arrangements in advance with the teacher for the best time to share a special snack. **Any home-made items must be prepared without milk or milk products.**

Child Custody: The CDC has no legal authority to refuse either parent the right to pick up their child, information about our program, or their child's participation unless a court has granted temporary or permanent custody to one parent or to a third party. If custody is granted to a particular individual, the CDC must be given a copy of the order bearing the court's signature. In all matters regarding the child, the CDC and Middle River Baptist Church are ready to assist all family members.

We will do our best to communicate with both parents unless we have the aforementioned documentation. Also, be advised that we will share no information about any child to any party other than a parent or legal guardian, unless given written permission to do so by the custodial parent(s).

Clothing: Children should wear loose, comfortable clothing that can be washed. The children often engage in activities which are messy. While precautions are taken to limit stains, children may return home messy or dirty. Please provide an extra change of clothing, with your child's first and last names labeled on each item, in case of emergencies (3 or 4 sets if your child is toilet training). Extra clothing should be placed in your child's cubby or another place for storage as the teacher directs. Please bring alternate sets as seasons change. Clothing should be manageable by the child and appropriate to the season and weather. All attire should be modest and age appropriate. Shorts and skirts should be mid-thigh in length. Shirts need to cover chest and waist. Clothing with messages must be in keeping with the Christian message of the Center and the Church.

Diapers: If your child is in diapers, you will need to bring diapers and wipes as needed. You will be notified when your child's supply of diapers, wipes, and extra clothing are low.

Emergency Closings: The CDC is committed to providing reliable care and education for children. Should the CDC be closed or open late due to weather or other emergencies, please listen to WBAL radio (1090 AM) or to WRBS radio (95.1 FM). We will also leave a message on our voice mail (410-682-6462) and on our website (www.middlerivercdc.org). If we must close early, you will be called. Tuition is the same as normal for these days.

Holidays: The CDC will be closed for children on the following days:

New Year's Day	Third Friday in August (staff in-service)
President's Day (staff in-service)	Labor Day
Good Friday	Thanksgiving Day
Easter Monday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

If a holiday falls on a weekend, the closest weekday will be considered a holiday. Tuition is the same for weeks with holidays.

Holiday Celebrations: The CDC is an extension of Middle River Baptist Church's mission to the community. It is essential that we carry out the ministry and message of the Church at all times. In consideration of this need, seasonal decorations on bulletin boards, in classrooms, and on food items sent in for parties may not include ghosts, monsters, goblins, witches, etc., at Halloween; "Santa Claus" at Christmas; or the "Easter Bunny" at Easter. Scary or violent characters are not permitted for decoration or for costumes. While these traditions may have a role in our culture, it is essential that we view all holiday celebrations in light of God's message of new life, light, love, and hope. At Christmas, we will celebrate the birth of our Savior; at Easter, we will celebrate the promise of new life given to us through Jesus' resurrection; during the fall season, we will celebrate the harvest and God's creation.

Home/School Communications: Families will receive the *Communicator*, our monthly newsletter, keeping them informed of school activities, new programs, child development issues, meetings, and other announcements. We will do our utmost to communicate with both parents when children have two parents that live in separate dwellings. Be aware that we cannot refuse either parent any information about our program or your child's participation unless we have court documentation on

file stating that there is custody granted to only one parent. Also, be advised that we will share no information about any child to any party other than that child's custodial parent(s)/guardian(s), unless given written permission to do so by the custodial parent(s) or guardian(s).

Hours of Operation: The CDC opens at 6:30 a.m. and closes at 6:00 p.m., Monday through Friday; twelve months a year, with the exception of holidays (see **Holidays**).

Illness: Children with signs of illness cannot attend (see **Illness** under Health and Safety Policies).

Infant Feeding: Please bring prepared bottles and baby foods your infant child will need during the day. All bottles must be capped. Please bring all of your children's bottles and clothes together in a labeled bag. Bottles will be placed in a refrigerator upon arrival. Extra clothes will be placed in a container labeled with your child's name, or kept in the labeled bag in which they were brought. **Please label all bottles with first and last names and the date; all food and clothing with first and last names.** Powdered formula may be supplied mixed at the center for emergencies only.

