



NOTRE DAME
OF MARYLAND
UNIVERSITY

A CHILD'S PLACE

4701 N. Charles Street
Baltimore, MD 21210



PARENT HANDBOOK

Summer Camp 2019

Mary Ellen Ashton, Director mashton@ndm.edu

Anita Ford, Assistant Director aford@ndm.edu

Office Hours: 9:00 a.m. – 3:00 p.m.

Monday through Friday

Tel: 410-532-5399

Fax: 410-532-5160

After 3:30 call: 410-236-0748



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A Child's Place

Summer Camp: Policies Acknowledgement

This document signifies that _____, parent of _____, has read the A Child's Place Parent Handbook -- Summer Camp on _____ (date).

Please initial that you have read and understand the policies concerning the following:

_____ Summer sessions (closed July 4th)

_____ Release of Information Waiver (as needed)

_____ Age eligibility

_____ Toilet training policy (ALL children must be toilet-trained to attend to his/her needs independently)

_____ Nap time for all 3 and 4 year olds (bedding, toys, etc.)

_____ Hours of operation; parking; late pick up penalties and fees

_____ Camp fees payment schedule and late payment fees

_____ DUE DATE of all required enrollment forms, including MD Health Department forms

_____ Sign-in/and sign-out books; required emergency form; individuals to pick up child; changes in custody

_____ Health and safety policies; sunscreen and Medication Authorization form

_____ Suspected child abuse procedures

_____ Terms of care, i.e., clothing, meals, snacks

_____ Parent visitations

_____ Behavior, discipline, and bullying policy; termination

_____ Changes to ACP policies and procedures

Your signature below indicates that you have read the Parent Handbook for ACP Summer Camp 2019, found online at the ACP website. Your signature further signifies that you understand the policies of A Child's Place and agree to comply with them.

Parent Signature _____ **Date** _____

PHILOSOPHY and GOALS of the SCHOOL

A *Child's Place* provides a diverse and comprehensive program to fulfill the needs of the preschool children in the community. The early learning curriculum provides each child with opportunities to experience, explore, and learn about the world around him/her. Each child is a unique person with an individual timetable for growth and development. This growth and development includes physical, cognitive, and social-emotional domains, as well as the child's unique personality, learning style, and family background. Both the curriculum and staff's interaction is responsive to individual strengths, needs, and interests.

Children are encouraged to accept one another's differences and are led by example to respect all cultures and customs. Through teacher demonstration of compassion and caring, the children learn to be supportive of individuality. Learning in young children is the result of interaction between the child's thoughts and experiences with materials, ideas, and people. These experiences should match the child's abilities, interests, and understanding. This can best be accomplished in a noncompetitive atmosphere built on a foundation of trust between teacher and child and among the children.

Teachers use their knowledge of child development to design the most appropriate early learning environment for the children in their charge. The content and teaching strategies are developmentally appropriate, age appropriate, and individually appropriate. Children's imaginative play is a primary avenue for mental growth. Play enables children to progress along their own individual developmental sequence from the sensorimotor intelligence of infancy to pre-operational thought in the preschool years to the concrete operational thinking exhibited by children in primary grade school.

*In order to provide an environment conducive to learning for each child and to meet each child's needs, it is important that parents share information from any early evaluation or assessment that can provide background information to guide us in planning an early learning program for your child. *Please see the director to obtain a "Release of Information Waiver" which requires your signature in order for A Child's Place to receive a copy of your child's Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP).*

RELIGIOUS AFFILIATIONS

A *Child's Place* serves the greater surrounding community and, therefore, strives to maintain an atmosphere of acceptance of all people, creeds, nationalities and religions. The classroom approach is one of education rather than one of endorsement. Notre Dame of Maryland University, of which A *Child's Place* is a part, is a Catholic organization. While religion is not taught as a subject in the preschool summer camp, please be aware that a non-denominational grace is said before meals and snacks.

