## Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly six months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the staff at Reisterstown United Methodist Nursery School is committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the operating procedures, policies, and changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the United Methodist Church, State of Maryland and Office of Child Care. Please be sure to read through this and sign and return the acknowledgement page in the registration packet. Please note that if you do not sign, your child will not be permitted to attend the RUMNS program.

Please feel free to contact us if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that RUMNS is a safe and enjoyable place for your family.

RUMNS Staff and Board

**Reisterstown United Methodist Nursery School**

246 Main Street

Reisterstown, Maryland 21136

**Philosophy:**

We are happy that you and your child have decided to be a part of our exciting preschool program. We will help your child to develop a strong sense of self and positive feelings about school. Our goal is to help each child experience the joy of learning and the wonders of his or her world. Our program is a developmentally appropriate, language based integrated curriculum. We provide a loving, nurturing and child-centered environment. Since our preschool is set in a Christian environment, religious stories, songs, and prayers will be included in the curriculum.

**Non-Discrimination Policy:**

Admissions to Reisterstown United Methodist Nursery School shall be made without regard to race, color, religious creed, ancestry, national origin, or gender

**School Hours:**

Full Day 3’s and 4’s Program: 8:00am-5:00pm

Half Day Program 3’s or 4’s Program: 9:00am-12:00pm

**School Personnel**

Ms. Kirstyn Hutchinson– Director– 410-387-9911 (cell) or [j2khutch@msn.com](mailto:j2khutch@msn.com)

Mrs. Lani Hoffmann – Registrar– 443-996-9375 (cell) or [lanilee05@gmail.com](mailto:lanilee05@gmail.com)

Mrs. Nicole Brennan-After Care Teacher- 443-904-1193 (cell) or [ladybugg82@gmail.com](mailto:ladybugg82@gmail.com)

Ms. Kirstyn Hutchinson-3’s Teacher- 410-387-9911 (cell) or [j2khutch@msn.com](mailto:j2khutch@msn.com)

Mrs. Lani Hoffmann-4’s Teacher- 443-996-9375 (cell) or [lanilee05@gmail.com](mailto:lanilee05@gmail.com)

**Communication:**

Teachers are not able to reply to calls, texts, and emails during hours where they are responsible for supervising children. If you need to leave an emergency message for the teacher during school hours, please send a text to the teacher. Responses will not be sent to these texts. Teachers are not able to answer phone calls during the school hours. Questions or non-emergency communications should be addressed after school hours.

Sometimes things at home affect a child in school. It is helpful for teachers and staff to know if there are any changes at home so that we can understand if there are behavior changes in the classroom. Please notify your child’s teacher if there are any major changes at home (new baby, visitors, death of a family member or pet, parent traveling, divorce, moving). If you cannot find time to talk with the teacher, just send a text, a note to pass to the teacher, or send an email. The school email is [RUMNS234@gmail.com](mailto:RUMNS234@gmail.com).

Please check, and EMPTY, your child’s backpack daily. If there are any changes to our schedule, field trips, parties, homework, etc. it will be on a notice in your backpack. This information is typically also conveyed in an email. There will be newsletters or emails from the teachers.

If there is someone, such as a grandparent or babysitter, that you would like included on CLASS or SCHOOL emails, please let your teacher know, and provide an email and cell number. Information specific to your child may not be shared with anyone other than parents or guardians without expressed written consent.

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**Safe Sanctuaries**:

Your child’s safety is of utmost importance to us. Our Church has a safe sanctuaries policy that affects all groups in the building that have contact with children. This policy is a United Methodist policy that promotes the safety of all children on our church grounds. This is how it affects your family:

* All people in direct contact with the children are background checked on a regular basis.

This includes all teachers, aides, substitutes, office staff, cleaning staff, etc.

* Parents/guardians should not leave siblings unattended in automobiles in our parking lot.

Please have another adult wait with your car and child while you walk your child in to class.

