

Montgomery Methodist Children's Center Parent Handbook 2021-2022



28325 Kemptown Road
Damascus, Maryland 20872
301-253-4884
mmchildrenscenter.org

Covid-19 information in the handbook will be updated
and COVID -19 addendum added by July 1, 2021
to provide most current information.

PHILOSOPHY

The program at Montgomery Methodist Children's Center is based on the belief that each child is a person of sacred worth and is created in the image of God. Through participation in a variety of learning experiences in a Christian atmosphere and through the use of Bible stories and Christian songs, children are encouraged to develop Christian attitudes and behaviors.

Montgomery Methodist also provides a positive educational environment which encourages children to learn and grow emotionally, intellectually, and socially at their own pace. Through classroom interactions, our students learn to take turns, to share, to make new friends, and to respect the rights of others. We also strive to instill in our students a love of learning that will follow them throughout their lives.

Our school uses "Teaching Strategies: Creative Curriculum", a Maryland State Department of Education approved curriculum, which emphasizes exploration and discovery as a way of learning. Using a theme based approach; the Creative Curriculum enables children "to develop confidence, creativity and lifelong critical thinking skills." For additional information on the "Creative Curriculum" visit www.teachingstrategies.com/.

PURPOSE

Montgomery Methodist Children's Center was founded in 1984 to meet the early childhood needs of the community. As an outreach ministry of Montgomery United Methodist Church, the Children's Center nurtures spiritual growth as well as provides an educational program that helps children develop socially, emotionally, mentally and physically.

COMMUNICATION TOOLS

Website

The preschool website, www.mmchildrenscenter.org is a source of information about school policies, school events, and registration information. It is also updated daily to let parents know of any weather related closings or delays. A link to the director's email is also available on the website.

Facebook Page

The preschool is on Facebook! "Like" us to see classroom photos and hear up to date news. Parents who do not wish to have their child's photo included on the school's Facebook page are asked to follow the instructions on the "Permission to Photograph"

page in their registration packet. Children are not identified by name in any Facebook photos.

Email:

MMCC will send out emails to parents on occasion when information needs to be distributed. Parents are asked to keep the office updated throughout the year on any changes to their email addresses.

Monthly Newsletter:

A school newsletter is published monthly and notifies parents of school wide events and other pertinent school news. Copies of the newsletter are emailed to all MMCC families and paper copies of the newsletter are also available on the information counter outside the preschool office.

Class Calendar:

Each class has an individual class calendar that is sent home monthly. This calendar details information specific to their class, and also notes if their class is assigned snack that month. Parents are encouraged to check these calendars regularly.

PROGRAM

The curriculum of the Children's Center is "The Creative Curriculum", which is approved by the Maryland State Department of Education, our licensing body. We also incorporate themes drawn from the Bible and the world around us. The curriculum includes:

- Language Arts – early literacy and reading readiness skills.
- Math – shape and color recognition, counting, sorting, grouping, patterning and problem solving.
- Social Studies – study of seasons, holidays, and our world.
- Science – Children have the opportunity to observe and explore the world around them. Using their own curiosity and sense of wonder they learn science through the process of inquiry – theorizing, hands on investigation and discussion.
- Daily circle time activities.
- Outdoor play, weather permitting, or indoor games involving creative movement in our church Fellowship Hall.
- Creative art projects
- Daily Bible stories, verses and songs
- Monthly chapel times
- Virtues
- Field trips
- Dramatic Play – Children are given opportunities to act out roles and feelings in the classroom learning centers and thus come to Christian understandings of their own behavior and that of others.

LICENSING

Montgomery Methodist is accredited by the Maryland State Department of Education (MSDE) and participates in the Maryland EXCELS Quality Rating Program. The school is also licensed under the Maryland Department of Education Office of Child Care, as well as the Montgomery County Health and Human Services Licensure and Regulatory Services.

SCHOOL POLICIES

ADMISSION

The Children's Center does not discriminate in registering children on the basis of race, religion, sex, national origin or color.

