



A Maryland EXCELS, Quality Level 3 School

Parent's Handbook

2018-2019

Revised August 2018

St. James' Children's School

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St. James' Children's School

PHILOSOPHY AND GOALS

St. James' Children's School is committed to the belief that each child is a child of God, with his or her own unique and precious characteristics. The School provides a program which nurtures every child and encourages his or her growth in an atmosphere of love and respect.

To accomplish this goal, the school adheres to the following principles:

1. To employ a dedicated staff and create a nurturing environment which ensures individual attention to every child.
2. To present an academically challenging and developmentally appropriate program that supports each child's individual needs and talents.
3. To encourage young children to grow in confidence and self-esteem.
4. To awaken in young children a lively interest in learning and an appreciation of the world around them.
5. To provide an introduction to Christianity through stories, music and a simple chapel service.

PROGRAM AND CURRICULUM

St. James' Children's School is a Maryland EXCELS quality rating Level 3 School, as rated by the Maryland Department of Education (MSDE.) Our school has achieved this quality rating based on nationally recognized standards and best practices that exceed state licensing requirements. St. James' Children's School is also a member of the Maryland State Child Care Association, which promotes the growth and development of professional licensed child care and learning centers in Maryland.

St. James' Children's School uses the Maryland State Department of Education (MSDE) approved curriculum standards for Infants through Pre-Kindergarten. The School follows the Teaching Strategies: Creative Curriculum and uses this instrument for the basis of daily activities. This program follows a developmentally appropriate continuum that begins with expectations for infants and toddlers and continues through expectations for kindergarten students. The Pre-Kindergarten program also incorporates concepts from Common Core State Standards and is a State accredited program.

Our programs are play based and experiential. Students are encouraged to explore, experiment, and experience developmentally appropriate activities. The content areas are literacy, math, social, emotional and physical development, as well as the arts, scientific thinking, social studies and health/nutrition. Teachers assess the strengths and needs of each child. Teacher-guided and child-selected learning centers are available for students to explore, reinforce, practice and experience new skills. The interactive learning centers provide opportunities for individualized learning styles, interest levels, and social-emotional development skills of children and reflect the interests of the children, their primary languages, and cultural backgrounds. Children are provided opportunities to interact with their peers in a developmentally appropriate environment welcoming of all

children of all abilities.

As part of our ongoing dedication to nurturing the whole child, St. James' Children's School has created an outdoor classroom to broaden our students' learning experiences. Our outdoor classroom extends learning beyond the classroom walls using elements of nature. Children explore the content areas while enhancing gross and fine motor development, social-emotional development, language development, and creative expression. Mastery of the skills associated with these areas is critical for healthy development, as well as future academic success. Our outdoor classroom provides an educational format that is meaningful to our students and fully embraces developmentally appropriate practices in early childhood care.

"Play" is probably the most important means of learning. There will be times during the day when children will have the opportunity to self-select activities within the learning environment (inside and outdoors). Getting along with others, decision making and problem solving skills are all necessary for becoming a successful student, adult, employee and life-long learner.

St. James' Children's School is a Christian preschool. Children in our Preschool-Four-Year Olds and Pre-Kindergarten classes attend weekly Children's Chapel services. A chapel leader shares a bible-based message with the children, leads them in prayer, and closes with a song that extends the message of the service. Children's Chapel gives the children an opportunity to participate in a basic Christian worship service at their level.

GOVERNANCE

In founding the program, the Church delegated authority for regular operations to a School Board of Trustees, which operates technically as a Committee of the Church's Vestry. The Board establishes all policies and hires the Director who is responsible for daily operation of the School. The School's Board of Trustees meets at least five times a year. Parents fill several positions on the Board and are thereby directly involved in all decisions that affect the school. Any parent who may be interested in serving on the Board should inform the Director at any time. A Nominating Committee is created by the School Board when positions are open and they will contact interested parents at that time. The School is a non-profit organization, under Internal Revenue Code Section 501(c) (3).

ADMISSIONS

St. James' Children's School welcomes all students. The School does not discriminate on the basis of race, color, religion or national origin in administration of its education policies, admission policies or other School administered programs.

Differently-abled students and students with any special health care needs will be fully considered if it is within the resources of the school to meet those needs. If your child has an IFSP or IEP, please provide a copy to the School. This will allow us to support you and your child and to schedule with any outside services or agency your child may need.

Any important medical information that will enable the school to accurately evaluate its ability to meet the child's needs must be provided by parents to the School. Families of students with special health care needs should fill out a Health Care Plan form as well as a Medication Administration Authorization form for any medication that should be kept at school. Please see the section, "School Policies-Medications" for more information.

Admission Priorities

When a space is available in any appropriate group the priorities for admission will be:

1. Children of staff members will have priority if all other factors are equal.
2. Siblings of enrolled students will have priority if all other factors are equal.
3. Children of active members of St. James' Episcopal Church will have priority if all other factors are equal.
4. Appropriate age, available start date, and date of application will determine order of admission, once priorities are considered.
5. The Director of the School will always have discretion in making final decisions regarding admission.

Ages for Admission

Infants will be accepted in the day care program when they are 6 weeks old or older. **Nursing infants will not be admitted until they are comfortable being fed from a bottle.** Older Infants and Toddlers will be placed as space allows and as is appropriate for the age and development of the child. For admission into the two year old Preschool class a child should be two (2) years old by September 1. Children entering our three year old Preschool class should be three (3) by September 1st. Children entering our four year old Preschool classes should turn four (4) by September 1. Pre-Kindergartners must qualify to matriculate to Kindergarten the following June.

ENROLLMENT PROCEDURES

A parent interested in enrolling his or her child in St. James' Children's School should make an appointment through the office to tour the facilities and meet with the Director. An enrollment application must be completed and returned to the office along with a non-refundable application fee of \$50.00. Parents will be informed by phone when a space is available. An enrollment agreement will be sent to confirm the space. A deposit of \$1,000 for full time status or part time status is required to reserve the space and is due when the agreement is signed and returned to the school. The School holds the deposit while the child is enrolled and will apply it to the last month's tuition, if 60 days written notice of withdrawal is given.

If a space is unavailable, your application will be added to the waitlist. It can be challenging to give estimates as to when we are expecting openings. Families sometimes move or have other changes in

circumstance that causes unexpected openings. However, current families get priority for siblings and this can take up several spots. As a result, spots can become open much sooner or later than we anticipate. This is why we encourage families to stay in touch about your interest and flexibility. Flexibility in your enrollment start date can improve your chances of getting a spot for your child.

All of the items below must be completed and returned to the School before a child's first day of attendance:

- Signed Enrollment Contract with \$1,000 deposit
- Health Inventory (Part I-Parent)
- Health Inventory (Part II- Physician)
- Immunization Form
- Lead Testing Certificate
- Emergency Information Form
- "A Parent's Guide to Regulated Child Care" acknowledgment signed
- Sunscreen/Insect Repellent Form
- Signed Parent Handbook Written Agreement (located at the end of the Parent Handbook)

In January, families will be required to complete a new Enrollment Form for each student, indicating their intent and commitment to remain enrolled in our program for the next school year. The completed form must be submitted no later than March 1st in order to retain a spot for your child for the coming school year.

Children are assessed for class placement into the older classes by chronological ages and in terms of their total development – social, physical and emotional. Interest level in the activities typical of each group is also taken into consideration, as is the actual availability of an open place at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher.

Immunization records must be kept up to date, and emergency information renewed annually.

STAFF QUALIFICATIONS

All staff members meet the educational requirement of the Maryland State Department of Education and the Office of Child Care. The SJCS Director, Program Assistant and the Morning Lead Teachers of Twos, Threes, Fours and Kindergarten Classes have bachelors or graduate degrees in education or closely related field, plus teaching experience, special training and state required coursework in Early Childhood Education. All teachers, aides and administrative staff participate in the Maryland Child Care Credentialing program, which requires extensive continuing education in child development and other areas of the early childhood field. Staff members are certified in First Aid and CPR.

