



## **Seabrook Adventist Early Learning Center Parents' Handbook 2016 – 2017**

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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 in the Lanham, Maryland area.

The SAELC is designed to operate with a Director, Senior Staff, and Support Staff 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 providing a safe, pleasant, and comfortable environment for all the children in the program. We are committed to a program, which develops a positive self-image and attitude toward learning, sharing and caring during these most important 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 law, 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 risk (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 (some express by outburst and/or other 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.
- ☐ Sympathized with others in trouble
- ☐ Be responsible for expressions and that 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 can do.

# ENROLLMENT INFORMATION

## Admission Policy

The SAELC welcomes any child regardless of race, religion, ancestry or national origin. Equal care and attention are provided to all. Any child with the 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 the rest of the children.

## Admission Procedures

All children must be enrolled regardless of attendance status (full-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.

- ❖ Approximately one half hour is required to complete the registration process.

You will receive an information packet. Please complete all forms in this packet prior to coming to the SAELC for your interview. Call The SAELC to schedule your appointment. Plan to bring your child with you to the interview.

- ❖ Have your child's pediatrician complete the immunization record/health inventory form and the back page of the emergency contact form. **Immunizations must be kept up to date every school year.**
- ❖ Please be on time for your interview and bring all completed forms. This will make registration process run smoothly. **A non-refundable registration fee of \$50.00 will be charged. A one week tuition fee is required as a security deposit upon enrollment. You have thirty days to make your full security deposit starting from the child's first day of school.** The security deposit will be fully refunded after 7-10 working days following proper written withdrawal, provided all financial obligations, including late fees, have been met.

## Age Requirements

The SAELC provides care to children between the ages of two (2) and fifteen (15) years old. Classrooms are divided by age with appropriate staff/child ratios.

## Special Needs.

The SAELC does not discriminate against religion, disabilities or special needs. We welcome all children. We simply ask that you please provide us with a copy of your child IEP/IFSP to place in his/her file.

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

## **Full Time**

The SAELC provides full time services 4 – 5 days per week. Exceptions are made during the months of June – August.

## **Part Time**

Please speak directly to the director to get more information on our Part-time services. If granted, please keep in mind that you will not be exempt from any of the SAELC's rules and policies.

## **Before & After Care**

We have supervised and planned activities for children ages 6 years through 15 years before and after regular school hours. A structured format allows time for homework, explore special interest, games, group, outdoor and gym activities.

## **Pick Up/ Drop Off Procedure**

Parents are required to bring their pre-school and school age children to the center each morning, signs the child in 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. Showing your confidence and support will make this transition a happier one for your child. In the afternoon, all parents must notify the staff member in charge of your child at the time that you are leaving with your child and sign the child out.

**If a parent is unable to pick up his/her child and ask someone who is not on the emergency card to do so, the parent must fax or send written permission to the Director prior to picking up the child. The pick-up person should have proper identification. A copy of your I.D. will be placed in your child's file.**

## **Absence**

Please inform the Director/Office Manager and child's teacher to inform them of your child's absence

**Parents are responsible for tuition fees when your child is absent unless a doctor note has been issued. Payments will then be adjusted by the Director.**

## **Withdrawal Policy**

A two week- written notice must be given to the Director when a child is withdrawing from the center. If a child is absent for more than two full weeks without written notification from the parent, your child will automatically be withdrawn from the program. If you would like to re-register, the entire registration process will occur again.

## **Waiting List**

The SAELC maintains a waiting list for each age group served. Children will be enrolled from the waiting list on a first come first serve basis, with the exception that siblings of children already enrolled will be given priority.

## Parent/Teacher Meetings

The SAELC has two major meetings per year. The first meeting is between the months of August and September and the second meeting is between January and February. These mandatory meetings provide parents with updates, a copy of the ELC's calendar of events and provides parents with a thorough explanation of the parent handbook. These meetings also provide 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 arrange an appointment with the Teacher/Director to discuss any difficulty you perceive in regards to your child. Parents will be informed about updates, special concerns and current events through letters and notices.

## 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. We are open all year, Monday through Friday, except for the following:

- ☐ New Year's (and January 2<sup>nd</sup> only when it occurs on a Friday)
- ☐ Martin Luther King's Holiday
- ☐ President's Day
- ☐ Good Friday (Easter)
- ☐ Memorial Day
- ☐ Independence Day
- ☐ One full week in August before the New School Year begins for the SAELC. TBA
- ☐ Labor Day
- ☐ **First Friday of November through the First Friday of March, only on Fridays, the SAELC will be closed at 4pm, to observe the Sabbath hours.**
- ☐ Columbus Day
- ☐ Thanksgiving Day and the Friday after
- ☐ Christmas Eve - SAELC will be closed at 4pm. (Changes to Christmas break may occur anytime. Please pay attention to school's calendar)
- ☐ Christmas Day (SAELC will be closed through the new year)
- ☐ Teachers training 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. NOTE: Parents, if you decide to bring your children to the SAELC without first checking the status of the staffing condition, you will be expected to remain with your child until adequate staff arrive. The SAELC is required to meet the Maryland state regulations of staff/child ratios.