To enroll a child at Montgomery Methodist Children's Center, an application of admission must be completed in full and the registration fee and one month tuition paid. To place a child on the waiting list, an application must be completed and returned along with the \$80.00 registration fee. This fee will be held until the child is placed in a class. If the child is not placed in a class, the check will be returned.

First preference for enrollment will be given to:

1. Families of children already attending the Center.
2. Members of Montgomery United Methodist Church and MMCC alumni.

Applications will then be accepted for new students and a lottery will decide placement in classes.

Children enrolled in a two-year-old class must be two (2) by September 1st of the school year. There are no exceptions to this date.

Children enrolled in a three-year-old class must be three (3) by September 1st of the school year.

Children enrolled in a Pre-K four-year-old class must be four (4) by September 1st of the school year.

All children, except those in the two year old class, must be completely toilet trained before they can attend our program. "Pull-Ups" are not allowed. For a child with medical special needs, exceptions can be made. A plan would need to be worked out with Director.

A health examination and immunizations are required by the state. The required health forms are available on the school website (mmchildrenscenter.org) and include a portion that must be completed by your physician. All health related forms **must be** received in the school office **prior** to starting school.

SPECIAL NEEDS STUDENTS

Montgomery Methodist Children's Center's philosophy includes the belief that each child deserves a preschool environment that meets their individual needs. MMCC staff works closely with a variety of resources including each child's parents, the Maryland Infants and Toddlers and Child Find organizations, the Maryland Resource Center, on-site therapist visits, and other resources to meet each student's needs. At the time of registration, parents are asked to identify any special needs of their child and provide any relevant information, including medical, educational, or psychological information, as well as any Individual Educational Plan (IEP) that may have been developed for them to enable the preschool to provide the best possible educational experience for each child in the center. All reasonable accommodations will be made to meet the needs of our students but the director has final authority to determine if those needs can be met.

PROGRESSION OF PUPILS

Pupils entering Montgomery Methodist Children's Center are placed in a class according to age. The children then progress with their classmates through the school's levels.

Exceptions to this policy can be made when a teacher and/or parent feels that the age appropriate class is not suitable for the child. In these situations, the Director, teacher and parent will meet to discuss and work out a viable solution. If an agreement cannot be reached, the Director will be responsible for the final decision.

The Director of Montgomery Methodist Children's Center reserves the right to decide if a child is ready to enter our program or if a child should continue in our program. The parents of a child who is having problems may be asked to pay the cost of an extra teaching assistant to aid in their child's satisfactory adjustment to the program.

CHILD ABUSE

Any staff member of Montgomery Methodist Children's Center who suspects that a child is a victim of abuse is responsible for reporting this immediately to the Director of the school. The Director will: 1) Report abuse to the Department of Social Services and 2) Notify the Chairman of the Board of Directors.

Necessary reports will be compiled by the Director and teachers.

STAFF

Our staff is a very dedicated group of Christian, professional women who meet or exceed the Maryland State Department of Education Office of Child Care requirements. All teachers have a degree in Early Childhood or a degree in a related field and have completed the 90 hour Early Childhood certification course. Staff members also participate in the Maryland Department of Education Division of Child Care Credentialing Program to further enhance their teaching experiences through continued training. All staff has completed a state and federal criminal background check and are CPR and First Aid Certified. The Director and several staff members have also completed Emergency Preparedness Training.

ROLE OF THE BOARD OF DIRECTORS

The Board of Directors is responsible for setting the policies of the Center, and for serving as a liaison between the Center and the Church. The Board is also responsible for reviewing issues that may arise in regards to policies, personnel, etc. throughout the school year. The Board also approves the preschool's budget, tuition rates, salaries, and fundraisers.

The membership of the Board includes the Chairperson, the Director of the Center, one or more staff representatives, four or more parent representatives, the Office Manager, and when possible a representative from the Church Trustees.

Because the Center is a Ministry of Montgomery Methodist Church, Board members may be members of the church; however, the Board strongly encourages parents who are not members of the church to join the Board. Parent representatives are welcome while their children are enrolled with the Center. The parent's role is to provide a parental perspective, to voice parental concerns, to disseminate information from the Center to other parents, and to coordinate some of the Board's annual activities.

