

Middle River Baptist Church Child Development Center

Summer Program Handbook



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A Ministry of Middle River Baptist Church, Glenn Leatherman, Pastor

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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 pleased that you have chosen our center for your child's summer experience!! We are a ministry of Middle River Baptist Church, providing school-age and preschool care and early education for the children in our community for 20 years. It is our prayer that every child who attends our center's summer program will have a rich and fun experience!

The information contained in this 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 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.

Statement of Faith

As a Christian ministry, we agree together to view God's Word, the Bible, as our standard and Jesus Christ, the Word made flesh, as our model. As Christians, we have common beliefs:

1. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

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, as we provide care and education, and meet spiritual needs of children and families in our community. We pray that the LORD will draw them to Himself. We hold God’s Word, the Bible, as our authority. We look to Jesus as our model. We model God’s love in each aspect of our program.

Personal 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 empower parents to be actively involved in their child’s education. Family partnerships are encouraged through ongoing communication, volunteerism, holiday 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*®, the *Maryland Core State Curriculum*, the *Maryland Model for School Readiness*, and *Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age* 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 initially assessed as part of the enrollment process. This initial assessment is used to guide families and staff in determining specific needs for each child. Assessment is also an ongoing process through observation and documentation throughout the year. 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. Parent conferences are scheduled after each report of progress. With parental permission, assessment information may be shared with early intervention and special service providers to facilitate diagnosis and intervention. Yearly program assessments evaluate the effectiveness of our program. We assess through staff and family surveys, checklists, and informal measures.

Health and Wellness – We strive to maintain an environment for children that fosters health and wellness. 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. Children are provided with outdoor play two times daily, weather permitting, to promote strong physical development. “Screen” time is not permitted for children under three years of age. For children three years of age and older, screen time is limited to ½ hour per week and must coincide with curriculum goals and objectives.

Safety and Emergency Management – Safety policies are designed to ensure a safe environment for children, parents, and staff. 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 environment possible.

Teachers – We understand 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 child care teachers and assistants. Many classroom assistants participate in the same training as teachers. Training topics vary, depending on center need and the employees individual Professional Development Plan. 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. Policies are in place to ensure that your child’s classroom environment is clean and safe. Appropriate and safe playground equipment and surfaces provide opportunities for safe and creative play outdoors.

Community Relationships and Resources – 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. We use resources within the community to enrich our program and the learning experiences of children. Some resources may also be available for families, including but not limited to: counseling, financial assistance, behavioral assessment, educational assessment, and food assistance. Our office has information for available resources. Families may also browse our [Parent Information](#) area in our foyer for pamphlets and resource materials.

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.

Summer Program Enrollment and Fees

Registration – A \$30.00 non-refundable registration fee is due at enrollment. Children enrolled in our school year before and/or after care program are exempt from paying the registration fee. Families may choose the weeks that they will attend our summer program. Weeks of attendance must be indicated on the [Summer Program Financial Agreement](#).

Forms – Enrollment forms are 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 a 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.**
- All payments must be made by **cash, check, or money order**. Checks and money orders should be made

out to “MRBCCDC.”

- Tuition is due on Fridays for the following week. Payments received after Monday will be assessed a \$10.00 late payment fee (see Late Payment Fee).
- **All accounts must be kept current.** Accounts which become two (2) weeks delinquent may result in automatic removal of children from the program. Past due accounts will be turned over to our collections service. If an account is turned over to collections, the child will not be eligible to return to our center in the future.
- **Tuition Statements – We do not provide bills or invoices.** A yearly tax statements are printed for each family and are available upon request. Monthly statements are also available upon request.

Other Fees

- **Late Payment Fee** – A **\$10.00 late payment fee** will be charged for payments received after Monday. If a child is absent due to illness, payment will be expected on the day of return.
- **Returned Check Fee** – A **\$40.00 fee** (\$30.00 returned check fee + \$10.00 late payment 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.
- **Summer Program Activity Fees** – Each year we plan exciting activities and field trips for our school age summer program. Summer program fees will be charged to cover the cost of special activities and field trips. Fees are due before the summer program begins.

