



NOTRE DAME
OF MARYLAND
UNIVERSITY

A CHILD'S PLACE

4701 N. Charles Street
Baltimore, MD 21210



PARENT HANDBOOK

Summer Camp 2021

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Office Hours: 9:00 a.m. – 3:00 p.m.

Monday through Friday

Tel: 410-532-5399

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After 3:30 call: 410-236-0748



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A Child's Place

Summer Camp: Policies Acknowledgement

Child's Name: _____

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

_____ Summer sessions (closed Memorial Day, May 31st and closed July 5th for 4th of July holiday)

_____ 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

_____ Summer Camp Parent Handbook Addendum for COVID-19

Your signature below indicates that you have read the Parent Handbook for ACP Summer Camp 2021, found online at the ACP website. Your signature further signifies that you understand the policies and procedures adopted by A Child's Place and agree to comply with them. A Child's Place reserves the right to make updates and revisions, as necessary.

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).*

MISSION STATEMENT

Notre Dame of Maryland University educates women as leaders to transform the world. Embracing the vision of the founders, the School Sisters of Notre Dame, the University promotes the advancement of women and provides a liberal arts education in the Catholic tradition. Notre Dame challenges women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

The mission of A Child's Place is to provide a safe and caring educational environment for the early learner, from age two through kindergarten, by creating

opportunities for growth in the life of the complete child: intellectual, emotional, social, and spiritual. The environment at ACP supports the child's individual and unique development and establishes patterns that build a strong foundation for a lifetime of learning.

Our mission is to help each child to meet their full potential so that they leave A Child's Place ready to learn and to meet with success in the next phase of their education.

At A Child's Place, our young students learn how important it is to care about and take care of each other as well as our world and all the creatures in it.

NONDISCRIMINATION POLICY

Notre Dame of Maryland University ("University" or "NDMU") values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement. Consistent with these principles, the University does not discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of age, ancestry, color, creed, disability, gender, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or protected veteran's status in accordance with applicable federal, state, and local laws and regulations including but not limited to Title IX of the Education Amendments of 1972 as amended (Title IX), Title VI of the Civil Rights Act of 1964 as amended (Title VI), Title VII of the Civil Rights Act of 1964 as amended (Title VII), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 as amended (ADA), and Age Discrimination in Employment Act of 1967 as amended.

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 CREDENTIALS

Teachers are employed by Notre Dame of Maryland University and must meet the standards set forth by the University's Department of Human Resources and the Maryland State Department of Education (MSDE.) MSDE requires all lead teachers of an accredited program to have a Bachelor's degree in Early Childhood Education or an Associate's degree with a minimum number of credits in early childcare or approved training in early care and education. The teaching staff at ACP meets or exceeds MSDE requirements. In addition, ACP staff continues to participate in the Maryland Child Care Credential Program which recognizes early care and education personnel who go beyond requirements of State licensing and registration regulations.

A Child's Place staff members are trained in CPR, AED, and Basic First Aid, as well as Medication Administration, Basic Health and Safety Training, Emergency Preparedness., and Active Shooter Training for Child Care Providers.

SCREEN TIME POLICY

A Child's Place adheres to rules and regulations as set forth in Maryland Code Regulations 13A.16.09.01. A child in attendance who is: younger than 2 years old may not be permitted to view any passive technology; and 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week.

No child may be permitted to view any: passive or interactive technology during a meal or a snack.

Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children 2 years old or older.

An occasional exception to the weekly passive technology viewing limit set forth in the regulation may be made for a special event or project, including a holiday or birthday celebration, or for educational content that is related to the child care center's curriculum. If an exception to the weekly passive technology viewing limit is made, a written record of the exception shall be made and retained on file that documents the: nature and duration of the programming viewed; and reason for the exception.

No child may be permitted to view any: media with brand placement or advertising for unhealthy or sugary food or beverages.

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 3 -- rihalopex@ndm.edu

Room 4 -- aford@ndm.edu

SUMMER SESSIONS

Summer camp begins on May 17, 2021, and runs through August 27, 2021.

Session I: May 17 to June 4 -- Art-O-Rama (closed May 31st for Memorial Day holiday)

Session II: June 7 to 18 --- Bugging Out!

Session III: June 21 to July 2 --- Digging Up Dinosaurs

Session IV: July 6 to July 16 (closed July 5th for 4th of July holiday) -- Under the Sea
Session V: July 19 to 30 -- Animals! Animals! Animals!
Session VI: August 2 to 13 – Outer Space is the Place
Session VII: August 16 to 27 – Let's Build It!