Insurance: Although we are extremely safety conscious, accidents may happen. Most accidents are the result of children being children: running, jumping, playing, etc. When such accidents occur and require medical attention, please contact your health insurance provider for reimbursement for medical costs. MRBCCDC holds supplemental insurance to cover any out-of-pocket expense due to an injury or accident that occurs at MRBCCDC.

Lost and Found: Lost and found articles are kept in the CDC office. The lost and found articles will be cleaned out at the end of every month and, if not claimed, will be given to the Church's clothing closet or to another charity.

Parent Concerns or Suggestions: These should be directed to the teacher or the administrative staff. The CDC welcomes any opportunity to improve the quality of the care and education we offer.

Parent Visitation: We have an open-door policy. We encourage parents to visit the program any time. It would be prudent to speak with the teacher in advance of a visit for information about any planned special activities. Please avoid visiting during, or just prior to, rest time. Parents are encouraged to volunteer. Please refer to the volunteer handbook for required information for volunteers.

Personal Property: The CDC is not responsible for damage or loss of personal property or clothing items. Please label all clothing, blankets, pillows, bottles, or any item brought to the center by or for your child. We cannot guarantee that an item will not get lost, torn, or broken. The CDC is not responsible for lost, torn, or broken property. The value of these items will not be reimbursed.

Photographs: Middle River Baptist Church and Middle River Baptist Church Child Development Center may take pictures throughout the year in classrooms and at special events. These photographs may be displayed in classrooms, hallways, church and center publications, and the CDC's website. Your signature on our handbook acknowledgment indicates that you give permission for this display.

Regulations: The CDC is licensed by the State Department of Education, Division of Early Childhood Development's Office of Child Care. The CDC follows all guidelines and seeks to exceed required standards. A copy of the Maryland Code of Regulations for child care is available in the office for your review. You may also view them online at http://www.marylandpublicschools.org/NR/rdonlyres/FF4D42D2-46A0-44E6-9CEC-546C5641F978/23772/13A16_amend041910a.pdf.

Special Needs: Parents must inform the center of special needs of their child before enrollment so we can determine if the staff and program is suitable for the child. We will make reasonable accommodations for your child's special needs according to the Disability Rights Section of the Civil Rights Division of the U.S. Department of Justice (<http://www.ada.gov/childg%26a.htm>). Parents of children with special needs must complete a **Care Plan for Children with Special Needs**. The parent

must also submit a quarterly physician's assessment to assist in instruction and meeting the overall needs of the child.

Traffic Flow and Parking: Parents are expected to obey all traffic signs. Please obey one-way only traffic patterns around the building. Park in spaces designated for parking. Fire lanes and entrances are to stay open and unobstructed at all times. The Baltimore County Police Department may issue tickets and/or tow your vehicle if you are parked in these areas. Please drive slowly and safely while in our parking lot. Your children may be crossing.

Toilet Training: We will assist the parent and child in whatever way possible to ease the child's transition from diapers to underwear. We will help the child by providing reminders to use the toilet, positive reinforcement for attempts and successful toilet moments, and understanding during accidents. Parents must provide extra clothing – usually 3 or 4 extra sets. Don't forget to supply extra shoes and socks. Accidents will happen.

Toys: We provide developmentally appropriate play equipment and learning materials for our center. We discourage bringing toys from home. On "show and tell" days, the child may bring something to show the class. This will be kept in the child's cubby. NO GUNS or any other toys that encourage violence will be allowed in the center. Show and Tell days will be scheduled by the teacher.

Volunteers: We may have volunteers working in the center from time-to-time: parents, church members, community volunteers, etc. All volunteers are appropriately supervised as recommended by Maryland State Department of Education's Office of Child Care. People wishing to volunteer may contact the CDC office.