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.
- **Military Discount** – We offer a 50% discount 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. After five years of employment, we will offer a 35% discount. After ten years of service the employee will receive a 50% discount.
- Only one discount may be credited at any one time. Whichever discount provides the greatest benefit to parents and staff will be applied.
- Please contact the CDC office for other discounts and promotions that may apply.

Withdrawal – A one-week written notice is required if a child is to be withdrawn from our school-age summer program. Tuition is required for the last week. If notice is not given, tuition is still due after the withdrawal. Withdrawal forms are in the CDC office for parents’ convenience. This form requires the parents’ signature as well as a representative of the CDC. Notice may be adjusted with administrative approval in extreme circumstances.

Arrival and Dismissal

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. Please make alternate pickup person aware that we will require proof of identification before they may pick up any child.

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 Forms – All information must be current, including all phone numbers, and authorized persons for pick up. ***Any changes must be recorded on the Emergency Form and initialed by the parents. Please give us work, cell, and home numbers for you and your emergency contacts.***

Late Pick Up – Each parent is expected to pick up his or her child by 6:00 PM. If, at any time, parents are going to be late, please call to let the CDC office know. ***If you do not arrive by closing time and we have not heard from a parent, a staff member will:***

1. Try to contact the regular person who is authorized to pick up daily. If there is no contact, the closing staff will call those listed to pick up in an emergency. The first person on the list who is able will be asked to pick up your child in your absence.
2. Comfort child while waiting.
3. ***Contact Baltimore County Child Protective Services at 410-853-3000 if a child is still here at 7:00 PM and you or your emergency contacts are not available to pick up.***

Late parents will be required to sign a Late Pick Up form. If parents arrive after 6 PM to pick up children, they must pay \$1.00 (one dollar) per minute of lateness. This amount is due upon pickup and is paid to the attending staff for their time. Children may not be readmitted 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.

Sign-in/Sign-out – ***It is required that children be signed in and out by the parents.*** Record arrival time and initials on the sign in/sign out sheet for each 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 the children in care. Please be accurate and consistent.

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. ***Only store-bought items may be brought for party foods.***

Cell phones

- ***Child Use*** – The use of cell phones (voice, video, or text) is prohibited. Cell phones reduce the attention that children give to teachers and others around them, which can be hazardous. Use of a cell phone by a child will result in the phone being taken to the office and returned to the parent at pick-up.
- ***Parent Use*** – We ask that parents/guardians refrain from using cell phones or blue tooth devices when dropping off and picking up children. Parents may miss valuable information that the teacher or administrators need to share. Children need and deserve parents' ***entire*** attention when dropping off in the morning and picking up in the afternoon.
- ***Staff Use*** – Staff may not use cell phones while supervising children.

Child Custody – The splitting of a family is traumatic for the family, and particularly traumatic for children. The goals of MRBCCDC are based on the safety and well-being of children, and our policies are to further these goals.

- ***Custody Documentation*** – At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each child enrolled at MBRCCDC. Parents of enrolled children have an ongoing duty and responsibility to provide any documents and information relevant to a change in custody or visitation rights to MRBCCDC within seven days of change.
- ***Records*** – A non-custodial parent shall have the right to access school records related to his or her child unless prohibited by a legally binding instrument. We will share no information with any third parties unless written permission is granted by the custodial parent(s) or as required by law.
- ***Dismissal*** – No child shall be released to any individual other than a custodial parent unless written

permission is first given to MRBCCDC by a custodial parent, a valid legally binding instrument granting release is on file, or as required by law.