REMEMBER, “PHONE FIRST” 301-552-0007 or 202-557-4295. Please sign up with the PGCPs text message alert system.

## **A Typical Day at the SAELC**

Our day begins at 6:30am and it is necessary that your child arrives 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 area include: blocks, crafts, manipulative, music, science, dramatic play, sensory stimulation, book 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 are play, explorations, and promoting overall development.

### **Social Skills & Cooperative Learning Areas.**

These areas are creativity introduced, 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. 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, the SAELC does not use, and recommends that parents **DO NOT** send, peanut-based products for/with your child.

## 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. Parents should provide a small sheet or crib size blanket, small pillow and if necessary or desired, a sleep cuddly. All linens are sent home every Friday to wash and return on Monday.

Rest periods: 2yrs-4yrs, 2hours 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 the spreading symptoms to 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. If needed, your child should be on medication and monitored 24 hours before returning to the center. Please bring a copy of your doctor's note to be placed in your child's file. If medication should be administered to your child during school hours, please have your doctor fill out the mandatory forms. All teachers are certified to administer medication if needs be. Medication will not be given to a child if the correct documents are not filled out by child's health-care provider.

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. We do not permit jewelry 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 Monday of the week of the scheduled 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 Choice**
  - Guiding the child towards a new activity that would allow them to be positive. Child will be rewarded for using their listening skills and choosing to react more positive towards a similar situation.
- ☐ **Reminder-** reminding the child of appropriate behavior of 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 for one or more minute(s) as age appropriate. When the child can demonstrate that he/she is ready to rejoin to the group with good behavior, the staff will encourage appropriate behaviors and interaction.

We work toward the development of a positive self-image and age appropriate self-discipline. We use age appropriate methods of discipline. Discipline will be in love, but firm. Usually, it works. 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 one-time non-refundable registration fee of **\$50.00** is required at the time of 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 \$50.00 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. Your security deposit will be fully refunded after 7-10 working days following proper written notice, providing all financial obligations, including late fees, have been met.

### **Weekly Payments**

Weekly payments are due every Monday 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, 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 varies depending on how many weeks in a month.

### **Late Fee**

If payment is not received by 6:30a.m. on that Monday, your account will be charged a late fee of \$10.00 per week. In addition, childcare will be suspended until your account is current. The suspension will begin at 6:30A.M. on Monday morning.

### **Return Check Policy**

A \$25.00 (twenty five dollar) 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 or money order payment will be required for a six-month period. Payments can also be made over the phone.

### **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.

### **Before and After Care**

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. This form of childcare will be considered a Drop In. Please see tuition chart for pricing.

### **Occasional Care/Drop-In**

All drop-ins MUST be registered with the SAELC and all documents current, before receiving child care services. \$38.00 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., 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 the 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.

### **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 the Friday of that week will result in immediate suspension. To avoid immediate suspension to your child care service please make your weekly payments ON TIME.

### **2016-2017 Tuition Rates SDA Members**

<b>CLASS</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
TWO YEAR OLD CLASS	\$171.00	\$684.00
THREE & FOUR YEAR OLD	\$171.00	\$684.00
KINDERGARTEN	\$171.00	\$684.00
BEFORE OR AFTER CARE	\$80.00	N/A
BEFORE AND AFTER CARE	\$100.00	N/A
DROP IN	\$38.00	N/A

### **2016-2017 Tuition Rates Non-SDA Members**

<b>CLASS</b>	<b>WEEKLY</b>	<b>MONTHLY</b>
TWO YEAR OLD CLASS	\$190.00	\$760.00
THREE & FOUR YEAR OLD	\$190.00	\$760.00
KINDERGARTEN	\$190.00	\$760.00
BEFORE OR AFTER CARE	\$80.00	N/A
BEFORE AND AFTER CARE	\$100.00	N/A
DROP IN	\$38.00	N/A

### **2016-2017 Tuition Summer Rate SDA Member**

<b>Ages</b>	<b>CHARGES</b>
<b>2-12yrs</b>	<b>\$34.20 per day</b>

### **2016-2017 Tuition Summer Rate Non- SDA Member**

<b>Ages</b>	<b>CHARGES</b>
<b>2-12yrs</b>	<b>\$38.00 per day</b>

**\*A SDA member such as parent, grandparent or guardian of the enrolled child, will provide us with a written copy of their SDA membership, to receive as 10% off your weekly tuition. If you are a SDA Member, but have two or more children enrolled, you will receive a 15% discount off your weekly tuition.**

**Parents with two or more children, but are not SDA Members, will receive a 10% off your weekly tuition.**

#### **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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