Health and Safety Policies

Allergies: Allergies are common among young children. Please notify the CDC office of any allergies so that we may take appropriate precautions to protect your child's health. If your child has significant food allergies and a special diet is necessary, please provide a doctor's note indicating your child's needs. This information may be recorded on the Health Inventory Form.

Asbestos Management: As a non-public school in the state of Maryland, we are required by federal law (40 CFR Part 763, Subpart E) to inform parents of our **Asbestos Management Plan**. The preschool wing was built after October, 1988. The builder has verified that no asbestos-containing materials were used during construction. Other parts of the church that we use (hallways, gym, sanctuary, school age classrooms) have been inspected and tested for suspected asbestos-containing building materials. For these areas, we operate with an Asbestos Management Plan, which is available for review in the CDC Director's office.

Disaster Drills: We will conduct periodic disaster drills. Procedures for drills related to disasters and lock downs are kept in the office.

Emergency Evacuation: In case of an emergency such as fire, flood, structural damage, or any other disaster that may mean the evacuation of all children, we will evacuate in accordance with our **Emergency Management Plan**. Parents will be called and informed of our location. Please see "Fire Safety" and "Disaster Drills" information in this section.

Fire Drills: The Center is required to have monthly fire drills. We will try our best to arrange fire drills on warm, dry days. Please make yourself aware of our fire procedures and exits. If you are present during a fire drill, you will be expected to participate. We understand that you will want us to make your child's evacuation as swift as possible during an actual emergency. We will not stop to gather personal items, coats, or other items. We will encourage your child to keep shoes on during nap time, in case of emergency.

Hand washing: Staff complete training and testing about proper hand washing procedures. Children and staff will wash hands often throughout the day, especially after toileting, before and after meals times, before and after outdoor time, before and after nap, and other times as needed throughout the day. Additionally, staff washes hands before and after serving food, before and after administering medication, and after assisting children in the bathroom.

Health Information: State regulations require that a Health Inventory must be completed for each child by a medical doctor. Please have forms completed ***before*** entering the program. Regulations allow a 20 day window ***if a doctor's appointment has been scheduled***. Licensing regulations also require that we receive immunization updates for your child. Please make a copy of immunizations and drop them by the office so we may update your child's records.

Illness: The CDC is a well-child program and no child may be in attendance with any communicable disease. Please refer to ***Communicable Disease*** section of this document. Any child showing symptoms of illness will be isolated in the office and the parent (or other designated person) will be notified. We will follow Health Department and Office of Child Care recommendations for sending children home with any of the symptoms listed. Arrangements to pick up the child ***must be made immediately***.

If a child is absent for three consecutive ***days due to illness***, a doctor's note must be secured before the child can return to the Center. The note must contain the child's name, nature of the illness, the date the child can return to the Center and the doctor's signature. To aid the parent, the doctor can fax or e-mail this note to the Center prior to the child's return to the CDC. Our fax number is 410-682-8996. Our e-mail address is cdc@middleriver.org.

The Department of Health and Mental Hygiene's (MDDHMH) *Communicable Disease Summary: Guide for Schools and Child Care Settings* (MDDHMH, April 2008) define the following:

Exclusion: "Children may be excluded for medical reasons related to communicable diseases or due to program or staffing requirements. In general, children should be excluded when they are not able to fully participate with the program, or in the case of child care settings, when their level of care needed during an illness is not able to be met without jeopardizing the health and safety of the other children, or when there is a risk or spread to other children that cannot be avoided with appropriate environmental or individual management" (p. 4).

Fever: "Fever is defined here as a temperature above 100.4° F taken by a mouth or ear [or scanning] thermometer; an oral temperature of 101° F is approximately equivalent to 102° F rectally, or 100° F axillary (armpit)..."

"A child may have a fever for many reasons. If a child has a fever, all applicable COMAR regulations should be followed. In addition, any child with a fever and behavior changes or other symptoms or signs of an acute illness should be excluded and parents notified.