* Please make sure that you hold your child’s hand from the time you leave the building all the way to your car. Our parking lot is a very busy place and the alley way next to the red building is a public thru street.
* Remember: Maryland's child safety seat law requires that all children under 8 years old be secured in a federally approved child safety seat according to the safety seat and vehicle manufacturers' instructions, unless the child is 4 feet, 9 inches or taller. The child restraint must be right for the child's size, age, and weight. (https://www.dmv.org/md-maryland/safety-laws.php)

**Abuse and Neglect Reporting**

Our policy on reporting abuse and neglect is mandated by State Law.

From http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/mandated-reporters/

**Mandated Reporters**

**You are a mandated reporter if you are one of the following:**

* Health Practitioner
* Educator
* Human Service Worker
* Police Officer

Reporting does NOT require PROOF that child abuse or neglect has occurred. Incidents are to be reported as soon as they are suspected. Waiting for proof may involve grave risk to the child and impede services to the family. Witnesses to child abuse and neglect are rare. Professional judgment and knowledge should be used to evaluate any suspicion.

Please refer to the link above for more information on abuse and neglect. Understand that not reporting makes us, as childcare staff, liable for unreported incidences if we are found to have been informed or know about them.

**Forms to Bring to School**

(These can be found on our website [www.rumns.com](http://www.rumns.com))

**\*Please note-As of September 15, children will not be permitted to attend school until outstanding forms are turned in. Parents are responsible for tuition during missed time.**

Emergency Form (Complete physician information, signature, VALID phone number, and at least ONE

emergency pickup person is required)

**\*Your child may not enter the classroom without this form**.

Health Inventory and Immunization Certificate-must be dated within one calendar year of registration and

updated at your child’s annual exam

Information Form

Field Trip Permission Slip

Pick Up Permission

Photo Release

Wallet size photo of your child to attach to his/her records

\*\*If your child has already had a developmental screening, please include a doctor’s copy of a VALIDATED screening scoresheet for your child’s records.

**Late Policy**

Please make every attempt to be on time picking up your child. While our day is extended, our staffing is based on enrollment for each portion of our day. If you know you are going to be late, a call is appreciated so that we can make sure we are properly staffed. With that in mind, late fees are as follows:

**Families will be charged $2 per minute, per child, after your intended pickup time. This is a cash fee, due the next class day.**

**Arrival/Departure:**

**Please note that there is 1 drop off and 1 pick-up permitted per day. You may not pick your child up and return later as this can change staffing and put us out of compliance.**

**\*\*RUMC Regulations require all persons on the property to wear a face covering and social distance at all times. Parents MUST wear a face covering over nose, mouth and chin at drop off and pick up, and until you leave the property.**

Due to Childcare regulations with COVID-19 NO ONE but staff and children will be permitted in the building. Please be prompt with drop off as we can take one child at a time, and children will not be admitted after 9:15am as teachers and aides are required to be in the classroom for our school day.

**ARRIVAL PROCEDURES**: Please maintain social distancing at all times, keep your child with you, and wait to be called. Parents will take children’s temperatures and must show the thermometer to the staff on duty at drop off. Children will not be admitted without a temperature check.

**FULL DAY EARLY DROP OFF**: Please call the classroom teacher when you arrive to the parking lot and you will be met at the door. You may drop off your child between 8am and 8:30am. After this time, you must wait for 9am drop off.

**THREES and FOURS Half Day**: Please form a line by the red door at the playground. Keep your child with you and do not allow them to play on the playground. Line up on the driveway side of the shed, and please follow sidewalk markings. Give your child to the staff member and leave via playground side, following directional arrows. Please try to have the same person drop off and pick up each day. Face coverings must be worn at drop off and pick up.

Maryland licensing requires that all children be signed-in and signed-out every day. Staff will sign your child in with a time. Parents will sign out. Please bring your own pen if you are able to eliminate cross contamination. If your child is coming to school with carpool, grandparent, etc, please be sure to instruct them on drop off and dismissal procedures.

