



MedStar Good Samaritan  
Hospital



Child Development Center



MedStar Good Samaritan Hospital Child Development Center

# Parent Handbook

2018 - 2019

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## Philosophy and Goals

The purpose of MedStar Good Samaritan Hospital Child Development Center (CDC) is to provide a comprehensive, educational child care program for children from 10 weeks to five years of age. We will provide developmentally appropriate experiences and activities. Classrooms will be staffed by early childhood educators.

CDC programs are designed to promote the social, emotional, cognitive, and physical development of the young child. Using the guidelines of the Maryland State Department of Education (MSDE), our trained associates will provide a variety of developmentally appropriate choices for growth in areas that support the domains within an MSDE approved curriculum.

MedStar Good Samaritan Hospital CDC will provide a program that will:

- Maximize the independence and enhance the potential of each child
- Provide individualized, quality services to children and their families
- Provide a family-centered program to ensure each family's priorities, concerns, and cultures are addressed and incorporated into each child's daily activities
- Include children as active participants in their learning experiences
- Provide planned learning activities and materials appropriate to each child's developmental age
- Promote frequent, positive, and warm interaction among adults and children



## Hours of Operation

MedStar Good Samaritan Hospital CDC is a 12-month program, open Monday through Friday from 6:30 a.m. to 6 p.m. The Center closes for two professional development days each year, which parents are notified of in advance, one day each for New Year's Day, Memorial Day, Independence Day, and Labor Day, and two days each for Thanksgiving and Christmas.

## Licensing

MedStar Good Samaritan Hospital CDC is licensed through the Maryland State Department of Education, Office of Child Care.

## Open Door Policy

At the MedStar Good Samaritan CDC, we have an open-door policy. Parents are encouraged and welcome to occasionally participate in their child's program activities, including lunch, field trips, and story time.



## Administration and Admissions

MedStar Good Samaritan Hospital has made the commitment to support a quality child development center and is responsible for the administration of the center.

The hospital opened a Child Development Center to help attract and retain employees of MedStar Health. Employees of MedStar Health, the campus' professional office buildings, MedStar Good Samaritan's physicians and their office staff are also eligible to use the center. A small percentage of full-time slots are available to the community, if space permits.

Admission is granted on a "first come first serve" basis. If the center or classroom is fully enrolled, names will be placed on a waiting list.

### Enrollment priority is as follows:

1. MedStar Good Samaritan Hospital Employees
2. Other MedStar Health Employees
3. General Public

## Enrollment Requirements

Enrollment is open to children ages 10 weeks to five years of age. All children must have proof of up-to-date immunizations and a signed health appraisal by a licensed physician before they may attend the center. Pre-registration is required with a non-refundable enrollment fee and two weeks' security deposit (unless tuition is payroll deducted). The following forms are required prior to enrollment and are mandated by our regulatory agency:

- Child Care Application
- Contract Agreement
- Meet my Child
- Health Inventory
- Parent's Guide to Regulated Child care
- Emergency Form
- All other related forms to MedStar Good Samaritan CDC

## Inclusion Policy

We accept and welcome children of all abilities. Our program will make reasonable efforts to support the full inclusion of children who require additional support because of a physical, cognitive, social, or emotional need.

## Custody Documentation

The center must be notified if a parent retains sole custody of a child. If one parent is legally barred from contact with the child, the center must have a copy of the court order on file. Without an official court order, both parents are allowed rights to the child.

## Disenrollment Policy

MedStar Good Samaritan Hospital Child Development Center seeks a solid partnership with our families as a basis for their children's success in our program. Because the CDC's child-centered/family approach seeks to accommodate a wide range of individual differences, we stress the importance of communication and mutual commitment to provide the best environment for the children, families, and staff. On rare occasions, a child's/families' behavior may warrant the need for a family to find a more suitable child care setting on either a short-term or permanent basis. We will take all possible and necessary steps to work with you to avoid a child's disenrollment from the CDC. However, the following are some reasons that may lead to the disenrollment of a child/family from the CDC:

### Child Actions:

- Child is unable to adjust to the program after a reasonable amount of time, in consideration of age of child, and mutual attempts at adjustments
- Ongoing physical or verbal abuse to the staff or other children
- Ongoing uncontrollable tantrums/angry outbursts continuing beyond the attempts of resolution and modification of behavior

### Parent Actions:

- A parent fails to abide by center policies outlined in the parent handbook, or requirements imposed by MedStar and/or Maryland Child Care Licensing Agency
- Any incidence of physical or verbal abuse to the staff or other CDC employees or children/families, including intimidation, threats of or actual violence
- Non-payment of tuition



## Notice of Withdrawal

Parents must notify the Center in writing three weeks before the child's last day. This includes children who are graduating from the center. Security deposits will be applied to your last tuition payment. Failure to adhere to the withdrawal notice will result in the forfeit of the security deposit and possibly an additional tuition charge.