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 non-refundable \$125 deposit for each session that 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.

Deposit: Non-refundable \$125 for each session due at registration. \$100 will be applied to the camp fee. The remaining \$25 is the required registration fee for each child for each session.

Remaining Balance: Due one week before the session begins.

No refunds will be given after the first day of each session.
Missed or unused days will not be pro-rated.

TUITION RECEIPTS

An online receipt will be issued upon receiving your session payment. It is the only record of your camp fee payments that you will receive. Please keep your receipts for your tax records. Our Tax I.D. # is 52-0591641. ACP is not equipped to prepare yearly statements. If a duplicate statement is requested, there will be a processing fee of \$10.00 for each month requested.

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.

TOILET TRAINING POLICY

During early childhood, children learn one self-care skill that gives them more independence than any other skill they will learn during this phase of life -- toilet training. It is expected that the child who is toilet-trained will demonstrate independence in all aspects of using the bathroom.

All children must be toilet-trained. Pull-ups are not permitted. ACP is not equipped with either the facilities or the staff to be able to address potty-training here in preschool.

Children who are coming to preschool for the first time may experience a few accidents during the first couple of weeks of adjustment. Anything beyond two weeks indicates a lack of toilet training. If your child is not 100% toilet trained, you will be required to withdraw your child from the program until he/she is independent in his/her toileting and ready for preschool. Your child's space may then be given to the next child on the waiting list, or you may choose to continue your tuition payments to hold your child's space until he/she returns to school.

The staff of A Child's Place is aware that any of our young children may have the occasional bathroom 'accident.' Teachers handle this situation with sensitivity and care. To help eliminate stress to your child, parents are asked to send in two changes of clothes to have on hand in case of such an emergency.

A child who is fully potty trained can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the house.

The first one is the number one key to successful training. Children who are potty trained have the ability to perceive the event that is going to happen before it happens. Because we cannot allow children to just go in and out of the room to freely use the potty they MUST learn they have to tell us so that we can accompany them into the room and supervise them. At home you can allow them free access to the bathroom if you choose but we are prohibited by our regulations to allow them to go unaccompanied. Because of this they need to learn that they must tell the adult they have to go BEFORE they have to go.

NAP TIME

All campers under the age of five are required to rest daily from 1:00-3:00 p.m. By 1:30 p.m., everyone is settled and asleep or resting; rest time ends at 3:00 p.m. The school day is very active and challenging, and by mid-day most children are physically and mentally tired. Our day is more varied than a typical day at home, and children who normally may not require a rest period will usually welcome it at school. All schools providing a full-day early childhood program are required by Maryland State Code to provide a two-hour rest period during the school day.

Due to COVID-19, parents of three- and four-year olds, are asked to provide a small indoor, child-sized sleeping bag for nap time.

All preschool students under the age of five are required to rest daily from 1:00-3:00 p.m. By 1:30 p.m., everyone is settled and asleep or resting; rest time ends at 3:00 p.m. The camp day is very active and challenging, and by mid-day most children are physically and mentally tired. Our day is more varied than a typical day at home, and children who normally may not require a rest period will usually welcome it at school. All early care centers providing a full-day program are required by Maryland State Code to provide a two-hour rest period during the school day.

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 Memorial Day and the 4th of July holiday.

METHODS of PAYMENT

Payment may be made by credit card or electronic check 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 **PICK-UP TIME OF 5:30 IS NOT NEGOTIABLE.**

Due to COVID-19, based on a parent survey, each family will have a scheduled drop-off and pick-up time to which you must adhere.

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.

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 be advised at pick-up what the penalties are and will be given an invoice the following day which is 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

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) Emergency Form
- 4) Medication Authorization Form (required for every child for sunscreen)
- 5) Policies Acknowledgement (page 2 in the 2021 Summer Camp Parent Handbook)

PARKING

Due to COVID-19, the parents will no longer be allowed to park and bring their child into the preschool. (See COVID-19 Addendum). Drive into the ACP parking lot, but do not park your car. Cars will line up as they arrive during your assigned time period (based on the Parent Survey you completed). When you get to the front of the line, park in the single reserved ACP parking space.

***New ARRIVAL Procedure to Address COVID-19 Concerns:**

- Display the ACP Family ID Card in the front window of your car.
- Adhere to assigned drop-off schedule.
- Abide by traffic patterns and directions from ACP staff and NDMU Public Safety Officers.
- Drive into the ACP parking lot, but do not park your car. Cars will line up as they arrive during your assigned time period (based on the Parent Survey you completed).
 - o When you get to the front of the line, park in the single reserved ACP parking space.
 - o Get out of the car with your child.