"An unexplained fever in any child younger than 4 months requires medical evaluation. Fever in an infant the day following an immunization known to cause fever, should be admitted after being cleared by a health care provider documenting the immunizations given, along with instructions for administering any [anti-fever medication] and the appropriate medication forms signed by the parent and the health care provider" (p.4).

Diarrhea: "Loose or watery stools of increased frequency that is not associated by change in diet.

"Diarrhea may result in stools that are not able to be contained by a diaper or be controlled/contained by usual toileting practices. An infectious cause of diarrhea may not be known by the school or child care facility at the time of exclusion or return. Documentation of the cause of diarrhea should be sought.

A child with diarrhea should be excluded if:

- Stool is not able to be contained in a diaper or in the toilet
- Stool contains blood
- Child is ill or has any signs of acute illness
- Diarrhea is accompanied by fever

- Child shows evidence of dehydration (such as reduced urine or dry mouth)
- With appropriate documentation, a child with diarrhea may be readmitted to care or school when:
- An infectious cause of diarrhea (see chart) has been treated and the child is cleared by a health care provider, in conjunction with the local health department, if necessary
 - The diarrhea has been determined by the local health department to not be an infectious risk to others.
 - The child has been determined to be an asymptomatic carrier of certain organisms as determined by the local health department” (p.4).

Vomiting: “Two or more episodes of vomiting in a 24 hour period.

An infectious cause of vomiting may not be known by the school or child care facility at the time of exclusion or return. Documentation of the cause of vomiting should be sought. Child should be excluded until vomiting resolves or until a health care provider clears for return (is not contagious)” (p.4).

Parents will be notified whenever a child has been exposed to any communicable disease in the program. Parents should likewise notify the Child Development Center when a child is exposed to a communicable disease outside of the program.

Injury: Students who are injured during the regular day will be treated according to current First Aid and CPR recommendations. A staff member certified in first aid will take care of the child’s immediate needs. The Director or an Assistant Director will determine if a child needs to be sent home. If the child must be sent home, a teacher or administrator will call the parent. In case of severe injury, we will call 911 and then the parent/guardian.

Medical Emergency: In case of a sudden illness, the CDC will contact the parent. If the parent cannot be reached, the child’s own physician or our health department consultant will be contacted. When neither the parent nor the child’s physician can be contacted, or in case of an extreme emergency, the center will call 911 and your child may be transported to the nearest hospital. An authorization for emergency medical transportation is signed at enrollment on your *Emergency Information Card* and on your *Enrollment Application*.

Medications:

Prescription Medications: Due to regulations of the Office of Child Care, we are not permitted to administer any prescription medication to any child unless the parent provides a signed and dated *Medication Authorization Form*, which is available from the office. Any prescription medications that you bring for your child must be in its original container with the prescription label indicating:

- Physician’s name and phone #
- The child’s name
- Dosage and instructions for use
- Expiration date

The first dose of any prescription medication must be administered at home, with no signs of adverse reactions, before a child returns to our program. Please provide a medicine spoon or dropper with any liquid medication. All medication given will be recorded on the Medication Order Form and kept in the Medication binder in the Health and Safety area of the CDC office. Upon completion of the course of medication, the completed form will be moved to your child’s file.

Non-prescription Medications: Except for acetaminophen (for discomfort from teething) and preventive topical medications (diaper ointments and sunscreen), we are prohibited from administering more than one (1) dose of any nonprescription medication per illness unless we receive a note from your child’s physician approving the administration and dosage instructions. Medications will be administered according to the instructions on the label of the medication or

a licensed health care practitioner's written instructions, whichever is more recently dated. Except for application of a nonprescription diaper ointment supplied by a child's parent, each administration of a non-prescription medication to a child shall be noted in the child's file.

Medication Storage: Each medication shall be:

- Labeled with the child's name, the dosage, and the expiration date;
- Stored as directed by the manufacturer, the dispensing pharmacy, or the prescribing physician (refrigerated/non-refrigerated); and
- Discarded or returned to the child's parent upon expiration or discontinuation.