The Board meets once a month. The meetings are informal, with an atmosphere of fellowship, and the focus is on our Christ-centered mission to the children. In addition to its regular meetings, the Board generally assists with several projects during the year, such as the Sock Hop, Ice Cream Social and playground clean up. Special projects have included specific policy developments, public relations, and parent coordination.

PUPIL RECORDS PRIVACY RIGHT

Any pupil's record kept by Montgomery Methodist Children's Center or its teachers shall be confidential. These records will be released to other agencies only upon written approval by the pupil's parent or legal guardian.

Parents have access to these records under supervision of the Director.

Parents will receive a copy of their child's progress reports.

Children's records will be kept for one year after the child is no longer enrolled at the Center.

PARENT – TEACHER CONFERENCES

Conferences will be scheduled with all parents during the school year. Parents may request a special conference with the teacher at any time. If there are any problems or special needs during the year, the teacher will contact the parent.

INSTRUCTIONAL PROGRAM EVALUATION

At the end of the school year, the parents will be asked to complete a form evaluating specific areas of the Center's program. Any additional ideas or concerns may be included.

The Board of Directors will review these forms and discuss the findings with the staff. The Board of Directors and the Center's Director will evaluate the findings and decide if program adjustments are necessary.

CLASSROOM INFORMATION

All classes are subject to adequate enrollment.

Teacher-Child Ratio is 1:6 for 2 year olds and 1:8 for 3's, and Pre-K 4's. *This may be altered by the Governor, the MSDE Office of Child Care and/or the Montgomery County Health Department in the event of COVID or other emergency restrictions.

SCHOOL YEAR

The school year will start in September and end in May. The exact dates will be announced each year.

SCHOOL CALENDAR

A yearly calendar will be distributed to each child's parents giving dates of holidays to be observed and special events for the school year. This calendar is also available on the school website.

MMCC UNPLANNED SCHOOL CLOSING POLICY*

(Includes closings for weather events, emergencies, and unplanned church events.)

***COVID related closings are not included in this category and are noted in attached COVID Policy Addendum.**

There are a variety of different types of unplanned school closings. For inclement weather and emergency closings we will follow Frederick County Public School's decision. If Frederick County schools are closed due to inclement weather or

emergency situations we will also close. If Frederick County opens late, MMCC will open 1 hour late (10:00) and afternoon classes will come in on their regular schedule. If Frederick County has an early dismissal because of inclement weather or emergency situations, our afternoon classes will not meet and all AM classes will be dismissed at 12:00. There will be no Lunch Bunch. The school's answering machine and website as well as the Facebook page will be kept current on all school closing information. **Planned Frederick County school closings and early releases, such as teacher work days, are not subject to this policy.

In addition, included in this policy are also days that our school is closed due to unplanned Church events, such as funerals. Because the church is unsecured during a funeral and family luncheon and a number of people are in the building, the school will be closed when a funeral is held during school hours.

The policy for unplanned school closing make-up days is as follows:

- a. 4-day classes will miss 4 days before a makeup day is scheduled. No more than 4 days will be made up in a school year for unplanned closings.
- b. 3-day classes will miss 3 days before a makeup day is scheduled. No more than 3 days will be made up in a school year for unplanned closings.
- c. 2-day classes will miss 2 days before a makeup day is scheduled. No more than 2 days will be made up in a school year for unplanned closings.
- d. 1-day classes will miss 1 day before a makeup day is scheduled. No more than 1 day will be made up in a school year for unplanned closings.

Any necessary make-up days will be added to the end of the school year but will not extend past the first week of June. Presidents' Day and the Wednesday of Easter vacation may also be used as make-up days if needed.

ARRIVAL AND DEPARTURE *

1. For the safety of all children, please drive slowly and carefully in the school parking lot.
2. Parents and children should hold hands when walking to and from their car and the school. No child should exit the school doors unless accompanied by an adult.

