



Public School Child Care

Parent Handbook

Updated July 14, 2020

Purpose

For families requiring before and after-school childcare, or are in need of a distance learning facility for their children, we operate daily from 6:30 am to 6:30 pm. Our teachers supervise the child's distance learning assignments and provide abundant opportunities for outdoor education on our 40-wooded acre site.

Nondiscriminatory Policy

Glenwood Country Day School is a nonsectarian preschool. GCDS admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in the administration of its educational and admissions policies.

Registration Process

There are a limited number of students accepted in the program. Applications are accepted on a first come first served basis.

Before your child can participate, the following items must be submitted:

- Application
- Non-refundable Application fee (Returning families- \$60 / New families- \$80)
- Submit a 2-month tuition deposit which is non-refundable.
- Emergency card
- Signed contract
- Smart Tuition form
- Handbook Acknowledgement form
- Discipline Policy Acknowledgement form

Tuition Fee Schedule

GCDS uses Smart Tuition for payment on the first of each month. Payment is due whether or not the child is attending due to vacations, scheduled appointments of other planned absences.

Drop-off and Pick-up times are pre-arranged via sign-up genius the Tuesday before the following week. We implement staggered arrival / departure times in order to implement health checks. When the parent drops off, you must be here at your scheduled time. At your pick-up time, the parent will have a 10-minute window.

Drop-off Procedure

1. The parent pulls their car up to the arrival tent.
2. A teacher will come to your car to watch the parent take their child's temperature with their own thermometer and it is recorded into our school log. As the temperature is being taken, the teacher asks the CDC (Center for Disease Control) questions about COVID-19. If the child has a temperature of 100.4 degrees or higher, the child is unable to stay at school.
3. The child is then escorted by our teachers to wash their hands.

Pick-up Procedure

1. Parent pulls their car up to the tent at their scheduled pick-up time.
2. A designated teacher will escort the child to the parent's car.

Late Pick Up Policy

There is a late pick up fee of \$25 for the first 15 minutes or any portion thereof and \$1.50 per minute thereafter. The staff member who remains with the child is paid immediately in cash to the teacher on duty. We do understand that traffic can be challenging, and things happen. If you know you are going to be late, please call us.

Absences

If your child will not be attending on a given day because of a scheduled appointment, illness, or any other planned absence, please notify GCDS in advance. Absences without prior notification may be mistaken for a missing child and unnecessary concern and time in search of the child. If a child does not arrive as intended, the director will contact the parent first and then other emergency contacts, and the public school for clarification of the whereabouts of your child.

Withdraw From the Program

We do not like to lose any child from GCDS, however, if you choose to withdraw your child from the program, a two-month written notice is required. You will be charged for those two months whether your child attends or not.

Inclement Weather Policy

Closings due to Inclement Weather: GCDS is open almost every day. If a severe weather pattern is in our immediate area, you will receive an email from Miss Poland stating whether we are closed or coming in late that day.

Discipline Policy

All efforts will be made to guide children in appropriate behavior. There are clear and appropriate behavioral expectations for the children. Rules are introduced from the beginning so that children understand the rules. The teachers will keep parents informed of the children's progress and behavior, especially when there are concerns. Children who do not follow the rules may be suspended until a conference and behavioral management plan are in place. Fees will not be refunded for absences due to suspension. Read and sign the Discipline Policy and return with all required paper work.

Grievance and Problem-Solving Policy

We encourage family involvement, so parents are involved in shared decision making, advocating for their children, and are being an active guide in their child's education. If there is a grievance or complaint, we will do an investigation and get back to you within 24-48 hours and work together with families throughout the problem-solving process.

Lunch Time / Snack Time

If you have chosen the unlimited option and are here between the hours of 6:30 a.m. and 6:30 p.m. on any given day, lunches must be placed in brown paper lunch bags with your child's name on it. NO LUNCH BOXES! In addition, please send in extra snacks for your child. We do not give out snacks, but we do have a morning and afternoon snack time. Please remember that we are a NUT FREE environment! If you pack sun butter in your child's lunch, please write that down on your child's lunch.

