

Homebase & Tiny Tots

Parent Handbook 2019 - 2020

Program Director:
Shelly Regars
shellyregars@gmail.com

Phone:
410-357-9509

Hours of operation:
6:30am to 6:00pm daily

Address:
19810 Middletown Road
Freeland, MD 21053

Prettyboy Recreation Council Volunteer Co-Chairpersons
Emily McCarthy (evmm6143@comcast.net)
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TAX ID: 52-1071231

WELCOME

Thank you for choosing Homebase and Tiny Tots to care for your child! Please read this handbook thoroughly. It is important that you feel comfortable with our policies and procedures. If you do not understand something or you have a concern, please contact the Program Director. You are also invited to attend the monthly Recreation Council meetings on the second Tuesday of each month (except July). Thank you for giving us the opportunity to care for your little one. We look forward to keeping your child smiling and safe.

ABOUT US:

The Homebase & Tiny Tots Programs are located in the Recreation Room of Prettyboy Elementary School. Homebase is a before/after school care for children in grades K-5. Tiny Tots offers an educational daycare for children ages 2-5. Enrollment is not limited to the students of Prettyboy Elementary - all are welcome. Children in these programs are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our curriculum. This allows the children to learn about themselves, others, and the world around them.

Tiny Tots follow a scheduled daily routine which includes the opportunity for free play, circle time, arts & crafts, and music. Homebase kids can work on their homework, talk with friends, read a book, or bring an activity or electronic device from home. Whenever possible we make every effort to spend time outdoors on playground and court areas. Kids often will have access to the school gym as well.

Homebase and Tiny Tots has been an important part of the Prettyboy community for many years. The kids have a blast hanging with their friends, playing outside on sunny days, creating their own games, and making crafts. Many of our staff members live in the community and some are former students!

The Homebase and Tiny Tots program is run through the Prettyboy Recreation Council, a 501(c)(3) non-profit volunteer organization that works with Baltimore County Recreation and Parks to provide organized recreational activities throughout the year for the families of the Prettyboy Community. Recreation Council meetings are held at 7:30pm on the second Tuesday of each month in the recreation room at Prettyboy Elementary. Parents are welcome and encouraged to attend.

REGISTRATION:

To enroll in the Homebase or Tiny Tots program the following forms must be submitted:

- Registration Form
- Annual Registration fee: \$40 per child (covers the administrative cost necessary to build your child's file each year)
- Rate/Attendance Schedule
- Signed Handbook Acceptance Form
- Emergency Information Form
- Health Inventory Form (Part II must be completed by child's physician)
- Immunization Certificate (must be completed by child's physician)
- Prescription Medication Authorization Form if applicable
- Non-Prescription Medication Authorization Form if applicable
- MSDE "All About Me" Form
- Photo Release Form
- Parent Guide to Regulated Childcare (Verification of Receipt Form)

Parents/guardians are required to keep us informed of changes in address, telephone numbers, emails, and other pertinent information listed on any/all of the above forms. Please contact the Program Director to update information as needed. We recommend that you keep copies of submitted forms for your records. Parents/guardians must inform staff if the child has ever had fever related seizures, food allergies, or any other serious medical condition.

PAYMENT:

You will be billed according to the Attendance/Rate Schedule submitted with your registration. Attendance fees are due 2 weeks in advance. For example, for childcare during the month of May, you would receive a bill on April 15th and your payment is expected on or before May 1st. At 30 days past due, your child will no longer be able to attend the program, until your balance is paid in full. Return check fee for insufficient funds: \$25.

Checks are the preferred payment method. Checks should be made payable to Prettyboy Recreation Council. Please be sure to include your child's name with payment. Checks can be placed in the lockbox located in the parent information booth of the PBE recreation room. The program's accountant, Judy Douglas, collects the lockbox payments weekly.

For your convenience, we also accept all major credit cards. There is no fee for this service. Credit card payments can be made in person or over the phone. Please contact the Program Director if you prefer to pay with cash.

If necessary, you can mail your payment to:

Prettyboy Rec Council
Attn: Homebase & Tiny Tots
P.O. Box 518
Monkton, MD, 21111

Due to staffing requirements, we must have 30 days' notice for any change in attendance OR if your child will no longer be attending the program. Otherwise, you will be invoiced and responsible for payment. When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. If your child will be absent for an extended period of time, please inform the Program Director in writing as early as possible. A discussion re: tuition will follow.

ATTENDANCE:

You will be billed according to the Attendance/Rate Schedule submitted with your registration. **Due to staffing requirements, we must have 30 days' notice for any change in attendance OR if your child will no longer be attending the program.** Otherwise, you will be invoiced and responsible for payment.