Diaper ointments shall be stored in the diaper changing area, inaccessible to children in care but readily accessible to each employee designated to administer them. They shall be in the original manufacturer's container, include the expiration date and dosage instructions, and be labeled with the child's first and last names. All other medications shall be kept in the CDC office in locked medication boxes either in the health and safety area (non-refrigerated medications) or the refrigerator. Medications are administered by the Director, an Assistant Director, the Health and Safety Coordinator, or the School Age Coordinator.

Nutrition: Proper nutrition is required for the maximum development of children. Balanced and nutritious breakfast, lunch, and afternoon snack are provided daily and are served in compliance with food service regulations. Please refrain from bringing food items from home for your child. If your child requires a modified diet due to medical, cultural, or religious reasons you must complete an *Alternate Diet* form for your child (COMAR 13A.14.02.61). Meals are served "family style" and provide an informal opportunity for children to learn social skills and manners. Children are encouraged to try new foods, engage in quiet conversation, and to clean up after themselves.

Breakfast consists of components from at least three of the food groups and is served from 7:00 a.m. until 8:00 a.m. for school-aged children; 7:00 a.m. until 8:30 a.m. for preschool children.

Lunch consists of all food groups – meat or protein-rich main dish, vegetables, fruit, grain, and milk – and is served at 12 noon.

Snack is from at least two food groups and is served after nap for preschoolers; after afternoon outdoor play for school-aged children. Morning or late afternoon snacks may be served at the discretion of the teacher based on the needs of the children.

Security System: To maintain control over persons entering the building, all doors are magnetically locked. Please ring the bell for entrance. ***All persons who enter the building are viewed and taped on a video monitoring system.*** The purpose of this system is to maximize the safety of the children. Please inform any person picking up your child(ren) that identification will be required.

Communicable Diseases

DISEASE	FIRST SYMPTOMS	INCUBATION PERIOD	EXCLUSION??
Chicken Pox	Slight fever and skin rash, fluid-filled bumps, itchy red splotches.	14 to 21 days	Yes, approximately 5-7 days until all lesions are crusted.
Common Cold	Runny nose, watery eyes, sneezing, chills, sore throat, cough, and general body discomfort, possible low-grade fever.	12 hours to 5 days, usually 2 days.	No, unless child meets exclusion criteria; if fever of 100.4°F or higher is present, exclude until 24 hours after resolution of fever.
Conjunctivitis, Infectious (Infectious Pink Eye)	Pink or red conjunctivae, white or yellow discharge, with redness and swelling of the lids, and matted, sticky lids.	Varies, depending on agent	Yes, until cleared by physician, on antibiotics for 24 hours, or until symptoms have resolved.
Diarrheal Illnesses • E. Coli • Norovirus • Rotavirus • Salmonella • Shigella	Frequent passage of watery bowel movements; may be accompanied by fever, dizziness and severe abdominal pain.	Variable, depending on cause, from several days to weeks.	Yes. For all diarrheal illness, unless otherwise specified by local health department, children should be excluded until 24 hours after resolution of symptoms.
Fifth Disease (Erythema infectiosum, Parvovirus B19)	Red, patchy facial rash that may spread to rest of body in a lace-like pattern. Rash may be preceded by cold-like symptoms. Many cases are asymptomatic.	4 to 21 days	Exclusion is not necessary. Most infectious before onset of rash.
Haemophilus Influenzae type B (HIB) Disease	Various, depending on site of infection: ear, eye, skin, lungs, joints, or spinal fluid spaces.	May be 2 to 4 days	Yes, exclude for 24 hours after the initiation of antibiotic therapy.
Hand, Foot and Mouth Disease (various Coxsackieviruses)	Fever, cold symptoms, rash on palms, fingers and soles, sores in mouth.	3-6 days	No, unless "hand to mouth" behavior is uncontrollable, draining sores cannot be covered, or other exclusion criteria present
Head Lice	Asymptomatic or itching of the scalp. Nits (eggs) are tightly attached to the shaft of the hair close to the scalp. Crawling lice seen on nape of neck, behind the ears, in the eyebrows and eyelashes.	2-6 weeks for the first infection; 1-4 days for recurrent infections	Exclude until at least 24 hours after treatment.
Impetigo	Blister-like skin lesions, which later develop into crusty sores.	Varies, usually 4-10 days.	Yes, until 24 hours after completion of antibiotic treatment, or cleared by health care provider.
Influenza (Seasonal)	Cough, fever, headache, muscle aches, runny nose, sore throat. Less frequently, GI symptoms.	Usually 1-3 days.	Yes, until without fever for 24 hours, or if meets other exclusion criteria. Follow local health department recommendations.
Pinworms	The life cycle of the worm is 2-6 weeks.	Perianal itching (usually worse at night), irritability, disturbed sleep, secondary infection of the scratched skin.	Exclusion is generally not recommended.

