



A Ministry of Streetlite Christian Fellowship

Parent Handbook

**Policies and Procedures
Revised August 6, 2014**

MISSIONS STATEMENT

The mission of Streetlite Christian Child Development Center is to nurture the whole child in the areas of intellectual, physical, emotional, social, and spiritual development. Our passion is to instill in each child, a love for learning as we partner with the family in building a foundation for life-long education. We are committed to providing a safe, loving, Christian environment where children are valued and receive age appropriate opportunities to learn, explore and grow.

Location:

1121 Riverside Avenue
Baltimore, MD 21230

Mailing:

841 E Fort Avenue #318
Baltimore, MD 21230

410-539-2002 (Office)

410-539-3768 (Fax)

Website: www.streetlite.org

Email: streetliteoffice@gmail.com

Dear CDC Families,

Welcome to the weekday early education ministry of Streetlite Christian Fellowship! Streetlite has over twenty years of ministering to the needs of Federal Hill, Locust Point, and the surrounding communities. We are excited about providing quality, Christian education and care to young children in our neighborhood. It is our desire to partner with the family in nurturing the whole child in the areas of intellectual, physical, emotional, social, and spiritual development. Our enthusiastic teachers will assist and direct age appropriate activities supporting our thematic units of study designed to explore and develop a child's interests, talents and God-given potential. Our hope is to develop enthusiastic learners, as we help to build the foundation for life-long learning.

Thank you for entrusting your child to us at Streetlite Christian Child Development Center for your child's early education experience. We prayerfully look forward to a wonderful year of making memories as we learn, explore and grow together.

Blessings,

Carol Zimmerman

Carol Zimmerman, Director
Streetlite Christian CDC

Philosophy

At Streetlite Christian Child Development Center we believe children are a blessing from God and it is a privilege to teach, care for, and be a part of your child's early education. We seek to partner with parents in developing the "whole child" by addressing the needs of each child, mentally, physically, emotionally, socially, and spiritually. We believe the best preschool experience comes from providing opportunities for learning and growth through developmental, age-appropriate exploration, discovery, and hands-on experiences within a loving, fun, safe, Christian environment. Our desire is to create joy and eagerness for learning in our student's lives that will last a lifetime.

Program

Our curriculum is designed for active learning through hands-on, play based activities which primarily take place in a learning center environment. Weekly themes and Bible learning are age-appropriate and will include opportunities for art, books, nature, music, home living, dramatic play, games, blocks, puzzles, manipulatives, circle time, and outdoor play. Centers will also offer learning experiences in language arts, phonemic awareness, math, science, fine motor, and writing skills. Along with center time, the students will experience group settings of structured, guided instruction sensitive to the child's age and attention span. Learning experiences in Spanish and music and movement will also be offered to the children twice a week. Our desire in each of these learning opportunities is to provide an environment which allows each child to progress at his/her own pace and to experience success in the classroom.

Staff

Each of our teachers has their bachelor's degree and/or 90+ hours training in child care, as well as, experience teaching in the classroom. Our assistant teachers have completed 90 hours in child care training and/or experienced years as mothers caring for their own children and serving as teachers at church in the children's areas. Our aides are college and high school students, some pursuing education, also with experience assisting in the classroom at church. Our director has a bachelor's degree in education and a master's degree in religious education with years of teaching experience in the classroom. All of our staff in the building, including church and maintenance, have been fingerprinted and have had background checks and child abuse/neglect clearance with the state and federal government in compliance with the Office of Child Care for the State of Maryland.

Parent/Teacher Communication

Our mornings go by very quickly, the teachers are busy welcoming and caring for the children; therefore we encourage parents to communicate in writing using their child's daily folder, instead of lengthy discussions and visits at arrival and/or dismissal. If there is an urgent need or concern, please place a note in your child's folder and the teacher will be alerted as soon as the morning begins. Parents may request a meeting with their child's teacher at any time during the year. This can be arranged by calling the pre-school office. We will be happy to work with you to find an appropriate time for you to meet with your child's teacher as requested.