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet your child's needs
- Lack of compliance with handbook regulations

HOURS OF OPERATION:

We open at 6:30am and close at 6:00pm. There is a \$1 per minute, per child charge for each minute after 6:00pm that your child is with us. Please do not attempt to enter the recreation room before 6:30am. Please be respectful of the staff's time and personal responsibilities. Recurring late pick-up can result in termination of services.

DROP-IN

Depending on staffing availability, we may be able to accommodate drop-in attendance for **enrolled** students on days/times that they would normally not attend. Parents must contact the Program Director for availability and approval.

Homebase & Tiny Tots Drop-in Rates

\$25 per day for AM (6:30am-8:30am)

\$25 per day for PM (3:30pm-6:00pm)

\$40 per day for both AM and PM

\$35 half day (6:30am-12pm) or (12pm-6pm)

\$50 full day (6:30am-6pm)

*\$35 half day rate will apply to Homebase kids on BCPS Admin Days when school closes 3 hours early for students (i.e. Nov. 8, Jan 24, April 3)

ABSENCES:

If your child is going to be absent, please notify us by calling 410-357-9509. Leave a voicemail message if needed. If your child is a BCPS student please be sure to notify your school office also. When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. If your child will be absent for an extended period of time, please inform the Program Director in writing as early as possible. A discussion re: tuition will follow.

ARRIVAL & DISMISSAL:

For your child's safety, a parent/guardian **must** accompany the child in and out of the building each day. Every child must be signed in on the appropriate attendance sheet with your signature and the time of arrival/departure. If you need help locating the attendance sheet, please ask a staff member for assistance.

Please do not leave your child unattended in the parking lot or send them into the building on their own.

Your child/children will not be released to anyone except those indicated on the Registration and Emergency Forms. Parents are responsible for providing the names and telephone numbers of authorized adults who can be contacted in the case of an emergency. No one under the age of 16 will be allowed to pick up your child.

LATE PICK UP

There is a \$1 per minute, per child charge for each minute after 6:00pm that your child is with us. Please be respectful of the staff's time and personal responsibilities. Recurring late pick-up can result in termination of services.

CLOSINGS & DELAYS

Please sign up for the "Rained Out" Notification System for an automatic text to your phone with status changes or updates. To sign up: Text the keyword "Prettyboy" to 84483. This is the program's **preferred method** of communication.

In the case of inclement weather, parents have several other options to find out our opening status:

- Call Homebase at 410-357-9509 and listen for the updated message
- Call the BCPS information line at: 443-809-5555
- Download the "BCPS NOW" App

Homebase and Tiny Tots follows the closing/delay schedule for Baltimore County Public Schools (Hereford Zone):

- BCPS, 1 hour delay: Homebase will open at 9am; Tiny Tots will open at 10am
- BCPS, 2 hour delay: Homebase will open at 10am Tiny Tots will open at 11am
- BCPS, Closed: Homebase and Tiny Tots will be closed
- BCPS closes early or cancels after school activities: Homebase and Tiny Tots will close.

SICKNESS POLICY:

Parents are required to keep their child/children at home or seek alternative care arrangements for the following conditions:

- Fever (100°F or higher) Child must be fever free without the use of Tylenol/Motrin for 24hrs before returning.
- Sore throat or trouble swallowing
- Unusual or unexplained headache or stiff neck
- Diarrhea or 3 unexplained loose stool in close increments
- Nausea, vomiting, or abdominal cramps.
- Severe itching of body and scalp
- Known or suspected communicable diseases.
- Any discharge or drainage from eyes, nose, or ears.
- Conjunctivitis (Pink Eye) Child must have taken antibiotic/drop treatment for at least 24hrs before returning.
- Open sores symptomatic of Chicken Pox or Hand-Foot-Mouth Disease. Child needs to be free from blisters/sores or these blisters/sores need to be completely scabbed over before returning.

When a child becomes ill while under our care, we will make the child comfortable in a quiet place, away from other children, where he/she can rest and be closely supervised. Parents will be notified immediately and agree to begin making alternate work arrangements or arrangements for alternate care. If your child is seriously ill you or an alternate must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the Registration/Emergency Forms. 911 may be contacted depending on the seriousness of the illness.

MEDICATIONS:

By law, to administer either a prescription or non-prescription medication to your child, the program must have an updated Medication Authorization Form. Prescription medications require a signature and directions from your prescriber/doctor.

In addition:

- All prescribed medications must have the child's name on the original prescription bottle.
- Non-prescription medications will be administered as per the recommended dosage on container.
- We can only give one dosage per day.