STAFF/STUDENT RATIOS

Infants and Toddlers: State regulations require one staff member for every three infants and toddlers.

Preschool-Two Year Olds: State regulations require one staff member for every six two year olds, with a maximum group size of 12.

Preschool – Three Year Olds: State regulations require one staff member for every ten, three year old students, maximum group size of 20.

Preschool – Four Year Olds: State regulations require one staff member for every ten, four year olds except between 9 and 3 when higher ratios are permitted.

Pre-Kindergarten: State regulations require one staff member for each fifteen five year olds, except between 9 and 3 when higher ratios are permitted.

STAFF

Head Teachers

Our Preschool and Kindergarten classes are under the leadership of Head Teachers, who have earned a Bachelor's Degree in Early Childhood Education or a closely related field. They develop age appropriate daily schedules, themes and lesson plans. Head Teachers use the Creative Curriculum as a foundation for their classroom planning and add their personal experiences, research and available community resources to create imaginative and engaging activities. They work with the afternoon Lead Teacher and Assistants in their classroom to implement all aspects of the program. Head Teachers are also responsible for completing both the ASQ-3 Screening and full academic assessments of each child and conference frequently with parents regarding their child's academic and socio-emotional development.

Lead Teachers

In the Infant, Older Infant and Toddler classes, Lead Teachers have both the 90 hour Early Childhood Development courses and 45 hour Infant Toddler course or appropriate experience in early childhood education. They also have additional training appropriate to the needs of infants and toddlers in their program. The Lead Teachers work as a team with the Head Teachers to develop age appropriate schedules and lesson plans.

In the Preschool Two-, Three-, and Four-Year Old classes and the Pre-Kindergarten class, a Lead Teacher with training in Early Childhood Education is in charge of the after school program. They work as a team with the Head Teacher to create and implement lesson plans for the afternoon that complement the morning lessons in theme and development goals.

Assistants

Assistants have completed at least 6 hours of continued training in early childhood education. They help maintain supervision of the children and support the Head Teacher or Lead Teacher with instruction and classroom management.

Our Administrative and Lead Staff

MS ASTRID, DIRECTOR: Astrid Crookshank has a Bachelor of Science Degree in Psychology from University of California, additional college coursework in Early Childhood Administration and Curriculum Planning. and joined St James in September 1993. Astrid has many years' experience teaching infants to three year olds, was our Assistant Director for 22 years and has been Director since 2015. She has experience building curriculum, training and managing staff, and forming strong relationships with the children and families.

MS REBECCA, PROGRAM ASSISTANT: Rebecca Boker is our Program Assistant. She works part time to support the teachers with the curriculum and Maryland EXCELS standards in all classrooms. Rebecca has taught pre-k and kindergarten age children and is part of our administrative team. Rebecca has a Bachelor's Degree in Elementary Education from the University of Maryland. She has over 25 years of experience in the childcare field. Rebecca joined our staff in July 2005.

MS JENNIFER, ADMINISTRATIVE ASSISTANT: Jennifer Chandler is our Administrative Assistant. She has completed the 90 hour Preschool certification, as well as 45 hour certifications for Infants and School Age children. She is currently pursuing an Associate's Degree in Early Childhood Education from Montgomery College. Jennifer has over 20 years of experience working with infants - school age children. Jennifer joined St. James in September 2001.

MARY SLABY, BUSINESS MANAGER: Mary is our Business Manager. She has a degree in Political Science and a Master's in Gerontology. She was the Finance Director for the National Cathedral School for 13 years before moving to South Carolina. She is long time member of St. James Episcopal Church and has been with St James Children's School since November of 2015.

MS JEN, INFANT LEAD TEACHER: Jen Morales is a teacher in our Infant program. She has completed her Associates degree in Early Childhood and is pursuing her Bachelors in Early Childhood Education. She has 7 years of experience working with infants to preschool children. Jen joined us in July of 2017.

MS TIFFANY, OLDER INFANT LEAD TEACHER: Tiffany Greenberg is a teacher in our Older Infant program. She is currently pursuing an Associate's Degree in Early Childhood Education from Montgomery College. Tiffany has several years' experience with children Infant to Pre-K and joined us at St James in June of 2006.

MS KIM, TODDLER LEAD TEACHER: Kim Belcher is a teacher in our Toddler program. She has completed the 90 hour preschool certification and is currently pursuing an Associate's Degree in Early Childhood Education. She has 20 years of experience working with infants and toddlers and joined our team at St James in July of 1998.

MS DANA, TWOS HEAD TEACHER: Dana Stafford is a teacher in our Twos program. She has over 20 years' experience teaching children toddlers-2 years. Dana has a Bachelor's Degree in Family Studies from University of Maryland. She joined our team in September 1996.

MS RITA, THREES HEAD TEACHER: Rita Harrell is a teacher in our Threes program. Rita has a B.A. degree in History and Political Science from Virginia Union University and has taken additional coursework in curriculum and child development. Rita has many years' experience with children infant-school age and joined St James in August of 2017.

MS YUGANTI, FOURS HEAD TEACHER AND ART TEACHER: Yuganti Shirodkar is a teacher in our Pre-K/4s program and our school Art Teacher. She has 10 years of experience teaching art to children Pre-K to middle school age. Yuganti has a Master's Degree in Education (Art) from University of Massachusetts and a Bachelor's Degree in Education and Graphic Design from India. She joined our team in September 2016.

MS SONIA, PRE-K HEAD TEACHER: Sonia Schwartz is a teacher in our Pre-K classroom. She has over 27 years of experience working in the childcare field. Sonia has taught many age groups from infants to school age children and has several years working as a Preschool director. Sonia has a Bachelor's Degree in Early Childhood Education from Ryerson University (Toronto). Sonia joined our team in August of 2002.

SCHOOL YEAR

St. James' Children's School is a year round school. Our school year begins on the first Tuesday in September and ends on the last Thursday prior to Labor Day. The school year calendar can be found at the Appendix of this handbook.

SCHOOL HOURS

St. James' Children's School's hours of operation are from 7:30 AM to 6:30 PM. **Parents and children will not be admitted before 7:30 am while the staff are preparing their classrooms. The 6:30 pm closing time means that all families have left the building by 6:30pm.** Parents who enter the building before 7:30 am will be asked to remain in the lobby until 7:30 am. Parents who arrive at 6:30 pm, or are still in the hallways at 6:30 pm, will be considered late. The first time the parents are not out of the building by 6:30 pm, they will receive a reminder from the Director or the staff member in charge. If the parents are late again, a late fee of \$2.00 per minute/per child after 6:30 pm will be assessed and must be paid the next school day. Frequent lateness (more than twice a month) may result in dismissal from the program.

TUITION and FEES

Tuition

Tuition is due the first of every month and must be paid by the third school day of the month to avoid \$10 per day late fees. Tuition can be paid preferably by check, but money order or cash are also accepted. Many families prefer to have their personal bank issue and send a check every month.

Tuition rates are based on state required staffing ratios for a class and on the program offered, rather than any individual child's age. A child is moved to an older group when it is appropriate for the child, considering age and maturity, and available space. Children are usually kept in the same class throughout the school year. Tuition rates change when a child moves to a class with lower rates, not on his or her birthday. Tuition increases occur each September. No refunds or adjustments will be granted for sick days, inclement weather, prolonged absences, or closings due to emergency situations or acts of God.

Fees and Deposits

A \$50 application fee is collected with the initial application for enrollment. This fee is collected one time per family and will cover any additional children for as many years as the child(ren) can attend any class at St. James' Children's School. A \$1,000 non-refundable deposit is collected to guarantee a space once offered. The deposit will be applied as credit towards the last month of attendance if 60 days' notice is given for withdrawal. If sufficient withdrawal notice is not given the deposit will be forfeited and the family must pay the complete final month's tuition.