***3. When COVID related restrictions are in place:**

Parents will drop off and pick up children at the door to the school and are not permitted to enter the building. Sign in will be done at the door. Staff will greet each family, follow the COVID procedures outlined in the attached addendum, including temperature checks, and escort children to their classroom.

When COVID related restrictions are not in place:

When dropping children off for school, they must be escorted by an adult to their classroom door. Each child must be signed in by the parent or designated adult – this is a licensing requirement!

4. Children should arrive on time to school to avoid upsetting the classroom routine.

5. If a child is to be picked up by someone other than the parent/guardian or person authorized on the Emergency Form, please notify the school office, and let the person know they may need to show identification.

6. All students must be signed out by the parent or designated adult. Pick-up is expected promptly at the end of the scheduled class time. If a child is still here 15 minutes after class is over and the parent has not notified the preschool office of a delay, the child's designated contact person will be notified.

7. Normally a 15 minute grace period (after class ends) will be given before a late fee is charged. \$5.00 will then be charged for any portion of the first 10 minutes after the grace period ends. Thereafter, the charge will increase by \$1.00 per minute. If a parent is consistently late picking up a child, the Director has the discretion to charge a late fee before the 15 minute grace period ends.

SCREEN-TIME MEDIA POLICY

The curriculum of Montgomery Methodist Children's Center does not include the regular use of television programs, videos or DVD's. MMCC agrees with the MSDE that in early care and education settings, media (television [TV], video, and DVD) viewing and computer use should not be permitted for children younger than two years. We also agree that for children two years and older in early care and early education settings, total media time should be limited to not more than thirty minutes per week of age-appropriate, educational passive technology. (Passive technology is defined as non-interactive television, videos or streaming media.) For example, short video clips may be shown to MMCC students on a school laptop to reinforce science lessons, i.e. video clip showing a volcano erupting when discussing volcanoes for the letter Vv, or a Social Studies unit. Limited use of appropriate interactive technology may support, but not replace, creative play, physical activity, hands-on experiences, social interactions or other developmentally appropriate learning activities.

DISCIPLINE POLICY

One goal of Montgomery Methodist Children's Center is to help our students develop a positive self-image. We use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation.

Preschoolers, due to their developmental age, are not capable of understanding the ramifications of many of their behaviors; therefore they need to be encouraged to make good choices and to be prevented from harming themselves and/or others. Also, young children are very egocentric and therefore not always capable of understanding the concepts of sharing and taking turns. Therefore, it is our responsibility to lend guidance through redirection to other activities when conflict situations occur.

Caring for young children requires a lot of patience, as they often need to be reminded about classroom rules over and over again. Each rule will be stated clearly and precisely, and then the children will be helped to follow the rules.

Below are discipline strategies used by MMCC staff:

- Maintaining realistic expectations of children.
- Providing clear and simple limits.
- Planning an environment that facilitates a caring, Christian atmosphere.
- Keeping children busy to prevent problems from occurring.
- Modeling appropriate behaviors.
- Redirecting inappropriate behaviors towards desired outcomes.
- Giving children choices between two appropriate behaviors.
- Encouraging children to work together to solve problems.
- Encouraging children to use their words to solve problems.
- Removing children from the situation until they are able to calm down and discuss the problem.
- When it becomes necessary to discipline a child, the following steps will be followed:
 - Talking to the child to help him/her see how he/she is behaving.
 - Separating the child from the situation and redirecting them to another activity.
 - Isolating the child from the group by having them sit apart from the others.
 - Removing the child from the classroom and having them "visit" the Director.
 - Hold a conference with the parents to discuss other strategies to resolve area of concern.
- If the above strategies have not been successful it may become necessary for the child to be removed from the program.

We believe the best way to handle problems is to prevent them from happening in the first place. Therefore the physical environments and the programs for our preschool are designed so that as few problems as possible will occur. Our program prides itself on providing our students with a loving Christian environment where each child is treated as the special child of God that they are, and the children of MMCC respond to this environment with great behavior!

