

The Good Shepherd School Handbook

2019-2020



Delight in Discovery and Development

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www.school.goodshepherdruyton.org

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THE MISSION STATEMENT OF THE GOOD SHEPHERD SCHOOL

The cornerstone of the program at the Good Shepherd School is its commitment to nurturing each child as a unique individual with a special set of gifts. The faculty and staff seek to instill in each child a strong sense of self-worth and a love of learning. We strive to help each child in our care to grow socially, intellectually, emotionally, physically, and spiritually.

We believe that young children learn best through play and active engagement. School activities are designed to engage their interest and enthusiasm. Through these activities, age-appropriate concepts and skills are introduced and reinforced. Attention is given to each child's developmental readiness so that the child experiences success while enjoying a challenge.

The Good Shepherd School, established in 1958, continues to operate under the auspices of The Church of the Good Shepherd. The school offers morning classes for two-, three-, and four-year-olds, two one-morning-a-week adult-toddler programs - Little Lambs and Busy Bears, a pre-kindergarten program with three full days, and an optional afternoon program for threes and fours.

The Good Shepherd School welcomes students of any race, color, and national and ethnic origins.

GOALS FOR THE WHOLE SCHOOL PROGRAM

The children are encouraged to:

- develop feelings of positive self-worth
- develop independence and self-control
- develop social skills
- think, reason, question, and experiment
- further their language development
- develop their small and large motor skills
- develop sound health, safety, and nutritional practices
- develop and explore creative expression
- have exposure to a developmentally appropriate understanding of God and His love
- develop a sense of caring and concern for others

DUE OPENING DAY

**Thank you for helping us meet
Maryland State Department of Education mandated requirements.**

- * Health Inventory (New Students only)
- * Emergency Form (A new one is required every year, signed by a doctor if a medical condition is present.)
- * Parent/Student Profile
- * “A Parent’s Guide To Regulated Child Care” (see Handbook pages 22 & 23) - verification of receipt

Any additional items requested by your child’s teacher in her July letter.

- * **These items are required by the State of Maryland and children will not be admitted to school without them.**

THE GOOD SHEPHERD STAFF

Director:	Sarah Lemon
Finance Manager:	Sheri Aybar
Office Manager:	Peggy Porter
Kindergarten:	Kristen Schiminger – teacher, Julie Miller- assistant Kathy Gaines, Mary Gilmore - PM teachers
Extended Pre-K:	Peggy Utermohle - teacher, Lynn Riley- assistant
PreK:	Bettye King - teacher, Bridget Myrick – assistant Kathy Gaines- teacher, Alison Jackson - assistant
5Day3s:	Kim Carter- teacher, Ann Marie Sears – assistant
3Day3s:	Laura Shmerler- teacher, Mary Gilmore- assistant Jennifer Moore - teacher, Ridgely Bowman - assistant
3Day2s:	Nadine Warren - teacher, Robbi Walls – assistant Jeanette Bingel – teacher, Jamie Halloran - assistant Annie Greer- teacher, Nicole Fitzsimmons - assistant
2Day2s:	Jeanette Bingel - teacher, Natalie Nichols - assistant Nadine Warren - teacher, Robbi Walls – assistant
Busy Bears:	Alicia Connor - teacher, Brook Yearley - assistant
J2s:	Alicia Connor - teacher, Annie Greer - assistant
Little Lambs:	Alicia Connor - teacher, Kristin Chottiner - assistant
Creative Movement:	Sasha McNeeley
Art:	Alicia Connor
Library:	Jen Moore
Music:	Annette Bednez
Chapel:	Rev. Arianne Rice

BOARD OF DIRECTORS

Poppy McClellan	School Board Chairman
Arianne Rice	Rector, Church of the Good Shepherd
Eric Brennan	Finance Chair
Liza Ebeling	Vestry Representative
Dee Baker	Parish Representative
Megan Thomas	Parish Representative
Sydne Goodier	Parish Representative
Lauren Cole	Parent Representative
Bill Hildebrandt	Parent Representative
Eden DeNardi	Parent Representative
Kristin Schiminger	Staff Representative
Liz Brennan	Parents' Association Co-President
Katie Melnick	Parents' Association Co- President
Sarah Lemon	School Director
Sheri Aybar	Finance Manager

Afternoon Programs

Kaleidoscope (KAL): 12-3:00 p.m.	Monday through Thursday Open to children age 3 and toilet trained through PreK. \$ 30 per day (semester rate) \$ 35 per day for drop-ins
Art Doodles 12- 3:00 p.m.	Friday afternoons Open to children in the PreK programs. Full Semester registration required
Globe Trotters: 12-3:00 p.m.	Friday afternoons Open to children in the 3-year-old programs. Full Semester registration required

Lunch: REMINDER – WE STRIVE TO BE A NUT-FREE SCHOOL. Please check all items before you send them in. The Department of Human Resources requires that we refrigerate your child's lunch. Children bringing lunch to school for afternoon programs are also asked not to bring "junk food." In striving to teach the children the benefits of nutrition and a balanced diet, it is counterproductive for them to eat unhealthy food. We ask the children to leave large amounts of uneaten foods in their lunch boxes so you can see what they did not want and are able to better judge what to pack. Please place a note in your child's lunch box to let us know you used another type of butter rather than peanut butter.