DAILY ROUTINES

Attendance

Parents (or other designated person) are required to escort their children in and out of each child's classroom. The parent sign in/out sheet is our attendance record and a safety check for numbers of children present. Parents should enter the classroom with their child, sign them in and make sure a staff member is aware of their arrival. Children should not enter the classroom alone, or be left in the hallway without direct parent supervision. For health reasons children should wash their hands each morning upon arrival, and every afternoon before departure.

Infants and Toddlers may arrive at any time and should always be brought to class by a parent or other designated adult. When dropping off more than one child, please be sensitive to any disruption that the other child might cause. It is recommended that the older child be dropped off first to reduce the traffic in and out of the Infant and Toddler rooms. If your child is going to be absent or late, please call to inform the office as early as possible. During drop off and pick up time, children must never be left alone by the parent in the hallway, classroom, car or outside.

Supplies

Clothing—Children should be dressed in sturdy play clothes and shoes that are appropriate for outside play and messy art projects. Please be sure to send in protective clothing for both hot and cold days such as hats, coats, and mittens for winter and sunscreen and protective hats for summer. In the winter, Twos through Pre-Kindergarten should keep snow boots at school to wear outside. Preschool and Pre-Kindergarten children go outside daily unless the temperature/wind chill is below freezing or if the Air Quality is Code Red in the summer. All children need at least one full set of extra clothes at school. Infants, toddlers and those learning to use the toilet should have two or three changes of clothes.

Diapers & Bedding

Diapers and wipes are provided by the parents and are stored in the child's classroom. Nap or rest-time bedding should be provided as appropriate to the age of the child. Infants may have a light open weave blanket, but no bumpers or mobiles in the crib. Diaper cream or ointment can be left at the school with the proper medication administration form completed and with detailed instructions provided by the parent.

It is the parent's responsibility to label all items brought to the school, including food containers, lunch boxes, clothing and blankets. A lost and found box is maintained in each classroom, but the school cannot be responsible for lost items that are not labeled.

NUTRITION

St. James' Children's School cares about our children's nutritional needs. We ask families to provide a well-balanced, nutritious lunch for their child each day. The USDA provides us with guidance on providing balanced lunches for young children. Ideally, lunches for two-year-olds should include 1 ounce of meat or other protein-based food, ½ ounce of bread or other healthy carbohydrates, and ½ cup of vegetables and/or fruit, in addition to a healthy beverage. Lunches for three-, four- and five-year-olds should include 1 ½ ounces of meat or other plant-based food, ½ ounce of bread or other healthy carbohydrates, and 1 cup of vegetables and/or fruit, in addition to a healthy beverage.

In accordance with Child Care regulations, the School keeps a supply of nutritious foods on hand to supplement lunches, if needed. Parents will be contacted prior to offering additional items to a child's lunch.

Lunches will be placed in the refrigerator in your child's classroom. Please clearly label your child's lunch bag on the outside. Since lunch bags are directly in the refrigerator, we ask that parents choose the smallest one possible that fits all the necessary items. Please be aware that sometimes lunch bags will need to be placed on their side to make them all fit, so we suggest spill or leak proof cups to keep the lunch bags clean.

Infants and Toddlers

Parent of infants (6 weeks to 18 months) must supply all of their child's food for each day. It is requested also that a supply of extra formula/breast milk and non-perishable food be left in the classroom. **Nursing infants must be comfortable being fed from a bottle.** Parents of toddlers (children approximately 18 to 24 months) will be asked to contribute to a healthy age-appropriate snack to be shared by the class as well as to provide your child's lunch in a lunch box. All lunches will be refrigerated in the room.

Breastfeeding is encouraged and welcome in any of our younger classes. Our staff is trained to support the process, supply resources and provide a convenient, confidential and cozy spot to breast feed on site. SJCS infant care staff have completed the state regulated Breast Feeding training as a licensing requirement. The infant rooms have rocking chairs available for mothers to breastfeed in the classroom

if they wish, or the staff room is usually available for private breastfeeding or pumping. Additional private space is available in conference rooms upstairs if needed.

CHOKING HAZARDS

The following foods can be choking hazards for children under the ages of 3. Please see the guidelines below for the proper way to prepare these foods if you'd like to send them for your child's lunch.

Raw Veggies: Vegetables such carrots, celery, and broccoli should be soft-cooked then diced, shredded or cut into small pieces.

Meats: Please make sure to cut all meats into bite sized pieces for example hot dogs should be cut lengthwise and then in half (4 pieces).

Fruit: Grapes, strawberries, blueberries and any other fruits should be cut into small easy to eat pieces.

Nuts and Seeds: Please remove all seeds from fruits such as watermelon, peaches, plums, and cherries. PLEASE DO NOT send your child nuts or seeds or any muffins or bread with them baked into them.

Hard or Crunchy Food: Nuts, popcorn, and raisins are all choking hazards and should not be sent to school.

Sticky Food: Gummy candies such as fruit snacks, dried fruit, and marshmallows are choking hazards and should not be sent to school.

Nut Butter: Please make sure when sending nut butters to spread a thin amount on the bread to make it easier for your child to chew.

Twos through Pre-Kindergarten

Children in Twos through Pre-Kindergarten need to pack a lunch with milk or other beverage. Fours and Pre-Kindergarten families are asked to provide a lunch that does not need heating, as we encourage the children to be as independent as possible at lunch time. The school provides morning and afternoon snacks for all Twos, Threes, Fours and Pre-Kindergarten children. **You must inform the office and your child's teachers of any food allergies or food restrictions your child may have.**

Naps/Rest Time

Licensing requires that all children be provided a regularly scheduled nap or rest time appropriate to the age, needs and activity level of the individual child. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should remain resting varies by child. It is not our policy to keep children awake or to awaken them early from naps. Children will be provided appropriate quiet activities if unable to rest.

Please check classroom welcome packets for detailed rest time procedures for each class.

Physical Fitness & Outdoor Play

Experience in the field and child development research alike are showing that all children need and benefit from more time outdoors; it is critical for their health, self-concept, and future school success. Children in Older Infants through Pre-Kindergarten will go outside at least twice a day, weather permitting. Children are encouraged to run, climb and engage in other activities that promote physical fitness and gross-motor development during this time. Youngest infants will be taken out in strollers as often as possible in mild weather.

Children should have proper protective clothing here at school to allow for plenty of play outside. We will ask for warm hats, coats and gloves in the winter and sunhats and sunscreen in the summer. Children should arrive at school with sunscreen already applied for morning outdoor play; staff will use the child's own sunscreen to reapply for afternoon play. Parents need to sign permission slip each year for daily sunscreen and insect repellent application by staff, and provide a new bottle at that time.

Exploring and playing in an outdoor setting can be messy and may involve dirt and mud. Occasionally, a child may get a few bumps, minor scrapes or bruises. If your child comes home with ground-in dirt on their clothes and a small scratch or two on their body, that means that he or she had a fantastic outdoor learning experience! Parents are encouraged to send their children to school in appropriate play clothes.

On inclement days, indoor gross-motor activities substitute for playground time. Indoor activities include parachute activities, beanbag, music with specific activity instruction and games.

Toileting Guidelines

SJCS adheres to Montgomery County Health Department guidelines for diapering. Children in the Fours and Pre-Kindergarten class need to be toilet trained (unless they have an ADA identified disability.)

A child is considered trained when he/she independently, successfully and consistently toilets, cleans and dresses themselves. For success, elastic waist pants are strongly recommended.

The Twos and Threes classrooms are designed to assist children and families with "potty" training and parents must be consistent at home with the training. Accidents are part of the toileting process for all young children. Please send spare clothing to school as soon as possible so that children can change after an accident.

Permission to Photograph, Video or Audio Record

Throughout the school year, SJCS staff will take pictures of the children during special activities or events. They will send them to parents by email, post them outside the classrooms, or use them for family gifts. We may also use children's pictures in the church monthly newsletter, school or church website or post them on the school Facebook page. Occasionally we may use your child's photograph, video image or voice for educational and informational purposes with or without identification by name.