TEACHER CONTACT

Parents may contact teachers by telephone daily between the hours of 1:30-3:00 p.m. The telephone number is 410-532-5399. You may also contact the director at this phone number (mashton@ndm.edu)

Teachers may also be reached through e-mail:

Room 1 -- ccrowell@ndm.edu dhoward@ndm.edu

Room 2 -- dbrophy@ndm.edu

Room 3 -- rrihalopex@ndm.edu

Room 4 -- aford@ndm.edu jdixon@ndm.edu

SUMMER SESSIONS

Summer camp begins on June 10, 2019 and runs through August 16, 2019.

Session I: June 10-21 --- Art-O-Rama

Session II: June 24-July 5 (closed on July 4th) --- Bugging Out

Session III: July 8-19 --- Digging Up Dinosaurs

Session IV: July 22-August 2 --- Under the Sea

Session V: August 5-16 --- Animals! Animals! Animals!

Enrollment is based on a first-come first-served basis, with priority given to NDMU faculty, staff, and students. Children already in attendance during the school year who wish to attend camp during the summer must register for sessions. Online registrations require a \$50 deposit for each session you want your child to attend. The deposit is applied to the camp fee and is non-refundable. Children enrolled in summer camp will be assigned rooms based, primarily, on age.

RELEASE OF INFORMATION WAIVER

If your child has an IFSP (Individualized Family Service Plan) or an IEP (Individualized Education Program), please sign a "Release of Information Waiver" so that A Child's Place may receive a copy in order to best meet your child's needs while attending summer camp.

AGE ELIGIBILITY

Children must be at least three years old and fully toilet trained. A *Child's Place* is a preschool summer camp in an early learning environment. Parents should consider whether a child who is over the age of 6 would be best served at A *Child's Place* or at Camp Notre Dame (410-532-3584) which serves children ages 5 to 11.

TOILETING

Children must be fully toilet trained before acceptance into the summer camp program. Diapers and disposable "pull-ups" are not permitted. No child will be permitted to remain in the program if he/she is not toilet trained and able to attend to his/her basic needs independently (with assistance given on occasion as needed).

NAP TIME

All three and four year old children participate in nap time and are required to rest in the Big Room from 1:00-3:00 p.m. daily. Nap time ends at 3:00 and is followed by the afternoon snack. Toys, books, and games are not allowed in the Big Room at nap time with the exception of a stuffed animal or other 'lovey' required by the child. Parents are responsible for providing a cot sheet, small blanket, sleeping bag, etc. (something to go under and over the child) and for taking the bedding home every Friday evening for laundering. These items must be brought back on Monday.

HOURS of OPERATION

A *Child's Place* Summer Camp hours are 9:00 a.m. to 3:00 p.m., Monday through Friday. **Extended care is available at no extra charge, with before care beginning at 7:30 a.m. and after care ending at 5:30 p.m.** There will be a late fee charged for any child who is not picked up by 5:30 p.m.

In case of emergency when a parent is unavoidably detained, contact us on the school cell phone at 410-236-0748. Your child may not be released to anyone else unless you give express permission to an ACP staff member, preferably in writing.

NOTE: ACP summer camp will be closed for the 4th of July holiday.

PARKING

There is only 1 reserved space for drop-off and pick-up. Parking on campus is very limited. Please limit your pick-up/drop-off time to no more than 10 minutes. This allows all families the ability to park safely. Campus Safety Officers are very tolerant of the need for ACP parents to park in non-parking spaces while dropping off or picking up campers as long as no other car is being blocked in and it is not an emergency access. While Notre Dame of Maryland University has an excellent reputation for safety, it is not advisable to leave your car unlocked or to leave siblings unattended in the car.

CAMP FEES -- ALL REGISTRATIONS AND PAYMENTS MUST BE MADE ONLINE.

