



## Before and After Quality School Age Child Care

# Parent Handbook

(Available on-line and on-site)

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## **Our Mission Statement**

ABC Care, a nonprofit corporation, provides high quality school age childcare centers that are safe, secure, fun, recreational and enriching. We believe in providing an exceptional childcare program for children of varying school ages, Kindergarten through eighth grade.

By providing a variety of activities, our program offers enriching, relaxing, fun-oriented experiences.

We always keep in mind that children are unique and develop at varying intervals. We encourage each child to use his/her potential and we provide new experiences for growth.

It is our purpose to help each child develop to the best of his/her individual ability and to provide an atmosphere in which the child can learn to share and be a supportive member of a team. We also offer multiple opportunities for your child to develop into an effective leader of him/herself, and in the future, of others.



## **Our Goals**

To provide a childcare program that maintains quality standards by providing a variety of activities. Our programs are accessible and affordable to families needing our service. ABC's programs operate during the school year, both before and after school. We provide full day, school age childcare programs on Teacher's Professional Days, Parent/Teacher Conference Days as well as days schools are closed for some State and Federal holidays. We are currently providing All Day Care with support for virtual learning during the coronavirus pandemic and any other state of emergencies as allowed.

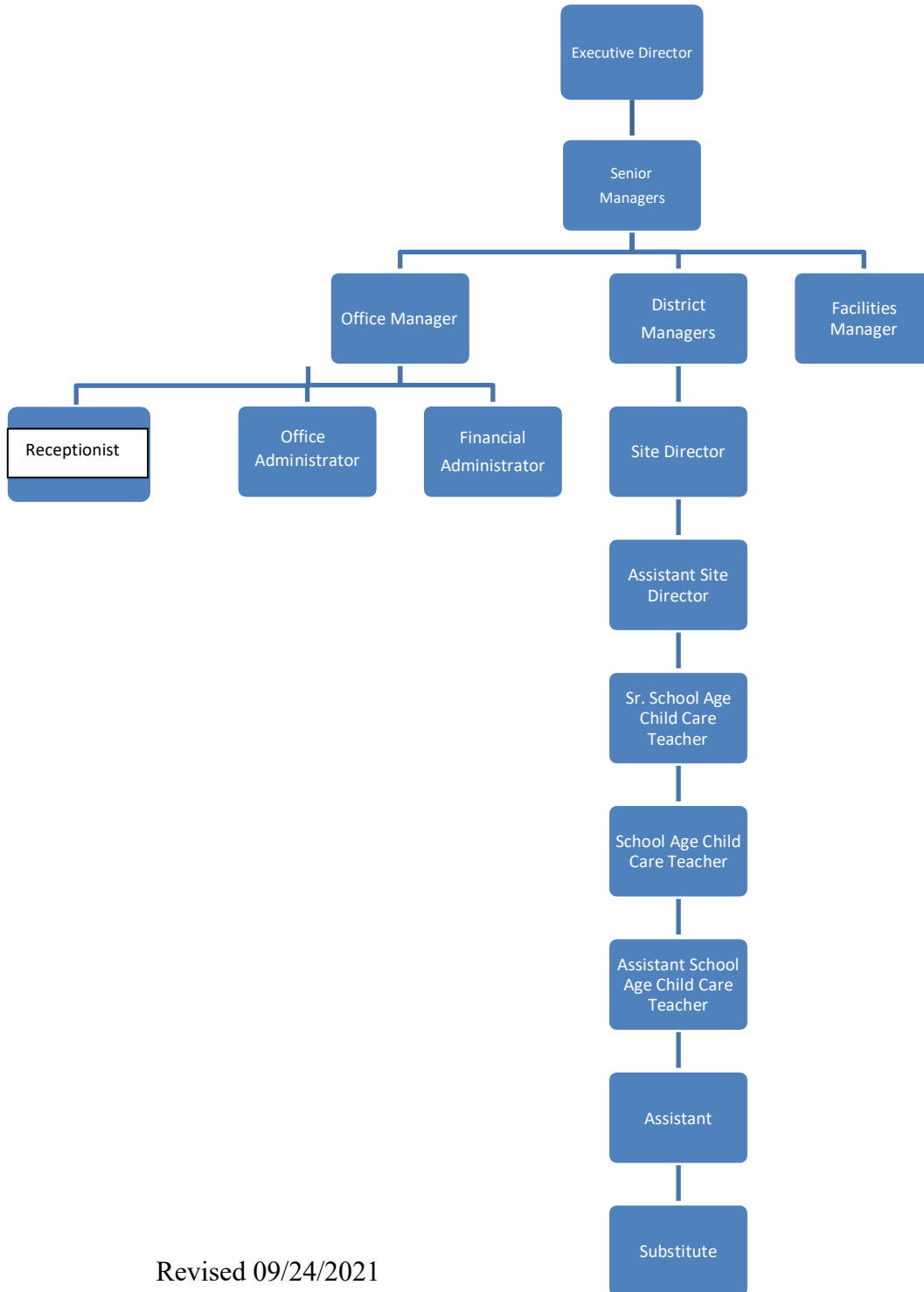
## **Our Objectives**

We will seek to provide opportunities for each child to:

- |                           |  |
|---------------------------|--|
| <b><u>EXPRESS</u></b>     | Feelings, learn various social skills, including one important one conflict resolution.  |
| <b><u>HELP</u></b>        | Make new friends and successfully develop relationships with children and adults.  |
| <b><u>DISTINGUISH</u></b> | Between right and wrong through meaningful experiences.  |
| <b><u>USE</u></b>         | A wide variety of equipment and materials to both enhance known and new hobbies.   |
| <b><u>DEVELOP</u></b>     | A sense of responsibility, respectfulness and understanding of other's feelings as well as their own.  |
| <b><u>GROW</u></b>        | In an atmosphere in which he/she may learn to be both a supportive member of a team and a team leader. To grow in knowledge of new languages and other cultures. |



## ABC Care, Inc. Organizational Chart



## Enrollment Requirements

Welcome to ABC Care, Inc. a high-quality school age childcare program. We are required by the Maryland State Department of Education, Office of Child Care (OCC) to have the following information for all children in our centers on file. Within the files, we **MUST** have the following:

1. Enrollment Contract
2. Emergency Form
3. Health Inventory
4. Behavioral Management Plan
5. OCC All About\_\_\_\_\_Form
6. Publicity/Photography/Video Recording
7. Transportation Permission Slip
8. Medication Authorization Form

Complete the Online Enrollment Contract. This includes the Parent Signature of Agreement with ABC Care policies and the following documentation:

1. Complete MD State Dept of Education Emergency Form. Must be completed by the parent/guardian
2. Complete Health Inventory, Lead Testing Certificate, and Immunization Forms. Be sure a doctor signs them. This form is only needed for new families.
3. Review and sign ABC Care Behavioral Management Plan.
4. Complete "All About\_\_\_\_\_" form.
5. Review and sign Transportation Permission Slip
6. Review and sign Publicity/Photography/Video Recording Form.
7. Review and complete medication authorization form if applicable.
8. Submit payment of registration fee and first week's tuition
9. Review and sign COVID -19 Guidance for Child Care facilities

ABC Care would be in violation of State Licensing Regulations if the files are not complete and on file in the center. Should you have any questions, please do not hesitate to call our main office at (410)751-3700 or email us at [abccare@abccareinc.com](mailto:abccare@abccareinc.com).

## **Telephone Directory**

2815 Patapsco Road  
Finksburg, MD 21048  
*Web site [www.abccareinc.com](http://www.abccareinc.com)*  
*Email: [abccare@abccareinc.com](mailto:abccare@abccareinc.com)*

Westminster ABC Center	410-848-8702
Main Office	410-751-3700
Main Office Fax	410-751-3702
Website	<a href="http://www.abccareinc.com">www.abccareinc.com</a>
Email	<a href="mailto:abccare@abccareinc.com">abccare@abccareinc.com</a>
DeerPark UMC	410-984-3646
Ebb Valley ABC Center	410-374-5400
Eldersburg ABC Center	410-795-6110
Friendship Valley ABC Center	410-857-1332
Hampstead ABC Center	443-845-2856
Manchester ABC Center	443-886-3162
Mechanicsville ABC Center	410-549-0742
Mt. Airy ABC Center	301-829-5370
Parr's Ridge ABC Center	301-829-3840
Piney Ridge Center	410-795-0731
Sacred Heart ABC Center	410-833-9427
St. Johns ABC Center	410-857-3984
Westminster ABC Center	410-848-8702
Winfield ABC Center	410-635-6985



## Policies

These policies have been written to ensure the health and safety of your children and the well-being of our program. If a family repeatedly breaks any policy/policies, we will be forced to exclude that family from our program.

### **Absenteeism**

**There is no reduction in fees if a child is absent.** If your child will not be attending on a regular attendance day, a written note or phone call to the center is required.