- **Communications** – It is the custodial parent’s duty and responsibility to communicate with the non-custodial parent regarding school announcements and notes. We will, if requested, share newsletters with non-custodial parents, unless prohibited to do so by a legally binding instrument.
- **Cooperation** – We request that matters regarding custody and visitation be handled in the proper setting. We reserve the right to discontinue enrollment when conflicts interfere with child safety and center operations.

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 due to play and learning activities. Please provide a change of clothing, with child’s first and last names labeled on each item in case of emergencies. Extra clothing can be stored in a backpack or another place for storage as the teacher directs. Clothing should be manageable by the child and appropriate for the weather. All attire should be modest and age appropriate, as follows:

- 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.
- Swim attire for girls must be either a one-piece suit or a two piece suit covered with a t-shirt. Boys swim attire must be at least mid-thigh length swim trunks.

Electronic Media

- **Electronic Devices** – Nintendo DS, iPod, PSP, etc., are not permitted for any child in attendance, including all ages and programs. Electronic devices and their accessories will be kept in the office if brought to the center.
- **Television** – Television viewing is a home activity. Children do not view television while at MRBCCDC.
- **Computers** – Computers are not used for children in our summer program. Children are engaged in “hand-on” activities.
- **Exceptions** – There may only be exceptions in the media policy for video that accompanies a curriculum unit. In such cases, a log is kept recording the title of the video, reason for viewing, and the length of viewing time.

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, we will inform parents in the following manner:

- Radio: WBAL radio (1090 AM) or WRBS radio (95.1 FM)
- Listing on www.wbal.com
- Voice mail on our phone (410-682-6462)
- Our website (www.middlerivercdc.org)
- Email, if the CDC office has record of your email address

Decisions to close or open late are made by 5:30 AM with notifications made shortly thereafter. If we must close early, families will be called.

Tuition is the same as normal for closures, late openings, or early closures. We will make every attempt to have the least amount of closures as possible; however, we will keep the safety of children, families, and staff as our priority.

Field Trips – Field trips are a large part of our summer program. Parents must complete a field trip permission slip for each child. Children must attend the field trips scheduled for their weeks of attendance or remain at home. If parents choose for their child to remain at home, there is no reduction in the activity fee for the week.

Parents may volunteer to be a chaperone on our field trips. A [Chaperone Application](#) must be completed

prior to a field trip.

Home/School Communications – Families will receive the *Communicator*, our monthly newsletter, through email and our website. Please be sure the CDC office has email addresses to receive copies by email. Copies are also posted on the Parent Information boards outside of each classroom.

Hours of Operation – The CDC opens at 6:30 a.m. and closes at 6:00 p.m., Monday through Friday. We will be **closed on July 3, 2015**, in observance of Independence Day, **and August 14, 2015**, for staff in-service training. There will be no reduction in fees for these days.

Illness – Children with signs of illness cannot attend (see *Illness* under *Health and Wellness*).

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 providers for reimbursement for medical costs. MRBCCDC holds supplemental insurance to reimburse any out-of-pocket expense due to an injury or accident that occurs at MRBCCDC. Families will be given a claim form to apply for reimbursement of funds.

Lost and Found – Lost and found articles may be found in the CDC foyer. 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 ministry.

Parent Visitation – MRBCCDC has an open-door policy. Parents are encouraged to visit the program any time that their child is in attendance. It would be prudent to speak with the teacher in advance of a visit for information about any planned special activities.

Personal Property – Please label any item brought to the center. The CDC cannot guarantee that an item will not get lost, torn, or broken. The CDC is not responsible for damage or loss of personal 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, and church and center publications. The parent/guardian's signature on our handbook acknowledgment indicates permission for this display. We will not include names or any other personal information with pictures; nor will we place children's pictures on the public pages of our website.

Regulations – Our summer program operates under specific regulations from the Maryland Department of Education and may be viewed by clicking [here](#).