The fee for each two-week session is \$575. The \$50 non-refundable deposit paid for each session is applied to the camp tuition fee. Payment in full for each session must be the week before the first day of the session, according to the following schedule:

- Session I – balance due on or before June 6th
- Session II – balance due on or before June 20th
- Session III – balance due on or before July 4th
- Session IV – balance due on or before July 18th
- Session V – balance due on or before August 1st

Registration for a session requires full payment for the session (\$575). Missed or unused days will not be pro-rated.

METHODS of PAYMENT

Payment may be made by credit card using our online registration system.

LATE PAYMENT

There will be a late fee of \$2.00 per day for any session fee paid after the first day of the session. If the school has not received your payment by the third day after the session begins, your child's enrollment in the camp may be terminated and his/her space may be offered to another child.

LATE PICK-UP PENALTIES and FEES

If your child is picked up after 5:30 p.m., there is a charge of \$5.00 for the first 5-minute period, or portion thereof, and \$10.00 for each 5-minute period thereafter, or portion thereof. You will receive a late fee invoice the next day, and payment of the late fee will be due upon receipt.

If you are late more than one time in any week, your fee will double to \$10.00 for the first 5-minute period, or portion thereof; and \$20.00 for each 5-minute period thereafter, or portion thereof. You will receive a late fee invoice the next day, and payment of the late fee will be due upon receipt.

The official time will be based on the school clock located by the EXIT sign. You may want to set your watch with our clock.

If you are unavoidably detained due to an emergency, please notify the office (using the ACP cell phone 410-236-0748 after 3:30). When you are late, you cause the closing staff to be late picking up their children. Please note that your lateness has a trickle-down effect that impacts others.

In the event that your child has not been picked up by 6:30 p.m., and you have not contacted the school as to your whereabouts, we will attempt to reach out to each of the emergency contact names on your child's emergency form.

If we cannot get in touch with anyone to pick up your child, we will contact the Campus Safety Office and file a report.

Campus Safety will call the Baltimore City Police who will contact the Baltimore City Department of Social Services, Child Protective Services.

Child Protective Services will come to the university and pick up your child.

When you arrive on campus, go to the desk in the foyer of Gibbons Hall where you may contact Campus Safety and make arrangements to pick up your child.

REQUIRED ENROLLMENT FORMS* Forms are available on the Online Registration System

Each child must have on file, one week before the first day of the session, the following forms:

- 1) Emergency Form**
- 2) Health Inventory**
- 3) Immunization Certificate**
- 4) A Parent's Guide to Regulated Child Care (MSDE) **
- 5) Medication Authorization Form (required for every child for sunscreen)
- 6) **Swimming Pool Permission (5-6 year olds ONLY)**
- 7) Policies Acknowledgement (page 2 in the 2019 Summer Camp Parent Handbook)

***All forms should be completed and uploaded using our online registration system.**

****Students currently enrolled at ACP already have some of these forms on file. They will be entered into the online registration system by the ACP Office. New forms are not necessary unless changes are to be made. Immunization forms must be updated as students receive additional immunizations.**

SIGN-IN AND SIGN-OUT BOOKS

Located in the entry are sign-in and sign-out clipboards for each class. Please sign your child in when you arrive, and, when you pick up at the end of the day, sign your child out. Leave a current emergency phone number where we can reach you during the day and make note anytime a different 'pick-up person' will be coming.

Drop-Off: Teachers must be made aware that your child has arrived. Please check in with a teacher before leaving the school. Do not leave your child in the hallway or classroom unsupervised. Weather permitting, children will be on the playground with the teachers upon arrival. On rainy days, children will be in the Big Room. Whether we are indoors or outside on the playground, you must notify one of the teachers before you leave your child.

Pick-Up: Weather permitting, the children will be outside on the playground and can be picked-up there. Please remember to sign out. On rainy days, the children can be picked up in the Big Room. In either case, be sure to check in with one of the teachers to let them know that you are taking your child.