If you do not wish to have your child appear in a video or photograph or have his/her voice recorded, please notify the school of your preference by checking the appropriate box located on the last page of the Family Handbook. It is assumed that parents and guardians consent to their child being photographed, video or audio recorded, unless written notification is received.

Toys and Valuables from Home

Unless it is a designated sharing day, please send your younger child to school with only a naptime snuggly. Personal items can be disruptive to classroom activities and may be unsafe. SJCS cannot assume responsibility for the replacement of items that are lost, stolen or broken.

Pets

For safety reasons, pets are not permitted on school property or at school functions unless authorized in advance by the Director.

Outside Employment of School Staff

Outside employment of school staff for current families is not permitted, which could include babysitting, child transportation, house cleaning, etc. Current school staff may not babysit or transport children of current families, unless a prior work/employment relationship existed before the parents enrolled their child.

Please do not jeopardize an employee's position by requesting such services.

Parent Involvement and Communication

Parents are welcome to visit at any time. Some classes have special parent activities that give you an opportunity to share in your child's day. If you wish to bring other relatives or friends, please inform the teacher before your arrival and check in at the office upon arrival. Teachers post the need for volunteers for special activities on their bulletin boards or send sign ups by email.

Each classroom is assigned its own Gmail account. Parents can use these email addresses to contact their classroom teachers for regular, non-urgent messages. Emails are generally checked mid-day and teachers will respond to your email as quickly as possible. If a parent needs to contact a classroom immediately regarding an urgent matter, please call the office. Staff are instructed to only use school landline phones, school email and Tadpoles to communicate classroom information or school business with parents.

St. James' Children's School uses the "Tadpoles" system for administrative and communication purposes. Teachers use Tadpoles to provide parents information regarding classroom scheduling, lesson plans and Daily Reports about each child's day. For Infants and Toddlers, daily routines will also be included. Teachers can use Tadpoles to send parents notes, photos and additional classroom information. Tadpoles is also used to send Emergency Alerts to all families, when needed. Any replies to Tadpoles messages are sent to the main school email, not to the classroom Gmail accounts.

Each classroom teacher will hold family conferences at least two times each school year. Your child's Developmental Screening will be shared and discussed with the family at this time. We will also hold informal conferences at the family's or teacher's request. Families will be informed about conference scheduling verbally, via written notice and/or email.

Information about daily schedules, lesson plans and calendar of class events is located on the hallway bulletin board outside of your child's classroom. Additional classroom info can be found posted on the Parent Board located inside your child's classroom. Flyers, handouts and notes from the teacher will be placed in your "Parent Mailbox", located in the hallway outside of your child's room.

If you have a question or a concern about your child's day or have forgotten to discuss important information, please call the office at any time. Please understand that daily calls "just to see how my child is doing" would be too time consuming to receive from every parent. Please limit these "checking-in" calls to days when your child may be acting differently such as after returning from a vacation or during a transition to a new room. When possible, we will put you directly through to the teacher or have the teacher return your call as soon as possible. You may also contact your child's teacher via school or classroom email. Be assured that the staff will call or email you if they have any concerns or questions during the day.

During pick-up time, please understand that the staff will assume you are in charge of your child once you arrive into the classroom and your child has seen you. If picking up on the playground, please make sure to speak to a teacher before taking your child. If you stay a few minutes with your child on the playground, please realize that we assume you are supervising your child, as the teachers will be supervising other children. Staying longer than a few minutes at drop off or pick up can be confusing for the children. If you need a few extra minutes to speak with the teacher at pick up or drop off, let the office know so we can cover the staff member.

School Directory

To facilitate communication between families, the school distributes general contact information for all families by class in our annual school directory. If you do not wish your information to be included in the directory, please indicate that on the Parent Handbook Acknowledgement Form to be returned to the school office.

SPECIAL ACTIVITIES & EVENTS

Music Education

Weekly Music Education is provided by a specialist with a Bachelor's Degree in Music Education. Group music and movement time is offered weekly to all children in the Older Infant, Toddler, Twos, Threes, Fours and Pre-Kindergarten classes. Through the use of a variety of instruments and singing, children will explore tempo, pace, pitch, beat and rhythm. Older children will also learn about melody and accompaniment. All the music classes perform a Christmas show for parents in December and a

school-wide musical performance in the spring. This group time fosters a sense of community within the school. Music is also incorporated into the daily activities in every classroom, during which the children can sing songs, play assorted instruments and learn finger plays relating to classroom topics.

Art Education

Art Education is provided by a specialist with a Master's Degree in Art Education and an Early Childhood certificate. She teaches weekly to our Twos and Preschool-Threes classes and twice per week for our Preschool-Fours and Pre-Kindergarten classes. All of the art classes participate in an Art Show in the spring with the Spring Musical.

Spanish Education

Our Spanish program introduces our Twos through Pre-Kindergarten students to the Spanish language through hands-on activities, games, books and songs. Children learn numbers, colors, greetings, phrases and vocabulary related to the seasons, foods, days of the week and more. Throughout the year, students learn about other cultures and apply their knowledge of Spanish in other areas of the curriculum. Students perform Spanish songs at the Christmas Show in December and at the Spring Musical.

Kid Fit Physical Education

Weekly Physical Education classes by Kid Fit are offered to all children in Twos through Pre-Kindergarten. Classes are held indoors during the fall and winter months.

Extra Enrichment Options

Throughout the year, we may invite professional instructors to teach special classes such as karate, Tumblebus or soccer during the school day (usually in the afternoons). There are fees for these additional programs. We will inform you of the fees and when the classes are scheduled. All extra-curricular activities are considered a contractual agreement between parents and the independent outside company. Any questions or concerns regarding any program or fees should be directed to the company. Children not attending these extracurricular activities will have regular activities in the classroom or outside. Lists of enrolled children are distributed to classes and an attendance checklist is used by the staff member accompanying the children to the class.

Holidays and Special Days

Children and staff have fun observing special holidays. On occasions such as Mothers' Day and Fathers' Day, parents will be invited to the classrooms for meals or events. When celebrating your child's birthday, we welcome family members to visit the school with food or small treats to share. **Please plan birthday party events with your child's teacher in advance and ask about any food allergies in the classroom. Birthday treats must be safe for all children in the class.**

Field Trips

Fours and Pre-Kindergartners enjoy occasional field trips to a farm, water park or a dramatic performance. Because of the ages of our children, we will ask for parent volunteers to ensure the safety of the children. For all trips, a bus will be used and a fee charged. Please remember to sign and return all permission slips for your child so he or she can participate. We have numerous “in school” field trips and community visitors who will go into the classroom, as well as special theme days that may include picnics or water play.

Fund Raising

Our annual Fall fundraising event in the fall is a very special occasion for children and parents. Dinner is available for parents upstairs in the parish hall and childcare is available in all classrooms. Parent participation is vital to making this event a success and we ask every family to participate in some way. More information is available from room parents, in the office or posted in the lobby. Scholastic book fairs are held twice a year in the school lobby. We take the entire commission in books to keep all the classrooms well stocked in new, age appropriate books.

SCHOOL POLICIES

Policy on Health and Exclusion of Sick Children

Children should come to school physically ready to participate in all areas of the curriculum, including outdoor play. **If a child has trouble eating, sleeping, participating in class, or cannot play outside, he or she must remain at home.** A child who is feverish, queasy, or experiencing heavy nasal discharge or other signs of illness should stay home to rest and recover.

If your child becomes ill at school, parents will be notified and asked to pick up their child *within 1½ hours*. Please respect the health of the other children and staff and do not medicate your child before school if he or she feels “slightly warm” or seems “unusually fussy.” Children are highly contagious as the symptoms develop and an illness will spread quickly if sick children are sent to school.

Regardless of other symptoms, **the child must be fever-free for 24 hours, without medication and must not have vomited or had diarrhea for 24 hours, in order to attend school.** This means that he or she remains home for 24 hours after the child is “completely well.” When a child is sent home with symptoms of fever, vomiting/diarrhea, severe colds, etc. our staff are instructed not to readmit the child the very next morning since 24 hours of wellness could not have occurred.

