



# CALVARY CENTER SCHOOL

301 Rowe Boulevard, Annapolis, Maryland 21401

410-268-3812

Preschool

Extended Care





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## **I. GENERAL POLICY INFORMATION**

Calvary Center School has a Child Development Program license through the Maryland State Department of Education and Office of Child Care. Our Teaching Staff has college degrees and has experience in Early Childhood Education. Many of our teaching assistants have a 90-hour child care certification and/or have many years experience working with children in a child care/preschool setting. All staff is involved yearly in continuing education and many participate in the Maryland State Department of Education Credentialing Program.

Calvary Center School, a Christian preschool, is an outreach ministry of Calvary United Methodist Church. The Calvary Center School Board composed of 6-10 voting members representing various interests of the school, governs Calvary Center School. Besides some church and school staff, the Board members are school parents and church members.

The School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship, and other school administered programs.

Children must have turned 3 years of age on or before September 1 to register for the 3 year old preschool program. There are three options with regard to the number of days three year old children may attend: 1) two days per week (Tuesday, Thursday); 2) three days per week (Monday, Wednesday, and Friday); or 3) five days per week.

Children must have turned 4 years of age on or before September 1 to enroll in the fours class. Children may attend three, four, or five days per week. Parents have the option of which days to register their children for.

Tuition is paid on a monthly schedule due on the first school day of each month. Payment must be received no later than the 12th day of each month. A \$15.00 charge will automatically be charged to your account, if late. A **non-refundable** \$75 registration fee and a **non-refundable** May tuition will be collected soon after a child is accepted. For all checks returned from the bank, there is a \$25 charge per check.

## II. PROGRAM PLAN

**A. Purpose:** To focus on the development and nurture of the whole child (emotional, physical, intellectual, social, and spiritual) in a loving, Christian environment.

**B. Class Size and Teacher/Student Ratio:** Classes will not exceed 18 children. All morning classes will be taught by a qualified teacher assisted by a teaching assistant, if the class exceeds ten children. Extended Care ratios will not exceed 1 teacher for every 10 students.

**C. Class Schedule:** Classes meet from 9:00 a.m. to 12:00 noon. Parents may choose the days of the week that best meet their needs. Children enrolled in the Preschool 3 program must attend class a minimum of two days per week and children in the Preschool 4 program must attend a minimum of three days per week. Before and after care is offered for all registered preschool students.

7:30 a.m.	Extended Care opens. Children signed in by parents. Self-Chosen Play.
8:45 a.m.	Extended Care students go to their regular classrooms. Morning car pool begins. Children welcomed in car pool line by a staff member with an assisting parent.
9:00 a.m. to 12:00 p.m.	Morning class begins with Circle time activities, special classes (Music and PE), art, recess, story time, snack and Wednesday chapel. Special programs and field trips will also be held during this time.
12:00 p.m.	Car pool for students not enrolled in afternoon Extended Care.
12:15 p.m.	Lunch
12:40 p.m.	Story time
12:45 p.m.	Recess - outside or in the gym
1:10 p.m.	Small Group Lesson
1:30 p.m.	Nap or Rest Time Begins
3:00 p.m.	Snack/Independent Story Time
3:30 p.m.	Self-Chosen Play/Table Activities
4:00 p.m.	Outside Recess
4:30 p.m.	Self-Chosen Play and Teacher Directed Activity
5:30 p.m.	School Closes

**D. General Program Description:** Our classrooms are arranged to encourage learning: Circle time activities, reading center, manipulatives, blocks, cooking and housekeeping area, and tables for a teacher directed art, cooking project and snack time. MSDE approved curriculum is used in our classrooms – Little Treasures (3’s) and Opening the World of Learning (4’s).



Group time may include: calendar, weather, devotions, learning activities such as rhymes, games, songs, and/or story time. Learning centers and art activities help develop small motor skills. Recess helps to develop large muscles, sharing, and taking turns. The children also have self-chosen play in the classroom which provides a time for decision making and cooperating.

Christian Education includes Bible stories, games, discussions, and songs. Chapel involves weekly visits to the sanctuary for songs, prayer, and a Bible story with the School's Director.

The staff provides a monthly snack calendar. A list of suggested snack foods is provided. The children take turns providing the morning snack. In cases of food allergies, that information is made available on the Snack Calendar. Children with severe allergies may bring their own snacks. Extended Care snacks are provided by the School and purchased with an annual snack fee which is based on the number of days that a child stays for Extended Care.

**E. Visits and Observations:** Calvary Center School has an open classroom policy, but we do ask that parents check with the Director first before visiting. The Director may ask that a parent give their child time to adjust to a new classroom before coming in. Also, it may be disruptive to the class to visit at a certain time depending on the schedule for that day.