Parents must park in the large main parking lot. Do not park in the alleyway by our classroom door as we are using this for drop off and pick up and it is otherwise reserved for maintenance vehicles and the owners of the building next door. **Please do not use this alley to pull in and drop off or pick up a child.**

**DISMISSAL PROCEDURES:**

To simplify pick up, please bring a pen with you to sign your child out. We will have pens, and have to wipe after each use, so bringing your own will ensure a quicker pick up and lessen possibility of germ transmission.

**PRESCHOOL PICK UP:** Please wait in line as at drop off, following physical distancing. Start line at the red door, and line up in the alley. Please be courteous and patient. Children will be called in the order of the pick-up person in line. Please be on time. Late fees will be assessed if someone is not there when the line is finished.

**AFTERCARE PICK UP:** Pick up person must call the teacher to pick up. Please give a few minutes notice for coats, backpacks, etc. to be gathered. Children will be brought to the door for pick up and someone is required to sign the child out.

Children may only go home with the parent or other designated person listed on the emergency information. If your child is to go home with someone other than those listed (such as a playdate), we are required to be notified in writing of the change. Your child’s pick up person must have a valid PHOTO ID to present at the door each time.

**Inclement Weather Closings:**

Our church follows **Community College of Baltimore County** snow closings.

Please watch the news. If the Community College of Baltimore County is closed, we are closed.

If CCBC delays opening, we will open at 10am.

There may be times when CCBC and the church are open, but the school decides to close. In these cases,

you will be contacted by both email and text message. Emails are typically sent between 6 and 6:30am, and texts sent after 7am. Please make sure your teacher has any contact information that is needed (daycare, grandparents, etc.)

**Health and Wellness:**

A child must be fever-free **without medication** for 24 hours prior to attending school. This means if your child is sent home vomiting, with diarrhea, or with a fever, your child may NOT return the next day. A fever is a temperature of 100.1 degrees Fahrenheit. If a child becomes ill at school, the child’s parent/guardian or someone on the emergency call list will be notified and arrangements will need to be made to pick up the child within the hour.

Any child diagnosed with a rash or communicable illness (strep throat, head lice, pink eye, bacterial meningitis, chicken pox, diphtheria, HFMD (Hand, Foot, and Mouth Disease), hepatitis, measles, mumps, pneumonia, rubella, COVID-19) may return to school when cleared by a physician through written notice. If the child’s illness requires antibiotics, s/he must be treated for 24 hours prior to returning to school. (Strep Throat is an exception that requires 48 hours of treatment prior to returning to school.) Please report any communicable or contagious illnesses to us immediately.

Major Emergencies: In the event of a life-threatening or major medical emergency to a child at school, one staff member will remain with the injured or ill child. The parent will be notified as soon as medical care has been obtained. Transportation to the hospital will be arranged by rescue personnel or the child’s parent. A staff member will accompany your child until you are physically present with your child.

If your child has allergies or requires medication, please communicate directly with your teacher and list on all emergency/medical forms. Children who require medication such as the Epi-pen, AuviQ, or asthma inhalers must have a Medication Authorization form completed by the child’s pediatrician, accompanied by a completed Action Plan Form. Please give the first dose of any medication at home so that you can monitor for adverse reactions.

**SYMPTOM CHECKS**

Upon arrival at the center, all staff and children will be checked for fever and for symptoms of COVID-19. Parents and staff must disclose if anyone in their household has any symptoms of COVID-19 including cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and loss of taste or smell. COVID-19 symptoms in children can also include belly pain, vomiting, diarrhea, rash, red cracked lips, red eyes, swelling of hands or feet, joint pain, dizziness, vision problems, headache, and pale complexion.