## Arrivals and Departures

Children will be expected on their scheduled days of attendance. We ask that all children arrive no later than 9:30 a.m. in order to not disrupt or miss any activities. **If for any reason your child will not be in attendance on a scheduled day, or will arrive late, please notify the center by phone or email.** Tuition must be paid in full for all scheduled time regardless of sickness or attendance.

In order to ensure your child's safety, we require that each child be accompanied into the building by an adult. Children should be helped with their coats and belongings and walked to the classroom door. Please be sure to make contact with a teacher before leaving your child. **Parents must sign their child in and out each day on the sign in sheet.**

A contract day is **10 hours**. If you find that you will be picking up later than normal, please call the center.

No child will be released to an adult not listed as authorized to pick up the child unless a written note, signed by the parent, is received by the Center prior to the child's departure. Anyone newly authorized by the parent to pick up the child will be subject to a photo ID check.

**At the time parents arrive for pick up, they are expected to take full responsibility for their children and keep them in sight and sound; including feeding, toileting, changing, and other care-giving requirements. This will allow the teachers to fully attend to children whose parents have not yet arrived.**



## Late Pick Up Policy

Our center closes at 6 p.m.; therefore, we ask that parents be in the building no later than 5:50 p.m. This will give parents time to speak with their teacher and collect their child and belongings from their cubby. It is very important that all children are picked up from the center by this time. In the event that you are late picking up your child, a late fee will be charged to you. The late fee is \$15 beginning at 6:01 p.m. There is an additional \$1 charge per minute each minute after 6:15 p.m. This fee will be expected, in cash, at time of pick up and paid directly to the teacher. The center will maintain strict adherence to the 6 p.m. closure time. If the family has not called and the center has exhausted the resources on the emergency card, we are required to contact the local Child Protective Services Department after 30 minutes from closing time of the center. If late pickups become habitual, parents will risk losing their child care privileges. Therefore, after three late pickups, a meeting will be arranged between the parents and the director.

## Inclement Weather

In cases of inclement weather, we will make every effort to open the center. In severe conditions, the center may be minimally staffed. We understand that many hospital employees are considered essential, and we will do our best to accommodate work requirements. However, if the weather is too severe, we may need to open late or close entirely. To help with deciding when to change our operating times, we will follow the court system and MTA delays/closures. Our priority is always the safety of the children and staff. **In severe weather, please only bring your children to the center if absolutely necessary.**



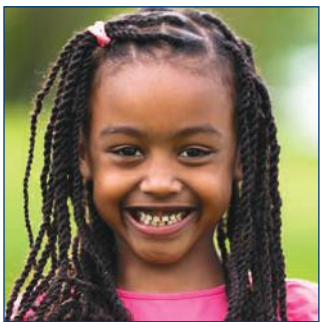
## Curriculum

A carefully planned, developmentally appropriate curriculum is followed throughout the year, integrating language, art, cognitive, science, social-emotional, motor, and self-help skills. The curriculum is based on monthly unit themes. The goal of the curriculum is to assist children in becoming independent lifelong learners. We are committed to creating and providing an atmosphere which allows children to develop an enthusiastic love for learning that they will carry with them to elementary school and beyond. Our new curriculum for the 2018-2019 school year will be *Frogstreet*.

Additionally, we will be providing additional enrichment programs, such as Spanish, sign language, art history, and literature appreciation. Teachers will also provide outdoor playtime and plan nature walks, picnics, and other outdoor learning opportunities.

## MedStar Good Samaritan CDC Staff

Each classroom is staffed by an early childhood educator and one assistant, depending on the classroom enrollment and ages of the children. Lead Teachers possess either an AA or BA degree in Early Childhood Education or related field or a Child Development Associate. Teaching Assistants have the 90-Hour Preschool and the 45-Hour Infant/Toddler Certification. All associates have First Aid/CPR certification as well as the MSDE Medication Administration Training, which is required to administer medication in a child care setting.



