

Child Development Center Family Handbook



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CHILDREN LEARN WHAT THEY LIVE

*If children live with criticism,
They learn to condemn.*

*If children live with hostility,
They learn to fight.*

*If children live with ridicule,
They learn to be shy.*

*If children live with shame,
They learn to feel guilty.*

*If children live with tolerance,
They learn to be patient.*

*If children live with encouragement,
They learn confidence.*

*If children live with praise,
They learn to appreciate.*

*If children live with security,
They learn to have faith.*

*If children live with approval,
They learn to like themselves.*

*If children live with acceptance and friendship,
They learn to find love in the world.*

- Dorothy Law Nolt -

INTRODUCTION

This handbook is provided to acquaint you with Sligo Child Developmental Center and to serve as a handy information reference regarding practices, procedures, responsibilities, and benefits. It is not possible, of course, to explain in detail all pertinent information. As you have questions, please consult your child's teacher or the Director.

Thank you for your interest in our program. Sligo Child Developmental Center is a non-profit operation of the Sligo Seventh-day Adventist Church/Sligo Adventist School. The Director administers the operation; the Sligo Adventist School Board sets policies.

PHILOSOPHY

1. Our early childhood program provides needed care, protection, and continuous developmental educational experiences while children are away from their parents. It is more than a "baby sitting service" for young children. The group experience gives children a chance to be with other child under the skilled guidance of trained adults.
2. The center provides valuable education experiences and fosters growth and development in all aspects of the children's lives-spiritual, social, intellectual, and physical. Programs are provided that serve a wide range of developmental needs. Children participate in activities designed to help them grow into independent, creative, confident, and thoughtful individuals who will be able to work effectively with adults and other children.
3. Young children want to learn. They learn whether we teach them or not. Our program provides an environment where children learn through direct, practical experiences. This type of program is vital to the growth and development of young children during their formative years.

OBJECTIVES

The basic educational beliefs and principles held by the Board and staff is reflected in these objectives:

1. To give every child the love, support, and attention needed during childhood.
2. To work for the happiness and well being of each child.
3. To always be considerate of a child's emotional needs.
4. To assist each child in social development necessary to function in a group and to facilitate the activities of playing and working well with one another.
5. To help each child to accept responsibility and develop self-confidence.
6. To maintain an atmosphere that is conducive to learning.
7. To provide curriculum and experiences that develops readiness for formal educational activities.
8. To give each child basic academic skills at a pace suitable to his or her own readiness level.

GETTING STARTED

1. **Prerequisite:** The child must be 2 ½ years old and toilet trained at the time of admission. Exceptions may be made for an additional fee per week.
2. **Application:** Complete and return the application with a nonrefundable \$30 application fee. Arrange an interview date for parent and child with the Director.
3. **Screening:** The Admissions Committee will screen the application and notify you regarding the child's acceptance status.
4. **Registration:** One week's advance tuition and a \$40 materials fee are due at the time of registration.
5. **Financial Arrangements:** Fees per child are based on per week for full-time applicants. Please see the Financial Sheet for current price information. The center has no "no-billing" policy. All fees are to be prepaid and due Monday of each week. If the fee is not paid by Wednesday of the same week, then a \$5 fee is added to the payment. There is a \$25 service charge for each "returned" check. If the fee is not paid by the end of the week, you will be asked to remove your child until you have paid the balance. Any special arrangements should be made in writing to the Treasurer.
6. **First Day Checklist:**
 - a. Completed immunization record.
 - b. Completed health inventory or child's personal record.
 - c. Completed emergency information.
 - d. Completed field trip permission slip.
 - e. Financial agreement form.
 - f. Set of emergency clothes with child's name.
 - g. A blanket and cot sheet with child's name (Sheets may be purchased at the Center.)
 - h. 2 boxes of tissues.
 - i. 1 Composition book.

