**Seabrook Adventist Early Learning Center**

**Family Handbook 2017 – 2018**

**My signature indicates that I have received and read the SAELC’s Parent Handbook. It is my responsibility to comply with the policies contained in this handbook and any revision made to it: Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**Seabrook Adventist Early Learning Center**

**Family Handbook**

**V.02018**

[**www.mySAELC.org**](http://www.mysaelc.org)

[**www.myELC.org**](http://www.myelc.org)

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**INTRODUCTION**

The Seabrook Adventist Early Learning Center (SAELC) is a fully licensed Early Learning Program in the Prince George’s County under the Seabrook Seventh Day Adventist (SDA) Church Ministries Programs.

The SAELC is designed to operate with a Director, Senior Staff and Support Staff is mandated by the Child Care Administration. The SAELC Board of Directors was established by the Seabrook Church to work on behalf of the SAELC in maintaining propriety, staffing policies, growth and program changes, as well as affirm and support the interrelation of the SAELC Program and the Seabrook SDA Church.

**WELCOME**

We welcome your little one(s) to our Center. We are proud to provide a secure environment where children learn to cooperate and enjoy interaction with other children and adults while developing physically, emotionally and intellectually.

**PHILOSOPHY**

The staff and the board of Directors for the Center are fully committed to providng a safe, pleasant, and comfortable environment for all the children. We are committed to a program, which develops a positive self-image and attitude toward learning, sharing and caring during these most important and formative years.

The SAELC educational program demonstrates a full appreciation for all aspects of child’s development. Their physical, social, emotional, intellectual, and spiritual growth is individually recognized and nurtured. Each child’s concerns and feelings are considered a high priority. We understand and value each child as an individual with discernible personality and character traits.  All children learn, share and grow with varied potentials at various rates.

All children are equally respected with all the rights and privileges substantiated by lay, by Christian values and accorded by society. We also encourage children to respect others and to accept age appropriate instruction and responsibility.

At Seabrook Adventist Early Learning Center, children are encouraged to explore new realms, inquire, investigate, problem solve, take controlled risks (try new activities while being supervised) and share thoughts.

**EDUCATIONAL GOALS**

Our program is designed to help children:

* Learn to work and play independently, while being away from home.
* Learn to accept help and direction from adults.
* Learn to value the rights of other while learning to work and play cooperatively with others.
* Realize the opportunities to strive and to succeed physically, intellectually and socially.
* Build cognitive skills:
	+ Receptive and expressive (listening and speaking language and basics for reading).
	+ Build basic math skills (sort, group, and measure quantitative and basic calculation).
* Develop and nurture self-awareness, identity and self-worth.
* Challenge themselves and their natural curiosity, ask questions and seek answers.
* Develop body motor mechanic awareness, gross and fine motor development, control strength, and stimulate balance and spatial orientation.
* Grow in their ability to manage age appropriate self-control and response to aggression, fear and growing pains (which some express by outbursts and others by inappropriate action) by verbally expressing feelings and channeling aggression into productive and managed activity.
* Learn to understand the difference between feeling angry and acting angry.
* Sympathize with others in trouble
* Be responsible for expressions that may cause hurt feelings.

**Our Priority:**

The Seabrook Adventist Early Learning Center provides a safe, nurturing, and fulfilling Christian educational environment for the holistic development of children between the ages of two and five year olds.

**Our Core Values:**

Teamwork, Honesty and Integrity, Love for Learning, Responsible and Respectful, Patience and Perseverance, Caring, Confidence and Competence and Excellence:

**Motto:**

“Although we are small and so much is new, there is nothing we cannot do.

**ENROLLMENT INFORMATION**

**Admission Policy**

The SAELC welcomes any child regardless of nationality, ancestry or religion. Equal care and attention are provided to all. Any child with special needs will be considered for admission when the Director and appropriate licensing agencies determine that the SAELC is capable of meeting the child’s special needs, without affecting the care of other children.

**Admission Procedures**

All children must be enrolled regardless of attendance status (full-time, part-time, before care, after care and before/ after care). Below are steps that will guide you through the entire process. We are available to assist you where applicable.

* The child must be between the ages of 2 and 12yrs of age.
* Schedule a tour of The Center with the Director or Office Manager in order to review procedures and policies. Prepare to bring your child to The Center to visit his/her classroom, teachers and friends.
* Payment of your non-refundable registration fee, secures a seat.
* Return ALL completed documents in the registration package.
* Health inventory form must be signed my child’s pediatrician.  Documents must be updated at least every year.
* Financial form must be signed by parent/guardian annual
* Agreement to pay annual registration fees (Fall and Summer)
* Agree to pay tuition and security deposit as required and late fees when applicable.