If a child has been prescribed an antibiotic, the child must have the antibiotic in his/her system for a full 24 hours before attending. This includes ophthalmic antibiotics for conjunctivitis (pinkeye). We understand that most children will experience a few colds each year. We will do our best to enforce proper hygiene in the classroom to halt the spread of colds. If a child has trouble eating, sleeping, participating in class, or cannot play outside, he or she must remain at home.

The School follows the Montgomery County Department of Health and Human Services Guidelines regarding school attendance. The following is quoted from their fact sheet: **“When to Keep Your Child Home from School”**:

When your child is sick, keep him/her home from school. This not only benefits your child but other children and staff in the classroom at school.

Some important signs of illness are:

1. A temperature of 100 degrees or more
2. Nausea or vomiting
3. Stomachache
4. Diarrhea
5. Pale or flushed face
6. Headache
7. Cough
8. Earache
9. Thick discharge from nose
10. Sore throat
11. Rash or infection of the skin
12. Red or pink eyes
13. Loss of appetite
14. Loss of energy or decrease in activity

MEDICATION: Medication will be administered within the guidelines of Maryland law (COMAR 13A.16.11), according to the policies outlined below:

A. Medication Administration

1. Medication, **whether prescription or non-prescription**, may not be administered to a child in care unless:

(α) Parental permission to administer the medication is documented on a completed, signed and dated Medication Authorization form, provided by the office, that is received at the School before the medication is administered; **and**

(β) A licensed health care practitioner has approved the administration of the medication and dose, and has completed, signed and dated the same Medication Authorization form.

1. A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.

2. Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner’s written instructions, whichever are more recent.

3. If the medication is by prescription, it is labeled by the pharmacy or physician with:

- (a) The child’s name;
- (b) The date of the prescription;
- (c) The name of the medication;
- (d) The medication dosage;
- (e) The administration schedule;
- (f) The medication route;

- (g) If applicable, special instructions, such as “take with food”;
- (h) The duration of the prescription; and
- (i) An expiration date that states when the medication is no longer useable.

A. Topical Applications: A diaper rash product, sunscreen and insect repellent supplied by a child’s parent may be applied without prior approval of a licensed health practitioner, but parental permission must be documented.

B. Recording Requirements

- (1) Each administration of a prescription or non-prescription medication to a child shall be noted in the child’s record.
- (2) Application of diaper rash products, sunscreen, insect repellent supplied by a child’s parent shall be recorded in the child’s record. Lip balm must be non-medicated and contain no additives, flavorings, dyes, etc. Blistex, Chapstick, Carmex original lip balm are approved examples.

A. Medication Storage

- (1) Each medication shall be:
 - (a) Labeled with the child’s name, the dosage and the expiration date;
 - (b) Stored as directed by the manufacturer, the dispensing pharmacy or the prescribing physician; and
 - (c) Returned to the child’s parent upon expiration or discontinuation
- (1) All medications shall be stored to make them inaccessible to children in care but readily accessible to each employee designated to administer medication.

Head Lice

Head lice are a very common childhood issue and best managed with prevention and vigilance. Head lice are not a sign of dirty house or bad parenting; it is a sign of having good friends at school where side by side play can occur. Please inform us right away if an older sibling’s class has head lice, since most cases of head lice here at St. James begin with an older sibling from another school. Any child who has head lice needs to be picked up as soon as possible and be treated before returning to school. Since it is very difficult to tell if an egg is dead or alive, the child’s head should be nit-free regardless of treatments used. We will check all classmates and continue head checks for several weeks to help minimize the impact on the families. Information on treating children and the home is available in the school office.

Allergies and Asthma

St. James’ Children’s School recognizes that food allergies, in some instances, may be severe and occasionally life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy wheat, fish and shellfish. We will attempt to avoid serving foods containing peanut or tree nut products at snack but cannot guarantee products with nuts or other allergens or products made in facilities that process these allergens will never be present. Parents of children with

documented and severe food allergies or multiple food allergies may be required to provide snacks for their children.

Parents and the health care provider must sign and provide written protocols for all students with food allergies/sensitivities. These conditions should be documented on the Medical Condition Form, found on the back of the Emergency Form and on the Physician's Health Inventory (within the last 6 months.) Parents of students with life-threatening or extensive allergies must provide St. James' Children's School with emergency medication and the Medication Administration Authorization form signed by the parent and by the child's health care provider, to be kept at school. It is the parent's responsibility to meet with and instruct staff on the proper administration of epinephrine, nebulizers and health plans prior to the first day of attendance. Information pertaining to a student's allergies will be shared with all staff that may have contact with the child. Your child's picture, name and list of allergies and medications will be posted in the classroom and any other area that administration feels necessary to ensure the safety of your child in regards to his/her food or environmental allergies.

LENGTH OF TIME THAT COMMON CHILDHOOD DISEASES ARE CONTAGIOUS

We follow the following guidelines from Child Care Administration for exclusion from care. If a child has been sent home with any symptoms of these diseases and is then cleared by a pediatrician, we will require a doctor's note to allow the child back to school sooner than these times. **Otherwise, these exclusion periods will hold:**

Hand, Foot and Mouth Disease (Coxsackie)	- Contagious until fever free for 24 hours and blisters have dried/crusted over
Impetigo	- Contagious until after 24 hours on antibiotics
Roseola	- Contagious from onset of rash until fever is gone for 24 hours
Scarlet Fever	- Contagious until after 48 hours on antibiotics
Bronchiolitis	- Contagious for up to 7 days after onset of cough
Croup	- Contagious from onset of cough until fever is gone for 24 hours
Strep Throat	- Contagious from onset of symptoms until after 48 hours on antibiotics
Conjunctivitis (Pinkeye)	- Contagious until after 24 hours on antibiotics (some types are contagious for a longer period of time)

Child Guidance

We provide a safe, nurturing environment where children can develop a positive self-concept and learn respect and kindness for others. We believe that the goal of discipline in our program is to teach children self-control by using clear and consistent limits. An essential component of our approach involves teaching children appropriate expression of their feelings.

As in all aspects of our program, we approach child guidance from a child development perspective.

Techniques such as distraction and redirection are used with the youngest children that we serve—infants, toddlers and two year olds. As children progress, we add to these approaches more and use more language as we label children’s feelings and help them learn to express these feelings in words. Discussion and implementation of the logical consequences of inappropriate behavior are incorporated as children’s cognitive abilities reach this level of understanding. For example, a four year old can usually understand that a thrown block can hurt someone else and that he/she would need to play in another area. A two year old will not have such understanding and would be more effectively distracted or directed after throwing a block.

In all cases, child guidance is handled on an individual basis. Group punishment is not used, and guidance techniques involve respect, trust, honesty and caring for others. Reinforcement of positive behavior and prevention of negative behavior is the basic approach in our program. We encourage parents to reinforce expectations of this program at home.

If challenging behavior persists, parents will be contacted for a conference and a behavior modification plan developed and signed by parents and staff. If the behavior is not corrected by the managed efforts of the staff and parents, another conference will be scheduled to determine the next steps, which may include outside consultation. Should the behavior continue in such a manner that is harmful to the well-being of the child or other children, the school reserves the right to discontinue enrollment for the child.

Since our intent is to provide children with appropriate behavior models and alternatives to violence, we do not use punishment in our school. Corporal punishment, verbal abuse such as threats or sarcasm, requiring a child to be silent or still for a long period of time, isolation, causing a child any kind of physical discomfort, or using food as reward or punishment, are not practiced in our school.

Biting is a common developmental behavior for very young children. Children bite for variety of reasons including frustration, being overtired and a lack of verbal ability in times of conflict. The staff use a variety of approaches to help a child stop biting including redirection, verbal prompts and shadowing at times of transition. If biting persists to such a degree that the safety of other children is at risk, the child who is biting may be removed from enrollment at the discretion of the Director until this phase of development has passed.