Progress Reports

Written developmental progress reports will be provided twice a year (January & May) to inform parents of their child's growth. Should any concerns arise throughout the year, the child's teacher will call the parents to set up a conference.

Tuition Payments

Tuition payments will be due on **Tuesday**, one week in advance of your child's attendance. **The first payment for our fall enrollment will be due no later than Tuesday, August 26, 2014.** Tuition will be due every week thereafter through the week of **May 18, 2015**. These tuition payments will complete our school year which ends on **May 29, 2015**. **Our summer session will begin on June 1, 2015 and tuition payments will be due the week of May 26, 2015.**

Tuition must be paid by **Tuesday**, one week in advance of attendance, without exception. For unexpected circumstances payments may be received before 9:00 am on Wednesday without penalty. Please let the Assistant Director know if extra time is needed. A **late fee of \$35.00** will apply to the student's account if not paid or discussed with the Assistant Director.

Payments may be made on a weekly, bi-weekly, monthly or semester basis. Payments should be placed in the drop box located inside the CDC foyer. If cash payments are necessary, please have exact change in an envelope labeled with your child's name on the front.

***** Return check fee - \$40.00**

Please make all checks payable to **Streetlite Christian CDC**. A copy of the financial policy is included at the back of the handbook for your reference. An additional copy is provided for you to sign and return with your child's records.

If the center is closed for holidays/inclement weather, or if your child is absent, **tuition will not be discounted or refunded.**

Streetlite Christian CDC is a non-profit service to the community. For that reason we are unable to make adjustments to our tuition rates due to operational expenses and our obligation to staff. If unusual circumstances arise within your family, please speak to the director or the assistant director to share your needs so we may work together to make arrangements for payment.

Additional Hours of Care/Late Pick-Up

Additional hours of care may be arranged as needed at a rate of \$8.00 per hour if positions are available. Please call ahead to make arrangements if additional hours are needed. An Additional Hours of Care/Late Pick-Up form (pink) should be completed and submitted to the office for approval. **This applies to arriving before your child's scheduled start time or if staying longer than the regular pick-up time. Please pay for overtime care no later than one week following the date of care.**

Picking up a child after 6:00 p.m. will result in a late fee of \$1 per minute. The late fee may be paid at pick-up or billed to your account and paid within the week. Please call if you know you will be delayed from picking up your child at the scheduled time, so we may reassure your child of your arrival.

Withdrawal

A two week notice (in writing) is required for withdrawal and is to be submitted to the Director of Streetlite Christian Child Development Center.

Items to Bring

Each child should have:

- **Large zippered backpack** that is easily opened to bring home folder and school projects; child's name should be **clearly marked** on the OUTSIDE of the backpack.
- One **vinyl pocket** folder
- **2 Changes of clothing** in a zip-loc bag, labeled with name (top, bottom, underwear, socks) – 1 set will stay in your child's cubby and 1 set will be kept for the school year as part of our Emergency Preparedness Plan. For the Emergency kit please include sweat pants, underwear, and a T-shirt. This will be appropriate for any season.
- **Disposable diapers and wipes** for children not potty trained.
- A well balanced lunch if staying for extended care. We refrigerate all lunches. Please pack food which does not need to be heated or cooked. Lunch boxes should be clearly marked on the

outside of the lunch box. If backpacks and lunch boxes are not clearly identified with the child's name, the CDC staff will label it for you.

- A small stuffed animal for children staying through extended care is permitted. These items, if needed, will remain at school for your child.

Items Not to Bring

No toys should be brought from home. We will have designated "show and tell" days on our calendar requesting special items from home as part of our curriculum.

For children staying for extended care, nap items (cots, blankets, pillows and sheets) are provided and washed weekly. Please do not send in large bed-size pillows and blankets.