Thanks Bunches for Making Fun and Safe Lunches

Please remember to pack:

- Child-sized drinks -- juice boxes are super.
- Utensils as needed
- Napkins
- Straws for drinkable yogurts
- Oranges that are already peeled or sliced

Please Avoid:

- Nuts or foods with traces of nuts in products
- Nut products in the Lunchables

(The list of ingredients will clearly state if nuts are in the food OR if the factory where food is produced is not a nut-free facility.)

Choking hazards; hard candies and lollipops are not allowed.

- Foods that need to be heated; we are not able to heat food.

Dismissal: All children must be picked up promptly. A late fee of \$5.00 for every 10 minutes will be charged after 3:00 p.m. for Kaleidoscope, Art Doodles, and Globe Trotters. Please make every attempt to be on time; many of our teachers must leave promptly as they have other commitments after school.

THE CHURCH OF THE GOOD SHEPHERD AND THE GOOD SHEPHERD SCHOOL

A JOINT VISION FOR CHILDREN

We affirm that all children are a gift of God, created by God and created good. All children are a gift to the whole of the human community; all children have a real faith and gifts for ministry; all children have the right to be children; and all children are not just tomorrow, they are today.

Therefore, we are called

- to love, shelter, protect, guide, and defend children within this community and in the world;
- to nurture and support families in caring for their children, acting in their children's best interest, and recognizing and fostering their children's spirituality and unique gifts;
- to give high priority to the quality of planning for children now, and the preparation and support of those who minister to them.

Because Jesus welcomed children and encouraged us to welcome them in His name and because He lifted up a child as an example of what the realm of God is like, we covenant to act in such a way that this vision may be made real for all children, now and in times to come.

Through The Good Shepherd School, we strive to provide a good foundation based on Christian principles. This enables the Church to invest in the future of hundreds of children, some of whom might otherwise never experience Christian love and community.

The Good Shepherd School is a concrete expression of the Church's care for young people and their families and of the belief that God calls us to love all of His children.

The Vestry of The Church of the Good Shepherd
The Board of Directors of The Good Shepherd School
June 10, 1998

The Good Shepherd School was established as an outreach of The Church of the Good Shepherd. Parish resources are available for all school parents. Each family is welcome to participate in all activities and worship services. Parents will receive the Church's monthly publication, *The Fold* through the school.

THE NATURE OF PLAY

At Good Shepherd, we recognize that experimentation is natural and desirable in preschool children. We support, applaud, and nurture creative play – understanding that it is crucial to each child's healthy development. Children use their play as a way of making sense of the experiences that they have and they learn the life-long skills of cooperation, sharing, and conflict resolution when they want someone to join them in their play. Play helps them to understand and master personal experiences, ideas, and feelings. It feeds the imagination and the ability to symbolize. It is a powerful force in the development of special and unique individuals and in each child's progression toward literacy and mathematical reasoning.

These are the positive aspects of child development as they relate to play. Equally important is the fact that preschool children do not have the words or the problem-solving skills to express their feelings in peaceable and appropriate ways in all situations. As a school, our first premise is safety. We base each and every decision on the need to keep each child in our care safe from harm.

Our goal then is three-fold: to ensure that play serves its optimal role in development; to maintain an environment that is as safe as possible for each and every child; and to consciously and deliberately teach life skills, especially self-restraint and compassion. Our stance is pro-active. We teach children the skills necessary to express a full range of feelings, including frustration, anger, and sadness, in healthy, appropriate ways. We structure the day to encourage creative play and to deter play that could be unsafe or threatening to others. The physical environment is arranged to minimize crowding, to allow for freedom of movement between areas, and to enhance a feeling of well-being. Time is provided for free play, group projects, helping roles, a consistent routine, and the social interactions that teach social skills. Many of our classroom materials support pro-social and nonviolent themes and the principles of justice and harmony, inviting cooperation and de-emphasizing the importance of possessions and competition. We offer a religious program that uses developmentally appropriate stories and activities to reinforce the Christian ethic. We respond to children with respect and encouragement, intervening constructively when necessary and eliminating rewards for aggression. And most importantly, we purposefully teach appropriate responses to aggressive situations, using books, puppets, classroom materials, and actual situations that arise in the classroom. Children are coached through nonviolent conflict resolution; meaningful consequences are designed when necessary and conflicts are defused before they escalate. Kind acts are noted, and specific social skills are taught including respect, responsibility, problem solving, cooperation, sharing, helpfulness, assertiveness, self-awareness, listening, impulse control, decision-making, empathy, and perspective taking.

Within this context we use incidents that occur naturally in school as teaching tools. We involve the children in the process of creating solutions to conflicts and we make them a part of the solution. Overall, our children must learn respect by being respected, learn love by being loved, and learn trust by being trusted.

