



FAMILY HANDBOOK



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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 & OBJECTIVES



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.

OUR OBJECTIVES

We will seek to provide opportunities for each child to:

EXPRESS

Feelings, make decisions and follow interests.

HELP

Make new friends and get along with others.

DISTINGUISH

Between right and wrong through meaningful experience.

USE

A wide variety of equipment.

DEVELOP

A sense of responsibility.

GROW

In an atmosphere learning to be both a supportive member of a team and a team leader.

ENROLLMENT REQUIREMENTS



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 Form (parts 1 & 2)
4. Blood Lead Testing Form
5. Immunization Record
6. Behavioral Management Plan
7. OCC All About _____ Form
8. Publicity/Photography/Video Recording
9. Transportation Permission
10. Medication Authorization Form (if applicable)

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.

TELEPHONE DIRECTORY

MAIN OFFICE ADDRESS:

2815 PATAPSCO ROAD, FINKSBURG, MD 21048

Main Office	410-751-3700
Main Office Fax	410-751-3702
Website	www.abccareinc.com
Email	abccare@abccareinc.com
Deer Park UMC	410-984-3646
Ebb Valley ABC Center	410-374-5400
Eldersburg ABC Center	410-795-6110
Elmer Wolfe ABC Center	443-202-6158
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
NCCS ABC Center	443-202-6155
Parr's Ridge/Mt. Airy 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/504/BIP 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/504/BIP 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 regularly. Should ABC Care be invited to attend an IEP/504/BIP 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 support services during the childcare program, arrangements would be made between the family, outside vendor 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. ABC Care, Inc reserves the right to dismiss any parent, child or family member at any time with or without cause.

At the time of registration, a non-refundable registration fee 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 family 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. Families 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 . 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 410-750-8771.

Arrivals and Departures

Families must bring their children into the center each morning and sign them "in". When picking up your children from our center, families must sign them "out". 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. Curbside drop off and pickup used during COVID restrictions is not permitted at this time.

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.

Late Pick-up 1st Occurrence - If a pick-up occurs after the center's closing time, a fee of \$1 per minute will be charged to your SmartCare billing account and will be due along with the next month's payment.

Late Pick-Up 2nd Occurrence - If a pick-up occurs after the center's closing time, a fee of \$3 per minute will be charged to your SmartCare billing account and will be due along with the next month's payment.

Late Pick-Up 3rd Occurrence - If a pick-up occurs after the center's closing time, a fee of \$5 per minute will be charged to your SmartCare billing account and will be due along with the next month's payment.

A Family Conference is required after the third occurrence; suspension of childcare and/or expulsion from child care for inability to follow procedures is possible.

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

SCREEN TIME POLICY

No cell phones, and/or handheld electronic devices (Meta glasses, smart watches, etc.) 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, computers and other media devices (i.e. smartphones and tablets). Before and after school age children may view no more than 30 minutes of age-appropriate educational technology per week when directly related to facilitated learning experiences (purposeful interactions between staff and children promoting learning). Examples include clips on the country/culture of the month, instruction in specialized subjects or theme related educational materials. 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 family 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 top, 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.

Communication with Families: Family/Site Director Conferences

Family/Site Director Conferences 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/guardian manual may 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 encouraged to meet with the Site Director to review any patterns of behavior and ways to jointly address the child's needs. ABCCare reserves the right to request formal family 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 families using the form Permission to Send or Receive Student Records, provide the family 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 think & reflect 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 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 fill out the drop in/flex care/added care schedule form found on our website 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.

Emergency/Accident Procedures

In the event of a serious accident, we will administer first aid, contact emergency services, call family and complete an accident report for family to review, sign and take with them to their child's emergency healthcare provider. It is the families responsibility to keep telephone numbers and emergency contact people up to date on the Emergency Information Card. It is a State regulation that families 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 families to review and sign.

Field Trips/Transporting Children

Before a child may attend a field trip, families need 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 will 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 family 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 family 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.

HEALTH & WELLNESS

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. Additionally, ABC Care provides whole grains, fresh fruits and / or vegetables at least four times a week, and limits fat, sugar, and salt in food served by the program. Snack menus are posted on our Family Bulletin Boards. The snack bars are available to the children for approximately 30 minutes in the mornings and an hour and a half in the afternoons.