Clothes and Shoes

Washable play clothes and closed-toe tennis shoes are recommended for preschool activities. Children should be free to play without worry of getting dirty during playtime and remain safer from falls with closed-toe shoes.

NO one piece body suit or onesie should be worn. Children who are toilet training (or toilet trained) should be able to manage their clothes easily. Elastic waist bands on bottoms with **NO BELTS** or **BUTTONS** are recommended. This enhances a child's sense of accomplishment and self-esteem to be able to manage their personal needs on their own, and it may help reduce accidents.

Arrival and Departure Procedures

Streetlite CDC will operate from 7a.m.-6 p.m. If the doors are locked please ring the bell. If your child is scheduled to arrive before 8:00 am, he/ she may bring breakfast.

The CDC offers several ways to drop off your child...

- **Before 8:20 am** an adult may bring a child to the **multi-purpose room**, sign the child's name on the Sign In/Sign Out sheet, state their time of arrival and any special instructions for the day and deliver the child to the staff on duty in the room.
- **At 8:20 am**, a parent or responsible adult may bring a child directly to his/her **classroom**. The adult should sign the child's name on the Sign In/Sign Out sheet, outside of the classroom, state the time of arrival and any special instructions for the day.

Adults bringing or picking up a child need to be sure a staff member in the room is aware of the child's arrival or departure.

The dismissal for children attending the morning preschool is at 11:30am. All children will be dismissed from their own classrooms. Parents or authorized adults should come into the building and go to the child's classroom door and sign the child out on the Sign Out sheet. Teachers will release children only to persons whose names are listed on the child's emergency contact form. **If someone other than an authorized adult comes to pick up your child, this change should be in writing and given to the classroom teacher or called into the CDC office. The written change or addition should be dated and signed by the parent or guardian. A photo ID is required until we are acquainted with all those authorized for pick-up.**

IMPORTANT NOTE:

If there are any court orders which affect your child such as custody orders, guardianship, restraining orders, etc., please speak to the director. A copy of the possession portion of any court order must be placed in your child's file for the protection of all concerned with your child's care. Your child's protection is a priority, and it will help us to meet that need if we are aware of any special circumstances.

Streetlite Christian Child Development Center Discipline Policy

The Discipline Policy of Streetlite Christian Child Development Center is to guide children in a positive way by letting them know they are accepted, setting limits, and giving respect. A young child needs to feel totally and unconditionally accepted. They need to know that their teacher loves them and God loves them. Limits are necessary to help them learn self-control. These limits help us to live and work safely in a world with others. Teachers set these limits the first day of school and through consistency the children learn them. Reasonable limits give children an opportunity to choose their behavior. All children need to know they are important, respected, and loved.

Our two school rules are:

1. **Be Kind**
2. **Be Safe**

Discipline within the center's setting will seek to:

- Reinforce the positive behaviors of the child,
- Listen carefully to the child as they express their feelings,
- Model appropriate Christ-like behaviors (actions, words),
- Provide choices with realistic limits, and
- Provide logical, natural consequences (as described on the following page)

Discipline Techniques

“Praise and Encouragement”- Positive, kind words that acknowledge appropriate behavior will be spoken to reinforce future practice of the desired behavior.

“Modeling”-Staff members seek to model Christ-like attitudes, words, and appropriate behavior. So much of behavior is “more caught than taught.”

“Redirection”- This action is used to help a child move to another activity when the teacher sees a problem about to occur.

“Time Out”- Children sometimes need to be removed from an area to a quiet place to think about their actions. This action is taken after the teacher has spoken to the child about his behavior. The child will sit out for 2-4 minutes depending on the age of the child. At this time the teacher talks to the child about the inappropriate behavior and better solutions to the problem.

“Parent Involvement”- The teacher will at times communicate with the parents about the child’s behavior. Working together usually helps the child want to change their inappropriate behavior.