Underlying these guidelines is one specific rule. We do not allow toy guns or weapons at school. Any play involving the creation of guns or weapons from other materials (Legos, for example) is discouraged and diverted. We are always conscious of preventing activities that may threaten or intimidate other children in any way. "Show and Tell" is designed to encourage the development of communication skills and the sharing of information that is beneficial to others in the class. For this reason, "fad" toys are discouraged, and guns and weapons are prohibited. This one prohibition and the corresponding guidelines allow us to optimally respect the play of children and nurture their growth as individuals with virtue and character.

DISCIPLINE

The philosophy of The Good Shepherd School is to offer a program that fosters the development of the whole child: social, intellectual, emotional, physical, and spiritual. We strive to challenge the children and at the same time to ensure their success in a school setting. In keeping with this philosophy, our discipline policies guide the children to limit undesirable behavior and develop desirable behavior and good social skills, while maintaining and enhancing self-esteem.

Good Shepherd teachers plan the classroom environment to prevent conflict. Toys are within easy reach of the children. Children can engage in a variety of activities with sufficient space. There is an adequate supply of materials and toys. And most important, the child-to-staff ratio is kept low and generally exceeds the guidelines established by the Department of Human Resources. With these ratios, problems can be addressed promptly, and the children's needs met properly.

Throughout the day, teachers model behavior that we want the children to emulate such as sharing, talking about feelings, and problem solving. An uncooperative child can be gently moved to action and given verbal encouragement. Teachers can initiate the desired behavior with a child. Sometimes, privileges can be withdrawn so children learn the connection between their actions and logical consequences. Aggressive behavior is stopped calmly by the teacher and then discussed privately. A child who is asked to sit quietly to regain self-control is not isolated completely but is removed from the activities of the other children. This gives the child a chance to regain control and gives the teacher an opportunity to talk with the child about what was wrong and about alternative behaviors. Cooperative behavior is praised consistently so it becomes a desired model.

The following disciplining behaviors are not used: physical roughness, verbal harshness as in yelling and name-calling, comparing children with others, sarcasm, shaming, isolation without adult supervision and/or ignoring conflict.

Teachers welcome and will initiate communication with parents. The school and the family work together as partners to solve any discipline problems. Learning self-control is a process. At Good Shepherd, we consciously teach pro-social behaviors.

THE PARENTS' ASSOCIATION

The parent body of Good Shepherd plays a very important role in the social and financial life of the school. Each adult family member belongs to The Parents' Association. This year's Parents' Association officers are **Katie Melnick** and **Liz Brennan** Co-Presidents; **Stephanie Martin** Treasurer. The Association operates under by-laws that are available in the school office.

As a fund-raising organization, the Parents' Association traditionally sponsors a number of fundraising and "friend"-raising events like the welcome cocktail party, Fall Festival, an auction and a variety of other events. The Parents' Association emails news and events online. All parents are welcome to contribute.

We trust that every parent will consider his/her membership in the Parents' Association an important link to the school community and the welfare of the children.

ACCREDITATION

The school was voluntarily accredited by the National Association for the Education of Young Children (NAEYC). In the fall of 2001 we received re-accreditation. However, the Board voted in 2004 to allow our accreditation to expire as a result of dramatically increased fees and policies that NAEYC has implemented that do not apply to our school's philosophy. We are required to maintain the standards and policies of the Baltimore County Department of Human Services and Maryland State Department of Education.

POLICY ON NON-DISCRIMINATION

The Good Shepherd School welcomes students for admission of any race, sex, national origin or religious affiliation. It does not discriminate on the basis of race, sex, national origin, or religious affiliation in the administration of educational policies, in the hiring of staff, or in the distribution of Scholarship or Emergency Relief funds.

ADMISSION CRITERIA

Children must be two years old by September 1st of the year that they enter the two-day-two program and three years old by September 1st of the year that they enter a three-year-old program. Children in the J2s class must turn two by December 31st. Children in Pre-K classes must turn four by September 1st. Children in Kindergarten must turn five by September 1st. Placement in other classes is based on maturity as well as chronological age. Preference is given to children who are re-enrolling, to siblings of enrolled students, and to children of active members of The Church of the Good Shepherd. Applications are accepted the October prior to the September of the entrance year. Applications are not maintained from one year to the next.

TUITION FEES AND PROCEDURES

The registration deposit for current students and siblings is due in January. **The non-refundable deposit of \$300 will be applied to the second semester tuition.** Parents are responsible for the entire tuition unless they provide written notice of withdrawal before May 1st. First semester tuition is due in July and the second semester tuition is due in January. There are three payments if your child is in the Pre-Kindergarten and Kindergarten (May, July and January). All payments will be processed electronically through FACTS Management Company.

HEALTH AND SAFETY

The health and safety of your children are of primary concern to the school. Please help us by seeing that your children are properly clothed and not suffering from a contagious infection, including active colds.