Due to parking restrictions, fire code, licensing regulations, and insurance policies, parents and siblings may not linger in the Big Room or on the playground. To insure the safety of all children and staff, please take your child and leave within ten minutes. This will also ease the traffic congestion on the parking lot.

INDIVIDUALS to PICK UP CHILD; CHANGES in CUSTODY

The school can release a child only to the parents or legal guardian of the child, or the individuals authorized to pick up the child whom the parent/guardian has listed on the *Emergency Form* provided by the state licensing agency. Staff members of the school may require any person who arrives to pick up a child to show a photo ID. All persons authorized to pick up a child must be at least eighteen (18) years old. If there is any change in legal custody of the child while the child is enrolled in the school, the parent must immediately notify the school and must provide the School Director with a certified copy of the Court Order confirming the change in custody. If an unauthorized person arrives at the school to pick up a child, the school staff will notify the parent immediately.

RELEASE of CHILD to INTOXICATED or DRUGGED INDIVIDUAL

In order to protect the children from any potential danger that could arise because of an individual's condition, and to protect the school against potential claims, it is the policy of the school to take all reasonable steps to avoid releasing a child to a person in a drugged or intoxicated state. Accordingly, if, in the opinion of the teacher present at the school, an authorized person who arrives to transport the child home from the school is in an intoxicated or drugged condition, the staff member will:

- a. Notify a parent or guardian of the situation;**
- b. Ask the person to leave his/her car at the school and take the child home using other means of transportation; and,**
- c. Offer to call another relative, friend or taxi (at the parent's expense) to drive the person and child home.**

If the parent or guardian insists on driving the child home, the school's staff member will notify Campus Security who will notify the local police department. If police officers agree that the parent or authorized person is intoxicated or under the influence of drugs, the parent or authorized person may be charged with public drunkenness and/or driving while under the influence. If any parent or guardian frequently arrives in an intoxicated or drugged state, the school will not only notify the police department, but also will alert other appropriate government authorities involved with the care and treatment of children.

HEALTH and SAFETY POLICIES

Illness: Please call the school (410-532-5399) or email (mashton@ndm.edu) or your child's camp teacher if your child is absent.

The school cannot permit any child who is ill with a contagious or communicable disease to attend school. If, in the opinion of the staff, a child arrives at the camp and is ill, the staff member will refuse to admit the child. If a child becomes ill while he/she is at the school, the school will immediately notify the parent. The parent or guardian must pick up a sick child as soon as possible. Any child with a fever is considered too ill to be at the school. A child sent home with a fever may not return until he/she has a normal temperature for at least twenty-four (24) hours. The school reserves the right to terminate the contract if your child is consistently brought to camp sick.

Administration of Medication: ACP's personnel cannot administer any medication including over-the-counter medicine such as aspirin, cough drops, decongestant, or other non-prescription drugs, as well as prescription medicine to a child unless the school has a Medication Authorization Form signed by the doctor and the parent.

Sunscreen: Parents must submit a signed *Medication Authorization Form* for the use of **sunscreen which is strongly recommended**. Apply sunscreen at home in the morning, and staff will assist your child to reapply sunscreen later in the day. Send sunscreen, labeled with your child's name, to the classroom teacher with the signed form. Please do NOT send sunscreen in a spray form.

Emergencies: If a child is injured or becomes seriously ill while at the school, every effort will be made to contact the parent. It is critical for each parent to complete the *Emergency Form* so that the school can contact the parent or other authorized person in an emergency and have the child treated if necessary. The parent must notify the school if there is any change in the emergency contact information.

Medical Examination: The State of Maryland Department of Human Resources requires that no child under 6 years of age shall be admitted to a day nursery (or other early care and education program) until he has been given a complete physical appraisal. The appraisal has to be completed within no more than twelve months prior to the child's admission to a preschool or child care program.