### **Admission**

Enrollment is open to all children, regardless of race, religion, national origin, disability, or special needs of the child. Children with disabilities or special needs will be evaluated on an individual basis upon application after the parent completes the All About \_\_\_\_\_ Form in the Registration Materials. The information provided on the All About \_\_\_\_\_ Form will allow the staff to make any reasonable modifications to the environment and/or curriculum to meet the needs of the child. ABC Care requests a copy of the IEP to be shared with the Site Director on our Enrollment Contract. ABC Care makes every attempt to provide the modifications stated in the child's IEP that apply to our childcare program. ABC Care can hold a conference with the family either in person or via phone to discuss the needs of the child and modifications prior to beginning care in our program. ABC Care Site Directors meet with school administration monthly. Should ABC Care be invited to attend an IEP meeting for a child in our care we would send a representative, preferable the Site Director to provide input, observations, and modifications appropriate for our childcare program. Should there be a need to provide special education services during the childcare program, arrangements would be made between the school administration, special education staff and ABC Care staff.

**ALL registration materials/required forms must be submitted online prior to the first day your child attends our center.**

The school age childcare program reserves the right to place a child in the group deemed appropriate to his/her age development.

At the time of registration, a non-refundable registration fee and first month's tuition is due per family registering for that school year.

Prior to the first day of attendance in our program, two (2) notes must be written by the parent to be given to the child/ren's teacher and school office, making them aware of your child/ren's attendance schedule at ABC Care. Parents are responsible for notifying the school.

ABC Care childcare centers are licensed by Maryland State Department of Education Office of Child Care. ABC Care's compliance history may be viewed at [www.CheckCCMD.org](http://www.CheckCCMD.org) . If there should ever be a problem that has not been resolved or addressed by onsite staff or management and you wish speak to our licensing specialist or to file a complaint, you may contact the Region 6 Howard/Carroll County Office at 410- 549-6498.

### **Arrivals and Departures**

Due to new guidelines families are asked to drop off and pick up children at the door rather than walk through the building to the cafeteria. Upon arrival to the center, families will use the provided walkie talkies to let the center staff know they are there. Families are encouraged to sanitize their hands prior to and after handling the walkie talkie. Staff will also sanitize the walkie in between each use. Families will sign children in and out at the door. Staff will walk children to wash their hands prior to entering the cafeteria. We are required by the State to keep these records on file. This policy is strictly enforced for the safety and well-being of your children. Children will be released only to authorized persons 16 years or older and will be required to present identification.

At this time parents are NOT allowed to visit our program at any time due to the Coronavirus Pandemic and restrictions on limiting outside access within our facility.

If someone else, unknown to staff, will pick up your child/ren, you must notify us in writing in advance and they will need to present identification.

If a pick-up occurs after the center's closing time, a fee of \$1 per minute will be charged and is to be paid on the day it occurs to the staff person caring for your child. (Please do not pay this fee to ABC Care as you are reimbursing the staff member for his/her personal time.)

No overnight care will be provided in an ABC Care childcare center.

## **Cell/Phone/Electronics/Screen Time Policy**

No cell phones, and/or handheld electronic devices (games, MP3 players, and iPods) from children's homes, will be allowed to be used at the center during before and after school childcare.

The types of screens available to children at the center are televisions, tablets, computers, etc. Before and After school age children may view no more than 30 minutes of age appropriate, educationally passive technology per week, such as a movie on the country/culture of the month, instruction in specialized subjects, or theme related educational material. Exceptions on occasion would be limited to special events, project components, rewards, and/or educational content related to lesson/activity plans. Most movies shown will be rated "G". Movies with a "PG" rating will require prior parental approval.

ABC care will keep a written record of movies shown, along with title, length of program, and reason for exception. ABC care staff will interact and engage children in questions regarding the media both during use and during Team Time interactions.

Movies or screen time will not be allowed during snack time unless such viewing is included in the child's Individualized Family Service Plan, Individualized Education

Plan, or similar document. Children may not view any media with brand placement or advertising for unhealthy or sugary food and beverages.

Media is available to all school-age children in our program, however there will always be additional choices available, including, but not limited to: construction materials; blocks, Legos (and other such materials), hands-on science projects with hypotheses and conclusions, math games, interactive globes, numerous other science, technology, engineering and math materials, games and projects offered throughout the day. Social and emotional developmental games and projects are a key aspect of ABC Care programming throughout the day as well. ABC Care also provides numerous indoor and outdoor large muscle activities on playgrounds, black tops, fields, in cafeterias, and gymnasiums. Technology in our program will support, but not replace, these types of interactions and activities.