Exclusion Policy: Only children who are in good health may be brought to school. All children are observed upon arrival for any potential health concerns. The school is not licensed for the care of ill children. Children may not be left at school if they have experienced any of the following within the previous **24-hour** period:

- A fever
- Diarrhea -- two or more instances close together will be assumed to be contagious unless determined by a doctor not to be so.
- Vomiting
- Pronounced or persistent coughing
- A contagious condition of any kind, including but not limited to strep, flu, respiratory infection, conjunctivitis, infectious rash, chicken pox, scabies, lice, etc., unless accompanied by a physician's note indicating that the child is able to return to school
- **Pink Eye – a child must stay home twenty-four hours after diagnosis.**

Outdoor Play: Part of every morning is spent outdoors unless it is actively raining. In order to ensure adequate supervision on the playground, staff members cannot remain inside with a child recovering from a cold or virus. The health of all children is best served by asking that a child too sick to benefit from outdoor play remain at home. We consider carefully the amount of time and clothing for a healthy outdoor experience.

Absentee Notes: Please call the office to report all absences, especially if the absence is due to communicable diseases. The Department of Health mandates that we notify parents if your child was exposed to a communicable disease, and we cannot do so without your input. When a child is absent due to illness for three consecutive days or more, the Department of Human Resources requires that we do not re-admit the child without a note from the parent or physician that the child may return to a regular schedule.

Screenings: Vision may be tested by the Maryland Society for the Prevention of Blindness. Language assessments are offered at Good Shepherd. You will receive permission forms before any screenings occur and you will be notified in the event of any existing or potential problem.

Medical Forms: The Maryland State Health Department requires that no child be admitted to school without a completed medical form. It is therefore due **on or before** opening day. Note that all children must be screened for lead poisoning and that kindergarten children are now required to have an additional measles shot. Each immunization on the Medical Form must be up to date. If your pediatrician feels that a particular immunization is “not in the best interest of your child,” a note must accompany the form from your pediatrician to that effect. The immunization forms are your property and may be transferred to another school when your child leaves Good Shepherd. New Emergency Information forms must be completed each year. Any child without the necessary health forms will be excluded from school.

Nut-Free Policy: **Good Shepherd strives to be a nut-free environment.** No nuts or nut products will be allowed on the premises, including lunches and snacks. Please place note in child’s lunch box to let us know you used another type of butter rather than peanut butter. This policy will apply to AM, PM and camp programs. Please be aware of this policy at all times.

Medication Policy: You are encouraged to schedule the administering of medication outside of school hours whenever possible. To meet the needs of your children during those times when it is necessary to administer medication during school, we will adhere to the following policies:

- *Prescription medication will only be administered when delivered to the Director in the current prescription container, labeled by the pharmacist with the child’s name, physician’s name, name of the medication, dosage instructions, etc. A completed Medication Administration Authorization Form is required which includes the physician’s phone number and specific instructions for administration including length of course, allergies, and possible side effects.
- *The initial dose, whether prescription or over-the-counter, must be given at home or by the doctor in order to observe possible side effects.
- *Children on antibiotics may not return to school until they have completed 24 hours of medication.
- *Over-the-counter topical medications if prescribed by your child’s physician must be stored in the office and a completed Medication Administration Authorization Form is required.
- *Parents must provide any special device such as a dropper or calibrated cup that will ensure the accuracy of the indicated dose.
- *A Medication Administration Authorization Form must accompany each medication given.
- *The staff member who administered it will record each dose administered on the Medication Administration Authorization Form. The record will indicate the name of the child, medication, dose, time, and name of the staff member.
- *When administering medication, no attempt will be made to restrain a child or use unusual force if the child is upset or uncooperative. A parent will be called immediately if such a problem occurs.
- *Children with special needs or chronic conditions will be assessed individually in consultation with their parents and physician.

- *All medication must be handed to the teacher or Director. No medication should be mixed in a child's food unless specified by the physician. In that case, a staff member must mix the medication at Good Shepherd.
- *Unused medication will be returned to the parent.

Potty Training Policy: Beginning with our 3D3s' and 5D3s' programs, children should be potty trained. We recognize that children mature at different rates. If you need assistance in helping your child through this process, any of the threes' teachers would be glad to provide you with strategies and/or support.

POLICIES AND PROCEDURES FOR CHILD ABUSE AND NEGLECT

Occasionally there are factors in a child's appearance or behavior that lead to suspicions of child abuse or neglect. Maryland law requires that all educators and other school employees and volunteers report any suspected child abuse or neglect. In order that the family may be helped and the child may be protected from harm, a report is made to the Department of Social Services. We support Maryland laws in this regard and all staff members required for employees of Episcopal schools. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family.

VISITATION POLICIES

Good Shepherd has an "Open Door" philosophy and parents are welcome participants in the school day. The safety and security of the children as a whole however have to be preserved by the following guidelines:

- *Unless they are dropping off children between 8:50 and 9:00 a.m., all adults must first report to the office upon entering the premises.
- *Children are expected to arrive by 9:00 a.m. and stay for the full school day.
- *Parents should make specific prior arrangements with the teaching staff if they want extended time to observe or assist in their child's classroom.
- *All children leaving early must be signed out in the school office.
- *We welcome and encourage parent participation. Any additional visits by parents should be arranged with the Director and/or teaching staff.
- *It is our policy not to provide written documentation of events relating to the school unless a subpoena to testify is received from the courts or from an attorney.

