



Hickory Child
Development Center

Parent Handbook

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PURPOSE

The Hickory Child Development Center (HCDC) is a nonprofit ministry of the Bel Air Church of the Nazarene. Our purpose is to provide a loving and caring environment where children can learn of God's love through a Christ-centered curriculum and carefully structured play. Our goals are also to provide each child the opportunity to reach his/her optimum growth and to develop spiritually, socially and academically.

ADMINISTRATION

HCDC is subject to The Manual of the Church of the Nazarene, Articles of Incorporation and Policy Handbook of The Bel Air Church of the Nazarene. The HCDC Board will be appointed annually by the Church Board. The local Church Board shall have final authority over the selection of staff, policies, practices and budget of HCDC.

LICENSING

HCDC is licensed by the Maryland Department of Education, Child Care Administration. Parents may access the booklet, "A Parent's Guide to Regulated Child Care," at www.marylandpublicschools.org/MSDE/child-care/child_care.htm. This is a publication of the MD State Department of Education.

DAYCARE, PRESCHOOL

We are a daycare facility that provides a preschool program.

ADMISSION

The "Health Inventory," "All About Me" form, immunization certificate, and emergency card must all be completed and on file before your child is admitted to HCDC's care.

TUITION

1. Tuition is due weekly on the first day of care. For Preschool students, it is due the first day of each month during the school year. School age students pay weekly in the summer.
2. The tuition remains the same regardless of holidays, vacations, and sick days. A metal box is attached to the wall outside the Director's Office for your payments.

LATE PAYMENTS

1. After 5 days late, a \$10.00 late fee will be incurred.
2. Three consecutive weeks of late payments, or no payment, will result in termination of care.

RETURNED CHECKS

1. There is a \$20.00 Returned Check fee.
2. Three returned checks will result in notification by the Director that you child's care will be terminated.

CHANGE IN CARE

1. If a parent requests a **decrease from full time to part time daycare or decides to remove the child from the center**, HCDC cannot guarantee a full time opening will be available if parent wishes to return to full time care.
2. If a parent decides to **remove their child** from the program, **two weeks** advance written notice is required. Two weeks pay will be accepted in lieu of the two weeks notice.
3. No refunds will be given during the two week notification period.

PROBATIONARY PERIOD

All children are admitted for a probationary period of **six weeks**. If a problem exists, the parent will be asked to a conference with the child's teacher and the director. At this time, a determination of the child's ability to function within the group will be made. It should be understood that, since we are a private organization, we reserve the right to terminate an enrollment at any time.

DAYCARE CHILDREN: **ARRIVALS**

1. We open at 7:00AM.
2. You will receive an ID code to enter the building. It allows you to enter the building at 7:00AM in the morning, Monday through Friday. The code does not work before 7:00AM, after 6:00 PM or on the weekends.
3. When dropping off your child, please make your good-byes short. This makes the transition go smoother.

DEPARTURES

1. HCDC closes at 6:00PM. Your ID code will not work after that time.
2. A \$1.00 per minute late fee per child will be assessed after 6:00PM.
3. Habitual lateness will result in termination of care.
4. Your child is released only to those listed on the emergency card. We must have a note from you if anyone other than you or the persons listed on your emergency form is to pick up your child. We cannot allow your child to leave the school premises unless we are absolutely sure of your child's safety.

PRESCHOOL CHILDREN

(Not in daycare)

ARRIVALS

1. Arrive no earlier than 5 minutes prior to starting time.
2. Please escort child to class.
3. Please assist your child with outerwear and hang it on hooks in the hallway.
4. Wait at the doorway until the teacher has greeted your child.

DEPARTURES

1. Please pick up your child promptly at the end of class.
2. A charge of \$1.00 per minute will be billed to parents arriving late.

It is against the law to leave children alone in your car. If this happens, we must report it, in compliance with the MD State Police.

INCLEMENT WEATHER

Daycare will remain open for students unless weather conditions are extremely severe. Call (410) 838-8290, ext. 239, to find out if we are closed or opening late.

Preschool classes are closed when Harford County Public Schools are closed.

Preschool classes will open one hour late (at 10:30 AM) when Harford County Public Schools are delayed 2 hours.

ILLNESS

DO NOT send sick children to HCDC.

Please keep your child home if he or she has any of the following conditions:

1. Infectious disease and any contagious illness
2. A fever over 100 degrees, non-medicated
3. A severe cold
4. Diarrhea within the last 24 hours
5. Vomiting within the last 24 hours

To return to care, your child must be free of fever, vomiting or diarrhea for a full 24 hours.

IF your child becomes ill during the day...

1. The parent or the adult on the Emergency Form will be called. The child will be separated, if possible, while waiting to be picked up.
2. You are expected to pick your child up immediately to insure the well-being of all the children in our care.

Highly contagious diseases (strep, RSV, Hand, Foot & Mouth Disease, Fifth's, Chicken Pox, Mumps, Pink Eye, etc.) require a **Doctor's Release** stating that your child can return to daycare.

If your child is **out sick for more than three days**, the State requires a note from the parent or a doctor stating that your child is ready to return to school and participate in the regular program.