DISEASE	FIRST SYMPTOMS	INCUBATION PERIOD	EXCLUSION PERIOD
Pneumococcus (Streptococcus pneumoniae)	Various symptoms, depending on site of infection: ear, eye, sinus, lungs, blood, joints, or spinal fluid spaces.	1-3 days	No exclusion is necessary.
Ringworm of scalp (Tinea capitis)	Patchy areas of dandruff-like scaling and hair loss; many separate blisters, with pus in them with little hair loss; or a soft, red, swollen area of scalp.	Usually 10-14 days.	Yes, until treatment has been initiated.
Ringworm of skin or body (Tinea corporis)	Rash, usually circular, slightly red with a scaly border and may be itchy.	7-14 days.	Routine exclusion is not recommended as long as lesions can be covered and treatment has been initiated.
Roseola	Fever, rash (small, flat, pink spots) not usually itchy.	5-15 days	No, unless meets other exclusion criteria.
RSV (Respiratory Syncytial Virus)	Acute respiratory tract illness.	Usually 4-6 days; range 2-8 days.	Exclusion is not recommended or necessary, unless child meets other exclusion criteria. Follow local health department recommendations.
Scabies	Rapid onset of red papular rash, with or without white scaling, involving the fingers, wrists, elbows, knees, abdomen and other skin surfaces. Intense itching, especially at night. A classic burrow, mite, or egg seen on skin scraping	2-6 weeks before onset of itching; 1-4 days for those re-infested.	Yes, until after treatment is administered, usually overnight. Treat case and whole family with scabicide and follow medical advice from health care provider. Clothing, bedding and other personal articles should be laundered using hot cycles of washer and dryer, or dry-cleaned.
Staphylococcal Disease, "Staph", MRSA	Skin and soft tissue infections, such as impetigo, boils, or skin abscesses, occasional invasive disease.	Variable and indefinite	No, unless skin lesion cannot be covered; exclude until lesions healed. Colonization alone with Staph, including MRSA, is not a reason for exclusion. Contact local health department for guidance.
Streptococcal Sore Throat (Strep throat), Scarlet Fever (Scarlatina)	Sudden onset of headache, fever, sore throat. Neck lymph nodes enlarged, tender. In scarlet fever, red sandpaper-like rash on neck and chest lasts for 1-10 days.	1-5 days	Yes, until 24 hours after start of antibiotic treatment.

This chart includes illnesses commonly encountered in child care center. It is not an exhaustive list of all illnesses or diseases that may occur within the child care community. Information is obtained from *Communicable Disease Summary* from The State of Maryland Department of Health and Mental Hygiene, Revised, April, 2008 (http://www.edcp.org/guidelines/CD_Summary.pdf).

Discipline and Behavior

The Bible (Hebrews 12:5-6, NIV) suggests that discipline takes place in a relationship where there is love. The goal of discipline at the CDC is to guide the child to be self-disciplined. Behavioral problems are minimized by using positive guidance, age-appropriate materials, interesting activities, and interesting room arrangements; giving choices; providing variety; using consistent routines; and maintaining calm and positive attitudes. The guidance techniques used are based on the developmental level of the child. These techniques include re-direction, group problem-solving, limited use of time-outs, and helping the children solve their own problems. Positive reinforcement is given throughout the day to teach and encourage expected behavior. Corporal punishment (smacking, spanking, hitting, etc.) is never permitted to be used by staff. Corporal punishment may not be used by parents with their children or other children while on our premises (COMAR 13A.16.07.03 (3)).