PARENT CONFERENCES AND COMMUNICATION

Close parental communication is vital. We welcome your questions, comments, and suggestions. Newsletters come home weekly from the Director and from each classroom so parents can stay informed. Teachers will always do their best to work with you to provide an optimal school experience for your whole family.

In addition to the newsletters, we strive to maintain open communication in several other ways. Parents' Night in September serves as an introduction to the new year. At least one parent from each family is strongly encouraged to attend. All students are informally assessed periodically by qualified staff members for individualizing programs and for consideration of the most advantageous placement for the next year. Two days in November and March are reserved for individual parent conferences. Parents are encouraged to arrange additional conferences whenever they feel it would be helpful to them. The school may also request a conference if it is necessary.

ACCEPTANCE AND DISMISSAL POLICIES

We do not screen new children for acceptance and we acknowledge and work with a wide range of developmental abilities. While we will make every effort to meet the needs of individual children, Good Shepherd is not equipped to provide a full educational program for those with special needs. All cases are handled on an individual basis. If a child is admitted who is known to be emotionally, physically, or developmentally challenged, acceptance will be on a six-week trial basis, after which time the teacher and the Director will make a recommendation to the parents of the child and the Board. In such cases, parents or guardians must give the Director permission to discuss the child's history with his or her pediatrician or specialist. There will not knowingly be more than one such child in a class. If a child is admitted without prior knowledge of such a condition, the school will ask for the parents' cooperation in insuring that all children have a successful experience at Good Shepherd. Sometimes parents know that their child would benefit from certain accommodations. If you are concerned about your child's development in any way, please inform the school before classes begin. We will consider specific needs in placing your child. If the Director, the child's teacher, and a representative from the Good Shepherd Board feel that the school is not meeting a child's needs, withdrawal may be requested. The Director will provide a reasonable length of time for observation, conferencing, and help with the selection of a more satisfactory placement.

SCHOOL RECORDS

Records for each child are kept confidential. No records will leave the school without written permission from the child's parents or legal guardian. Each child's records are available to the parents upon request and in the presence of the Director. The school will retain records for one year after the child has left. Admissions forms for a child applying to an independent school are the exception. These records become the property of the school to which you are applying. They are used exclusively for admissions decisions and are excluded from the Parental Privacy Act.

SUPPLEMENTAL INSURANCE

The school carries supplemental insurance on each child through Fidelity Security. Children are covered for injuries occurring to and from school and during the school day. Upon request, additional information can be provided.

THE DAILY SCHEDULE

Although the daily schedule is flexible, each day includes planned time for work and play, for creative activities, discussion, literature, snack and clean up. Activities are individual and group, active and quiet, indoors and outdoors. A carefully planned curriculum encourages growth in social, intellectual, emotional, physical, and spiritual areas. The development of each child's sense of self-worth, independence, respect, responsibility, and creativity are an integral part of each venture.

CHAPEL

The Kindergarten, Pre-Kindergarten and the 5-Day 3s worship together at chapel each Tuesday. The services are led by the clergy. The children sing songs, learn prayers, and hear developmentally appropriate stories about the people and events in a Christian tradition. Families and friends are welcome to join us for these services.

FIELD TRIPS

Field trips are an important part of the curriculum for our children. They allow the teachers to have experiences with the children that expand their knowledge of the world and they give everyone an opportunity to relate under different surroundings.

Our Threes must be accompanied by a parent or caregiver. In some cases, however, a parent of a three-year-old may help another parent by watching one child in addition to their own. If necessary, the maximum child-to-parent ratio can be two-to-one.

For all trips

- 1) All parents must sign permission slips designating the time and the place for each field trip. Children will not be taken on a field trip without written permission.
- 2) A teacher with CPR and First Aid certification will attend each trip.
- 3) For safety reasons, siblings are generally not permitted on field trips.

SNACKS AND BIRTHDAYS

Snacks are served daily. We serve water and a variety of foods. There are frequent cooking lessons in the classrooms and parents are encouraged to bring “healthy snacks.” Please reserve cupcakes and goodies for birthdays and holiday parties. Do not send food to school unless it is a treat to share with the whole class. Please do not send in gum, junk foods, or items containing nuts or produced in a facility that may use nuts in its processing (see Nut-Free Policy, p. 14).

Birthdays may be celebrated during school hours if arrangements are made in advance. When planning a home party, please do not distribute invitations in school unless all children in the class are invited. Please do not pick up a group from school unless every child is invited and arrangements are made for the lawful use of car seats.

PERSONAL BELONGINGS

Please **mark** all clothing (including mittens) and personal belongings with your child’s name. All children should send into school: a long-sleeved painting smock and a light sweater that can be kept at school. All children in two- and three-year-old classes should also send to school **a complete change of clothing**. Please include a sweater or sweatshirt. Children in two-year-old classes who are still in diapers should leave ten or more diapers and two boxes of wipes at the beginning of the year. Teachers are not expected to change every wet diaper. While we do expect that children entering a three-year-old program will not be in diapers, our staff will support your efforts to teach these necessary skills. Tennis shoes or rubber-soled shoes are required for the playground. Flip-flops and Crocs are not allowed. Children should not bring gum, candy, or money to school. Weapon-type toys (guns, knives, swords), whistles, balloons, or any toys that go in the mouth are not allowed in school.