## **Communication with**

### **Families E-Mail**

ABC Care has e-mail (abccare@abccareinc.com) for your convenience. You may send billing inquiries, comments, concerns, or questions to us via our e-mail system. We ask that you please follow these basic procedures:

1. Give your child's name.
2. Give your name as it appears on your statement.
3. Give the name of the ABC Care center your child attends.
4. Leave a daytime phone number where you can be reached.
5. Be prepared for an up to two-day (48 hours) response time.

### **Family/Site Director Conversations**

Family/Site Director Conversations are offered each Fall and Spring. This is an opportunity for communication between the Director and the family to work collaboratively to meet the needs of the child. Open communication and an exchange of ideas on areas of strength and weakness within our program will be shared. In addition, the parent manual will be reviewed with families. The Director may meet with families in person or virtually on an individual basis to review the Child Engagement Checklist. Families of children who have received 2 or more Incident Reports within 2 months are required to meet with the Site Director to review any patterns of behavior and ways to jointly address the child's needs. ABC Care reserves the right to request formal parent conferences on an as needed basis.

### **Confidentiality/Release of Confidential Information and/or Records**

When ABC Care receives a request for the release of confidential information about a child, we will determine if the reason is valid. We obtain written authorization from the parents/guardians using the form *Permission to Send or Receive Student Records*, provide the parent with a copy of the authorization and keep a copy in the child's file. When ABC Care has received a court ordered subpoena; we are legally required to release information without parental consent.

### **Discipline**

Our staff uses a "Positive Approach" to discipline, constant verbal praise, individual and group behavioral incentive charts. We also use "Peace Table" areas, which place the angry or upset child away from the other children. There we complete problem-solving reports, or conflict resolution sheets with the child to teach him/her a positive way to approach the situation that just occurred.

Each center maintains its own rules and consequences to guide children's behavior and is supported by the ABC Care Behavioral Management Plan, which is part of the Registration Materials. The Behavioral Management Plan is re-distributed at the beginning of each school year.

### **Drop-In Policy**

ABC Care provides drop-in childcare for registered children who need service on an unscheduled day, and for children who are registered for drop-in service only when openings are available. Any child who is enrolled in ABC Care can use this service. Please contact the main office at least 24 hours in advance of the date of service. Payment is due at the time of "sign-in" or "sign-out" of your child and a late fee will be charged for any drop-in services that are not paid in full at the time of service. Drop-in service may be denied if space is not available for your child.

Currently, EMERGENCY DROP-IN SERVICE is not available. If you have an emergency and are unable to give the Site Director 24 hours' notice, we will do our best to accommodate your child as a drop-in, but we cannot **guarantee** we will have a space. You **MUST** contact the office to determine if space is available prior to arriving at the center.

### **Emergency/Accident Procedures**

In the event of a serious accident, we will administer first aid, contact emergency services, call parents or guardians and complete an accident report for parents to review, sign and take with them to their child's emergency healthcare provider. It is the parent's responsibility to keep telephone numbers and emergency contact people up to date on the Emergency Information Card. It is a State regulation that parents must update their children's Emergency Information Cards, Health Records and All About \_\_\_\_\_ Form on a yearly basis.

For less serious accidents that do not require emergency health professionals, ABC Care will administer first aid, and complete an accident report for parents to review and sign.

### **Field Trips/Transporting Children**

Before a child may attend a field trip, a parent or guardian needs to sign the child's permission slip and return it to the center's Director.

Some trips are recreational in nature such as: bowling, ice cream shops, Mexican/Chinese restaurants, putt-putt golf... Other types are enrichment activities, but also fun, such as: Humane Society, Piney Run/Bear Branch Nature Center, and tours of various business establishments.

It is necessary to charge for all trips to cover costs for insurance and additional staff.

On days that we provide All Day Child Care, we may utilize licensed school buses for our field trip.

## **Health & Wellness**

### **COVID -19**

ABC Care will be following the COVID-19 Guidance for Child Care Facilities set forth by the Maryland Department of Health & The Maryland State Department of Education. The full document can be found by clicking on COVID GUIDANCE on our website and/or a copy will be at each center.

### **Illness**

Children who are ill and arrive at the center will not be accepted. If the school nurse requests your child be picked up because of illness, you must pick your child up before school closes. If a child becomes ill at the center, and we must contact you, your child must be picked up within one (1) hour.

Childcare regulations require a doctor's statement verifying that your child is healthy enough to return to the center after he/she has been absent for five (5) consecutive days due to illness. After any illness lasting less than three (3) consecutive days, the State Regulation requires a parent statement verifying that the child is healthy enough to return to the center. Children are required to be fever free for 24 hours without medication.