PARENT CONCERNS AND COMPLAINTS:

At Montgomery Methodist Children's Center we believe that two-way communication between our parents and the preschool is essential in helping children achieve their full potential. We are committed to ensuring that anyone with parental responsibilities can raise a concern or complaint, with confidence that it will be heard in an appropriate and timely fashion. The rights and responsibilities of all parties will be considered and balanced in attempting to find a mutually acceptable outcome to complaints. And, the confidentiality of all parties will be maintained whenever possible.

The following are the steps to follow when a concern or complaint arises:

1. If your concern or complaint relates to an issue concerning your child's education or experiences you should talk to the teacher as soon as possible. This can be done through an email, a phone call or by arranging a convenient time to talk in person. The teacher will listen to the concern, make notes of what is said, identify actions to resolve the concern and follow up with the parent. If the parent's concern is not resolved after this, the parent should contact the Director.
2. The Director will acknowledge receipt of the complaint in a timely manner, investigate, consider and determine the most appropriate way to resolve the issue fairly, document all actions taken, and ensure that the outcome is communicated to the parent verbally and if appropriate, in writing.
3. In the event the resolution of the concern requires a change in school policy, the Board of Directors will have the final say in the matter. The decision will then be communicated to the parent by the Director.

VOLUNTEERS * (Current COVID related restrictions do not allow volunteers to assist in-house.)

Any adult who volunteers in a preschool class must have completed and turned into the director a "Screening Application for Workers with Children/Youth". After completion, forms are kept confidential in the director's office. These forms are included in each student's registration packet and additional copies are available in the preschool office. Volunteers should also read and follow the "Guidelines for Volunteers" handout presented to all parents at the beginning of the school year.

PERMISSION TO PHOTOGRAPH

During the school year, Montgomery Methodist Children's Center may photograph or video your child for educational or informational purposes, though your child will not be identified by name, (ex. – a photo for the school's website or brochure.) If you do not wish to have your child appear in a videotape or a photograph used for these purposes, please sign and date the Permission to Photograph or Videotape form. Consent is assumed unless this signed form is received by the director.*

*This does not include pictures taken by MMCC staff of students on their birthday or during a class event that is placed on a class bulletin board only.

During the school year parents may come into the classroom or participate in school activities in which they have taken pictures of children in the school. It is understood by all parents and staff that these pictures may not be posted on any internet social site, such as Facebook, or sent out in an email without the parent's permission.

PARENT INVOLVEMENT OPPORTUNITIES

***The below policy applies when COVID related restrictions are not in place. COVID guidelines currently prohibit parents and visitors from entering the school unless an emergency situation arises. This includes parents and/or guardians at drop-off and pick-up times and for any volunteer opportunities.**

During each school year, Montgomery Methodist provides a variety of opportunities for our parents to become involved in the day-to-day operation of our school. Outlined below are some of these opportunities:

- Becoming a member of the MMCC Board of Directors. Included in each child's new student packet is an "Expression of Interest" form where parents can let us know they are interested in becoming a member of this board, the school's governing body. Each year approximately 5 parents serve on the board, along with the Chairperson, who is a member of Montgomery United Methodist Church, the preschool's Director and Office Manager and at least one teacher representative.
- Being a volunteer. There are many ways to volunteer at MMCC. Each classroom asks for volunteers for the two classroom parties, the fall Pumpkin Party, the Thanksgiving Buffets, and the Valentine's Day Party. Teachers also ask for parent volunteers to come in the classroom and be guest readers or to help with a variety of classroom projects, such as baking cookies or gingerbread men. Parents can also volunteer to make play dough for the classrooms, bring in items for the various parties, buffets, etc. and take home cutting out that needs to be done for classroom use. *Please note: All parents who volunteer in the classroom must have completed and turned in to the Director a "Parent Volunteer Screening Form", which is included in each child's registration packet and available in the school office.
- Sharing an occupation or skill with students. Parents at MMCC are invited to let us know if they would like to share with our students about their jobs or share their talents. Examples over the years have included parents who are dentist or dental hygienist sharing with our students during Dental Health Month, parents who are Police Officers or Fire Fighters talking with students during our Community Helpers unit of study, a parent who teaches Irish Dancing giving a lesson around St. Patrick's Day, a parent who teaches science helping a class build volcanos, and a parent who did woodworking helping students build their own wooden boats.
- Helping with fundraisers. Parents at MMCC run several school fundraisers. These include the Scholastic Book Fair, the annual MMCC Christmas Shop and the Box Tops for Education collection.
- Monthly Chapel Times. Parents are always invited to attend the monthly Chapel Times held for all classes in the church sanctuary. Dates and times for Chapel Times are noted on each class's monthly calendar.
- Field Trips. Whenever classes go on field trips outside of school, a parent or authorized adult must accompany their child. These trips include the fall Pumpkin Patch trips for all classes and a variety of other trips, such as the 4's and Pre-K trip to the local Giant Food Store for a Healthy Foods Unit. The school does not