- o You and your child must each wear a mask.
- o A staff person will be at a table in front of the entrance to ACP.
- o Use your own forehead electronic thermometer to take your child's temperature in view of the staff person and then show the thermometer/temperature to the staff person who will record it.
- o You will show the staff person your electronic pass to be on campus that day as a result of your answers to health questions about your child that you completed online before you came on campus.
- o You will use your own pen to sign in your child each morning.
- o A staff person will escort your child into the building and to their classroom.
- o After that parent leaves, the next car in line will pull into the single ACP parking space and begin the same process.

***New DISMISSAL Procedure to Address COVID-19 Concerns:**

- Display the ACP Family ID Card in the front window of your car.
- Adhere to assigned drop-off schedule.
- Abide by traffic patterns and directions from ACP staff and NDMU Public Safety Officers.
- During your assigned pick-up time period, you will line up in the same manner as you did in the morning.
 - o When you are next in line, pull into the single ACP reserved parking space.
 - o You will get out of the car wearing a mask and sign your child out using your own pen.
 - o One staff person will be there to identify you and the child you are picking up and go inside the preschool to escort your child from their classroom.
 - o The staff person will bring your child (wearing their mask) out to your car.
 - o You will place your child in their car seat and buckle them in.
 - o The next car will pull into the single ACP parking space to begin the same process. The process calls for all children to be picked up by 5:30 each day.

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

Medical Examination: The State of Maryland requires the parent to provide the following information prior to a child attending a Maryland State Department of Education licensed, registered, or approved child care or nursery school:

- A physical examination by a physician or a certified nurse practitioner completed no more than twelve months prior to attending child care;
- evidence of immunizations,
- and evidence of blood-testing for children living in designated at risk areas for lead.

If you notice that your child is not acting like their usual self in the morning, and you suspect that they might be coming down with something, even if there is no fever, please err on the side of caution and keep your child at home to see what develops. If a child comes to school and gets sick here, you will be called to come to for your child immediately. Unfortunately, by then, other children and teachers will have been exposed to the illness.

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.

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.

COVID-19 Infection Control Plans:

- Parents are required to keep sick children home. No medication to prevent and tamp symptoms. No fever reducing medicine. No temperature above 100.4.
- ACP has established routine, daily health checks on arrival, of both staff and children including daily morning temperature checks and NDMU's electronic COVID-19 health self-check for staff and a child's health check for parents to complete. Any temperature of 100.4 or above will require the teacher to immediately depart campus.
- ACP will monitor absences of children and staff.
- ACP staff will continue to teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Hand washing/hand hygiene will occur for all children and staff upon arrival and frequently throughout the day.
- Staff and children will wear cloth face coverings while in the preschool as appropriate for the age and individual needs of the child. Based on how developmentally appropriate it is for each individual child, all children will be required to wear facemasks inside the classrooms and when moving into and out of the building or into the shared hallway.
- Any child who develops COVID-19 related symptoms while at school will be isolated while the parent is called to pick up the child immediately. If a child has symptoms and tests positive for COVID-19 they will need to be fever free for at least three days, symptom free, and ten days post first symptom before being allowed back into the center with a doctor's release.

When a Staff Member is Diagnosed with COVID-19

- o A staff member with a fever or symptoms will be sent home immediately and required to self-quarantine and seek medical attention.
- o If a staff member tested positive for COVID-19 and had symptoms, clearance to come to campus may be assigned when:
 1. the individual remains fever-free without the use of fever reducers for 24 hours, AND
 2. symptoms have improved (e.g. cough, shortness of breath), AND
 3. it has been at least 10 days since their symptoms first appeared.
- o If an individual tested positive for COVID-19 but had no symptoms, the individual can be cleared to return 10 days after the test as long as the individual does not develop symptoms. If the individual develops symptoms, then the individual must follow the recovery strategy for those with symptoms.

- o Individuals who tested positive must submit a recovery self-certification form in order to be approved to return to on-campus activities. Notification for return to on-campus activities is directed through the Office of Risk Management & Public Safety.
- NDMU/ACP will notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and CDC Best Practices for Contact Tracing.
- Areas used by an infectious person will be closed off and not used until that space has been sanitized.
- We will wait 24 hours before cleaning, sanitizing, or disinfecting a suspected contaminated space to reduce risk to individuals cleaning it.
- Any staff members or parents of children who may have been exposed to someone who tested positive for COVID-19 will be advised to remain home and self-quarantine for 14-days, monitoring themselves for symptoms or get a COVID-19 test. Such individuals will not be allowed to come back to campus until after the 14-day period is over or their COVID-19 tests come back negative.
- If a staff member or child is diagnosed with COVID-19, that classroom will be closed and thoroughly disinfected by order of the Health Department. The families of the other children in that classroom will be notified of possible exposure and asked to self-quarantine for 14 days (or get a COVID-19 test). Contact tracing will be implemented to monitor possible spread.