**Special Needs**

The SAELC does not discriminate against religion, disabilities or special needs. We welcome all children. If your child has an IEP/IFSP, we ask that you provide us with a copy to be placed in his/her file.

We strive to meet the needs of all children. If your child may need additional services, such as therapy; feel free to have your therapist contact the Director so that your child’s sessions can continue during the Center’s operating hours.

**Full Time Enrollment – (Financial/Attendance Commitment of 4 to 5 days per week)**

**Part Time Enrollment – (Financial/Attendance Commitment of 3 days per week)**

Full time enrollment has priority over part time enrollment. ALL policies and procedures apply to all students.

**Before & After Care - (hours: 6:30am – 9am and 2:30pm - 6:00pm**

**Financial/Attendance commitment agreement will be required**

We have supervised planned activities for children ages 6 years through 12 years before and after school hours. A structured format allows time for homework, to explore special interest, games, group activities, outdoor/gym activities and snacks.

**Drop In Rate - $45.00 per day – Fee is due at the time of drop in.**

**Pick Up/ Drop Off Procedure**

Parents/guardians are required to sign in every day and inform the appropriate staff member that your child has arrived. This supports the transition of care from parent to staff and affords the child a regular and predetermined manner in which he/she will more certainly and readily accept. In the afternoon, all parents must notify the staff member in charge of your child that you are leaving in addition to signing out. Signing in and out requires time of arrival and departure and two signatures each day.

**If a parent/guardian is unable to pick up his/her child and arranges for someone not on the emergency card to do so, the parent must notify (email/call) the administrative office (email and provide authorization to the Director prior to picking up the child. The pick-up person should have proper identification. A copy of their (drivers license/passport) I.D. will be copied and placed in your child’s file.**

**Absence**

Please inform the Director/Office Manager and teacher of your child’s absence.

**Parents are responsible for tuition fees when your child is absent. (Review Sick Leave Policy)**

**Withdrawal Policy**

**A two week- written notice (via email or letter) must be given to the Administrative Office** when a child is withdrawing from the center. If your child is absent from the program for two full weeks without written notification, he/she may automatically be withdrawn from the program. Parents/guardians may re-register based availability.

**Waiting List**

The SAELC maintains a waiting list for each age group served. Children will enroll from the waiting list on a first come first serve basis. Priority will be give to full time students as well as siblings of children already enrolled.

**Parent/Teacher Meetings**

The SAELC will have monthly meetings.  These meetings are critical and provide parents with updates, input from teachers and discussion regarding calendar of events. It will also provide parents/guardians with a thorough explanation of the parent handbook along with a platform for the parents to voice their concerns and suggestions.

**Observations and Consultations**

Parents are always welcome to visit the SAELC for observation and/or consultation. Please check in with our Director when you arrive. You may schedule an appointment with the Teacher/Director to discuss any difficulty you perceive in regards to your child. If there are any concerns you will be notified.

**Hours of Operation/ Holidays/ Special Events**

The SAELC operates on a schedule that fits the needs of most parents. **The Center opens at 6:30a.m. and closes at 6:00p.m Monday through Thursday**. **Every Friday,center closes at 4pm sharp in observation of the Sabbath hours.** We are open all year, Monday through Friday, except for the following:

* New Year’s (and January 2nd only when it occurs on a Friday)
* Martin Luther King’s Holiday
* President’s Day
* Good Friday (Easter)
* Easter Monday
* Memorial Day
* Independence Day
* One full week in August before the New School Year begins for the SAELC. TBA
* Labor Day
* **Every Friday SAELC closes at 4pm in observation of the Sabbath hours.**
* **Veterans Day**
* Thanksgiving Day and the Friday after
* Christmas Eve - SAELC will be closed at 4pm
* SAELC is typically closed for a week during the Christmas holiday through New Years (see school calendar)
* Staff Development -  TBA
* Other dates to be determined

**Snow Policy**

On inclement days, when the Prince George’s County Public Schools (PGCPS) are closed, the SAELC will be closed also. When Prince George’s County Public Schools open on a delayed arrival, the SAELC will open the same time as the PGCPS are open. When it snows, please listen to the following radio stations: **WGTS-FM 91.9, WAVA-FM 105.1, WTOP** (AM- 1500, FM- 103.5) and **WPGC-FM 95.1 OR call 301-552-0007 or 202-557-4295** for a recorded status report before bringing your child to the center. The recording will be updated as conditions change**. Please visit www1.pgcps.org/weather to sign up for weather updates or call PGCPS Weather Line****301-952-6000****(option “1”)**

**NOTE**: The SAELC is required to meet the Maryland state regulations of staff/child ratios. Please call 301-552-0007 or 202-557-4295 to confirm school opening before bringing your child to the center.