**F. Conferences:** Parents may request a conference at any time. Three and Four Year Olds will have scheduled conferences in February. Classes are canceled on Conference Day but Extended Care students have class. Conferences are designed to discuss a child's progress and needs, and share suggestions on how the staff and families can work together to enhance a child's progress.

**G. Progress Reports:** Each age group has an age appropriate progress report. These reports are a means for teachers to assess student progress. For parents, they are important feedback about how their child is relating intellectually, socially, emotionally, and physically in a classroom setting.

### **III. BEHAVIOR AND DISCIPLINE POLICY**

**A. Discipline Policy:** At Calvary Center School, "discipline" is viewed as a time for teaching a student what behavior is acceptable when his/her present behavior is inappropriate. The safety and well-being of all the students are our primary concerns. Expectations and school rules are presented in class. Children are praised for appropriate behavior and quietly reminded when inappropriate behavior occurs. Time out is used when necessary. Corporal punishment is never used. The 1-2-3 Magic Program developed by Dr. Thomas Phelan and redirecting misbehavior is widely used.

#### **B. Procedure for Dealing with Unacceptable Behavior:**

1. Acceptable behavior is explained to the child.
2. The child is redirected to another activity.

3. If unacceptable behavior continues despite the staff's efforts to assist with a better outcome, the child is separated from class activity, but remains in the classroom. This timeout usually lasts 2 - 3 minutes.
4. If the behavior is still a problem, the child may visit the Director's office. This is not considered "punishment" but rather a time to refocus away from the classroom.
5. If the problem continues either a call or note to the parents, from the teacher, will address the behavior and actions taken. If a conference is required, it can be arranged at this time.

**C. Disruptive and Continuous Unacceptable Behavior:** In cases where unacceptable behavior continues and is disruptive to the class over an extended period of time, the teacher will take the following steps:

1. Discuss problems with parents.
2. Keep a log of behavior (including time, dates, staff people involved, action taken), over a two week period.
3. Meet again with parents to discuss behavior log. This meeting will include the School Director. At this meeting any or all of the following will be explored:
  - a. Is the School equipped to meet the child's needs?
  - b. Is the child developmentally ready for school?
  - c. Should the child be referred to Child Find or another community resource?

- d. How can Calvary Center School and the parents work best together to meet the needs of the child?
4. If the parents choose not to cooperate with Calvary Center School staff, or if Calvary Center School's staff determines that they are unable to meet the needs of the child, it may be necessary to dismiss the student.

## **IV. HEALTH AND EMERGENCY POLICIES**

**A. Health Records:** Health and Immunization forms for each child must be on file within 20 calendar days of the first day of class. This information is required by the Maryland State Department of Education's Office of Child Care. Forms are available from the Calvary Center School office.

**B. Emergency Cards:** The Office of Child Care requires an Emergency Card be on file for all children. This card must have current address, home and work telephone numbers, emergency telephone numbers, and persons authorized to pick up your child. Allergies or special medical conditions are also indicated on the form. The card is provided by the School.

**C. Child Care Licensing Inspection:** Calvary Center School is inspected yearly by a Child Care Licensing Specialist. The safety of the facility, student records and school procedures are checked.

**D. Health Habits:** It is the School's policy, that children wash their hands after each bathroom use and before handling food (including eating snack and/or lunch). The Staff also wash their hands with soap and water under the same conditions.

**E. Pet Allergies:** Classrooms may have pets. The pets will be properly housed and the children will participate in their care. If your child is allergic to any pets, please be sure to inform the classroom teacher.

**F. First Aid:** A first aid kit, kept in the School's kitchen, is well stocked for minor emergencies. A traveling first aid kit is taken on all Field Trips.

**G. Accidents:** Staff members are trained in CPR and First Aid. If a child is injured, the appropriate emergency care will be given. Parents will be notified of any injury which may require medical attention. Anne Arundel Medical Center will be used in an emergency.

**H. Medication:** All medication must be in the original bottle with directions from the doctor. A permission slip must be completed by the parent. Medications, including Epi Pens, are kept in a secure location in the school kitchen. Several staff members who have taken Medication Administration Training are the only ones who can give medications.

**I. Illness:** Sick children should be kept home. This aids in their recovery as well as protects against the spread of illness. Parents should notify the school office of contagious illness as soon as it is diagnosed. If a child is ill at school, a parent will be called. If a child has a fever, the Anne Arundel County Health Department recommends keeping a child home from school until fever free 24 hrs.