Schedule

If you are in need of a distance learning facility, one of our degreed teachers will assist your child with their virtual learning through the public school system. If you are in need of before and after child care, your child will be able to do their homework at G.C.D.S. Please keep in mind that the students may not complete all of their homework during the designated time. Please send in a book in your child's backpack for reading time.

Outdoor Fun

Following Homework and Reading Time, students will have time to engage in recreational activities outside on our 40 wooded acres. We believe children want and need to be outside running, jumping and other movements that can only be accomplished outside!

Injured Child Policy

If your child has an injury that may require more than our first aid skills, or your child has been bumped on the head, we will make an immediate attempt to contact the parent or emergency contact person. If necessary, we will call 911. Please make sure your contact information is always current.

Emergency Plans

Staff members are informed of procedures for emergency situations including injuries, fire, and tornados. If there are extreme weather conditions at the time of dismissal, the students will remain in our shelter place area until it is safe to commence the dismissal procedure. **All staff are CPR and First Aid trained. If we are asked to evacuate our school, all children will be placed into staff vehicles and our school vans and transported to the Glenwood Library. The Head of School will notify all parents. Staff will insure the safety of each child until they are picked up.

Health Policies

The regulations that define age appropriate immunizations for children in school can change. For questions about immunizations, call the MD Department of Health and Mental Hygiene Center for Immunization at 410-767-6679.

24 HOUR RULE:

- ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND GCDS' Before and After Care.
- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine. Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to GCDS' Before and After Care.

We strictly observe this health department regulation for children (and staff) to protect the health of everyone at our school.

Parent must notify the office immediately if a child:

- Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that GCDS can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that GCDS will not release the name of the child or family involved. We simply post "There has been a case of _____ reported"
- Has any allergies or if you have any concerns about any aspect of your child's health.

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- Is taking medication, as medicine may affect your child's behavior.

- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return.

Some important signs of illness are:

1. Temperature of more than 100 Degrees
2. Nausea or vomiting
3. Diarrhea
4. Severe headache
5. Persistent cough
6. Earache
7. Severe sore throat
8. Rash or infection of the skin
9. Red or pink eyes or excess discharge from eyes

****If your child becomes ill at Before and After Care, you will be called, the child will be isolated and the parent must pick their child up within one hour.****

Glenwood Country Day School Medication Procedure Information

Glenwood Country Day School's requirement for medication administration must be followed in order for students to take medication during school hours and school sponsored events.

1. Parents must provide a written authorization for **any** medicine to be administered. This includes over-the-counter medicine (including medicated cough drops), homeopathic medicine, and prescription medicine.
2. **The first dose of any new prescription must be given at home.**
3. The parent/guardian is responsible for obtaining a written the medication order. The attached medication form/physician's order is preferred. An authorized prescriber (physician, dentist, physician's assistant, nurse practitioner) may use office stationary or a prescription pad instead of completing the attached form. The authorized health care provider must sign the order form. Necessary information includes:
 - Name of student
 - Date order expires (Check box if order valid for summer school.)
 - Authorized health care provider
 - Name of medication

- Dose and strength of medication
- Time
- Date of medication order
- Doctor's signature
- Name of medication
- Dosage and strength
- Time and frequency of medication
- Diagnosis
- Reason for administration of medication
- Special instructions
- Route of administration
- Dose and strength of medication
- Time
- Date of medication order
- Doctor's signature
- Name of medication
- Dosage and strength
- Time and frequency of medication
- Diagnosis
- Reason for administration of medication
- Special instructions
- Route of administration

Note: PRN medications should have the **frequency** of repeat doses clearly indicated on the order.