**A Typical Day at the SAELC**

Our day begins at 6:30am and **it is necessary that your child arrive by 9:00am** to benefit the fullest from our day’s program.

**A typical day at the Center includes the following:**

Each weekday embraces and builds upon weekly themes. Self- select periods provide space and time where stimulating materials and activities are made available by the teachers to encourage the children to participate in a creative manner. Exploratory areas include: blocks, crafts, manipulatives, music, science, dramatic play, sensory stimulation, books, puzzles and much more.

**Group Activities**

Group activities involve a variety of songs, games, stories, and discussion, along with science investigations. We call this type of activity, our “circle time”.

**Outdoor Play and Gym Time**

Outdoor play and gym time are designed for large motor play, explorations, and promoting overall development.

**Social Skills & Cooperative Learning Areas**

These areas introduce creativity, are encouraged and reinforced throughout each day.

**Daily Snacks**

We provide child appropriate morning and afternoon snacks. The menu is posted on the SAELC refrigerator.

**Meals**

Parents are requested to provide a nutritionally satisfying lunch daily. Heating of lunches will be done in our microwaves/toaster convection oven. We ask that you send your child’s lunch in microwave safe containers**. NO GLASS CONTAINERS ARE ALLOWED**. To accommodate special diets, a note from the parent must be submitted to the SAELC Director detailing the sensitivities.  Due to allergies, **SAELC’s staff do not use and recommend that parents DO NOT send your child with peanut-based products.**

**Rest Period**

Rest period is observed during our busy day as required by the Maryland regulations. The Center will provide a cot for each child and each parent/guardian is required to bring a crib blanket and small pillow and if necessary a sleep cuddly. **All parents are required to purchase a cot sheet from the center.** All linens are sent home every Friday to wash and return on Monday.

**Rest periods: 2yrs-4yrs, 2 hours per day**

 **5yrs, 1 hour per day**

**Health/Safety**

In order to provide the safest program, we comply with all state regulations regarding medical care.  **Your child must have a medical examination by a physician before enrollment.** Children who are ill (demonstrating symptoms such as fever, diarrhea, vomiting, stomach pain, severe cough/cold symptoms, and eye irritation with discharge, dizziness, headache, or earache) should be kept home to avoid spreading symptoms to the other children. Children who become ill during the day will be isolated until the earliest possible pick-up time. Your child should be kept at home and monitored 24 hours before returning to the center and if they are on medication the same 24 hour monitoring is necessary prior to returning. Please bring a copy of your doctor’s note to be placed in your child’s file.b If medication should be administered to your child during school hours, please have your doctor fill out the mandatory forms (see attached). All teachers are certified to administer medication if necessary. Medication will not be given to a child if the correct documents are not filled out by the child’s health-care provider.

**Fire Drills**

The SAELC performs monthly fire drills which teaches the children what to do in case of a fire.

**Clothing**

For children, play is their work. They work with exuberance at our center and we delight with them in their environment. We suggest that you consider your child’s overall comfort and dress them in durable comfortable play clothes, which are easily managed in the restroom and are safe to wear on the play equipment. Parents will be asked to provide aprons for messy activities. **Children must wear running shoes or rubber soled shoes for gym and outside activities. All clothing should be labeled and each child should bring a change of clothes that can be left at the center.**

**Restrictions**

With safety and quality at the core of our concerns for the children in our program, we do not permit **gum** and **jewelry** at the center.

**Toys**

**Although toys are a major part of a child’s world, we ask that all personal toys, books, tape, cassettes, etc., remain in your home.** This eliminates problems, which arise among children concerning ownership and sharing. **We do make exceptions for “Show and Tell” days. However, we request that toys, which reflect a violent theme such as toy guns, war games, etc., are not brought to the center**. Where there is a question on the suitability of a “Show and Tell” toy, the SAELC Director will make the final decision.