“Sending the child home”- This is done only if the child is behaving in an uncontrollable manner. An example would be biting more than one time in a morning. This will be a last option when all other methods have failed.

Dismissal of a Child

The program reserves the right to dismiss any child if, after entering, his/her behavior is not acceptable or is disruptive to the total group experience or if tuition and fees have not been paid according to the financial agreement.

Celebrations

Children love to celebrate; so do we, at Streetlite Christian CDC! Teachers will send notices home concerning scheduled party details. In planning party favors, treats, etc. we do ask that our policies about particular holidays be honored. This will help us to fulfill our commitment to you in providing a distinctly Christian learning experience. Any questions regarding celebrations may be directed to our staff.

Harvest Time is emphasized more than Halloween. Costumes may be worn, but please no ghosts, witches, or other scary Halloween symbols.

Thanksgiving is celebrated with feast days, emphasizing the Christian heritage we share with early settlers of our country.

Christmas celebrations focus on the birth of Jesus as our Savior and less on the emphasis of Santa. We will spend the month making special crafts and counting down to Christmas when we will have a “Happy Birthday, Jesus!” celebration at party time.

Easter is the most important of Christian holidays! We will celebrate our Savior’s resurrection during this special time of the year with a party and egg hunt. Less emphasis will be given to make believe aspects associated with Easter, such as the Easter bunny.

Birthday Celebrations

Parents may provide special snacks for their child’s class on birthdays. For children with birthdays during the summer months, arrangements can be made for an alternate date. Those participating in the summer program may celebrate summer birthdays. Special plates, napkins, or cups may be sent, but are not necessary. Each child will receive a birthday memento to begin the day and we will do our best to make each child’s birthday a special day.

Please check with your child’s teacher concerning any food allergies before bringing food to the classroom. Thank you.

Streetlite Christian Child Development Center
Schedule of Important Dates and Closings
2014-2015

Labor Day, Monday, September 1, 2014 - closed

First Day of School – September 2, 2014

Thanksgiving Day and the day after, November 27, 28, 2014 – closed

We will be closed December 24, 2014 through January 2, 2015 for Christmas / New Years.
(The week of December 29- January 2 will be a non-tuition week).

Will reopen January 5, 2015

President's Day, Monday, February 16, 2015 - closed

We will be closed Friday, April 3 – 10, 2015 for Easter / Spring Break.
(The week of April 6 – 10 will be a non-tuition week).

Memorial Day, Monday, May 25, 2015 - closed

Last Day of School – May 29, 2015

Summer Program – June 1, 2015 – August 21, 2015

Friday, July 3, 2015 - closed

August 24-28, 2015

(These will be Teacher Professional Days as we prepare of the 2015-2016 school year. This will be a non-tuition week.)

We will be closed for the days listed above. **Full tuition will be charged for any week containing a holiday, except for the full week after Christmas and New Years Day, Easter Week and the Teacher Professional Days.**

Snow Policy

In the interest of safety for our families and staff, the preschool program will follow Baltimore City Public schools for inclement weather closures. We have made some changes to our Snow Policy. These are the new guidelines:

- If Baltimore City Schools are **CLOSED**, we will be **CLOSED** for all students.
- If Baltimore City Schools are delayed 1 hour, we will **OPEN** one hour late.
- If Baltimore City Schools are delayed 2 hours, we will **OPEN** 2 hours late at 9:00 a.m. Our morning preschool will be closed, but we will be open for afternoon preschool, extended care and full time students.

Illness and Health Policy

All state forms, including medical/immunization records, must be completed prior to the start of the school. For the protection of your child and the other children, any child who appears ill cannot be accepted in school. Please **do not** medicate children to bring a fever down in order for them to attend. Children must be free of fever and other symptoms **without medication** for twenty-four (24) hours prior to return to school. If a child has been under a doctor's care, please obtain a doctor's release to school to give to their classroom teacher.