Specific Instructional and/or Care Needs – At enrollment, we request that parents inform the center of any specific needs that their child may have. We will make reasonable accommodations for any child's specific needs according to the Disability Rights Section of the Civil Rights Division of the U.S. Department of Justice (<http://www.ada.gov/childganda.htm>). Parents of children with specific needs must complete a [Care Plan for Children with Specific Needs](#). Additional forms are required for children with asthma and severe allergies. See *Allergies and Intolerances* in the next section. If a child has an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), we request that the parent/guardian submit a copy to the CDC office. Information will be shared with the teacher 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 vehicles that are inappropriately parked. Please drive slowly and safely while in the parking lot. Families may be crossing.

Health and Wellness

Allergies and Intolerances – Please notify the CDC office of any allergies so that we may take appropriate precautions to protect child health. If your child has any of the following situations, please complete the appropriate forms:

- Allergies requiring possible medical intervention, please complete an [Allergy Action Form](#).
- Food allergies or intolerances, please complete a [Food Information Form](#).
- Asthma, please complete the [Asthma Action Form](#).

This information should also be recorded on the [Health Inventory](#) Form. Allergies and health information are confidential and will not be displayed in public view without written parental permission.

Asbestos Management – We are required by federal law (40 CFR Part 763, Subpart E) to inform parents of our [Asbestos Management Plan](#). Our center was built after October, 1988. The builder has verified that no asbestos-containing materials were used during construction. Testing in other parts of the church that we use (hallways, gym, sanctuary, and school age classrooms) revealed no asbestos. However, other areas of the campus were not tested and may contain asbestos. For these areas, we operate with an Asbestos Management Plan, which is available for review in the CDC office.

Hand Washing – Staff complete training and testing concerning proper hand washing procedures. Children and staff wash hands often throughout the day, especially after toileting, before and after meals, before and after outdoor time, before and after nap, and other times as needed throughout the day. Additionally, staff wash 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](#) and [Immunization Form](#) be completed for each child by a medical doctor. Please have forms completed **before** entering the program. Please make a copy of subsequent immunizations and drop them by the office so we may update records.

Illness – The CDC is a well-child program and no child may be in attendance if ill. Any child showing symptoms of illness will be isolated in the office and the parent (or other designated person) will be notified. 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 this note to the Center prior to the child's return to the CDC. Our fax number is 410-682-8996.

The Department of Health and Mental Hygiene's (MDDHMH) *Communicable Disease Summary: Guide for Schools and Child Care Settings* (MDDHMH, November, 2011) 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 of spread to other children that cannot be avoided with appropriate environmental or individual management. For exclusion, all applicable COMAR regulations should be followed; for youth camps, specifically COMAR 10.16.06.31 "Exclusion for Acute Illness and Communicable Disease" (p. 4).

Fever: "For the purposes of this guidance, fever is defined as a temperature >100.0° F orally; an oral temperature of 100° F is approximately equivalent to 101° F rectally or temporally (Temporal Artery Forehead scan), or 99.5° 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. Once diagnosed, exclusion due to fever should be based on disease-specific guidelines or other clinical guidance from the child's health care provider. Also, it is important to be sure the appropriate method for measuring temperature is used based on the age or

developmental level of the child. *[We use two methods of checking body temperature: temporal/forehead scan and axillary.]*

“An unexplained fever in any child younger than 3 months requires medical evaluation. Fever in an infant the day following an immunization known to cause fever, may be admitted along with health care provider recommendations for fever management and indications for contacting the health care provider. Instructions from the health care provider should include: the immunizations given, instructions for administering any fever reducing medication, and medication authorizations signed by the parent and the health care provider (pg. 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 (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).

Notices will be posted whenever children have 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.

Medications – Only staff that has been trained in medication administration approved by the Maryland State Department of Education’s Office of Child Care may administer medication. All medications (prescription and non-prescription) must be accompanied by a [Medication Administration Authorization Form](#), signed and dated by the parent or guardian. Forms are available from the office or our website’s Forms and Information page.