HOLIDAYS

Homebase and Tiny Tots will be closed on the following Holidays/Breaks:

- Labor Day (Sept. 2)
- Rosh Hashanah (Sept. 30)
- Yom Kippur (Oct. 9)
- MSEA Convention (Oct. 18)
- Election Day (Nov. 5)
- Thanksgiving (Nov. 28)
- Black Friday (Nov. 29)
- BCPS Winter Break (Dec. 21-Jan. 1)
- Dr. Martin Luther King, Jr. Day (Jan. 20)
- President's Day (Feb. 17)
- BCPS Spring Break (April 6 – April 10)
- Easter Monday (Apr. 13) - Only if BCPS is closed
- MD Presidential Primary Election Day (Apr. 28)
- Memorial Day (May 25)

ACTIVITIES:

Tiny Tots will follow a scheduled daily routine with opportunity for free play, circle time, arts & crafts, and music.

Homebase kids are free to complete homework or bring an activity or electronic device from home. Please use common sense for what is appropriate. Other activities that children can participate in include but are not limited to the following:

Indoor: Games and sports in the gym, books, movies, video games, Legos, music and dancing, play food, car/trucks/planes/trains, animals, arts & crafts, puzzles, musical instruments, dolls and Barbies, various board games, learning toys, blocks.

Outdoor: Use of playground, soccer field, sport courts, climbing, sliding, jumping, running, swinging, jump rope, racing, water balloons, water table, catch, bubbles, walks, exploring nature/weather. Kids are encouraged to bring in their bikes, scooters, skateboards, roller skates, and rollerblades. All children are required to wear helmets as needed. **Please be sure your child is dressed appropriately each day for the weather. Whenever possible we like to spend time outdoors!**

The program is not responsible for lost, stolen, or damaged personal items.

SUPPLIES (Homebase)

No supplies are needed. Homebase kids are welcome to bring an activity or electronic device from home. Please use common sense for what is appropriate. **Homebase is NOT responsible for any lost, stolen, or damaged personal property. Please be sure your child is dressed appropriately each day for the weather. Whenever possible we like to spend time outdoors!**

SUPPLIES (Tiny Tots)

Each day, please send in your child clean, appropriately dressed, and ready for the day with all necessary supplies needed for that day's care. Children may bring in a cuddly for naptime. Please send your child with only a small book-bag and their lunch box as our classroom cubby space is limited. Please ensure the child's bag contains only appropriate items and that there are not any sharp items, medication, or choking hazards in the bag.

Parents are responsible for supplying the following items. All should be labeled with your child's name.

- **Lunch**
- **Extra Clothes (be sure to include socks and underwear)**
- **Naptime blanket and pillow with removable pillow cover**
- **Labeled Smock/Big Shirt for messy art projects**

The above items can be kept at the center and sent home for cleaning as needed. Your child's blanket and pillow cover will be sent home every Thursday/Friday. Please wash and return to us the following Monday/Tuesday.

There is a good possibility that your child's clothing will get stained/soiled from food, paint, markers, dirt, bubbles, etc. Please dress your child accordingly for play! We cannot be responsible for replacing clothing. We suggest you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups. **Tiny Tots is NOT responsible for any lost, stolen, or damaged personal property. Please be sure your child is dressed appropriately each day for the weather. Whenever possible we like to spend time outdoors!**

SNACKS (Homebase)

Nutritional snacks will be provided in the morning and afternoon. If preferred, you can send a snack with your child. Please do not send in unopened cans or foods which require the use of a stove. Meals/snacks that require microwaving are acceptable but must be packed in a microwavable safe container.

SNACKS & LUNCH (Tiny Tots)

Nutritional snacks will be provided in the morning and afternoon. Parents must provide a lunch for their child. Please be sure to label your child's lunch bag with their name. Refrigeration is available. Do not send in unopened cans or foods which require the use of a stove. Meals that require microwaving are acceptable (except on field trip days) but these meals must be packed in a microwavable safe container. If a child requires a special diet, the family must supply an alternate snack. If a child has a food allergy or restriction, the center must be notified of such, in writing (by both parent/guardian and doctor). Snack and milk costs are calculated into the weekly rate. If a family opts to provide their own snack, the weekly rate is not altered.

NAP TIME (Tiny Tots):

All children aged 2-5 who are enrolled for full-time care will have "quiet time" from 1:30pm-3:00pm each day. We will play soft music and cots will be provided for children to nap on. We will encourage your child to sleep, read, or lay quietly on their mat during this time. We will not allow the use of television, electronics, or tablets during this time. Please send a pillow and 1-2 blankets that can be kept at the center for your child. We will send the pillow covers and blankets home weekly for laundering.

TOILET TRAINING (Tiny Tots):

We are happy to encourage potty training however the initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply diapers and/or pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and our staff is imperative for a successful transition from diapers to toilet.