If a child or staff member exhibits any symptoms and/or has a fever of 100.1 degrees Fahrenheit, they cannot be admitted to the building. Children or staff not admitted to school should consult with a health care provider. The school may also need to consult with the Health Department and Licensing office.

If the school identifies symptoms of COVID-19 in a staff member or child at the morning symptom check, the staff member or child will be asked to remain at home until they are symptom-free for 3 days before returning to the school. Please note, we must notify the county Department of Health for further guidance, and may require a doctor’s note at any time for return. As a reminder, failure to disclose exposure to or symptoms/positive diagnosis of COVID-19 could result in a child’s dismissal from the school. Participation on contact tracing is mandatory and your signature on the Acknowledgement page denotes your agreement to this.

EXPOSURE TO COVID-19

Children and staff should not enter the school if they have been in contact with someone with a confirmed or probable case of COVID-19 in the last 14 days without using recommended infection control precautions. If you think that there is possible exposure to someone with COVID-19, please quarantine at home for 14 days. If a member of the household has a positive or probable case of COVID-19, the staff member or child must quarantine for an additional 14 days after the household contact is released from isolation. Parent of the child or the staff member should provide documentation from a doctor that the household contact has been released from isolation at the time the child or staff returns to school. If the child or staff member develops symptoms at any time during their quarantine, they may be considered a probable case of COVID-19 and the doctor should determine if the individual should be tested and how long the individual needs to remain excluded from school.

If a child or staff member was present at the school with symptoms developed after entry to the school in the morning, the school will contact the Health Department and the Licensing office for additional guidance. If there is a possible exposure in the school building, the school will immediately close and undergo thorough cleaning and sanitizing. The school will stay closed for at least three days to allow time for sanitizing and for the individual with the probable case to be tested. If the test is negative the school will likely be able to reopen after three days. If the test is positive, the school will likely be closed for 14 days and all persons present at the school at the time will be asked to self-quarantine for the 14-day period. \*Please note guidelines are subject to change.

CONFIRMED CASE OF COVID-19

If a child or staff member is confirmed to have COVID-19, the individual will need to follow guidelines for self-quarantine during the recovery period. The child or staff member can return to school when he or she has met the CDC criteria for discontinuation of home isolation:

* At least 72 hours have passed since recovery defined as resolution of fever without the use of medicine **and** improvement in respiratory symptoms, **AND**
* At least 10 days have passed since symptoms first appeared.
* Any other guidance offered by the Baltimore County Health Department (subject to change)

COMMUNICATION WITH PARENTS ABOUT HEALTH RISK

If there is a staff member or child sent home during the initial symptom screening, the school will not consider that the other children and staff in the school have been exposed and no further communication with families will be necessary. If a child or staff member becomes ill during the day or contacts the school to report a possible exposure to COVID-19, parents will be notified immediately following consultation with the Health Department. Parents notified during the day about a possible exposure must be prepared to arrange for immediate pick up their children from care and for self-quarantine at home for 14 days. Parents may not contact another child care facility to arrange for care during the self-quarantine period, as this will cause other potential exposures.

\*\* With Health Department Guidelines, quarantine due to travel may be required. You are required to advise the school if you travel out of state or the country.

**Allergens**

Reisterstown United Methodist Church, the Nursery School, buildings and classrooms are PEANUT AND TREE NUT FREE AT ALL TIMES. According to <http://www.allergyexpert.us/food/treenut.html> and other reliable sources: Up to half of individuals allergic to peanuts will also be allergic to tree nuts. Tree nuts are nuts that grow on trees. They include almonds, cashews, hazelnuts (also called filberts), pecans, pistachios, and walnuts. Please avoid sending anything with your child that includes these or traces of these including peanut butter and peanut butter products. Please note that we reserve the right to restrict other foods as health permits for the safety of children in the church and preschool/nursery school program. Please note, to reduce exposure to unknown allergens in foods, we do not allow homemade items to be brought in for celebrations, snack, or other occasions.