A new medication order is required for each new school year dated on or after July 1. The medication should be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students should not transport medication to or from school. All medication must be properly labeled and consistent with the medication order. Pharmacy containers and labeling are preferred; **a second labeled container can be obtained by asking the pharmacist.**

Parents should label over-the-counter medication. Physician samples must be appropriately labeled by the physician or parent/guardian. The following information must be on the label:

- Name of the student
- Name of the Medication
- Dosage and strength of the medication
- Date of the medication
- Route, time, and frequency of the medication
- Authorized health care provider name

4. Over the counter medications must be received in new, unopened containers and be clearly labeled with the student's name.
5. The school nurse must approve the medication order before the first dose of medication can be administered at school.
6. The parent/guardian is responsible for submitting a new medication order form to the school each time there is a change of dose or time of administration or route of administration.
7. The parent must provide medication for as long as it is prescribed. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
8. Within one week after expiration of the effective date on physician's order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
9. Expired medication cannot be given. The effective expiration date of a medication is the earlier of either the pharmacy labeled expiration date or the manufacturer's expiration date.
10. Each student's confidentiality will be maintained to the extent possible by school staff. At times, school personnel outside of the health services program may need to be made aware by health services staff that a student is receiving medication in order to monitor effectiveness, side effects, adverse reactions, or in response to other legitimate school related issues or responsibilities. Information will be shared on a need-to-know basis only.
11. Under no circumstances may any school staff administer **any** medication outside the procedures outlined in the Health Services Medication Administration Procedure.
12. The Glenwood Country Day School does not assume responsibility for medication administered outside of the Health Services Medication Administration Procedure.

MEDICAL RELEASE

The Parent hereby authorizes the School to supply medical care as needed for Student (including administration of allergy medications, Epi-Pens, etc. according to the Student's prescription from a licensed practitioner) or other minor medical care of emergency as determined to be appropriate by the School Staff. Parent hereby releases and holds the School harmless from any liability which might arise from the provision of such medical care.

If, in the opinion of a properly licensed and practicing physician, Student needs medical or surgical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf. Parent confirms that it is Parent's desire that Student be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the School for any medical expenditures made on Student's behalf.

I agree to be personally responsible for the payment of such medical expenses incurred. I authorize any charges to be billed to my insurance company. I further authorize the facility at which surgical or medical care is rendered to release all necessary information to my insurance company for purpose of reimbursement.

Subscriber _____ Relationship to Child _____

Medical Insurance Name _____

Policy / Group Number _____

Parent's Signature _____ Date _____

DISCIPLINE POLICY

The purpose of this policy is to be able to work as a team to provide the best care for the children and a safe place for everyone. A successful "Discipline Policy" includes being proactive, consistent, and parent involvement. In situations that involve conflict, we model positive resolution skills and encourage students to work out their problems in a thoughtful, respectful way. We also take in consideration the age of the child. What a two year old does is not what an eight year old should do. If the child displays an inappropriate behavior that is unsafe, teachers at GCDS will take the following steps:

1. The child will be separated from the group and the teacher will explain to the child that he or she needs some time to "think about" why he or she had to be removed. The unsafe behavior will be documented on an incident report and a copy is given to the parent that day.
2. If the incident occurs again, it will again be reported and a conference will be held with the child's parents. This time, the Head of School will prepare a written warning to the child and parents.
3. If the incident occurs again, a suspension is needed. The decision to exclude a student temporarily or permanently from school is made by the Head of School, usually in consultation with one or more staff members who have worked with the student. The school reserves the unconditional right to suspend or expel at any time any student for behavioral or attitudinal reasons. It is recognized that specific circumstances may warrant some variation from the steps above. Positive reinforcement is always used when the desired behavior is achieved.

This form must be signed and returned by August 1, 2020

Parent Signs _____ Date _____

Student Signs _____ Date _____

Please sign and return

Glenwood Country Day School
Before and After Program
Handbook Acknowledgement

I have received, read and understand the Before and After Program Handbook.

Signature _____ date _____