GENERAL INFORMATION / POLICIES

Hours

Hours of operation for the center: 7:30 a.m. to 6:00 p.m., Monday through Thursday; and 7:30 a.m. to 4:00 p.m. (EST) or 5:00 (DST) on Fridays only. Thanksgiving Eve, Christmas Eve, and New Year's Eve, the center closes at 4:00 p.m. The child must be picked up on time. A late fee will be charged to your account, if the child is not picked up on time. There is a \$1.00 per minute fee after closing time per child.

Holidays

New Year's Day, Martin Luther King Jr., Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving and Christmas.

Attendance

1. Regular attendance is required unless absence is due to illness.
2. Arrival and Departure: For your child's protection it is necessary to accompany your child to the room and sign your child in. You must sign your child in and out daily. NO ONE WILL BE PERMITTED TO TAKE A CHILD OFF THE PREMISES WITHOUT A WRITTEN CONSENT OF THE PARENT. If a child has an appointment you must come in and sign your child in or out. There may be times when you or your designee is required to present valid picture identification.
3. Please notify the Center whenever your child is absent. Only children registered with the Center will be allowed to use the facilities.

Meals

Well-balanced vegetarian meals and snacks will be provided. Lunch is served at 11:30 a.m., snacks at 9:00 a.m. and 3:00 p.m. No food should be brought to school unless the Director has given consent. If a child needs to bring food from home for health reasons, a letter must be brought from the child's doctor. Each month a Menu Form from the state must be submitted.

Transportation

Families must provide their own transportation. No bus service will be provided for the Sligo Child Developmental Center.

In-service

For in-service days you will be notified in advance.

Inclement Weather

Sligo Child Development Center follows MONTGOMERY COUNTY'S decisions regarding the closing, opening and dismissal of school. Families are advised to listen after 6:00 a.m. to one of the following radio stations for information: WGTS 91.9 FM, WTOP 103.5 FM or to local TV stations. IF SCHOOL CLOSES EARLY, please pick up your child as soon as possible.

TELEPHONE RECORDING: A recorded telephone message on 301-434-1417 will have final details. Please use 301-434-1418 for emergency calls only.

Daily Schedule

7:30 - 8:45	Free Time
8:45 - 9:00	Clean-up
9:00 - 9:15	Bathroom
9:15 - 9:30	Snack
9:30 - 10:00	Worship & Sharing
10:00 - 10:30	Curriculum activity
10:30 - 11:00	Free Time(outside weather permitting)
11:00 - 11:15	Bathroom
11:15 - 11:30	Story time and/or Music
11:30 - 12:00	Lunch
12:00 - 12:45	Free Time(outside weather permitting)
12:45 - 1:00	Bathroom
1:00 - 1:30	Quiet Time
1:30 - 3:30	Nap Time
3:30 - 4:00	Put away cots; bathroom
4:00 - 4:15	Snack
4:15 - 5:30	Free time outside weather permitting)
5:30 - 6:00 -	Circle time; reading, video

Special Events

Christmas Program, Open House, Graduation, Parent Teacher Conference.

Vacation Week

After your child has attended the Sligo Child Developmental Center for six months, he/she is eligible for a full week of vacation and will be charged ½ of the weekly rate. **You must notify the Center two weeks in advance.**

Illness

We recognize the difficulty-working parents have when a child is sick., however, for the benefit of the other children and your child, we ask that you find alternate care when your child is sick. If your child has any symptoms listed below, or is otherwise ill, you will be asked to take your child home.

1. Fever – 100 degrees or above.
2. Eye infection (conjunctivitis) referred to as “Pink Eye”.
3. Diarrhea, very liquid stools.
4. Cold with a sneezy and runny nose.
5. Impetigo-infectious skin disease, which shows up as small pimples, that turn into red blisters; parents are advised to contact their physician.
6. Vomiting.