PUBLIC NOTICE: ASBESTOS MANAGEMENT

The Good Shepherd Asbestos Management Plan, as regulated by the Federal Government, is available for review upon request. This plan contains information on our inspections, re-inspections, response actions, and post-response actions. You can review the plan during school hours without cost or restriction.

Asbestos Memorandum

To: Parents, Teachers and Employees

From: David Riegel, Liz Meredith

Re: Availability of Asbestos Plan

In October, 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response actions, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan, please contact the school director at 410-825-7139.

EMERGENCY PREPAREDNESS PLAN

Good Shepherd School, in accordance with the State of Maryland, has a written and approved Emergency Disaster Plan. This plan is posted in the school office, effective June 2010.

ARRIVAL AND DISMISSAL

Children must always use the Carrollton Avenue entrance at the far end of the playground. They are not ever permitted to use the steep stairs to the playground.

Parents arriving or leaving without their children are welcome to use the stairs.

Note that Carrollton Avenue is one-way for Good Shepherd Parents on school days -- the same one-way as the parking lot. Please do not go “up” Carrollton Avenue.

If you come:

From Bellona Avenue: Always turn on to Carrollton Avenue for arrival.
Always leave taking a right on Carrollton Avenue and then a right on Boyce Avenue to return to Bellona Avenue.

From Charles Street: Coming to school, drive down Boyce Avenue and drive past the school. Take a right on Clinton Street and another right on Carrollton Avenue and turn right into the entrance to the parking lot. Always leave taking a right on Carrollton Avenue. You may then turn left on Boyce Avenue to return to Charles Street.

Early Drop-Off: Parents of Threes through Kindergarten may elect to pay a \$5.00 per child, per day drop-off fee Monday through Friday beginning at 8:15 a.m. Children may be brought into the Parish Hall by entering the side door of the serving room. A monthly statement will be sent via email from FACTS Management Company with the balance due for this service. Children will be taken to their classrooms by the Early Drop-Off teachers at 8:50 a.m. This service will be offered as noted on the calendar.

Arrival: Classes begin at 9:00 a.m. Doors do not open until 8:50 a.m.; the time prior to your arrival is important preparation time for our staff. The first minutes of the school day are also important for your child’s adjustment to a new day; for this reason, we ask that you make it a **priority to be here on time.**

Our Threes through Kindergarten children will be dropped off in carpool line to Mrs. Lemon at the top of the playground. Mrs. Lemon and a teacher are there to take your child out of his/her car. **Please do not allow your child to leave unattended from the car.**

Parents of children enrolled in the two-year-old classes are asked to park their cars and walk their children to their classrooms. If you arrive before 8:50 a.m., you are welcome to let your child play under your supervision on the playground until that time.

When you leave your child, please be reassuring about the fact that you will return to pick him/her up, and then leave quickly. Staying too long can make the separation even more difficult. If you are concerned about your child when you leave, you may wait in the office and we will gladly report back to you. You may also call us if your child was indecisive or worried when you left. Children generally become happily involved in a classroom activity shortly after the parent leaves.

PLEASE REMEMBER: *The state requires that each child must be signed in and signed out of school every day.* Children are signed in/out during carpool drop-off and pick up; the younger children who are walked in, as well as picked up from, their classrooms are signed in/out at the classroom by the person dropping off or picking up.

Dismissal: The children will come outside for dismissal at 11:55 a.m. (See twos' dismissal below.) In the rain, older children will be dismissed from inside the kitchen door. Please have your child's car seat on the right-hand side of the car and put a **VERY LARGE nametag** (you may obtain one from the school office) with first and last name in your windshield. Please do not get out of your cars.

Parents of two-year-olds are asked to park and come down to the classrooms to pick up their children at 11:30 a.m. It is **extremely important** that you do not leave without signing your child out and notifying the teacher that you are taking your child. If you are waiting to pick up siblings who will be dismissed at 12:00 p.m., you are welcome to let your child play on the **back playground** under your supervision while you wait. If you are not waiting for siblings, you should leave by 11:40 a.m. so you don't get caught in the middle of carpool traffic.

If parking near dismissal time, remember **not** to park in the spaces along the fence by the playground (Gilly's Garden) from 11:30 on. Carpool begins at 12:00 p.m. Two lanes are used for carpool pick-up and cars can't fit through if parked cars are on that side. Therefore, if you are coming into the building to read or assist in your child's room, please park on the left side of the parking lot beyond the church kitchen door or up on Carrollton Avenue. Cars line up for carpool and you don't want to get blocked in.

Under Maryland Law, drivers are prohibited from using a cell phone without a Hands-Free Device while operating a motor vehicle. Additionally, we ask that drivers refrain from using their cell phones while in carpool line so that one's full attention is given to the traffic flow and to the children as they are being dismissed.