Administration of Medication: The child must have a Medication Authorization Form signed by the doctor and the parent in order for A Child's Place staff to administer any medication including over-the-counter medicine such as aspirin, cough drops, decongestant, or other non-prescription drugs, as well as prescription medicine.

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.

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.

SNACKS AND LUNCH

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.

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. 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.

Parents are required to pack a lunch daily; ACP will provide milk. Due to COVID-19, we must conserve space for storing the children's lunches without cross-contaminating each other's lunch box. Therefore, we are asking that you send lunch in a brown paper lunch bag with your child's name on it. In addition, each child will be asked to bring a box of gallon-sized Ziploc bags. A staff person will place your child's lunch in a clean Ziploc bag when they are escorted into the building. Please keep in mind that ACP does not have facilities to heat food. Teachers will store children's lunches in a refrigerator until lunch time. We will not be able to heat or reheat individual lunches; please use a thermos for hot foods. If there is something in your child's lunch that is in a thermos, etc. to remain hot, please label the lunch bag so teachers do not put it in the refrigerator that day.

If a student or students in our program have a nut allergy which is serious enough to call for ACP to enforce a 'nut-free environment' in a classroom or throughout the entire program, parents will be advised and offered suggestions for acceptable alternatives.

*Lunch Bunch Option:

A Child's Place is offering a new OPTIONAL bagged lunch program for your preschooler this year. SAGE Dining will prepare bagged lunches that will be dropped off directly to A Child's Place for your child at lunchtime. Each bagged lunch will include a variety of items to appeal to the appetite of a preschooler. Milk will be provided daily by A Child's Place.

You must register for the Lunch Bunch online. After you register, you will be notified how and when to sign up for lunch. Bagged lunches will be \$5.00/day, and you must commit to one full week of lunches when you order. Lunch must be ordered one week ahead of time. Food allergies and dietary restrictions will be collected at the time of purchase.

Children should eat breakfast before they come to school since the morning snack is scheduled at approximately 9:15 a.m. The afternoon snack is at 3:15 p.m. after nap time. The school provides the morning and afternoon snack as well as milk at both times. The snack schedule will be shared in ACP newsletters.

VISITS, OBSERVATIONS, AND CLASS PARTICIPATION

Due to COVID-19, A Child's Place will not be able to allow classroom visits in the foreseeable future. Teachers are prepared to share frequent photos of your child and their classmates during daily class activities in an effort to help you follow what is happening in your child's class and to give you a perspective on your child's play patterns, socialization, behavior, etc.

Classroom Participation

Due to COVID-19, classroom participation by parents will have to be virtual this year. Each teacher has included in her program, a system for inviting parent participation at various times throughout the school year. Please be aware that you may receive notices from the teacher about special events in the classroom or be asked to sign up for a special virtual visit.

BIRTHDAY CELEBRATIONS

Birthday celebrations are fun for everyone. *Due to COVID-19, we must change our policy for allowing families to send in a birthday snack for their child. Instead, teachers will celebrate your child's birthday with a special snack.*

Please be sensitive to the feelings of all the children if you plan parties at home when COVID restrictions are relaxed in the future. Unless all the children in the class are invited to the party, send your invitations through e-mail and not via the children's cubbies.

LEAVING SCHOOL FOR APPOINTMENTS AND RETURNING

If you remove a child for appointments, they may return only if it is before 12:45 pm. The students' lunch period is over at 12:30. If your child misses the lunch period at school, arrangements for lunch will be the responsibility of the parent.

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.

CRISIS MANAGEMENT

Notre Dame of Maryland University has developed an emergency plan in the event of a crisis. In addition, A Child's Place has an "Emergency Preparedness Plan" which is continually updated and revised.

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.

RESPONSE TO QUESTIONS; RESOLUTION OF PROBLEMS

If you have a question or a problem, start by communicating with your child's teachers.

Day to day questions about your child's classroom activities can best be answered by the teachers.

If you need further assistance to resolve an issue, contact the school director or the assistant school director.

In addition, if you have a question about administrative procedures, you should contact the director, Mary Ellen Ashton (mashton@ndm.edu) or assistant director, Anita Ford (aford@ndm.edu).