As a Christian Child Development Center, Christian values are taught. Love, concern for others, sharing, consideration, treating others politely, speaking and acting kindly and appropriately, and having empathy will be demonstrated and taught. Children are made aware of expectations through the consistent use of clearly defined rules. Examples of classroom rules are as follows:

Behavior	Scripture
1. We love and respect our friends.	Proverbs 17:17; John 13:34; 1 John 4:7
2. We help (serve) one another.	Hebrews 13:16; Galatians 5:13
3. We share with others.	Hebrews 13:16
4. We are kind to one another.	Ephesians 4:32; 1 Thessalonians 5:15
5. We obey our parents.	Colossians 3:20; Ephesians 6:2
6. We pray for each other.	James 5:16
7. We tell the truth.	Exodus 20:16; Exodus 23:2; Zechariah 8:16
8. We do not steal.	Exodus 20:15
9. We do to others what we would have them do to us.	Matthew 7:12; Luke 6:31
10. We obey our teachers.	Hebrews 13:17

These are just examples. Appropriate rules for each classroom are determined by the teachers and/or the students. More specific rules such as “We walk indoors,” “We use inside voices when in the building,” etc, may also be chosen.

Recognizing that all children make mistakes, parents will not be contacted unless there is a consistent or severe behavior problem. All matters will be kept confidential.

Problem behaviors will first be addressed in the classroom setting with the aforementioned techniques. The steps we follow in dealing with inappropriate behavior after the teacher has exhausted all efforts in re-directing a child’s behavior in the classroom are as follows:

1. The child will have a brief “time-out” in the office. Behavior reports will be filled out any time a student is sent to the office. Parents will be asked to sign two copies of all behavior reports (one copy for the parent, and one for our files).
2. A parent will be called and asked to speak with the child about his/her behavior. This will be considered a verbal warning.
3. If a child is unresponsive to discipline measures as mentioned above, the parent will be called to pick up the child immediately.
4. Continuation of a behavior problem will result in a two-day suspension from the Center.

5. If a child is consistently causing a disruption while in the CDC's care, the Center reserves the right to suspend or dismiss the child.

The center reserves the right to suspend or dismiss children immediately for harmful or unsafe behavior. All matters will be considered on an individual basis, and will be kept in confidence.

School aged children may be required to write specific sections of the discipline policy above and/or one or more of the class rules as follows:

1. Listen when others are talking.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Work/Play quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

In addition, selections from bus rules and or modifications of any of the above may be used. Selection will be made in accordance with the behavior. We need and want the parents' help in having the children understanding that there are some behaviors that are not acceptable. Behavior endangering the safety of anyone could result in immediate dismissal.

Biting Policy

This behavior is a great concern for us and one that requires a cooperative effort from both staff and parents.

Parent of the child who is bitten and the child who bites will be called. The bite will be treated by washing with soap and water and applying ice. The child who bites will be separated from the group, either in "time out" or in the office, for an appropriate period of time. Reports are written and sent home with the parents of the child who is bitten and the parents of the child who bites.

If a child bites excessively and causes danger to other children, parents may be asked to find other care for their child.

Each case is evaluated on an individual basis and treated with respect and cooperation.



My child, _____, is enrolled in Middle River Baptist Church Child Development Center.

I have read and understand the Parent Handbook for Middle River Baptist Church Child Development Center. I understand that my signature indicates my agreement to abide by the policies and procedures adopted by the Middle River Baptist Church Child Development Center. I also understand that my child may not be admitted without my signature.

Signature of Parent(s)/Guardian(s) Date

Please sign this agreement and return to the office with your child's enrollment information.