Children may never be left unattended in cars for any reason.

There is no parking on neighbors' lawns or blocking any driveways.

CARPOOL PROCEDURES

Carpools and eligible drivers should be registered in the office. In order to protect each child, the school does not allow children to leave with anyone other than those who have your written approval. Going home with a school friend also requires written permission. Children will be dismissed to either parent unless the school has a written record of a court order or custody agreement prohibiting one parent or the other from taking the child.

The law pertaining to child restraints applies to all transportation to and from the school. All children must be in approved car seats. Our staff members cannot place children in the front seat of a car.

WEATHER POLICIES

(Late Openings and Early Closures)

MORNING PROGRAM:

If Baltimore County schools are closed, we will be closed for the entire day.

If Baltimore County schools open 1, 1 1/2, or 2 hours late, we will open 1 hour late - 10:00 and dismiss at the regularly scheduled time.

If it begins to snow during the morning, our morning program will remain open until noon.

AFTERNOON PROGRAMS:

If Baltimore County schools are closed, there will be no afternoon programs.

If Baltimore County schools open 1 to 2 hours late, all afternoon programs will be held as usual.

If Baltimore County schools close 1 hour early, all afternoon programs will close at 2:00 pm.

If Baltimore County schools close 2 to 3 hours early due to weather conditions, all afternoon programs will be cancelled. Please arrange to pick up your child by noon.

IN SNOW:

If the walkway is covered with snow, please park and enter through the kitchen door.

NO EARLY ARRIVAL:

With our teachers also being affected by delayed openings, we are not always fully staffed until we open the doors for our students. In order to ensure that the safe adult/student ratio is maintained, please do not arrive early.

Additionally, the 8:15 *Early Drop-Off* for 3s through K children will not be an option when there are delayed openings.

Doors will open at 9:50 for a delayed opening.

This Brochure Provides Information About:

- The requirements that State-regulated family child care homes and child care centers must meet.
- Your rights and responsibilities as the parent of a child in regulated care, and
- How and where to file a complaint if you believe your child care provider has violated State child care licensing regulations.

Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the Division, child care licensing is the specific responsibility of the Office of Child Care (OCC), Licensing Branch.

All child care facilities must meet minimum health, safety, and program standards set by Maryland law. To remain licensed, facilities must maintain compliance with those standards. Every licensed facility is inspected by OCC at least once each year to evaluate the facility's compliance with child care regulations.

- OCC's thirteen Regional Offices are responsible for licensing activities, including:
- Issuing child care licenses;
 - Inspecting child care facilities;
 - Investigating complaints against licensed child care facilities;
 - Investigating reports of unlicensed (illegal) child care; and
 - Taking enforcement action when necessary to achieve compliance with regulations.

There are two types of regulated child care facilities: *family child care homes* and *child care centers*.

Family Child Care Homes and Child Care Centers Must Meet the Following Requirements:

- Have the approval of OCC, the fire department and other local agencies, as required (i.e., zoning, health, and environment).
- Provide care only in the areas of the facility that have been approved for use.
- Have the license issued by OCC posted where it is easily and clearly visible to parents. The license shows:
 - > the maximum number of children who may be present at the same time;
 - > the age groups which may be served; and
 - > the facility's approved hours of operation.
- At all times, each child must be supervised in a manner appropriate to the child's age, activities, and individual needs.
- All areas of the facility used for child care must be clean, well lit, and properly ventilated. Room temperatures should be comfortable.
- If food service is provided, food must be stored, prepared, and served in a safe, sanitary and healthful manner.
- The facility must offer a daily program of indoor and outdoor activities that are appropriate to the age, needs and capabilities of each child.
- An up-to-date emergency information card must be on file and maintained for each child.
- The facility must post an approved emergency evacuation plan and conduct evacuation drills at least monthly.
- Child discipline procedures must be appropriate to a child's age and maturity level and may not include the deliberate infliction of physical or emotional pain. *Corporal punishment of any kind is strictly prohibited.*

ADDITIONAL INFORMATION

The Maryland Child Care Credential

Maryland has a voluntary child care credentialing program that recognizes child care providers' education, experience and professional activities at six levels. Credentialed providers are authorized and encouraged to display the seal issued by the MSDE Office of Child Care.



Program Accreditation

Child care programs have the option of becoming state or nationally accredited. Accreditation means that the facility and staff have met program standards of quality.

Child Care and the Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) requires all child care programs to make reasonable efforts to accommodate children with disabilities. For more information about the ADA, please contact the OCC Regional Office in your area or one of the following organizations:

LOCATE: Child Care

Maryland Committee for Children, Inc.
605 Walter Street
Baltimore, MD 21202
Phone: (410) 752-7588
www.mdcchildcare.org

Maryland Developmental Disabilities Council

217 East Redwood Street, Suite 1300
Baltimore, MD 21202
Phone: (410) 767-3670
(800) 305-6441 (within Maryland)
www.md-council.org



State of Maryland
Martin O'Malley, Governor
Maryland State Department of Education
Nancy S. Grasmick
State Superintendent of Schools

OCC 1524 (rev. 12/2007)

A PARENT'S GUIDE



TO REGULATED

CHILD CARE

* * *

Important Information for Parents of Children in Child Care Facilities

A publication of the
Maryland State Department of Education
Division of Early Childhood Development
Office of Child Care

www.marylandpublicschools.org/MSDE/divisions/child_care/child_care.htm

There are certain requirements that apply only to homes or centers.