Safety

To ensure the safety of children, families and staff, all exterior doors and the door to the stairwell are to remain locked at all times. Each family will be assigned a unique code to access to the main entrance, hallway entrance and stairway during school hours. Codes should not be shared with other families or staff.

Doors should be closed after children enter or exit the building. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Please be mindful of the people entering behind you.

The school provides on-site First Aid and CPR/AED training for the staff and there is an AED in the school lobby. A list of current trained staff is posted in the office and in each classroom. In the event of an injury or other emergency, the parent will be notified immediately. A properly trained staff member will tend to the child's needs and remain with him or her until a parent or other designated person arrives. In an acute emergency, Emergency Medical Services will be contacted in addition to providing appropriate First Aid or CPR treatment. Parents will be notified immediately. If emergency professionals are called, a familiar adult will remain with the child until the parent arrives. **Please be sure that the school always has a way to reach a parent or the designated emergency contact person. If one or both parents are unreachable during the day, be certain the staff is informed with any alternate contact information and/or a temporary phone number.**

Firearms and Weapons

Firearms, ammunitions and/or weapons are strictly prohibited inside the school for any reason. Violation of this policy may result in immediate dismissal from the program.

Mandatory Reporting of Suspected Child Abuse or Neglect

Under Family Law Articles, Title 5, and Subtitle 7, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of St. James' Children's School are considered mandated reporters, under this law. The employees of school are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at St. James' Children's School take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

All staff members are required to undergo FBI and State criminal background checks when hired, and to attend a child abuse and sexual harassment workshop required by the Episcopal Church. Parents are welcome and encouraged to observe classrooms and staff anytime and should report concerns to the Director. Any staff member who thinks that a child has been abused or neglected is required to make a report in the form and manner provided for in Family Law Articles, Title 5, and Subtitle 7.

Policy on Communicating and Parent Concerns

Parents' concerns about curriculum, classroom procedures, or staff should be addressed through appropriate channels, in order to ensure they are dealt with efficiently and with the most positive outcome for children. The steps listed below indicate the appropriate order in which a parent might communicate concerns. Complete resolution of issues at the earliest stage possible is the goal of the process.

1. Speak privately with the appropriate Lead Teacher or Teacher in charge of the class.
2. Speak privately with either the Director or put the concern in writing, addressed to the Director.
3. Parents or the Director may request a meeting with the staff, Director, Chair of the Board of Trustees, and/or the Rector of St. James' Episcopal Church.
4. Put the concern in writing, addressed to the Board of Trustees and/ or to the Rector of St. James' Episcopal Church at 11815 Seven Locks Rd, Potomac, MD 20854.

At each level, an appropriate length of time for investigation and consideration must be allowed before a response is expected. In the case of classroom procedures, observation is usually the first step in any investigation. Additional supervisory or support staff determined to be necessary will be provided as quickly as possible, with the least possible disruption of children's routines. In all cases, confidentiality and privacy of children, parents, and staff will be protected to the greatest extent possible.

Confidentiality

Within St. James' Children' School, confidential and sensitive information will only be shared with staff who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with the school.

Outside of St. James' Children' School, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of our school, persons with whom the information will be shared, and the reason(s) for sharing the information.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child.

Our Confidentiality Policy protects every child's privacy. Employees of the school are strictly prohibited from discussing anything about another child with you.

Developmental Screening Policy

The Maryland State Department of Education is developing a new State regulation for all children in regulated care and early childhood educational programs. All children up to kindergarten entry attending regulated childcare and early childhood educational programs should have a developmental screening conducted. The state has also designated which screening tools can be used and St. James' Children's School will be using the ASQ-3 –the Ages and Stages Questionnaire, Third Edition. Children under 3 years old will be screened twice a year and children between 3 and 6 years old will be screened once per year.

The ASQ-3 is a brief questionnaire completed by the parent, caregiver or classroom teacher to quickly identify a child's progress through foundational early childhood developmental milestones. Once the questionnaire is completed, it will be scored by their child's teacher. Results will be shared with the family to determine if the child is on track or if he or she would benefit from further evaluations. Parents should consider this process as part of the required documentation for children in a licensed child care program in the State.

Screen Time Policy

All of our classrooms are equipped with an IPAD for teacher use, specifically for classroom music, pictures and emails to parents. Some interactive and educational programs may be used in our Pre-Kindergarten classroom as part of a lesson and preschool classes enjoy music and movement, storytelling and exercise programs. Passive screen time is limited to 30 minutes per week of educational, age appropriate and topic related material for children over 2. No passive screen time is permitted for children under 2 years old or for any age during a meal or snack.

Availability of Asbestos Management Plan:

In October 1986 Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address problems in public and private elementary and secondary schools. These regulations require most schools to have inspections. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. You can review this plan by contacting the School Office. Our management plan consists of information from the building architect plus a spring 2010 comprehensive study conducted by EnviroTech Services, Inc. indicating that no asbestos containing building materials (ACBM) were identified in our school.

General School Year Calendar

St. James' Children's School is closed on the holidays listed below. The school is also closed the Friday prior to Labor Day, the first Friday in May, and the week between Christmas Eve and New Year's Day. We do not have any half days.

Friday prior to Labor Day-CLOSED for classroom set up
Labor Day – CLOSED
Columbus Day – CLOSED
Veteran's Day – CLOSED
Thanksgiving Holiday- Thursday and Friday– CLOSED
Christmas Eve to New Year's WEEK – CLOSED
Martin Luther King, Jr. Day – CLOSED
Presidents' Day – CLOSED
Good Friday – CLOSED
First Friday in May -CLOSED for MSCCA Conference
Memorial Day – CLOSED
Independence Day - CLOSED

Snow Closing Policy

When inclement weather is expected, you must find out what Montgomery County Public Schools are doing. Even if you hear an announcement at night, please listen again in the morning and throughout the day.

IF:

Montgomery Co. Public Schools has a **2 hour delay**

Montgomery Co. Public Schools are **CLOSED**

St. James will:

Open 2 hours late at 9:30 am

**Open 2 hours late at 9:30, OR
Open later mid-morning OR
BE CLOSED ****

****If the weather or snow and ice levels are severe enough St. James' may be closed all day or open very late, such as 11:00 am or 12:00 noon. A Tadpoles Emergency Alert will be sent to all parents with the school decision by 7am and our school's phone message machine will also have updated closure information. In the event of a late opening, the 6:30 closing time will still be strictly adhered to.**

If the weather worsens during the school day, we may decide on an early dismissal and will send parents a Tadpoles Emergency Alert with a least a two hour notice. If we must close early it is absolutely necessary that the parents or their designated alternates arrive on time, to avoid placing their families and our staff at risk. Since travel in this area during snow takes much longer than expected, parents should leave work as soon as you receive the notice from school. Please keep in mind that a 30 minute trip can easily take 2 hours in the snow!

In general, we will be closed during the actual storm period. We will attempt to open as soon as is safe once a storm has passed. We understand that MCPS may remain closed for additional days after a particularly heavy snowstorm to clear school parking lots. During these “clean up days” we will generally open at 9:30am.

Parents have an obligation to keep emergency information up to date on how they can be reached IMMEDIATELY. This requires a back-up plan in case the parent is not available.

