

HomeBase Summer

Handbook 2019

Program Director:

Shanna Beatty
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Phone:

410-357-9509

Hours of operation:

7:00am to 6:00pm daily

Address:

19810 Middletown Road
Freeland, MD 21053

Located in the Recreation Room of Prettyboy Elementary School.

Prettyboy Rec Council, Volunteer Co-Chair:
Emily McCarthy: emily@carrolltreeservice.com

Prettyboy Rec Council, Volunteer Co-Chair:
Mike Chamberlain: mchamberlain@gilman.edu

TAX ID: 52-1071231

WELCOME

Thank you for choosing the Summer Homebase program 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 or (co)chairperson.

Thank you for the opportunity to care for your child. We look forward to keeping your child smiling and safe.

ABOUT US:

Homebase is a summer care program for children ages 2-12. Enrollment is not limited to students of Prettyboy Elementary - all are welcome. Children in the program are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our curriculum. Through play children learn about themselves, others and the world around them.

Kids will have plenty of free time but will also get to enjoy various planned activities, trips and special guests. We make every effort to spend time outdoors on playground and court areas each day. Kids often will have access to the Prettyboy gym as well.

The Homebase program 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 Summer 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:

In order to attend the HomeBase Summer program, the following must be completed/submitted for each child:

- A Prettyboy Recreation Council Program Registration Form
- Payment of the one-time registration fee of \$30 per child.
- Acceptance of Summer Handbook (which includes our discipline policy)
- Summer Attendance/Rate Schedule
- The Emergency Contact Information Form
- Health Inventory
- Medical and Immunization records
- Medication Authorization w/ Allergy Notification

You will also receive a Child Care State Mandated Pamphlet for your reference. It is the parent's responsibility to keep the immunization form up to date. According to state regulations this form must be updated and returned to Homebase. You are required to keep us informed of any changes in address, telephone numbers, and other pertinent information listed on any/all of the above forms. Please inform us if your child has ever had fever related seizures, or other serious medical conditions or food allergies.

PAYMENT:

You will be billed according to the Attendance/Rate Schedule submitted with your registration.

If enrolling a child for 3 weeks or less, your payment must be made in full by June 18, 2019. If enrolling your child for 4 weeks or more, the full summer tuition will be billed in June and divided into 3 equal payments. For 2019, these payments will be due on the following days: June 18, July 8 and August 5.

If a payment date is missed, your child can no longer attend the program until the payment is made.

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 collects these lockbox payments weekly.

You can also mail your payment to:

Prettyboy Rec Council
HomeBase & Tiny Tots
P.O. Box 518
Monkton, MD, 21111

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. Other payment methods may be accepted upon request. Please contact program director or chairperson for more information.

Return check fee for insufficient funds: \$25.

Due to staffing requirements, we must have 30 days' notice for any change in attendance/billing!

WITHDRAWAL OF ATTENDANCE:

Due to staffing requirements, we must have 30 days' notice for any change in attendance/billing. You must give 30 days written notice to the program director if your child will no longer be attending the program. Otherwise, you will be invoiced and responsible for payment.

TERMINATION OF ATTENDANCE:

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 or any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations

HOURS OF OPERATION:

The Homebase Summer Program is open from 7:00 AM to 6:00 PM, Monday thru Friday.

HOLIDAYS:

The program will be closed on July 4-5 and August 22-23.

ABSENCES:

When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition.

SUPPLIES:

Each day, please send your child clean, well dressed, and ready for the day with all of child's necessary supplies needed for that day's care.

Parents are responsible for supplying the following items. Please label each item with your child's name.

- **Lunch**
- **Water Bottle**
- **Towel**
- **Extra Clothes (include socks and underwear)**
- **Blanket and Pillow (for naptime, if applicable)**
- **Labeled Smock/Big Shirt for messy art projects**
- **Sunscreen/Sun Block**

The above items can be kept at Homebase and sent home for cleaning as needed.

Your child's blanket and pillow cover should be taken home every Friday, washed and returned to us the following Monday

Please provide sunscreen and label it with your child's name. By law, we must also have a form giving HomeBase permission to apply sunscreen. This also applies to all topical medication such as sunscreen, Chapstick, and diaper creams.