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

Inclement Weather Policy

We will utilize email to send messages to families in the case of inclement weather or other emergency situations. It's sent as email to the primary account holder. We will also post this information on our website. Refunds/credits for inclement weather days are not given.

*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 an inclement weather site. Start times will be on the text message sent out to families and on the website as well.

The inclement weather site location 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 or Snow Day due to public school closings.

Scheduled Early Dismissals

On days when schools have early dismissals due to scheduled professional time for County teachers, ABC Care will offer extended care to those students enrolled for that afternoon. There are no registration forms for these days. If your child needs to attend a scheduled early dismissal and is not registered for this day in his/her regular schedule, a 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. Families 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 city police, local sheriff or state police. The director and staff are responsible for the safety of children and will coordinate actions and/or requirements with community public safety officials and families. 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 on our website under school forms and documents. 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.

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 family convenience and consistency, the annual tuition is divided into 10 equal payments. Payments do not coincide with dates of service. Refunds/credits for inclement weather are not given.

PLEASE NOTE: ALL credit and debit card payments are subject to a 2.85% processing fee. All payment not received by the due date (15th of each month) will be charged a \$40 late payment fee. (NO EXCEPTIONS)

All non-sufficient funds (bad checks) will be assessed a penalty fee of \$30. 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 <https://family.childcareportals.org>. You can also reach them by calling 1-877-227-0125 or emailing them at CCSCentral2@maryland.gov. 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 SCHOOL SCHEDULE

SAMPLE BEFORE SCHOOL PROGRAM SCHEDULE

- 6:45 - 7:40** **Self-selected activities:** table games, puzzles, reading center, construction, creative arts, etc.
- 7:00 - 7:40** **Jrs/Srs Snack bar** 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 Prepare for a day of learning:** final bathroom break and clean up. Dismissal: staff escort children to class.

SAMPLE AFTER SCHOOL PROGRAM SCHEDULE

- 2:55 - 3:10** **Juniors Arrival:** the staff warmly greets Children.
- 3:10 - 3:45** **Juniors Outside/Gym Games:** Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.
- 3:45 - 4:00** **Juniors Team Time:** 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 Homework/Quiet Choice Activities:** 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 Self-Selected Activities:** 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 Snack bar** open and available.
- 2:55 - 3:10** **Seniors Arrival:** the staff warmly greets Children.
- 3:10 - 3:40** **Seniors Homework/Quiet Choice Activities:** 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 Team Time:** 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 Outside/Gym Games:** Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.
- 4:45 - 5:15** **Seniors Self-Selected Activities:** 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 Clean Up:** Children at various times are assigned to specific jobs and assist in the cleanup of the center.
- 5:30 - 6:15** **Jrs/Sr Outside/Gym Games:** Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.

***Before/After activities will be based on "bell ring" for each school and the beginning and end of the school day*

SAMPLE ALL DAY CARE SCHEDULE

7:00 – 9:15	Self-selected activities: table games, puzzles, reading center, construction, creative arts, etc. Snack bar: open and available. Gym games: Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc.
9:15 – 9:30	Bathroom break and clean up
9:30 – 11:30	Arts & crafts
11:30 – 1:00	Playground/lunch
1:00 – 3:30	STEM activity
3:30 – 4:30	Outside/Gym Games: Large muscle activities such as baseball, soccer, kick ball, team building games, jump rope, relay races, etc. Snack bar open and available.
4:30-4:45	Team Time: 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	Self-Selected Activities: 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.
5:45-6:00	Clean Up: Children at various times are assigned to specific jobs and assist in the cleanup of the center.

BEHAVIORAL MANAGEMENT PLAN

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

Family Conferences

Three (3) Incident Reports within a two (2) week period constitutes a Family Conference to be held within one (1) week of the last Incident Report.

Procedures Regarding Inappropriate Behavior

A child who is involved in any type of behavior that is determined by the Site Director and District Manager or Senior Manager 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 Senior Manager has 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 Manager 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 family member accompany him/her while attending a field trip.
6. The Executive Director or Senior Manager 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, sticks, toys, supplies, 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/guardian 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