**Travel**

Parents must inform the school of any travel outside of Maryland. Travel to certain areas may require a 14 day self-quarantine as instructed by the Baltimore County Department of Health.

**COVID-19 and CDC Guidelines**

Please be aware that we are following CDC Guidelines for COVID-19. We are taking extra measures to ensure the safety of the children and adults in the center. Some things we are doing are

Enhanced Operating Protocols:

Nonessential visitors are not permitted in the building; staff and children only

Posted health notice restricting entry

Reduced class sizes – determined with reference to applicable local guidance

Outdoor time limited to one group at a time, with limited back-to-back use of the play area

Individual supply boxes for children to limit sharing

Removal of small group rugs from classrooms

Daily temperature and health check conducted on arrival (staff and children)

Social distancing is practiced as much as possible

Staff wears face masks/coverings

Frequent cleaning and disinfecting of high-touch surfaces and toys

Enhanced COVID-19 exclusion policy restricting center access in the event of suspected exposure.

**Clothing Policy:**

Please dress your children in comfortable play clothes. We do use paint and other messy materials. On party days, we will not do anything messy and you can safely dress your child in nice clothes.

Children should have sneakers or other closed-toe, rubber-soled shoes that cover the heels. This is for playground and classroom safety. Crocs, boots, flip flops and sandals are not good school shoes.

Maryland guidelines state that we must have a balance of indoor and outdoor play for children. As long as the temperature with wind chill is above 30 degrees, and there is no precipitation at play time, we will be going outside. Please make sure your children have appropriate outdoor clothing.

In cold weather, children should have winter coats that zipper, hats, and **mittens.** Do not send gloves unless your child can put them on completely by themselves. Please do not send your child with scarves, umbrellas, rain boots, or winter boots to school. They are safety hazards.

**What to Bring:**

We ask that each child have a **full-sized** backpack that is big enough to put a work folder inside.

Each child must have a well-fitting face covering that covers nose to chin. Masks that hook behind the ears are the best, and tend to not slip off as easily.

Each child will also need a complete change of clothes (shirt, pants, underwear, and socks). It is helpful if the clothes are put inside a plastic bag. The clothes will be kept in the classroom until they are needed or the season changes. All children need this change of clothes, as they can get messy, and spills can happen in class. Please make sure your child has a spare face covering/mask in their backpack as we must have them change it if it gets wet or dirty.

PLEASE NOTE: All items brought from home must be sanitized upon arrival. We will spray or wipe with a disinfectant before it goes into the classroom. Please label all items on the INSIDE so that names stay intact.

**After Care Families**

Parents are expected to provide a blanket and a cot sheet for children staying for the *aftercare program*. You may purchase a cot sheet from us for $10. Please bring it in a plastic Ziplock- type bag. Everything must fit in the bag. Blankets and cot sheets will be sent home on Fridays to be washed, and should be returned on Mondays. Stuffed animals must be kept at home. Bedding will be removed daily and stored in a Zipper bag so cots can be sanitized after rest time.

Aftercare families should provide a nutritious, non-perishable lunch for their child. Please do not send soda, candy, peanut butter, or nuts in your child’s lunch. **Be aware that** **WE CANNOT HEAT FOOD. Do not send food that must be cooked or heated as we are not able to do so.**

**What Not to Bring**:

Children should not have toys, games, videos, juice cups, food, etc. in their backpack. It is difficult to fit work into a backpack that is already full.

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In an effort to reduce transmission of germs, personal items are not to be brought from home. Please note we will NOT be responsible for theft, breakage, or loss of these personal items. Children will not be allowed to play with items from home.

**Hygiene**

Please note to prevent the spread of COVID-19, children and staff are to bathe daily and come to school in clean clothing. This prevents germs from coming in from outside.