There is a good possibility that your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play! We are not responsible for replacing stained or soiled clothing. Furthermore, we suggest you write your child's name on tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups. Homebase will not be responsible for any lost or damaged clothing or jewelry.

LUNCH & SNACKS:

Nutritional snacks will be provided to the children at approximately 9:15 am in the morning and at 3:30 pm in the afternoon. Parents are required to provide lunch. Please do not send unopened cans or foods which require the use of stove to the center. Meals that require microwaving for eating are okay (except on field trip days), but these meals need to be packed in a microwavable safe container.

ACTIVITIES:

We plan a variety of activities, trips or special guests each week of summer. Other activities include but are not limited to the following:

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

Outdoor activities: Use of playground, tennis courts, basketball courts and soccer fields, climbing, sliding, jumping, running, swinging, jump rope, racing, water balloons, water table and water games, catch, bubbles, walks, exploring nature/weather. Kids are encouraged to bring bikes, scooters, skateboards, roller skates and rollerblades. All children required to wear helmets as needed. Weather permitting, we play outdoors every day.

ARRIVAL & DISMISSAL:

Each day, please send your child well dressed and ready for the day with all of child's necessary supplies needed for that day's care. We will be outside and inside depending on the weather for the day, please pack accordingly just in case. Do not attempt to enter the recreation room before 7:00am. 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 in/out time. If you need help locating the attendance sheet, please ask a staff member for assistance.

There is a \$1 per minute, per child charge for each minute after 6:00pm that your child is with us. 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 enrollment and emergency form. Parents must leave the names and telephone numbers of authorized adults who can be contacted in the case of an emergency. No one under age of 16 will be allowed to pick up your child. If there is an exception due to emergencies, you must bring a written release note with that person. Identification will be required. Parents will be contacted. It is your responsibility to update or add/delete the emergency contact list that we have in the office.

BEHAVIOR/DISCIPLINE:

We try to teach the children manners, kindness and to be respectful to others. We will never use corporal punishment, humiliation, or shaming tactics to discipline children. Children are explained the rules clearly and frequently, so they 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). The 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.

NAP TIME (CHILDREN AGES 2-5):

Kids age 2-5 and enrolled for full-time care will have an opportunity for rest and quiet time between 1:00pm-3:00pm every day (except for field trip days). We will play soft music and cots will be provided for children to nap on. The kids will be in the "upstairs" recreation room to prevent distraction from the older kids. We will encourage your child to sleep, read or lay quietly and on their mat during this time. Please send a pillow and 1-2 blankets that can be kept at the daycare for your child. We will send the pillow covers and blankets home weekly for laundering.

TOILET TRAINING (CHILDREN AGES 2-5):

We are more than happy to encourage potty training. 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 the daycare provider is imperative for a successful transition from diapers to toilet.

COMMUNICATION WITH PARENTS & CAREGIVERS:

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.
- Summer Calendar: We will distribute a calendar to families with various planned activities and events throughout the summer. We will make every effort to abide by this calendar however it is subject to change.
- E-mails & Letters: We will periodically send emails and letters home to parents with updates and changes in the program. Information may include things such as field trips, exposure of illnesses, center closings, policy updates. These notices will also be posted on the Information Board and website as needed.
- Quick messages and communications with staff at the start and end of the day are always helpful and encouraged.

SICKNESS POLICY:

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

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Child must be fever free without the use of Tylenol or Motrin for **24 hours** before returning to HomeBase
- Sore throat or trouble swallowing
- Unusual or unexplained headache or stiff neck
- 3 unexplained diarrhea or 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. If the child has pink eye, the child needs to have on antibiotic/drop treatment for 24 hours before returning
- No open sores such as those seen in children with Chicken pox or Hand, Foot, and Mouth. 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 where he/she can rest and will be closely supervised away from the other children. 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 form or 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 a Medication Authorization form signed from your prescriber/doctor.

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

STATE LICENSING REQUIREMENTS:

Homebase is fully licensed and complies 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 room is subject to inspection by state, and city health, fire, and licensing officials.

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 center 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 center.

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.

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; 2. State the purpose for the visit 3. Wear a visitor pass or BCPS identification badge at all times during the visit.

Classroom visits and conferences 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.

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 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 of the policies and procedures of this handbook and agreed to adhere to them as written.

I, _____, have read the Homebase Summer Handbook, 2019 edition. 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)