Appendix Items

- A. School Board Member
- B. Classroom Email Addresses
- C. “A Parent’s Guide to Regulated Child Care”
- D. Emergency Form
- E. Immunization Form
- F. Medication Form
- G. Sunscreen/Insect Repellent Form
- H. Parent’s Handbook Acknowledgement Form

St. James' Children's School Board of Trustees – September 2018

Chris Ragheb, Chair, parishioner
Lynne Agoston, Vice Chair, parishioner
Koushik Bhattacharya, Treasurer, school parent
Rebecca Boker, Secretary, school staff
Rev. Meredith Heffner, Rector of St. James' Episcopal Church
Barry Thompson, December 2013, Senior Warden of St. James' Episcopal Church
Astrid Crookshank, school Director
Leena Baran, school parent
Tina Basalla, school parent
Kathryn Broullire, school parent
Dawn Iype, parishioner
Janet McDermott, school parent
Holly Mulderig, parishioner
Megan Woodman, parishioner

Ex Officio

Mary Slaby, school Business Manager

St. James' Children's School Classroom Email Addresses

Infants room: stjamesinfants@gmail.com
Older Infants room: stjamesolderinfants@gmail.com
Toddlers room: stjamestoddler@gmail.com
Twos room: st.jamestows@gmail.com
Threes room: st.jamesthrees@gmail.com
Fours room: stjamesfours@gmail.com
Pre-Kindergarten room: stjamesfives@gmail.com

For questions, concerns or to file a complaint contact your regional office

Anne Arundel	410-573-9522
Baltimore City	410-554-8315
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8770
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at CheckCCMD.org.

For additional help, you may contact the Program Manager of the Licensing Branch at 410-569-8071.

Resources

Child Care Subsidy - Assists parents with cost of childcare

1-866-243-8796

Consumer Product Safety Commission (CPSC) - regulates certain products used in childcare

cpsc.org

Maryland EXCELS - Maryland's Quality Rating System for Childcare Facilities

marylandexcels.org

Maryland Developmental Disabilities Council - May assist with ADA issues

md-council.org

Maryland Family Network - Assists parents in locating childcare

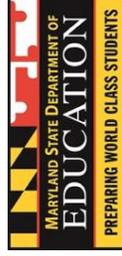
Marylandfamilynetwork.org

PARTNERS Newsletter - What's happening in the Division of Early Childhood Development

Earlychildhood.Marylandpublicschools.org

To this site to check provider inspection violations

checkccmd.org



Larry Hogan, Governor

Karen B. Salmon, Ph.D.

State Superintendent of Schools

Guide to Regulated Child Care



Important Information About Child Care Facilities

Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care’s (OCC), Licensing Branch.

The Licensing Branch’s thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary.

COMAR Regulations and other information about the Office of Child Care may be found at:

earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care



What are the types of Child Care Facilities?

Family Child Care – care in a provider’s home for up to eight (8) children

Large Family Child Care– care in a provider’s home for 9-12 children

Child Care Center – non-residential care

Letter of Compliance (LOC) – care in a child care center operated by a religious organization for children who attend their school

All facilities must meet the following requirements:

- Must obtain the approval of OCC, fire department and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Family child care providers must maintain certification in First Aid and CPR;
- Child Care Centers must maintain a ratio of one staff certified in first aid and CPR per every twenty (20) children at all times;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury or injurious treatment.

Did You Know?

- Regulations that govern child care facilities may be found at: earlychildhood.marylandpublicschools.org/regulations
- The provider’s license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A “Teacher” qualified person must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Child care facilities may have policies beyond regulatory requirements;
- OCC should be notified if a provider has violated child care regulations;
- Parents/guardians may review the public portion of a licensing file; and
- The provider’s compliance history may be reviewed on CheckCCMD.org.

MARYLAND DEPARTMENT OF HEALTH IMMUNIZATION CERTIFICATE

CHILD'S NAME _____
 LAST FIRST MI
 SEX: MALE FEMALE BIRTHDATE ____/____/____
 COUNTY _____ SCHOOL _____ GRADE _____
 PARENT OR GUARDIAN NAME _____ PHONE NO. _____
 ADDRESS _____ CITY _____ ZIP _____

RECORD OF IMMUNIZATIONS (See Notes On Other Side)

Vaccines Type													
Dose #	DTP-DTaP-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Dose #	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	History of Varicella Disease Mo/Yr
1									1				
2									2				
3										Td Mo/Day/Yr	Tdap Mo/Day/Yr	MenB Mo/Day/Yr	Other Mo/Day/Yr
4										_____	_____	_____	_____
5										_____	_____	_____	_____

To the best of my knowledge, the vaccines listed above were administered as indicated.

Clinic / Office Name
Office Address/ Phone Number

1. _____
 Signature Title Date
 (Medical provider, local health department official, school official, or child care provider only)

2. _____
 Signature Title Date

3. _____
 Signature Title Date

Lines 2 and 3 are for certification of vaccines given after the initial signature.

COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.

MEDICAL CONTRAINDICATION:

Please check the appropriate box to describe the medical contraindication.

This is a: Permanent condition OR Temporary condition until ____/____/____
 Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication, _____

Signed: _____ Date _____
 Medical Provider / LHD Official

RELIGIOUS OBJECTION:

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: _____ Date: _____

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE BLOOD LEAD TESTING CERTIFICATE

Instructions: Use this form when enrolling a child in child care, pre-kindergarten, kindergarten or first grade. **BOX A** is to be completed by the parent or guardian. **BOX B**, also completed by parent/guardian, is for a child born before January 1, 2015 who does not need a lead test (children must meet all conditions in Box B). **BOX C** should be completed by the health care provider for any child born on or after January 1, 2015, and any child born before January 1, 2015 who does not meet all the conditions in Box B. **BOX D** is for children who are not tested due to religious objection (must be completed by health care provider).

BOX A-Parent/Guardian Completes for Child Enrolling in Child Care, Pre-Kindergarten, Kindergarten, or First Grade

CHILD'S NAME _____ / _____ / _____
 LAST FIRST MIDDLE
 CHILD'S ADDRESS _____ / _____ / _____
 STREET ADDRESS (with Apartment Number) CITY STATE ZIP
 SEX: Male Female BIRTHDATE _____ / _____ / _____ PHONE _____
 PARENT OR _____ / _____ / _____
 GUARDIAN LAST FIRST MIDDLE

BOX B – For a Child Who Does Not Need a Lead Test (Complete and sign if child is NOT enrolled in Medicaid AND the answer to EVERY question below is NO):

Was this child born on or after January 1, 2015? YES NO
 Has this child ever lived in one of the areas listed on the back of this form? YES NO
 Does this child have any known risks for lead exposure (see questions on reverse of form, and talk with your child's health care provider if you are unsure)? YES NO

If all answers are NO, sign below and return this form to the child care provider or school.

Parent or Guardian Name (Print): _____ Signature: _____ Date: _____

If the answer to ANY of these questions is YES, OR if the child is enrolled in Medicaid, do not sign Box B. Instead, have health care provider complete Box C or Box D.

BOX C – Documentation and Certification of Lead Test Results by Health Care Provider

Test Date	Type (V=venous, C=capillary)	Result (mcg/dL)	Comments

Comments:

Person completing form: Health Care Provider/Designee OR School Health Professional/Designee

Provider Name: _____ Signature: _____

Date: _____ Phone: _____

Office Address: _____

BOX D – Bona Fide Religious Beliefs

I am the parent/guardian of the child identified in Box A, above. Because of my bona fide religious beliefs and practices, I object to any blood lead testing of my child.

Parent or Guardian Name (Print): _____ Signature: _____ Date: _____

This part of BOX D must be completed by child's health care provider: Lead risk poisoning risk assessment questionnaire done: YES NO

Provider Name: _____ Signature: _____

Date: _____ Phone: _____

Office Address: _____

HOW TO USE THIS FORM

The documented tests should be the blood lead tests at 12 months and 24 months of age. Two test dates and results are required if the first test was done prior to 24 months of age. If the first test is done after 24 months of age, one test date with result is required. The child's primary health care provider may record the test dates and results directly on this form and certify them by signing or stamping the signature section. A school health professional or designee may transcribe onto this form and certify test dates from any other record that has the authentication of a medical provider, health department, or school. All forms are kept on file with the child's school health record.