### **Medication**

Medication will be given on All Day Care situations or in the event of an emergency, such as Asthma or Allergic Reactions (i.e. bee stings, etc.). All Directors and Assistant Directors have taken a Medication Administration Training as required by the State regulations.

We, at ABC Care, Inc. recommend the use of the School Health Nurse. Timing medication in such a way that dosages are not needed during ABC Care's Before and After School Program time periods is strongly advised.

**The proper OCC Medication Authorization Form must be completed in full by the parent and doctor if medication is needed during an All-Day Care situation. This form must be given to the Director in charge. If you need a Medication Authorization Form, please see the Site Director of your child's center.**

## **Nutrition**

Snacks are available to the children in both the morning and afternoon programs. ABC Care complies with the guidelines of the Child and Adult Care Food Program of the US Department of Agriculture. A minimum of two food groups are provided for the children along with milk or fruit juice and water each AM and PM session. The snack bars are available to the children for approximately 30 minutes in the mornings and an hour and a half in the afternoons. Snack menus are posted on our Parent Bulletin Boards. Families are permitted to send in food from home. ABC Care is sensitive to children with special diet and/or allergies. Children must eat at the snack table and the staff will be aware of any allergies at the location taking appropriate precautions. The staff reserve the right to limit and/or not permit children to eat or drink unhealthy snacks or drinks brought from home (i.e. a soda or several Twinkies) during our program.

## **Physical Fitness**

It is a Maryland State regulation that every day each child must go outside to play, weather permitting (**over 30° and not raining or snowing at that moment**). We cannot leave a child indoors alone. If a child is not well enough to go outdoors, he/she is not well enough to attend the center. Large muscle activity is a part of our regular programming activities. We may utilize the gym, cafeteria, or outdoor space to meet this requirement.

## **Holiday Closings**

Centers will be closed for the following holidays:

New Year's Eve	Thanksgiving Day
New Year's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Labor Day	

## **Inclement Weather Policy**

We will utilize our One Call Now texting system to send messages to parents in the case of inclement weather or other emergency situations. By 6:15 AM ABC Care's main office will have a recorded message, indicating any plans or changes that will occur for that day. We will also post this information on our website.

\*If Carroll County Public Schools and Carroll County Public Schools Central Offices are closed, ABC Care will also be closed.

### **Inclement Weather Delays:**

**When Carroll County Public Schools delay opening by two (2) hours, ABC Care will open 2 hours late on site as well. In the case of a re-evaluation by the school system, ABC Care will adjust based on the re-evaluation announcement to either open or close for the day.**

If the conditions are not extreme and Carroll County Public Schools Central Offices are open, but Carroll County Public Schools are closed for the day due to snow/ice conditions, ABC Care may open one an inclement weather site. Start times will be on the text message sent out to parents and on the website as well.

The inclement weather site locations is:

#### **Deer Park United Methodist Church**

2205 Sykesville Road  
Westminster, MD 21157  
Phone: 410-984-3646

If the conditions worsen, it is possible ABC Care will close early; you will receive a phone call and/or text if this should occur.

### **Early Dismissal:**

If the school system dismisses school early due to weather conditions, we are notified and will be in the center when the children are dismissed. It should be understood that if the weather is bad enough to close schools, our lease with Carroll County Public Schools requires us to close early as well/based on number of hours school was dismissed early. i.e. 2 hour early snow dismissal-ABC Care closes 2 hours early. This allows for both your family and our staff to get home safely.

### **Center Closings:**

If the weather is severe enough and schools are closed, it will be necessary for the centers to possibly even close altogether. These decisions are never easy to make and are based primarily on whether or not the staff can safely get to the centers.

**We would like to emphasize that we do our best to get the center open as soon as possible. In extreme cases such as ice covered roads, 3 inches of snow with weather predictions of additional snow that day, WE WILL BE CLOSED.**

### **Additional Charges:**

Additional charges do apply in the event of an All Day Care, Snow Day or Delayed Start due to public school closings.



### **Scheduled Early Dismissals**

On days when schools have late openings or early dismissals due to scheduled professional time for County teachers, ABC Care will offer extended care to those students enrolled for that day. There are no registration forms for these days. If your child attends extended care and is not registered for this day in his/her regular schedule, a drop-in fee will be charged.

### **Lost or Stolen Items**

Children are discouraged from bringing expensive or cherished toys to the center. ABC Care is not responsible for lost or stolen items.

### **Pets**

ABC Care Inc.'s centers do not have pet animals within the center excluding fish or hermit crabs. If we invite children to "share" their pet within our center, a written notice would be sent out to all the centers families at least 48 hours prior to the pet "sharing" day.