### Transitioning

When it is time for your child to transition from one classroom to another, it is our goal to make it as easy a process as possible. Each child will be given a transition

period. During this time, the child will spend part of the day in their new classroom and part of the day in their current classroom. The time spent in the new classroom will increase as the transition period progresses. Parents will be charged the rate of the student's current classroom for the transition period. Most transitioning will occur based upon the child's birth date. However, individual circumstances may elicit transitions at other times. The date that a child transitions is the Director's sole decision and is based upon current and anticipated enrollment, teacher and parent input, and the needs of the center.

## Communication Between Home and School

MedStar Good Samaritan Hospital CDC places a strong emphasis on home-school partnerships. A newsletter is distributed monthly, informing parents of special events, classroom updates, and other important information regarding the center. There is also a bulletin board located in each classroom with the daily schedule and weekly lesson plans. Additionally, each teacher has a profile in their classroom so you can learn more about them. In the infant and toddler classrooms, teachers will provide a daily sheet for each child detailing their day. Please fill out the top portion of the daily sheet. Also, please keep teachers aware of any significant changes at home, as this can be extremely valuable information to ensure your child is getting the needed support at the center. Teachers can make adjustments or modify the curriculum to include all children. The center staff can discuss any concerns with you. We will respect your child as well as other family's confidences.

### Developmental Screening and Parent Conferences

Developmental screenings are conducted within 90 days of a child's first day of enrollment and are regularly scheduled in the spring and fall of each year. Completed screening data forms are given to parents at scheduled conferences. Parents and teachers may also schedule conferences throughout the year as deemed necessary.



## Daily Schedule

The daily schedule will vary depending on the classroom, but will include: circle time, small group time, outdoor time, large group time, meals/snack, and rest/nap time. A generalized schedule of daily activities is posted in each classroom. Schedules may vary from day to day depending on the specific activities planned, the age and needs of individual children, and the class as a whole.

## Sample Daily Schedule

6:30-8:30 a.m. ....	Arrival/Free Play
8:30-9:30 a.m. ....	Outdoor Play/Centers
9:30-10 a.m.....	Wash Hands/AM Snack
10-10:20 a.m. ....	Circle Time
10:20-11:30 a.m.....	Open Room-To Include Table Activities, Art, Centers, and Planned Activities
11:30 a.m.-12 p.m.....	Clean Up/Outdoor Play
12-12:45 p.m. ....	Wash Hands/Lunch Quiet Time/Books
12:45-2:45 p.m.....	Rest/Nap Time
2:45-3:30 p.m.....	Wake Up/ Wash Hands/PM Snack
3:30-3:50 p.m.....	Theme Related Story Time/ Review
3:50-4:10 p.m.....	Table Activity
4:10-5 p.m.....	Free Play/Centers
5-6 p.m. ....	Outdoor Play/Free Play/Pick-Up

## What to Bring for Your Child

**Everything brought to the center must be labeled with your child's name.**

**Infants:** Diapers, wipes, diaper cream (if needed), prepared bottles, three changes of clothing, bibs and a crib sheet and blanket. As weather demands: sunscreen, hat, gloves, coat, jacket, etc.

**Pre-toddlers:** Diapers, wipes, diaper cream (if needed), sippy cups for pre-toddlers (children do not use bottles or teething rings in this class), three changes of clothing, bibs and a crib sheet and blanket. As weather demands: sunscreen, hat, gloves, coat, jacket, etc.

**Toddlers:** Diapers, wipes, diaper cream (if needed), sippy cups, lunch and snacks, three changes of clothing, bibs, crib sheet and blanket. If your child uses a pacifier, it will only be given at nap time. As weather demands: sunscreen, hat, gloves, coat, jacket, etc.

**Two Year Olds:** Breakfast (if needed), lunch, diapers or pull-ups (if needed), wipes, diaper cream (if needed), two changes of clothing, twin sheet, blanket. Children will be using small cups for their drinks at lunch and snacks. No pacifiers are used in class or at naptime. As weather demands: sunscreen, hat, gloves, coat, jacket, etc.

**Three to Five Year Olds:** Breakfast (if needed), lunch, two changes of clothing, twin sheet, blanket. As weather demands: sunscreen, hat, gloves, coat, jacket, etc.



All parents are asked to occasionally send in boxes of tissues for the class.