**Field Trips**

Field trips are interwoven into the SAELC program to extend the experiences and enhance the instructions and themes being explored. Field trips will be billed as they occur. Fees are due on the Monday prior to the schedule field trip. Parents are encouraged to attend the field trips to assist with supervision and act as chaperones**.**

**Birthday Parties**

**The Director must be notified prior to all birthday parties directly from the parents.**

Only cake/ cupcakes and drinks may be served. All foods must be purchased from a licensed bakery or store. In the event that a parent wishes to provide lunch for the entire class, such foods must be purchased from a licensed food provider such as a pizza parlor or fast food business**. No food prepared at home shall be served to children in the SAELC, with the exception that a parent may send such food with his/her own child for the sole purpose of providing lunch for that child**. This food may not be shared with other children. **Red or grape drinks are not allowed.**

**Staff**

Our staff is selected because of their experience, education and personal commitment to excellence in child development. They are dedicated to creating and implementing the most challenging programs for all the children in their individual classrooms. Our programs encourage children to reach their development potentials. What is most important to the child is that we recognize that children develop in varied degrees. Our staff exhibits patience throughout the developmental process and offers guidance into the next level of learning experience.

**DISCIPLINE POLICY**

The center strives to teach positive, child appropriate behaviors. Positive methods of discipline will be used at all times. Should a child require discipline, these guidelines will be followed:

* **Explaining** to the child that the behavior they are exhibiting is not appropriate and why.
* **Redirection and Choices**

Guiding children towards a new activity that would allow them to be positive. Our environment is set up in ways to allow children to choose from our many activities or group time, which would allow them to display more positive behaviors.

* + **Reminder**- reminding the child of appropriate speech and behavior is important everywhere they go.
	+ **Time Out**- if a child is constantly misbehaving or destructive; it is best to remove him or her from the group usually one minute per year. When the child can demonstrate that he/she is ready to rejoin to the group, the staff will encourage appropriate behaviors and interaction.

We work toward the development of a positive self-image and age appropriate self-discipline. After all aspects of the discipline policy have been utilized, the parent will be brought in the office for a meeting with the teacher and the Director to develop new strategies/approaches to dealing with or managing the child, when the child misbehaves. Should this not work, behavior counseling will be recommended and withdrawal from the center will be considered.

Physical aggression, fighting, or verbal abuse will not be tolerated. The parent will be called to come to school and the child will be dismissed for the remainder of the day. The center reserves the right to ask a parent to withdraw a child for disruptive behavior, or any behavior that cannot be controlled by the procedures outlined in our discipline policy.

**Tuition and Fees**

**Registration Fee**

A annual non refundable registration/application fee of **$75.00** is required each fall at the time of registration. **If you wish to remain in the program during the summer it is an additional $50.00 registration.** If you withdraw your child from the Center and would like to re-register to the program, you must fill out a new registration form and pay the required $75.00 non-refundable fee.

**Security Deposit**

A refundable security deposit, which **equals to one week’s tuition**, **is to be paid at the time of enrollment.** If payment cannot be made at the time of enrollment, you will be given thirty (30) days to make your full payment. If you choose to take advantage of the thirday extension for the deposit a $10 late fee will be incurred. Your security deposit will be fully refunded after 7-10 working days ,following submission of the two week written withdrawal notice, providing all financial obligations, including late fees, have been met.

**Weekly Payments**

Payments are due every Monday of your scheduled payment plan and on Tuesday if the Monday was a holiday or due to inclement weather. Payments are made in the office by checks, money orders, cash, debit/credit bank cards or online using PayPal- tuition express or directly through the ELC’s website.

**Monthly Payments**

Monthly payments are due on the first Monday of each month or Tuesday if the Monday is a holiday or if the SAELC is closed due to inclement weather. **Your monthly payment is one weeks tuition times 4.3, in compliance with the Maryland office of Child Care.**

**Late Fee**

**If tuition payment is not received by 6:00pm Monday, your account will be charged a late fee of $10.00 beginning Friday of the same week.**  Grace period is extended until Thursday 6pm. **Failure to maintain a zero balance** will result in suspension of services the following Monday beginning at 6:30am will continue until your account is current. To avoid suspension of your child care service please make your weekly payments are ON TIME.

**Return Check Policy**

**A $40.00 (forty dollars) fee will be charged to any account for which a check is return for insufficient funds.** In addition, your childcare will be suspended for your child/children until your account is current, via payment by Visa, Master Card, certified check, or money order. The suspension will begin at 6:30am Monday morning. Should more than two checks presented for payment be returned for insufficient funds, during a calendar year, a Visa, Master Card, certified check will be required for future payments.

**Delinquent Letters**

**Delinquent letters will be issued every Thursday to parents who have not paid their tuition** for the week. This letter will indicate your past due amount and immediate suspension to child care services if payment is not made on specified date indicated on the letter. **Delinquent accounts may be referred to a collection agency.**

**Before and After Care – (6:30a.m – 9am and 2:30pm – 6:00pm)**

Before and Aftercare will be provided to our school age children when their school is delayed or closed for snow days, teacher’s meetings, school breaks, etc. Any time outside of the Before and After care hours will be considered Drop in.