### **Program Orientation**

Children will be oriented on their first day to procedures in the center, i.e. where to put their belongings, the daily schedule, staff member's names, etc. Families are encouraged to get to know the staff through our website. Parents can also contact the office for names/contact information of families currently using our services for a reference.

## **Children's Rights and Responsibilities**

Children have a right to a safe environment. Children have the right to be treated with respect.

Children have the right to be listened to and their comments taken seriously.

Children have the right to be responded to with acceptance and appreciation in a culturally respectful perspective.

Children have the right to pursue their interests, improve their skills, and learn to make positive choices.

Children have the right to have their personal space and items respected. Children have a right to show leadership and responsibility to the extent they are able.

Children have the right to tell their side of the story and express their feelings.

Children have the right to share concerns with staff members.

Children are responsible for helping to make and to follow site rules and procedures.

Children are responsible for respecting their peers and adult leaders and are responsible for respecting the different abilities and interests of others.

Children are responsible for their own possessions.

Children are responsible for cleaning up after their activities and programs.

Children are responsible for their use of site materials.

Children are responsible for their own choices, whether positive or negative, and their own decisions.

## **Safety Regulations**

No smoking, vaping, or bringing lighted tobacco into any area of the building. Fire drills are practiced once a month within each center.

Each center has a written Emergency Preparedness Plan. These emergency disaster drills are practiced twice a year within each center. In the event of a local or national emergency, the staff and children will follow the details of the emergency plan until advised it is safe to resume activities by the county police, local sheriff, state police, or civil defense. The director and staff are responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials and parents/guardians. After an emergency ABC Care will help manage the response to the emergency by helping children to cope with their feelings, fears and needs during and after the emergency. By respecting the child's feelings and involving them where possible in recovery activities, staff can reduce their stress and anxiety.

## **Schedule Changes**

**A Schedule Change Form must be submitted to request any change** in your child's schedule. Such changes are defined as: deleting days, adding days, switching days of the week, or changing to Flex, Drop-In, or Withdrawal status. The form is available at the ABC Care office or on our website. A **30-day notice** is required before the change date is effective. During this period current tuition fees remain due. This policy applies to **all** changes, including any anticipated changes made known at time of registration.

Beginning October 1, 2020 there will be a \$40.00 change fee for all changes to the enrollment schedule. When increasing the number of days of attendance, the 30-day grace period may be waived (contingent on space available). There is no fee for withdrawal. The change fee is charged due to extensive administrative time required and is payable at the time the request is submitted.

## **Teaching and Learning**

During the Coronavirus Pandemic, when schools are learning virtually our staff will provide support for distance learning by ensuring children are logged in at appropriate times and assisting with independent work as needed. While we are not certified educators, many of our staff meet or exceed the requirements for School Age Child Care Teachers thru the Maryland State Department of Education, Office of Child Care. Additionally, our staff are not tutors.

In our before and after care program, our staff plan and create weekly theme based activities including: STEM (Science, Technology, Engineering, and Math), Arts & Crafts, Higher Level Thinking, Sign Language, a Country of the Month with cultural emphasis, and a Character Trait of the Month. In addition, we focus on Life Skills including problem solving, conflict resolution, leadership, communication, and manners. See Sample Program Schedule for detailed information concerning when daily activities take place.

## **Tuition/Billing Policy**

ABC Care will operate with a ten-month billing contract. Monthly rates are based upon the total tuition amount for the school year. For parent convenience and consistency, the annual tuition is divided into 10 equal payments. Payment #1 is due when registering; payment #10 is due by May 15<sup>th</sup>. Families registering after September will have a payment due on June 15<sup>th</sup>. Payments do not coincide with dates of service.

We have three (3) billing options.

**Option #1:** Monthly recurring ACH withdrawals to be made directly from bank account. The draw will be initiated on the 15th of the month which is the payment due date. There will be no fees for this option.

**Option #2:** Monthly recurring automatic credit card payments to be made on the 15th of each month which is the payment due date. This option will be assessed a 2.85% processing fee.

(Example: \$100 due x 2.85% = \$102.85)

**Option #3:** Non-Automatic Payment. Can be paid via check, money order, or self-process payment through the SmartCare system via ACH or Credit Card due on the 15th of each month.

**PLEASE NOTE:** Check, Money order, and ACH withdrawals incur no additional fees. **ALL credit card payments are subject to a 2.85% processing fee.**

To continue to receive our services please be advised that late payments (meaning it was not received by the Friday prior) will incur an additional fee of \$40.00. (NO EXCEPTIONS)

All non-sufficient funds (bad checks) will be assessed a penalty fee of \$35.00. To avoid criminal charges with the Sheriff's Office and Court System, families must pay the insufficient funds and returned check fee within 3 days (72 hours) via cash, money order or credit card. All further payments must be paid with (ACH) withdrawals directly from your bank account.