Prescription Medications: Any prescription medications for children must be in its original container with the prescription label indicating:

- The child’s full name
- Dosage and instructions for use
- Physician’s name and phone #
- Name of medication
- 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. If there are any reactions, such as vomiting, diarrhea, hives, etc., please see the doctor. Children must not be admitted to our care with known medication reactions. Please provide a medicine spoon or dropper with any liquid medication. All medication given will be recorded on the [Medication Administration Authorization Form](#) and kept in the [blue Medications](#) binder in 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 preventive topical medications such as sunscreen, we are prohibited from administering more than one (1) dose of any nonprescription medication per illness

unless we receive a note from the 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 on the [Medication Administration Authorization Form](#). Medication and medication forms are inspected semi-annually. Expired medications will be discarded according to approved procedures. Unused medications that have not expired will be returned to the parents.

Medication Storage: Each medication shall be:

- Labeled with the child's name, the name of the medication, 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.
- All medications shall be kept in the CDC office in medication boxes either in the health and safety area (non-refrigerated medications) or the refrigerator. Medications necessary for life threatening conditions (Epi-pens, inhalers, etc.) will be transported with the counselors on field trips or with the child with appropriate "self-carry" documentation.

Nutrition – God has created us with very specific nutritional needs. Proper nutrition is required for the maximum development of children. Keeping your child's maximum nutritional health in mind, we commit to the following:

- We will teach your child the importance of eating healthy foods.
- We will post monthly menu plans on our website and on our classroom parent information boards.
- We will serve whole milk to children under the age of two. All children two years of age and older will be served 1% milk.
- We will provide Lactaid® 1% milk or Silk® soy milk for children who are lactose intolerant or dairy allergic.
- We will limit serving 100% fruit juice to 4-6 ounces per day.
- We will offer water to children throughout the day.
- We will serve fresh and frozen fruits and vegetables as much as possible. We will serve fruits canned in fruit juice only – not syrup.
- We will not serve breaded, pre-fried, and frozen foods, such as fish sticks, French fries, or chicken nuggets.
- We will not serve products containing peanuts or tree nuts due to high incidence of nut allergies.
- We will limit serving sugary foods, such as cookies and cakes. Cupcakes and cookies are "special occasion" foods for holidays and birthdays.
- We will serve meals family style to provide informal opportunities for children to learn important social, language, cognitive, and motor skills. Children will be encouraged to prepare the table, serve themselves, try new foods, engage in quiet conversation, and to clean up after themselves.

Breakfast is served at 8:00 a.m. for the summer program. Breakfast consists of one item from each of three of the following groups:

- Fluid milk
- Fruit or vegetable or 100% fruit juice
- Bread or bread alternate or cereal
- Protein source other than fluid milk

Lunch is served at 12:00 PM and consists of the following:

- Fluid milk
- Protein source other than fluid milk
- 2 different fruits; or 2 different vegetables; or 1 fruit and 1 vegetable
- Bread or bread alternate or grain

Afternoon Snack is served in the midafternoon (around 3:00 PM). Snacks consist of one item from each of two of the following groups:

- Fluid milk
- Fruit or vegetable or 100% fruit juice (Juice will not be served if milk is the only other component or if juice was served at breakfast).
- Bread or bread alternate or grain
- Protein source other than fluid milk

Modified Diet: If children require modified diet due to medical (allergies or intolerances), cultural, or religious reasons, please indicate them on the [Food Information Form](#) (COMAR 13A.14.02.61). If modifications are due to medical reasons (allergies or intolerances), a physician must sign the [Food Information Form](#). Click [here](#) to get the [Food Information Form](#).

Please refer to <http://www.choosemyplate.gov> for more details on nutrition and health for your family.

Physical Activity –

Outdoors - Children will have an outdoor play time each morning and afternoon unless the weather conditions are inclement. Appropriate footwear (shoes and socks) must be worn. We require that children wear shoes with enclosed toes (no sandals). Please refer to the [Weather Watcher](#) chart on our website that indicates conditions under which we will remain indoors or shorten our time outdoors.