DISCIPLINE:

We try to teach the children manners, kindness, and respect for others. We will never use corporal punishment, humiliation, or shaming tactics to discipline children. Rules are posted and explained clearly and frequently, so the children know what's expected of them. If necessary, the following developmentally appropriate guidance techniques will be used:

Time Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age.) This technique is only used when a child repeatedly disobeys staff directions; is exhibiting temper tantrum type behavior; or is hurting oneself, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care. Physical contact between children may result in dismissal from the program.

COMMUNICATION

We want families to stay informed of day-to-day happenings and special events. The center uses the following methods of communication with parents and caregivers:

- **Parent Information Booth:** This area is located near the front door of the recreation room. You will find a bulletin board with lots of useful information. There is also a lockbox in this area for payments. If the center will be closed, reminders will be posted in this area.
- Calendars will be distributed to families for advanced notice of various activities and events planned for the center throughout the upcoming year. The calendar can be e-mailed to families or hard copies can be found in the parent information booth.
- Newsletters will be distributed quarterly so families are updated on relevant information.
- **E-mails & Letters:** We will periodically send emails and letters home to parents with updates and changes in the program including things such as field trip details, exposure of illnesses, center closings, and policy updates. These notices will also be posted in the Information Booth and on the website as needed.
- Quick messages and communications with staff at the start and end of the day are always helpful and encouraged.
- Parent/teacher conferences will be scheduled for Tiny Tot kids in the fall and spring. These conferences can be completed in person or over the phone. Feel free to contact your child's teacher to schedule additional conferences as needed. Conferences must be conducted in such a manner that they do not interfere with the daily operations of the program.

CHILD CUSTODY:

If only one parent has custody of a child the center must be notified immediately upon enrollment. If a non-custodial parent is unauthorized to pick up the child, the custodial parent must provide the Program Director with a certified copy of the court order confirming that one parent does not have visitation rights. Without such a court order the law grants parents joint custody and the center is not allowed to refuse release of the child to either parent. If there is a restraining order that involves your child, please ensure that a copy is provided to the Program Director.

VISITOR POLICY:

A visitor is any person who is **NOT**:

- An employee of the HB/TT program
- An enrolled child of the HB/TT program
- A parent/guardian of an enrolled child of the HB/TT program
- A member of the Prettyboy Recreation Council Board
- An employee of Baltimore County Recreation and Parks
- An employee of Baltimore County Public Schools (Prettyboy Elementary)
- A registered volunteer of the HB/TT program and/or BCPS schools
- A currently registered student of Prettyboy Elementary

Visits and conferences must be arranged in advance with the Program Director. In addition, visitors to the Homebase/Tiny Tots program must visit the Prettyboy school office and complete the following: 1. Present a driver's license or government-issued photo identification 2. State the purpose for the visit 3. Wear a visitor's pass or BCPS identification badge at all times during the visit.

Classroom visits must be conducted in such a manner that the visits and/or conferences do not interfere with the daily operations of the program. A visitor who refuses to follow procedures for visitation or who fails or refuses to leave after being asked to do so may be denied access to the buildings or grounds of the school system and/or charged with trespassing.

PHOTOGRAPHS:

Children at the center may be included in pictures and marketing materials/publications. Enrollment at the center constitutes permission for such uses and activities. Families may decline to have their child included in photographs by indicating this preference on the Photo Release Form included in the registration packet.

STATE LICENSING REQUIREMENTS:

Homebase and Tiny Tots are fully licensed and comply with all applicable licensing regulations and standards. These standards relate to our location, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. The Homebase and Tiny Tots rooms are subject to inspection by state and city health, fire, and licensing officials. All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC) Licensing Branch. For more information on this please follow this link to the Maryland State Department of Education's pamphlet on *A Guide to Regulated Child Care*:
https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

TAX ID NUMBER:

The Prettyboy Recreation Council federal tax identification number is 52-1071231 . This is the number needed for tax reporting purposes or to claim reimbursement for dependent care flexible spending accounts.

CONTRACT ADHERENCE:

Please be respectful of this community program by adhering to the policies and procedures outlined in the Parent Handbook. We realize that this is a lot of information to absorb. Because of this, please keep your Parent Handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of this Handbook at any time. If we make a change to this Handbook, you will be notified immediately.

ACCEPTANCE OF HANDBOOK:

Note: By signing below, you are stating the you understand all the policies and procedures of this Handbook and agreed to adhere to them as written.

I, _____, have read the Homebase and Tiny Tots Handbook, September 2019 edition (Updated July 2019). I acknowledge that my family is responsible for adhering to center policies as they are stated in this handbook.

_____(Signature)

_____(Printed Name)

_____(Child's Name)

_____(Date)