provide transportation so all children are accompanied by a parent or designated adult.

- Special Events. The school hosts a variety of special events both during school and at other times that all MMCC families are invited and encouraged to attend. These include the winter Sock Hop, which is held on a Friday evening in February and the End of the Year Picnic/Ice Cream Social held on a Saturday in May. All families are also invited to attend the school's Christmas Program and reception in December and end of the year programs and receptions on the last days of school. All of these events are noted in the school's monthly newsletter and on classroom calendars.

For more information about ways to become involved at MMCC please contact the Director at 301 253-4884 or email her at msolsen@mmchildrenscenter.org.

PARTIES *

***When COVID restrictions are in place parties will follow all required procedures and parent volunteers will not be allowed to assist in the classroom.**

Parties for special holidays will be planned and held during each class' scheduled snack time. Parents will be asked through sign-up sheets to contribute specific things needed for celebrations. Sign-ups will be posted for special occasions several times throughout the school year. Please note, all food items must be "store bought" and in the unopened original packaging which notes ingredients. No homemade treats may be served in the classroom due to allergy concerns.

FIELD TRIPS*

***Current COVID restrictions do not allow in-house or "travel to" field trips at this time.**

Classes usually go on several field trips a year. To be able to participate in these trips, each student must have a signed permission slip on file in the office. Parents are required to drive and stay with their children during field trips, or arrange for another parent to do so. Staff is not allowed to provide transportation for students. Although we try to be family friendly and allow younger siblings to attend field trips, there may be trips where siblings cannot be accommodated. Please check the information provided to parents about each field trip for details. "In-house" field trips are also hosted during the year, including visits by the fire department.

SNACK

A snack is provided. Water, as well as a variety of peanut-free healthy snack foods, is offered. For snacks, each family will be asked to contribute. Generally, each family contributes three times during the year.

All reasonable accommodations will be made to provide appropriate snacks for children with food allergies. Specific information on how MMCC handles allergies will be sent home with parents of these children.

PAYMENTS

The registration fee is \$80.00 per year and is due at the time of registration. If a family has two or more children registering for the same school year, the registration fee will be \$120.00 for the children combined.

At the time of registration, prepayment of that year's May tuition is also due. Once these payments are made and the student is assigned to a class these payments are not refundable.

Tuition payments for preschool are as follows:

2, 3 & 4 YEAR OLDS

- Tuition is divided into 9 equal payments on the following schedule:
At the time of registration, the May 2022 tuition is due.
September through April – tuition is due the 1st of each month

Payments received after the 5th of the month will be charged a \$10.00 late fee. This \$10.00 late fee will accumulate every month that the tuition remains unpaid (one month late a \$10.00, two months late - \$20.00)

When a check is returned to us for insufficient funds, we will wait 3 business days and redeposit the check, unless we receive a new check. There is a \$25.00 charge each time a check is returned for insufficient funds. If a check is returned twice, we will then require cash or a cashiers check within 3 business days.

Checks are payable to Montgomery Methodist Children's Center or MMCC. Credit card payments are not accepted at this time. Financial obligation continues until the end of the term. (September through May).

The only conditions under which unused tuition will be refunded or financial obligation will be terminated are:

- 1) Transfer out of the school district.
- 2) Teacher (Director) recommends removal.
- 3) Severe illness in the home with a doctor's recommendation.
- 4) Extenuating circumstances as decided by the Board of Directors.