Sick Week

After your child has attended the Sligo Developmental Center for six months, he/she is eligible for the sick week policy. **We must have a release form from the doctor authorizing this leave.** This sick week policy can be taken for a maximum of two weeks per fiscal year (July 1 through June 30).

Injury/Accident/Insurance

The Center carries student accident insurance on each child. In cause of major injury/accident, the parent will be contacted immediately. If contact cannot be made and emergency care is needed, the child will be taken to Washington Adventist Hospital for treatment. First Aid will be administered for minor injury by our certified staff. An accident form will be completed in duplicate, one for the child's file and one for the parent.

Medication

There are occasions when a child needs medication upon written notification by the child's physician (Form #560B). We will administer such medication at the specified time and in the specified amount indicated on this form. Absolutely NO medication, including over-the-counter drugs, will be given without a doctor's written permission to the children enrolled in the Sligo Child Development Center.

DAY-TO-DAY ROUTINES

Birthdays

Birthdays are special for the children. Please feel free to furnish refreshments on your child's birthday. (This will be done during the lunchtime) Let the teacher know a day or two in advance so she can prepare for it.

Candy, Gum, Jewelry

Candy, chewing gum and jewelry are not permitted at the Center.

Appointments

Rearing children is not an easy job, nor is the responsibility a light one. We would not want parents to feel reluctant to talk over any problems they may be having with their child at home because we may be having the same problem at the Sligo Child Developmental Center. Perhaps together we can come to an understanding of the problem and work together to correct the situation in the best possible way. We do not have all the answers, but it is our desire to be of assistance if possible. Individual staff members are happy to discuss your child with you, however, please do not interrupt them when they are busy interacting with the children. Please call the Center to make an appointment.

Discipline

The Center strives to teach the child appropriate behavior. If we feel a child is dangerous to other children, we reserve the right to dismiss that child. Rewards may be used in some cases to help children learn. Timeouts are used to help children understand that certain behavior is not acceptable. Efforts will be made to enhance the child's self-esteem, and the teachers will try to help the child understand that certain behaviors are inappropriate. We appreciate your help and ideas in dealing with your child. *Absolutely no physical punishment will be used with any child.*

Dress Code

We request shoes without laces and pants without belts. This is a Christian school; please be mindful of appropriate attire.

Extra Clothing

An extra set of clothes labeled with the child's name **must** be kept at the Center at all times for toilet accidents or other mishaps.

Field Trips

The Center plans field trips to places of interest such as the fire station, farm, Washington Adventist Hospital, local public library, National Zoo and nature centers.

Fire Drills

Each month fire drills will be held to instruct the children for safe departure from the building in case of fire.

Nap Time (Rest Time)

Each child is required during the scheduled naptime to rest or nap. Each child will use his/her own blanket and sheet, *labeled with the child's name*. A familiar blanket provides comfort to the resting child.

Parent Conferences

Parents must attend regularly scheduled conferences. Please call as soon as possible if unable to keep your appointment.

Toys

We ask that all personal toys, books, etc. be left at home. This eliminates problems that arise concerning ownership and sharing. Exceptions are made on "share days."

Visits

The first day at school is easier for the child and parent if both have previously visited the Center together. The child's anxiety is somewhat relieved if opportunity is given to become familiar with the teacher and surroundings. We encourage parents to visit the Center at any time.

Arts and Crafts

All the child's artwork will be sent home weekly for parents to keep. Their work will also be displayed on the bulletin board. We know you are proud of their efforts and we encourage you to share your pleasure with them.

Withdrawal

A child may be asked to withdraw for reasons such as: long term infectious disease, repeated discipline problems, non-payment of fees, or taking off without notice for a week or more. You must give the Center the fourteen a (14) day notice before withdrawing your child. You will be charged for the 14 days after the notice is given.

Criteria for moving a child from 3 to 4 year old group

1. After testing (skills concept checklist) and if the teacher agrees that the child is developmentally ready.

Or

2. When the child turns 4 and space is available in the 4-year-old group.