**SHOULD ALL EFFORTS BE IGNORED AND PAYMENT NOT RECEIVED, YOUR CHILDCARE SERVICE WILL BE SUSPENDED AND WE WILL NOT BE ABLE TO PROVIDE CARE FOR YOUR CHILD(REN).**

## **Tuition Assistance/Angel Assistance Fund**

Tuition assistance is available thru the State of Maryland's Child Care Assistance Program. You can visit their website at [www.money4childcare.com](http://www.money4childcare.com). You can also reach them by calling 1-866-243-8796 or emailing them at [ccscentral@conduent.com](mailto:ccscentral@conduent.com). Families receiving assistance through this program are required to pay the difference between ABC Care, Inc. tuition charges and the assistance provided by the MD-Child Care Scholarship Program. A minimum co-payment amount may be required by the MD-Child Care Scholarship Program.

ABC Care is proud to offer the Angel Assistance Fund which has been established to provide temporary assistance to families who are struggling to make their payments due to loss of job, family illness, etc. If you need assistance and would like to fill-out an application for consideration, please talk to your Director or contact the main office at 410-751-3700.

## **Volunteers**

Volunteers are not permitted within ABC Care Inc. centers during this time.

## **Withdrawal**

It is required you give a 30-day written notice of intent to withdraw from the program. This notice is to be submitted to the Main Office by completing the Schedule Change form which can be found on our website.

### SAMPLE BEFORE SCHOOL PROGRAM SCHEDULE

6:45 - 7:40	Jrs/Srs	<u>Self- selected activities:</u> table games, puzzles, reading center, construction, creative arts, etc.
7:00 - 7:40	Jrs/Srs	<u>Snack bar</u> open and available.
7:40 - 7:55	Jrs/Srs	Gym games- Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.
7:55 - 8:00	Jrs/Srs	<u>Prepare for a day of learning:</u> final bathroom break and clean up. Dismissal: staff escort children to class.

### SAMPLE AFTER SCHOOL PROGRAM SCHEDULE

2:55 – 3:10	Juniors	<u>Arrival:</u> the staff warmly greets Children.
3:10 – 3:45	Juniors	<u>Outside/Gym Games:</u> Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.
3:45 – 4:00	Juniors	<u>Team Time:</u> The group will meet to discuss upcoming events and/or fundraisers, assist in planning activities, meet with club representatives on designated days, team building activities, brain teasers or do enrichment activities such as science, art history, math, literature, social studies, etc.
4:00 – 4:20	Juniors	<u>Homework/Quiet Choice Activities:</u> Children can begin their homework or choose to read quietly, use the higher-level thinking activity center, creative arts activity center or play a table game.
4:20 – 5:15	Juniors	<u>Self-Selected Activities:</u> Table games, reading center, construction, creative arts puzzles, etc. At this time children can take part in the Specials Activity center, which focuses on enrichment areas of cooking, drama, math, science, social studies, literature, and woodworking.
3:10 – 4:30	Jrs /Srs	<u>Snack bar</u> open and available.
2:55 – 3:10	Seniors	<u>Arrival:</u> the staff warmly greets Children.
3:10 – 3:40	Seniors	<u>Homework/Quiet Choice Activities:</u> Children can begin their homework or choose to read quietly, use the higher-level thinking activity center, creative arts activity center or play a table game.
3:40 – 4:00	Seniors	<u>Team Time:</u> The group will meet to discuss upcoming events and/or fundraisers, assist in planning activities, meet with club representatives on designated days, team building activities, brain teasers or do enrichment activities such as science, art history, math, literature, social studies, etc.
4:00 – 4:45	Seniors	<u>Outside/Gym Games:</u> Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.
4:45 – 5:15	Seniors	<u>Self-Selected Activities:</u> Table games, reading center, construction, creative arts puzzles, etc. At this time children can take part in the Specials Activity center, which focuses on enrichment areas of cooking, drama, math, science, social studies, literature, and woodworking.
5:15 – 5:30	Jrs/Sr	<u>Clean Up:</u> Children at various times are assigned to specific jobs and assist in the cleanup of the center.
5:30 – 6:15	Jrs/Sr	<u>Outside/Gym Games:</u> Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.