Thirty (30) days notice must be given to the school before withdrawing to be eligible for any tuition refund.

There will be no refunds for a child's illness due to colds or communicable diseases or due to extended travel. The expense of running the Center is continuous, and we ask your cooperation in this matter.

Limited funds are available for tuition assistance. Please talk to the Director or a member of the Board of Directors.

***HEALTH**

***The following policies are the general MMCC policies and they are applicable to non-COVID related illnesses or policy restrictions. For the Health Policy during COVID related restrictions please see the attached Addendum.**

The Montgomery Methodist Children's Center is only equipped to handle well children. If your child has a bad cold, sore throat, severe cough, fever, pinkeye, unusual spots or rash, infected sores, upset stomach or diarrhea, please do not bring him/her to the Center. Children should be free of fever (without the use of medicine) for 24 hours before returning to school. Unless otherwise approved by the office, once a child returns to school, he/she must be able to participate in all normal preschool activities. Any time a child shows signs of developing an illness while at school, parents will be notified to pick up their child as soon as possible. Please review the detailed school health policy outline on the last page of the handbook.

***HEALTH Guidelines:**

MMCC strives to provide a healthy, safe environment for all children and staff. Teachers, Assistants, and office staff have completed basic first aid training and infant/child CPR training, as well as site-specific safety instruction.

1. Any ill student will be sent to the office and the parents/guardians notified. This includes but is not limited to vomiting, fever, head lice, and excessive coughing/sneezing. In the case of communicable diseases, the office staff will post a notice on the school bulletin board listing the disease and class or classes effected. If deemed necessary by the Director, a special notice will be sent home with each child in the effected class or classes.

2. Minor injuries will be treated by the teacher, assistant, and/or office staff. This includes but is limited to scrapes, bumps, and bruises. The parents will be notified by phone or in person at time of pick-up. Ice packs and / or Band-Aids may be applied by staff. Cuts will be cleaned with soap and water only. No other salves, ointments, or medications will be administered. Splinters, if the tip is outside the skin, may be removed with tweezers.

3. In the case of severe illness or injury, the teacher or assistant will begin first aid and will notify the office immediately. This includes but is not limited to broken bones, difficulty breathing, head trauma, burns and accidental poisoning. The

parents/guardians will be notified immediately along with Montgomery County Fire & Rescue (911). The staff will administer first aid according to current first aid/CPR standards, and / or aid under the telephone guidance of MCFR. Upon arrival, the MCFR team may administer care as appropriate, including but not limited to oxygen, adrenaline, and syrup of ipecac.

Parental permission is not required in life-threatening situations. MCFR, with staff and parental input, will decide if immediate transportation to the nearest hospital is needed. If not, the child may be transported to the hospital by the parents/guardians. In all cases, the best interest of the child shall prevail.

4. If a child is taken to the doctor or hospital as a result of an injury received while at school, the preschool should be notified. The preschool is then required to notify the MSDE office of Child Care, our licensing agency.

5. Staff will wear protective gloves when in contact with bodily fluids.

6. Medications: The administration and storage of all medications is regulated by the MSDE Office of Child Care under COMAR 13A16.11.04 (Copies of this regulation are available online or in the preschool office.) Under these regulations, parents are required to submit an official MSDE Office of Child Care Medication Administration form, signed by a physician, for all medications, both prescription and over the counter. Prescription medication must be in the original container with the correct pharmacy label. Over-the-counter medications must be in their original, sealed, unopened package. At all times when children are present there is a staff member on duty that has completed the required Medication Administration training.

7. A child with an allergy requiring an epi-pen will not be allowed to attend class without an epi-pen in the school. It is the parent's responsibility to make sure the prescription remains current. If the epi-pen expires during the school year, the child can not return until a new epi-pen has been delivered to the school.

MC Health & Human Services – for MCPS
1301 Piccard Drive, Suite 4200
Rockville, MD 301-217-1571
Frederick Co. Public Schools – same (modeled after MCPS)