Please report the onset of any contagious diseases so that we may warn parents to watch for symptoms in their child.

In the event that your child has **Lice**, we will handle it in the following manner:

1. The parent will be called to pick up the child, who will be quarantined immediately.
2. All children will be screened daily through the end of that week, and one week following onset.
3. Children with lice will not be admitted to care without a release from parent or doctor specifying treatment and confirming child is lice/nit free.

MEDICATION AT SCHOOL

- HCDC will not administer any medications without written permission and instructions from a physician.
- In every classroom, there is a Staff Member who is trained in CPR and First Aid.

IN THE EVENT OF EMERGENCY

These steps will be followed in the event of an accident at the Center:

1. Contact parent immediately.
2. Contact a person listed on the emergency form by the parent, if parent cannot be reached.
3. If necessary, call the doctor listed by parent on the emergency information.
4. Call 911 to take child to the nearest hospital if the situation warrants.

**The Parent will accept full financial responsibility
for any medical services needed.**

DISCIPLINE

HCDC views discipline as an opportunity to develop self-control in the child. The teacher will be sensitive to the individual nature and needs of the child, and will respond with respect and a desire to nurture self-esteem. When negative behavior must be acknowledged, the teacher will first gently redirect the child to appropriate behavior or activity.

These steps will be followed if misbehavior continues:

1. A verbal reminder is given.
2. A "time out" is given—one minute per yearly age.
3. If child does not respond to these measures, the director discusses the problem with the child.
4. If necessary, the child's parent is notified.

If the child's misbehavior is extreme, the following steps will be perused:

1. The child may be dismissed for the day.
2. Repeated problems will result in a parent conference.
3. A trial period and behavior modification techniques will be determined by parent/teacher/director.
4. If all avenues are exhausted, termination of care will be our only alternative.

ADVANCEMENT POLICY

- Preschool classes follow the school year.
- Daycare children advance to the next class as close to their birthday as possible and as long as there is space available in the new classroom. Parents will receive notification and information about the new classroom.

POTTY TRAINING

- All children entering the 3 and 4 year-old morning preschool must be potty trained. This room contains no diapering facilities.
- Teachers will help older 2's and 3's with toilet training. Parent must provide pull ups or extra underwear until training is complete.

FIELD TRIPS

Teachers may organize field trips supplemental to the curriculum.

1. A signed parental permission slip is required for all off-site field trips.
2. Safety seats must be used in accordance with Maryland State law.
3. HCDC will assume permission to accompany the group on walks or field trips on our property, unless you give written instructions otherwise.

HOLIDAYS

- Preschool classes will follow the Harford County Public School calendar for closings.
- The Center will closed for the following holidays:
 1. Good Friday
 2. Memorial Day
 3. 4th of July / Independence Day
 4. Labor Day
 5. Thanksgiving Day & the Friday after Thanksgiving
 6. Christmas Eve through New Year's Day

SMOKING POLICY

Smoking is **NOT ALLOWED** on the premises of HCDC or during any center-sponsored activity.

FOOD

Please DO NOT bring unfinished breakfast foods into the center. Parents must provide the food and drink for their children, except for milk at lunch, which we provide.

Preschool Classes Only

Parent must provide 1 snack with a drink box in a zip lock bag with your child's name on it. Do not bring a lunch box.

Daycare Children

Parent must provide: AM snack with drink, lunch (we provide milk) and PM snack w/ drink. Bring everything in ONE lunchbox with the child's name on it. NO THERMOS, please. Please use spill-proof drink containers. Lunches and snacks are refrigerated.

COTS AND BEDDING

Cots are provided by the center for toddlers through four-year-olds. Parents provide a crib sheet, small blanket, and optional SMALL pillow—all in one small backpack. Parents bring this at the beginning of the week and take it home at the end of the week for laundering. PLEASE PUT NAMES ON EVERYTHING! (School age children do not need bedding.)

PERSONAL BELONGINGS

PLEASE DO NOT SEND TOYS. Small soft toys for naptime are permitted. Each child must have a complete change of clothes, marked with child's name, for their cubby. Please provide diapers or pull ups if needed.

CLOTHING

Remember the following in dressing your child for school:

1. Dress children comfortably for play indoors and out.
2. No sandals please. Footwear should be safe for outdoor play - sneakers preferred.
3. Apply sunscreen at home, if desired.
4. Send your child with appropriate outerwear for walks and playground time. Per state regulations, children go outdoors every day, except during extremely inclement weather. A sweatshirt or sweater may be stored in your child's cubby in case of changing weather.

PLEASE PUT NAMES ON EVERYTHING.

BIRTHDAYS

Parents may supply a snack on or near their child's birthday so that the entire class can celebrate. Please notify the teacher in advance. **PLEASE** do not distribute birthday invitations in school unless the entire class is invited.

FUNDRAISERS

As a nonprofit organization, it is normal practice to conduct special projects for the purpose of raising funds for HCDC. The funds would be specific items that would benefit the children of HCDC, such as, playground equipment, new books, special projects and other classroom enhancements.