Sheets and blankets are sent home on Fridays to be washed and returned Monday for the next week's use.

Please do not bring candy, gum, jewelry, money, or toys (with the exception of Show and Tell or special events).

Clothing should be appropriate for the weather, active and messy play, and the child's individual needs. Practical play clothes are appropriate for everyday school wear. Children will use paint and other messy materials that may stain clothing. Shoes must protect the feet. Flip-flops and open toe shoes are not permitted.

### **Birthday Parties**

Birthday celebrations are welcome in the classrooms. Please make arrangements with your child's teacher ahead of time. **All foods brought into the center have to be store bought with the ingredients listed.** This will ensure we are meeting the dietary and allergy needs of our children. Special events, such as a clown or entertainer, might be accommodated within the center's program but must be coordinated with the classroom teacher and the director or administrative assistant. Candles are not permitted.

## Meals and Snacks

**All containers, cups, bottles, food containers, etc., must be labeled with the child's first and last name, as well as the date.** *Mailing labels work great for this!*

Mealtime is a very important part of the Child Development Center's daily routine. This includes assisting a child in learning to feed him/herself. Mealtimes are used as educational opportunities and social occasions.

Parents are responsible for supplying all meals and snacks for infants and toddlers and a lunch for preschoolers. The center provides a morning snack and an afternoon snack to children in the preschool program (ages 2 and up). If your child will be eating breakfast after arrival, we ask that you provide this meal and heat in the microwave, if needed. **We are happy to provide your child milk to have with the breakfast you sent from home.**

For infants, plastic bottles should be prepared at home and brought in each day with every part of the bottle labeled with your child's name and date. Bottles and sippy cups are not permitted in the preschool program. Sippy cups are permitted in the toddler classroom. They begin learning how to use a small regular cup for their transition to the two-year-old room. Perishable food will be refrigerated unless it is deemed unnecessary by the parent. **It is the parent's responsibility to place the food in the appropriate storage area and ensure they are labeled and dated properly.** Please ask staff for assistance or guidance as needed. All unused food and formula will be discarded by the end of the day. If a parent wishes to take leftovers home, they must specify this with their child's teacher. All foods must be sent to the center in the container

from which it will be eaten and ready to be heated or serve. We are unable to prepare meals such as oatmeal packs. Please be sure that all items that need to be heated in the microwave are in containers no larger than 5" x 5" and will take less than two minutes to heat. We ask that you separate cold food from food that needs to be heated, as we cannot separate food from containers. Please do not send in glass containers.

We ask that foods sent from home meet appropriate nutritional guidelines. "Junk foods" are not acceptable, as they detract from your child's nutrition and disrupt other children's attention to good eating habits.

For safety purposes, we encourage parents not to send the following:

- whole grapes
- popcorn
- potato chips
- peanuts

Parents must provide the center with a list of any food allergies or restrictions.

## Breastfeeding

MedStar Good Samaritan CDC supports breastfeeding mothers by accepting, storing and serving human milk for feedings in ready-to-feed bottles. Breast milk not consumed after an hour of initial warm up will be discarded. Mothers are welcome to breastfeed their infant throughout the day. Rocking chairs are available in the infant room and a private area is also available. We encourage mothers to coordinate feeding times with the teacher.



## Illness Policy

The goal of the illness policy is to enable all the children enrolled in the center to participate as healthy individuals. The policy helps ensure the health and safety of all children and adults. For this reason, any child exhibiting the below symptoms during the 24-hour period prior to scheduled attendance at the center should be kept at home until symptom free for 24 hours. If a child becomes ill at the center, the parent, legal guardian or other authorized person will be notified immediately. It is the sole responsibility of the parent to pick up the child **within one hour** of being notified. If a parent is unable to pick up in one hour, we ask that you have your emergency contact pick up your child.

Exclusion is necessary when:

- a) the illness prevents the child from participating comfortably in program activities;
- b) the illness results in a greater care need than the staff can provide without compromising the health and safety of the other children; or
- c) the child has any of the following conditions:
  - **Fever of 100.5° F or higher**  
Children will be excluded for a temperature of 100.5° F or higher as measured under the arm. Children must be fever-free without medication for 24 hours before they can return to the center.