## **V. EMERGENCIES**

**A. Fire Drills:** Fire drills are held once a month to familiarize the children with the sound of the alarm as well as with emergency evacuation of the building. The Annapolis Fire Department is located within two blocks of the building and will be called if fire is suspected.

**B. Emergency Preparedness:** Emergency preparedness procedures and evacuation plans have been developed for our school. Teachers and assistants have been instructed in proper emergency evacuation procedures. Parents receive written information about those plans.

**C. Emergency Telephone Numbers:** Emergency telephone numbers are posted by every telephone. Telephones are located in the School office and centrally located to classrooms in the kitchen.

### **D. Inclement Weather and School Closings:**

1. If Anne Arundel County Public Schools are closed, due to inclement weather, Calvary Center School will also close.
2. If road conditions require Anne Arundel County Public Schools to open late, Calvary Center School will open at 9:00 a.m.
3. If the safety of the children is threatened by weather conditions after the school day has begun, the Director will be responsible for the decision to remain open or to close early. Parents will be notified of early closings by telephone.

## VI. CAR POOL – DROP OFF AND PICK UP

1. Morning car pool begins at 8:45 a.m. A staff member, assisted by parent volunteers, will open car doors and welcome all children not in morning Extended Care. This is seen as a transition from home to school.
2. Morning car pool ends at 9:10 a.m. when class begins. Arriving on or before 9:00 a.m. allows children time to socialize before Opening Circle Time.
3. If you arrive when carpool is over, please bring your child to the office to avoid disruptions to the classrooms.
4. During noon car pool staff members and parent volunteers will personally deliver each child to whomever is responsible for taking that child home. No unauthorized person will be allowed to pick up a child. There are car seats in the office that can be borrowed when necessary for a child's safe travel home.
5. The school must have written consent from the parent or guardian before a child will be allowed to go home with anyone other than the parent. Identification will be required.
6. Daily student sign-in and sign-out sheets are initialed by parents and caregivers at carpool.

## **VII. EXTENDED CARE – DROP OFF & PICK UP**

1. Morning Extended Care children should be brought into the building and signed in by a parent or authorized individual.
2. For Afternoon Extended Care, parents enter the building and sign their children out. Only parents or authorized individuals may sign out children.
3. If staff is concerned about the ability of a person picking up a child to provide safe transportation and care due to physical or mental impairment due to substance abuse, another authorized person will be called.
4. Children not picked up from Extended Care by 5:30 p.m. will be charged at a rate of \$2.00 for every five minutes late. Calling ahead to let staff know you will be late is courteous.

## **VIII. SAFETY PRACTICES**

1. Calvary Center School provides a record of snacks served during Extended Care (posted on the refrigerator). Please contact the School immediately if your child has an allergic reaction caused by a food allergy.
2. All Field Trips are preceded by a description of the activity, a permission slip, and an opportunity for parents to volunteer. No child will be permitted to participate in a Field Trip without a signed permission slip.



3. Calvary Center School provides age and size appropriate toys, equipment, and play areas for the children. Playground rules are enforced for the children's safety.
4. Sharp objects, pointed scissors, knives for cooking projects, etc. are inappropriate for small children and will be kept out of reach.
5. An annual inspection is conducted by the Maryland State Department of Education's Office of Child Care. All areas must meet state requirements for health and safety.
6. All medication will be placed in a secure kitchen cabinet with a Physician's Medication Order Form, which must be completed for medicine to be administered.
7. Fire drills are held monthly.
8. Emergency Preparedness procedures along with evacuation plans have been developed.
9. The number of adults supervising the children will be appropriate to the activity. Therefore, parents will be asked to join us for Field Trips and parties when the teacher and assistant will have added responsibilities.
10. Parents will be asked to sign a blanket permission slip for the taking of photographs and for short walking excursions in the immediate vicinity of the School.

## **IX. PARENT - SCHOOL COMMUNICATION**

Parents will be kept informed of school activities as follows:

1. Our monthly newsletter, The Calvary Crier;
2. Notes from teachers or the office staff;
3. On our web site, [www.calumc.org](http://www.calumc.org) then click on Calvary Center School; and
4. Our automatic calling system, School Reach.

## **X. RECORD KEEPING**

Calvary Center School will keep a written record of the following:

- ❖ Fire Drills - including dates and times
- ❖ Accidents - including persons involved, any injury sustained, action taken, date and location
- ❖ Snacks served during afternoon Extended Care
- ❖ Copies of all correspondence with School families
- ❖ Days in attendance for students
- ❖ Health Inventories and Immunization Records for each child
- ❖ Emergency Forms for each child.