**Occasional Care/Drop-In**

All drop-ins MUST be registered with the SAELC and all documents current, before receiving child care services. **$45.00 will be charged for each day that your child attends the Center.** **Payment is due at the time of Drop In. Please call in advance to know the availability for your drop in days.**

**Late Pick-Up Penalty**

**The SAELC closes at 6:00p.m. and 4:00pm on Fridays**, unless notice is indicated to parents of different times due to holiday, inclement weather, teachers training, etc. **A late fee of $1.00 per-minute will be charged if a child is not picked up by SAELC closing time.** The time on the SAELC clock will be used in making all late charge calculations. All late pick up charges must be paid to the teacher or Director on duty, in **cash**, at the time of the pick-up**. If payments are not made on time, your account will be charged. This extra charge may interrupt your child care service if the balance has exceeded the tuition amount for the week.**

**Sick Leave Policy**

**If your child is ill for three (3) days or more with a doctor’s note, a modified tuition rate of 50% will be charged for both full and part time students. Families are allowed to utilize this privilege three (3 x’s) times per school year.**

**Vacation Leave Policy**

**After six months of enrollment, If your child needs to be absent for vacation a modified tuition rate of 50% will be charged for both full and part time students. Families are allowed to utilize this privilege twice (2 x’s) per school year. An extended leave policy will be addressed on an individual basis.**

**Tuition Payment and Other Charges**

Parents are responsible for full tuition payments whenever the child is absent. Payments must be made to the office **EVERY MONDAY**. Payments not made by Thursday will result in a $**10.00 late fee added on Friday of the same week.** Graduation fee is $60.00.

**2018-2019 Tuition Rates SDA Members**

|  |  |
| --- | --- |
| **CLASS** | **WEEKLY** |
| TWO YEAR OLD CLASS | $171.00 |
| THREE & FOUR YEAR OLD | $171.00 |
| KINDERGARTEN | $171.00 |
| PART TIME | $135.00 |
| BEFORE OR AFTER CARE | $80.00 |
| BEFORE AND AFTER CARE | $100.00 |
| DROP IN | $45.00 |

**2018-2019 Tuition Rates Non-SDA Members**

|  |  |
| --- | --- |
| **CLASS** | **WEEKLY** |
| TWO YEAR OLD CLASS | $190.00 |
| THREE & FOUR YEAR OLD | $190.00 |
| KINDERGARTEN | $190.00 |
| PART TIME | $135.00 |
| BEFORE OR AFTER CARE | $80.00 |
| BEFORE AND AFTER CARE | $100.00 |
| DROP IN | $45.00 |

**2018-2019 Tuition Summer Rate SDA Member**

|  |  |
| --- | --- |
| **Ages** | **CHARGES** |
| **2-12yrs** | **$35.00 per day** |

**2018-2019 Tuition Summer Rate Non- SDA Member**

|  |  |
| --- | --- |
| **Ages** | **CHARGES** |
| **2-12yrs** | **$38.00 per day** |

**\*SDA parents/guardians and parent/guardians with multiple children will receive a discount to be determined at the time of registration by administrative office.**

**Compliance**

The Seabrook Adventist Early Learning Center provides a program, which is in full compliance with Maryland State, laws and local regulatory agencies

Notes

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**THREE YEAR OLD CLASS SCHEDULE**

**2016-2017**

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| **TIME** | **ACTIVITIES** |
| 9.00AM | Handwashing and Worship |
| 9:20AM | Circle Time – Language Development |
| 9:40AM | Music/ Self Select |
| 10:10AM | Bathroom |
| 10:20AM | Circle Time #2- Letters and Sound |
| 10:40AM | Outside play/ Gym |
| 11:00 AM | **LUNCH** |
| 11:30AM | Bathroom and Preparation for Nap time |
| 12:00PM | **NAP TIME** |
| 01:00PM | Bathroom  |
| 02:00PM | Arise from Nap/Clean up/Bathroom  |
| 02:20PM | Circle Time #3 - Number Activity |
| 02:40PM | **Snack Time**  |
| 03:15PM | Bathroom |
| 03:25PM | Arts and Crafts |
| 03:45PM | Self-Select |
| 04:10PM | Bathroom Circle Time #4  |
| 04:20PM | Circle Time #4 Story / Music |
| 05:00PM | Teacher’s choice of Activity |
| 05:20PM | Self-Select and Closing  |
| **06:00PM** | **SAELC Will See You Tomorrow** |
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