PROCEDURES for SUSPECTED CHILD ABUSE CASES

The school is required by law to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report abuse are subject to a fine.

CLOTHING

Two (2) complete changes of clothing must be available. If it is necessary for your child to use his/her change of clothing, you must replace those articles of clothing the next day. If it is necessary to use emergency clothing items belonging to ACP, please launder and return them the next day so that they will be available for other children's use as needed.

For Outdoor Play:

Since we use the playground daily during summer camp, we ask that all students please adhere to ACP safety rules regarding footwear: **NO open-toed sandals, NO wedges, NO flip-flops, NO Crocs**. Typical "tennis shoes" or other athletic-type shoes with closed toes are best suited for outdoor play. Socks are also necessary to prevent blisters. No sunglasses, please.

Dress for the Weather:

While summer days are usually warm, please note that the playground is in a very shady area and may be quite cool in the morning. Since we begin the day on the playground, please be sure that your child is dressed accordingly. Jackets and sweaters can easily be removed as it warms up.

MEALS AND SNACKS

A *Child's Place* provides a healthy morning and afternoon snack each day. We serve milk to the children with both snacks as well as at lunch time. Parents are responsible for providing lunch for their child. Lunches will be refrigerated, but ACP does not have facilities to heat lunches. We request that food, candy, gum, etc. not be brought to the school. No juice boxes are permitted. Snack menus are posted in the foyer/entrance hall on the Parent Information Board.

It is critical that parents advise your child's teachers and the ACP office of any food allergies. Substitute items may be provided by the parent, e.g., soy milk. ACP reserves the right to identify as a 'nut-free' environment if a student or students are reported as having health-related issues. Clear communication with ACP parents explaining preventative measures will take place if/when such an action is required based on current enrollment.

PARENT VISITATION

While we maintain an open door policy for parent visitation, we ask that visits be limited to observations through the two-way classroom windows unless arrangements have been made in advance with the teacher. Observing anonymously will give you a better perspective on your child's play patterns, behavior, etc. and will not disrupt the children's program.

Birthdays: Birthdays are fun for everyone. Contact your child's teacher if you wish to send in a special 'store bought' snack on your child's birthday. Healthy snacks are recommended, such as, fruit, muffins, squeezable yogurt, pure fruit popsicles, etc. The snack will be served during one of the day's snack times. Please be sensitive to the feelings of all the children if you plan parties at home. Unless all of the children in the class are invited to the party, send your invitations through the mail and not via the children's cubbies.

BEHAVIOR, DISCIPLINE, and BULLYING POLICY

At *A Child's Place* we strive for the ideal that the child commands his/her own self-discipline through self-control. Our rules and regulations are based on health and safety and those common courtesies useful in dealing with a group. If a child is out of control, he/she is reminded to use words to handle his/her problems, or he/she may be asked to take a short "time out" from the situation until he/she is calmer and can handle the situation in a more socially acceptable manner.

The purpose of discipline is to teach the child correct behaviors, not to punish misbehavior. Positive reinforcement and redirecting the child's behavior are two other ways to discipline a child. Staff members also act as role models, demonstrating socially acceptable manners and courtesies. Discipline must always be accompanied by demonstrating the expected appropriate behaviors and by a verbal explanation of how to behave the next time a similar situation arises. Role playing is a useful tool to help young children recognize acceptable and unacceptable behaviors.

The teaching staff primarily uses logical and natural consequences to teach the children self-control. Natural consequences are the result of going against the laws of nature, i.e., the child who refuses to eat lunch gets hungry. Natural consequences don't need any interference from adults, for example, when you don't wear gloves, your hands get cold.

Logical consequences are the result of going against the rules of social cooperation, e.g., if three-year-old Brad deliberately rides his tricycle into Kristen, Kristen may not want to play with him, or an adult may take away Brad's tricycle-riding privileges for a while. Logical consequences meet the needs of a particular situation. They have the following qualities: 1) they express the rules of social living; 2) they are related to the misbehavior; 3) they separate the deed from the doer; 4) they are concerned with what will happen now; 5) they are given in a friendly and supportive manner; and 6) they permit choice.