Classroom exercise includes aerobic exercise, circle movement games, movement to music, and other movement activities.

Gymnasium activities include hula hoops, parachutes, balls, bean bags, etc. We will encourage your child to be active.

Soccer instruction is offered by [Dynasty Sports Academy](#) will be during the week of July 27- 31, 2015.

Safety and Emergency Management

Disaster Drills – We will conduct periodic disaster drills. Procedures for drills related to disasters and lock downs are detailed in our [Emergency Management Plan](#).

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](#). Please see “Fire Safety” and “Disaster Drills” information in this section.

Emergency Forms – 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, and home numbers for all emergency contacts.**

Emergency Management Plan – In accordance with regulations, we have developed an [Emergency Management Plan](#) which includes procedures during disasters, as well as other emergency situations. Our [Emergency Management Plan](#) may be viewed on our [website](#).

Fire Safety – The Center is required to have monthly fire drills. We have drills at various times of day and in various weather conditions. We will not have drills when weather conditions are extreme. Please be aware of our fire procedures and exits. If present during a fire drill, parents are expected to participate. We will make evacuation as swift as possible during an actual emergency. We will not stop to gather personal items, coats, or other items. We will encourage children to keep shoes on during nap time, in case of emergency.

First Aid/CPR/AED – Approximately 80% of our staff are certified for First Aid, CPR, and AED by one of the following organizations: (1) American Safety and Health Institute; (2) American Red Cross; or (3) National Safety Council.

Automatic External Defibrillators (AED) are located in the following areas of the church campus: (1) The CDC hallway; (2) the elevator foyer outside of the gymnasium; and (3) the church foyer. Appropriate signage designates exact location.

Injury – Although we are extremely safety conscious, accidents may happen. Most injuries are the result of children being children: running, jumping, playing, etc. Children who are injured during the regular day will be treated according to current recommended procedures. 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 or injury, the CDC will contact the parent. If the parent cannot be reached, other emergency contacts listed on the Emergency Form will be contacted. In case of an extreme emergency, the center will call 911 and then the parent. An authorization for emergency medical transportation is signed at enrollment on your [Emergency Information Card](#) and on your [Enrollment Application](#). A copy of the [Emergency Information Card](#) will accompany the child in case of transport.

Security System – To maintain control over persons entering the building, all doors are magnetically locked. Please ring the bell for entrance. **A video monitoring system has been installed to ensure the safety and security of all in our building.** The purpose of our security systems is to maximize the safety of the children, families, and staff. Please inform any person picking up children that identification will be required.

Standard Precautions – Staff receive training in Standard Precautions upon hire and receive yearly refreshers. Training includes proper hand washing, personal protective equipment, and proper disposal of contaminated materials.

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 self-regulate and be self-disciplined. We use positive guidance, choice of age-appropriate materials, a variety of interesting activities, interesting room arrangements, consistent routines, and calm and positive attitudes. The guidance techniques used are based on the developmental level of the child, including re-direction, group problem-solving, logical consequences with empathy, “quiet corner” or “safe place” for reflection and time to regain composure. 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 in accordance with licensing regulations.

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:

Rule	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 respect others' property.	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 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 consistent disruptive or severe behavior. All matters will be kept confidential.

Problem behaviors will first be addressed in the classroom setting with the aforementioned techniques. After the teacher has exhausted all efforts in addressing a child's behavior in the classroom, a behavior report will be completed and the parent will be called to speak the child. Parents will be asked to sign two copies of all behavior reports (one copy for the parent, and one for our files).

School aged children may be required to write specific sections of one or more of the class rules, such as:

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.

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



My child, _____, is enrolled in the Summer Program at Middle River Baptist Church Child Development Center.

I have read and understand the Summer Program 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.