At Risk Areas by ZIP Code from the 2004 Targeting Plan (for children born BEFORE January 1, 2015)

<u>Allegany</u>	<u>Baltimore Co. (Continued)</u>	<u>Carroll</u>	<u>Frederick (Continued)</u>	<u>Kent</u>	<u>Prince George's (Continued)</u>	<u>Queen Anne's (Continued)</u>
ALL	21212	21155	21776	21610	20737	21640
	21215	21757	21778	21620	20738	21644
<u>Anne Arundel</u>	21219	21776	21780	21645	20740	21649
20711	21220	21787	21783	21650	20741	21651
20714	21221	21791	21787	21651	20742	21657
20764	21222		21791	21661	20743	21668
20779	21224	<u>Cecil</u>	21798	21667	20746	21670
21060	21227	21913			20748	
21061	21228		<u>Garrett</u>	<u>Montgomery</u>	20752	<u>Somerset</u>
21225	21229	<u>Charles</u>	ALL	20783	20770	ALL
21226	21234	20640		20787	20781	
21402	21236	20658	<u>Harford</u>	20812	20782	<u>St. Mary's</u>
	21237	20662	21001	20815	20783	20606
<u>Baltimore Co.</u>	21239		21010	20816	20784	20626
21027	21244	<u>Dorchester</u>	21034	20818	20785	20628
21052	21250	ALL	21040	20838	20787	20674
21071	21251		21078	20842	20788	20687
21082	21282	<u>Frederick</u>	21082	20868	20790	
21085	21286	20842	21085	20877	20791	<u>Talbot</u>
21093		21701	21130	20901	20792	21612
21111	<u>Baltimore City</u>	21703	21111	20910	20799	21654
21133	ALL	21704	21160	20912	20912	21657
21155		21716	21161	20913	20913	21665
21161	<u>Calvert</u>	21718				21671
21204	20615	21719	<u>Howard</u>	<u>Prince George's</u>	<u>Queen Anne's</u>	21673
21206	20714	21727	20763	20703	21607	21676
21207		21757		20710	21617	
21208	<u>Caroline</u>	21758		20712	21620	<u>Washington</u>
21209	ALL	21762		20722	21623	ALL
21210		21769		20731	21628	
						<u>Wicomico</u>
						ALL
						<u>Worcester</u>
						ALL

Lead Risk Assessment Questionnaire Screening Questions:

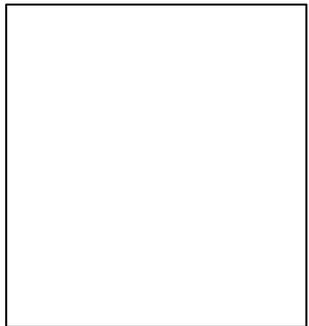
1. Lives in or regularly visits a house/building built before 1978 with peeling or chipping paint, recent/ongoing renovation or remodeling?
2. Ever lived outside the United States or recently arrived from a foreign country?
3. Sibling, housemate/playmate being followed or treated for lead poisoning?
4. If born before 1/1/2015, lives in a 2004 "at risk" zip code?
5. Frequently puts things in his/her mouth such as toys, jewelry, or keys, eats non-food items (pica)?
6. Contact with an adult whose job or hobby involves exposure to lead?
7. Lives near an active lead smelter, battery recycling plant, other lead-related industry, or road where soil and dust may be contaminated with lead?
8. Uses products from other countries such as health remedies, spices, or food, or store or serve food in leaded crystal, pottery or pewter.

MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE
MEDICATION ADMINISTRATION AUTHORIZATION FORM

Child Care Program: _____

This form must be completed fully in order for child care providers and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12 month period, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- Parent/Guardian must bring the medication to the facility.
- Must pick up the medication at the end of authorized period, otherwise it will be discarded.



Child's Picture (Optional)

PRESCRIBER'S AUTHORIZATION

Child's Name: _____ Date of Birth: _____

Condition for which medication is being administered: _____

Medication Name: _____ Dose: _____ Route: _____

Time/frequency of administration: _____ If PRN, frequency: _____
(PRN=as needed)

If PRN, for what symptoms: _____

Possible side effects & special Instructions: _____

Medication shall be administered from: _____ to _____

Known Food or Drug: Allergies? Yes No If Yes, please explain _____
Month / Day / Year Month / Day / Year (not to exceed 1 year)

Prescriber's Name/Title: _____
(Type or print)

Telephone: _____ FAX: _____

Address: _____

Prescriber's Signature: _____ Date: _____
(Original signature or signature stamp ONLY)



This space may be used for the Prescriber's Address Stamp

PARENT/GUARDIAN AUTHORIZATION

I/We request authorized child care provider/staff to administer the medication as prescribed by the above prescriber. I attest that I have administered at least one dose of the medication to my child without adverse effects. I/We certify that I/we have legal authority, understand the risk and consent to medical treatment for the child named above, including the administration of medication. I agree to review special instruction and demonstrate medication administration procedure to the child care provider.

Parent/Guardian Signature: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL
(Only school-aged children may be authorized to self carry/self administer medication.)

Self carry/self administration of **emergency** medication noted above may be authorized by the prescriber.

Prescriber's authorization: _____
Signature Date

Parental approval: _____
Signature Date

FACILITY RECEIPT AND REVIEW

Medication was received from: _____ Date: _____

Special Health Care Plan Received: YES NO

Medication was received by: _____
Signature of Person Receiving Medication and Reviewing the Form Date

**MEDICATION ADMINISTRATION AUTHORIZATION FORM
SUNSCREEN & BUG REPELLENT**

St. James' Children's School

This Form must be completed fully in order for child care provider and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12 month period, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Non-prescription medication must be in the original container with the label intact.
- Parent/Guardian must bring the medication to the facility.
- Must pick up the medication at the end of authorized period, otherwise it will be discarded.

Child's Name: _____ Date of Birth: _____

SUNSCREEN

MEDICATION Expiration Date:	DOSAGE	ROUTE	Time/frequency of administration	DATES TO ADMINISTER	
				START	STOP
Condition for which medication is being administered:					
Possible side effects & special instructions:					

BUG REPELLENT

MEDICATION Expiration Date:	DOSAGE	ROUTE	Time/frequency of administration	DATES TO ADMINISTER	
				START	STOP
Condition for which medication is being administered:					
Possible side effects & special instructions:					

PARENT/GUARDIAN AUTHORIZATION

I/We request child care provider/staff to administer the medication as prescribed by the above prescriber. I attest that I have administered at least one dose of the medication to my child without adverse effects. I/We/certify that I/we have legal authority, understand the risk and consent to medical treatment for the child above, including the administration of medication. I agree to review special instructions and demonstrate medication administration to the child care provider.

Parent/Guardian Signature: _____ Date: _____

FACILITY RECEIPT AND REVIEW

Medication was received from _____ Date: _____

Special Health Care Plan Received: YES NO

Medication was received by: _____

Signature of Person Receiving Medication and Reviewing Form

Date

How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

Only a medical provider, local health department official, school official, or child care provider may sign ‘Record of Immunization’ section of this form. This form may not be altered, changed, or modified in any way.

Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella**.
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient**.
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

Immunization Requirements

The following excerpt from the MDH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

“A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine.”

Please refer to the “**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**” to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and MDH COMAR 10.06.04.03 are available at www.health.maryland.gov. (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the “**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**” guideline chart are available at www.health.maryland.gov. (Choose Immunization in the A-Z Index)

St. James' Children's School Parent Handbook
Acknowledgment Form
2018-2019

The Parent Handbook describes important information about St. James' Children's School. Please contact the Director with any questions or concerns regarding the information within the handbook.

After reviewing the St. James' Children's School Parent Handbook, **please sign and return this form to the Office.**

By signing this form, I/we acknowledge that I/we have received and read the St. James' Children's School Parent Handbook and agree to abide by the school policies. We also give permission for School staff to take and use photographs or video of our child/children for general school use, class projects, church or school website and church newsletter.

Child's Name(s): _____

Parent Names (printed): _____

Parent Signatures: _____ Date: _____

Please initial each if appropriate:

Email Distribution

_____ Please exclude emails from classroom email distributions.

Photograph/Video Distribution Exclusions

_____ Please do not include photos of my child on the school or church website or in the church newsletter.