What is bullying?

There is a difference between play, which builds imagination, develops coordination, and teaches children about rules and responsibility, and bullying, which is chronic, frequent behavior that has, at its core, the intention to harm and intimidate. The most obvious forms of bullying are repeated hitting, shoving, chasing, or threatening. Other forms include name-calling, teasing, telling lies, and excluding. Bullying also includes taking or destroying another child's belongings. Bullying is very different from occasional roughhousing or behavior problems under usual circumstances. It is repeated roughness or repeated planned victimization. The intention of bullying is to cause deliberate hurt, physical or emotional, or to gain more power or control. Bullying usually occurs consistently between the same children.

While people mistakenly believe that bullying begins later in elementary school, unfortunately, it may also occur as early as the preschool years. Emergent bullying behavior is sometimes overlooked by parents and caregivers and deemed normal social experimentation. However, when a child believes that conflict is best resolved using threats or force, when he/she deliberately and systematically finds ways to inflict injury or harm, physically or emotionally, to their victim, and maybe even laugh after doing so, adults must indeed be concerned. Minimizing the importance of the issue sends a message to a child that being inconsiderate of other people's feelings is acceptable. Victims of bullying become shy, isolated, and fearful. The bully learns a false sense of his/her own importance and power and sets him/herself up for social failure.

At *A Child's Place*, the children's emotional and physical safety and well-being will always be the primary concern. ACP staff members are in a position to prevent conflict or take steps to reduce the likelihood of problems. While we want and encourage children to use their words to resolve their own conflicts, it is important to keep a reasonable standard of behavior in mind. Staff members demonstrate the behavior we want the children to imitate and emphasize that bullying is not acceptable. Staff members explain in simple language that bullying behaviors actually hurt others. It not only hurts the victim, but also the child doing the bullying – other children don't want to be friends with someone who bullies them.

Our goal at *A Child's Place* is to teach, not punish. Children who learn how to resolve conflicts, respect others, and handle frustration will refrain from bullying behavior.

PLEASE NOTE

The school may terminate your child's enrollment in summer camp, effective immediately, if any of the following conditions arise:

In the judgment of the preschool director and staff, the child's behavior threatens the physical or mental health of other children in the school; i.e. throwing objects, extreme temper tantrums, destroying school property, destroying personal property, fighting, hitting, biting, bullying.

TERMINATION by SCHOOL

1. Immediate: The school may terminate your child's enrollment in the summer camp effective immediately, if any of the following conditions arise:

- a. In the judgment of the school director and staff, the child's behavior threatens the physical or mental health of other children in the school; in the judgment of the director, the child's behavior threatens the physical or mental health of the staff in the school;
- b. A parent's behavior is inappropriate;

c. The child is brought to the school ill more than three (3) times within any 30-day period; or the parent fails to promptly pick up a sick child more than three (3) times within any 30-day period.

d. Late evening pick up three (3) times during a session.

If enrollment is terminated, you will receive a portion of the session fee, pro-rated on a daily basis for the period remaining in the session.

2. Two-weeks Notice: The school may terminate your child's enrollment upon two (2) weeks written notice to you if any of the following conditions arise:

1. Any of the conditions listed in (1-a), assuming that the school has not exercised its right to terminate immediately;

2. You fail to provide necessary items as described in the parent handbook; or

3. You fail to abide by any other terms of the enrollment agreement and parent handbook.

If enrollment is terminated upon two (2) weeks written notice, you will receive a portion of the session fee, pro-rated on a daily basis for the period remaining in the session.

POLICY CHANGES

Notre Dame of Maryland University reserves the right to change any policy stated herein. Written notification of any change will be posted at least two weeks prior to the implementation of any change in policy.