Family Child Care Homes

- Up to 8 children may be in care at the same time if the home meets certain physical requirements. No more than 2 children under the age of two, including the caregiver's own, may be in care at the same time unless the home has been approved to serve additional children in this age group and an additional adult is present. Under no circumstance may care be provided at the same time to more than 4 children under the age of two.
- Each applicant for a family child care license must:
 - Have a criminal background check and child abuse/neglect clearance.
 - Submit a recent medical evaluation; and
 - Complete pre-service training requirements, including certification in first aid and CPR.
- Each adult resident of the home must also have a criminal background check and child abuse/neglect clearance.
- After becoming licensed, the caregiver must periodically complete additional training. Also, current certification in first aid and CPR must be maintained at all times.
- Each caregiver must have at least one substitute who is available to care for the children in the event of the caregiver's temporary absence from the home. Each substitute is subject to approval by OCC and must have a child abuse/neglect clearance. If paid by the caregiver, a substitute must also have a criminal background check. Before allowing a substitute to provide care, the caregiver must tell the substitute how to reach parents in the event of an emergency and familiarize the substitute with the home's child health and safety procedures.

Child Care Centers

The center director and staff members who have group supervision responsibilities must meet minimum education, experience, and training qualifications. They must also meet continued training requirements each year.

The director and all paid center employees must complete a criminal background check and a child abuse/neglect clearance, and submit a medical evaluation.

- In each classroom, staff/child ratios and maximum group size requirements must be maintained at all times. The following table shows some basic age groupings and the applicable requirements:

Age Group	Ratio	Maximum Size
0-18 months	1:3	6
18-24 months	1:3	9
2 years	1:6	12
3-4 years	1:10	20
5 years or older	1:15	30

■ For every 20 children present, there must be at least one staff member who is currently certified in first aid and CPR.

Your Rights and Responsibilities as a Child Care Consumer

- You have the right to:
 - Expect that your child's care meets the standards set by Maryland's child care licensing regulations (NOTE: the regulations are available online at: www.marylandpublicschools.org/MSDE/divisions/child_care/regulat/);
 - Visit the facility without prior notification any time your child is there;
 - See the rooms and outside play area where care is provided during program hours;
 - Be notified if someone in the family child care home smokes. In child care centers, smoking is prohibited;
 - Receive advance notice when a substitute will be caring for your child in a family child care home for more than two hours at a time;
 - Give written permission before a caregiver may take your child swimming, wading, or on field trips;
 - Give written authorization before any medication may be administered to your child;
 - Be notified immediately of any serious injury or accident. If your child has a non-serious injury or accident, you must be notified on the same day;
 - File a complaint with OCC if you believe that the caregiver has violated child care regulations.

Any complaint you make to OCC about the care your child is receiving will be promptly investigated by OCC. ■ Review the public portion of the licensing file for the facility where your child is or has been enrolled, or where you are considering enrolling your child.

How Do I File a Complaint?

If you wish to file a complaint, contact the OCC Regional Office in the area where the child care facility is located. Complaints may be filed anonymously. Listed below are Regional Offices and their main telephone numbers:

Region	
1 - Anne Arundel County	410-514-7850
2 - Baltimore City	410-554-5300
3 - Baltimore County	410-583-6200
4 - Prince George's County	301-333-6940
5 - Montgomery County	240-314-1400
6 - Howard County	410-750-8770
7 - Western Maryland	
Hagerstown - Main Office	301-791-4585
Allegany Co. Field Office	301-777-2385
Garrett Co. Field Office	301-334-3426
8 - Upper Shore	410-819-5801
Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties	
9 - Lower Shore	410-713-3430
Somerset, Wilcomico, and Worcester Counties	
10 - Southern Maryland	301-475-3770
Calvert, Charles and St. Mary's Counties	
11 - North Central	410-272-5358
Cecl and Harford Counties	
12 - Frederick County	301-698-6766
13 - Carroll County	410-751-5438

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated.

If you need additional help, you may contact the main office of the OCC Licensing Branch:

Program Manager, Licensing Branch
MSDE Office of Child Care
200 West Baltimore Street, 10th Floor
Baltimore, MD 21201
410-767-7805

Dear Parent/Guardian:

Maryland child care regulations require your child care provider to verify that you received a copy of "A Parent's Guide to Regulated Child Care." On the lines below, please write the name of each child you have placed in the care of this provider. Complete and sign the statement at the bottom, tear off and give this portion of the brochure to the child care provider for retention in the facility's files.

Child: _____

Child: _____

Child: _____

Child: _____

I, _____, have received a copy of the consumer education brochure entitled "Parent's Guide to Regulated Child Care."

Date: _____

Signature of Parent/Guardian: _____