Signs of Illness

- Fever of 100 degrees or higher within the previous 24 hours
- Vomiting and/or diarrhea – must be symptom-free for 24 hours
- Any symptoms of the usual childhood diseases
- Common cold – free of all symptoms (including runny nose)
- Sore throat
- Unexplained rash or any skin infections
- Pink eye and other eye infections

Children who become ill during the school day will be isolated and the parents will be contacted to pick-up the child immediately.

Medications

The Maryland State Department of Education (Office of Child Care) regulations permit the administration of prescription and non-prescription medication to children in care under certain conditions. Prior written permission from the child's parent is a requirement. It is preferable that all medications, especially the first dose, be administered at home whenever possible, but if medication is required during hours of attendance, a "**Medication Authorization Form**" must be completed by the parent. This state form must be completed or no medication may be given. The original form will be placed in the child's enrollment file and kept in the CDC office. Blank forms are available in the Director's office.

Medication must be kept in the office for the safety of the children!

PLEASE DO NOT LEAVE ANY MEDICATION IN A CHILD'S BACKPACK!

Absence

Children with colds, fever or signs of contagious diseases will be expected to remain home. If he/she contracts a contagious disease, such as mumps, chickenpox, measles, strep throat, head lice, etc., and he/she may have exposed others at the school, **please call** the school office at 410-539-2002. This allows us to inform other families, so all concerned have the opportunity to take timely precautions or treatments as necessary.

Outdoor Play

We are required to spend time outside each day, weather permitting. Please dress your child appropriately to enjoy God's beautiful outdoors. If weather does not allow us to go outside, large muscle activity will be conducted in our multi-purpose room.

Emergency Notification

In the event of an emergency, you will be notified by e-mail and/or a text message. Please make sure your contact information stays current throughout the year.

**Streetlite Christian CDC
Financial Agreement**

1. Tuition payment will be due **Tuesday**, one week in advance of your child's attendance without exception. **A late fee of \$35.00 will apply after 9:00 am on Wednesday.**

2. **Tuition payments should be deposited in the drop box located in the CDC Foyer. A check or money order is preferred** and strongly encouraged. However, if a cash payment is necessary, exact payment must be in an envelope with the child's name and dates of coverage. **Checks should be made payable to Streetlite Christian CDC and include child's name on the memo line.** Payments should not be given to teachers or placed in the child's backpack.

3. **If you are unable to make your payment on time, please contact the Business Office as soon as possible** to make appropriate payment arrangements. Our school is a non-profit entity. Therefore, it is very important that your account remains current so that we can pay our staff and maintain operations. Accounts that are not kept current may result in the loss of your child's position in the school.

4. If the center is closed for holidays/inclement weather, or if your child is absent, **tuition will not be discounted or refunded unless otherwise stated.**

5. We offer a 2nd child discount of 5% of the lowest tuition. This figure is rounded to the nearest dollar.

6. **A minimum two-week notice must be given before withdrawing your child from school.** Any emergency situations should be discussed with the Director. The Streetlite Christian CDC reserves the right to withhold student records if any tuition/fees are left unpaid. Future registrations for a child and/or sibling will not be accepted if a prior balance exists.

7. **The CDC will be open until 6:00 pm. If a child is picked up after 6:00 pm, a late pick-up fee of \$1 per minute will be assessed.**

8. ***** Return check fee- \$40.00**

9. Pay Pal is available. This service requires an additional **3% fee added** to the tuition rate.

Signature of Parent/Guardian _____ Date_____

PARENT AGREEMENT

I, _____ whose child _____
(Parent/Guardian's Name) (Child's Name)

is enrolled in the Streetlite Christian Child Development Center, have received a copy of the Parent Handbook. I have read and understand the policies and procedures described in the Parent Handbook, and I agree to abide by them.

Signature of Parent/Guardian _____ Date _____