- **Rashes on the body**, except minor diaper rash  
The child will be excluded until a health care provider determines that the symptoms do not indicate a communicable disease.
- **Diarrhea**  
The child will be excluded after two instances of diarrhea for a minimum of 24 hours and until symptom free.
- **Vomiting**  
The child will be excluded after two episodes of vomiting for a minimum of 24 hours and until symptom free.
- **Conjunctivitis (Pink Eye)**  
The child will be excluded from the facility until 24 hours after treatment has started. He/she may not return until he/she has been seen by a health care provider. The child will need to return with a doctor's clearance including diagnosis and treatment prescribed.
- **Strep throat**  
The child will be excluded until 24 hours after treatment has started.
- **Generally not feeling well** where interest in activities or activity level is greatly reduced.
- **Lice**  
The child will be excluded from the facility. He/she may return 24 hours after treatment has been initiated. An examination will be completed to ensure that he/she is nit free.
- **Chicken Pox**  
The child will be excluded from the facility. He/she may return after sores have dried and crusted over. The child will need a doctor's clearance.

- **Ringworm**

The child will be excluded for ringworm of the scalp and may return after being seen by a health care provider and treatment is initiated. They will need to return with a doctor's clearance indicating diagnosis and treatment prescribed.

Ringworm on the body will not lead to exclusion if:

1. The ringworm remains covered at all times.
2. An over the counter antifungal treatment has been initiated.

If a child is out sick for three or more days or has a contagious illness, parents must provide a signed note that states the child is symptom free and able to participate in the program.

The director or assistant director may override a doctor's or parent's decision that a child may return to school.

Please let the staff know if your child has been exposed to or is diagnosed with chicken pox, rubella, roseola, lice, or other contagious illness. It is important that other families be notified of their child's possible exposure to these illnesses. In the case of contagious illnesses, parents are required to keep the child at home until you obtain a written statement from the child's doctor that he/she is free of contagious illness and may return to the center. When considered necessary, MedStar Good Samaritan CDC may require additional medical information, examination, and/or medical tests prior to considering the child's continued participation in the center.

## Medications

It is recommended that parents try to schedule medication intake at home. If that is not possible, MedStar Good Samaritan CDC is capable of administering medication. Designated and state-approved staff can give a child medicine, only if the following procedures are followed:

**Prescription medication:** Prescription medication must be given to the office staff or classroom teacher in the original prescription bottle with the pharmacist's label. The first dose of medication must be given by the parent prior to attendance to monitor any reaction. Children can return to the center 24 hours after the first dose of medication. A medication form authorizing the center to give the medicine must be completed and signed by the parent.

**Non-prescription medication:** Non-prescription medication must be in the original intact container and labeled with the child's first and last name. The first dose of medication must be given by the parent prior to attendance to monitor any reaction for 24 hours. A medication form authorizing the center to give the medicine must be completed and signed by the parent and a physician. *Medication such as Tylenol cannot be given to a child to reduce a fever in order to keep the child in care.*

**Please do not leave any medication in the diaper bag or cubby; give it directly to a staff member. This is a licensing violation.**



## Emergency Procedure

The center will make every attempt to reach parents in the event of an accident or illness that requires emergency care. If parents cannot be reached, or if the need for care is immediate, the center is authorized to have your child transported to the hospital for treatment.

If there is an emergency where the center must be evacuated, the children will be escorted to a safe place in the main hospital. Parents will be contacted with our location and will be asked to pick up their children. Please make sure that your contact information is always up to date.

## Discipline Policy

It is the policy of MedStar Good Samaritan Hospital Child Development Center to always use positive techniques when disciplining a child. Learning proper behavior takes practice. Children learn by

watching the behavior of their parents, teachers, and peers, as well as by testing their own behaviors. Each behavioral episode is a chance to teach a child what is expected in that particular situation. We set children up for success by developing routines, schedules, and planned activities so children are involved in constructive activities and are interacting positively. We establish simple, clear, and consistent rules. Simplicity and consistency are key elements for learning appropriate behavior. Some techniques used in positive discipline are:

- Offer limited choices. Offering a few choices is a good way to teach decision-making, while allowing children input into their day.
- Ignore negative, attention-seeking behaviors, when it is safe to do so.
- Reinforce positive behavior. Give lots of attention to children who are behaving in ways that are appropriate.
- Redirect. Create another activity or event to draw a child's attention away from inappropriate behavior.



**MedStarGoodSam.org**



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443-444-2086 **PRE-TODDLER CLASSROOM**

443-444-4554 **PRESCHOOL CLASSROOM**