**SAMPLE ALL DAY CARE // VIRTUAL LEARNING SUPPORT**  
**SAMPLE CENTER: EBB VALLEY**

7:00 – 9:15	<u>Self-selected activities:</u> table games, puzzles, reading center, construction, creative arts, etc. <u>Snack bar</u> open and available. <u>Gym games-</u> Large muscle activities such as baseball, soccer, kick ball, team building game, jump rope, relay races, etc.
9:15 – 9:30	<u>Prepare for a day of learning:</u> final bathroom break and clean up.
9:30 – 11:30	Virtual Learning Support
11:30 – 1:00	Playground/mask relief/lunch
1:00 – 3:30	Virtual Learning Support
3:30 – 4:30	<u>Outside/Gym Games:</u> Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc. <u>Snack bar open and available.</u>
4:30-4:45	<u>Team Time:</u> The group will meet to discuss upcoming events and/or fundraisers, assist in planning activities, meet with club representatives on designated days, team building activities, brain teasers or do enrichment activities such as science, art history, math, literature, social studies, etc.
4:45-6:00	<u>Self-Selected Activities:</u> Table games, reading center, construction, creative arts puzzles, etc. At this time children can take part in the Specials Activity center, which focuses on enrichment areas of cooking, drama, math, science, social studies, literature, and woodworking.
6:00-6:30	<u>Clean Up:</u> Children at various times are assigned to specific jobs and assist in the cleanup of the center.
<p>**Before/After activities will be based on “bell ring” for each school and the beginning and end of the virtual school day</p>	

## **Behavioral Management Plan**

Minor behavioral problems will be handled by the center's Site Director through verbal warnings, peace table discussions, Problem Solving Sheets, and Incident Reports. Both the Problem-Solving Sheets and Incident Reports must be reviewed with the parent and the parent is required to sign the incident report, so the parent is aware of the behaviors we are working on with their child.

### **Parent Conferences**

Three (3) Incident Reports within a two (2) week period constitutes a parent conference to be held within one (1) week of the last Incident Report. These parent conferences will be held between the hours of 7:45am and 4:45pm and will be held either at the child's ABC Center or at the main office located at 2815 Patapsco Road, Finksburg, MD 21048.

### **Procedures Regarding Inappropriate Behavior**

A child who is involved in any type of behavior that is determined by the Site Director and Executive Director or Senior Managers of ABC Care, Inc. to be conduct unacceptable for a child attending an ABC Care Before and After School Program, can be suspended or expelled. The Executive Director or Senior Managers have the authority to determine the length of the suspension, which can range from one (1) to five (5) days.

ABC Care Inc. reserves the right to employ the following procedures in dealing with instances of inappropriate behavior:

1. The Site Director of the center may confiscate inappropriate and/or objectionable materials and/or objects that may be used for inappropriate behavior.
2. The Site Director of the center, with the Senior Manager's guidance, reserves the right to determine the degree of punishment (i.e. Incident Reports, suspension, expulsion).
3. The Executive Director or Senior Managers have the right to request full payment for total replacement and/or monetary reimbursement for repairs and/or replacement of broken/destroyed objects resulting from a deliberate or accidental breakage. This includes center equipment, school items, and children/staff personal belongings.
4. Field trips are a privilege. The Site Director of the center reserves the right to withhold a child from attending a field trip.
5. The Site Director of the center reserves the right to request that a child's parent accompany him/her while attending a field trip.
6. The Executive Director or Senior Managers reserves the right to require information sharing with counselors, doctors, psychiatrists, psychologists, social workers, etc...



## **Offenses**

The following lists are examples of ***SOME*** of the offenses for which a child may receive an Incident Report, suspension, or expulsion, depending on the circumstances and severity surrounding the offense.

### **Incident Reports**

- Leaving the designated area that ABC Care is utilizing at that time.
- Throwing rocks or sticks, etc.
- Failure to refrain from hurting another (pinching, pushing, punching, biting, kicking, etc..)
- Using vulgar language, verbally or in written form
- Showing disrespect to another person (child or staff member)
- Improper use of equipment, materials, or furniture

### **Suspensions which may result in expulsion**

- Failure of parent(s) to attend a parent conference or adhere to its recommendations
- Theft/Robbery
- Use or possession of tobacco or firearms
- Arson/lighting matches
- Assault and battery of a staff member
- Violent behavior which creates a substantial danger to persons or property
- Possession of a real or look-a-like weapon
- Destruction and vandalism of school or personal property
- Fire alarm misuse
- Harassment
- Insubordination (disobeying a directive from a Director or School Age Child Care Teacher)
- Gambling for money
- Lack of required immunizations or health inventories
- Sexual activity or indecent exposure