**Maryland State Department of Education Mandatory Developmental Screening:**

Maryland State Department of Education has implemented a new State regulation for all children in regulated care and early childhood educational programs. Beginning July 1, 2016, all children up to kindergarten entry attending regulated care and early childhood educational programs need to have a developmental screening conducted.

Developmental screening is a brief method completed by a parent or caregiver to quickly identify a child’s progress through foundational early childhood developmental milestones. A child’s development can be measured by how a child learns, speaks, moves, behaves and relates. Skills such as smiling, waving, and talking are developmental milestones. Results from developmental screenings indicate which children would benefit from a full evaluation and assessment. Children who receive early intervention services generally do better in the long term than those identified later. Upon completion of the screening, we will meet with you to discuss the findings and whether a referral to another agency for further evaluation is necessary.

Children aged birth-36 months will be required to have two screenings per year. Children aged 37 months-kindergarten entry will be required to have one screening per year. Parents should consider this process as part of required documentation in order for the child to attend our or any other licensed child care program in the State.

**Discipline:**

Discipline in the classroom will be handled through an environment that provides clear boundaries and interesting activities. Discipline is an integral part of our curriculum. Our teachers model caring behavior and help children build positive relationships with each other. Teachers also help children learn language so that they can express their feelings appropriately.

Effective Guidance techniques applied to all children include:

* Reinforcement of appropriate behavior – smiles, eye contact, verbal praise
* Modeling of appropriate behavior techniques
* Redirection of child to another activity
* Teaching the child to solve his own problems using social stories and dialogue to deal with frustration

In the unlikely event that a child’s negative behavior becomes chronic, parents will be asked to meet with the teacher and director for a conference in order to more effectively help the child.

**Discharge Policy**

Reisterstown United Methodist Nursery School reserves the right to drop or terminate service when the welfare of the child or group would make this advisable. Reasons may include but not be limited to:

* Lack of parental cooperation
* Non-payment of fees
* Inability of the child to adjust to the school
* Continual late pick up
* Failure to inform the school of possible known COVID-19 diagnosis or symptoms thereof, including sending a medicated child to school
* Failure to inform of out of country or out of state travel
* Inability to meet the needs of the child without hiring additional staff.

**Payment Policy:**

Please contact Lani Hoffmann immediately if there is some concern about payment. We are willing to work with you. Payments are due the 15th of the prior month (ex. October is due Sept. 15). Families will be given the option of 3 payment plans: monthly, bi-monthly, or weekly. At this time, we are not able to process discounts. We are not permitted to take payment more than 3 months in advance.

If you are paying by check, please be sure to include the child’s name on the check. If you are paying by cash, make sure your payment is in an envelope with the child’s name on it. Please put payment in designated envelope in your child’s backpack. There is now a button on our website, RUMNS.com, for *electronic payments*. Please note a fee which covers processing has been included for all online payments.

There will be an automatic $10 late fee assessed after the 30th of each month. There will be a $35 fee assessed for returned checks. Repeated returned checks by a family may result in cash or money order payments only.

Once a child is 2 months behind in tuition, they will not be allowed to come to school until payment is up to date. If a child’s tuition is not up to date at enrollment time, his/her place for next year will not be guaranteed. Recommendation letters for kindergarten and enrollment for the upcoming year will not be honored for those who are behind in their payments

If you need to terminate your child’s enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).

All tuition is due regardless of sickness, quarantine, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Christmas, snow days, and Spring Break). Please see Public Health Emergencies section for further information.

**Conferences:**

Part of the preschool curriculum includes observation of children, developmental assessment and conferences with parents. The teachers will hold individual parent/teacher conferences in the spring to update the parents on the child’s progress and make recommendations for the upcoming year. We will do this in person if possible, and if we are still not able to have parents in the building, conferences will be done virtually. Any issues that need to be addressed mid-year will be dealt with on a one-to-one basis. The teachers are available by email to answer questions that you might have about your child. Please contact the teacher by phone, note or email with your questions. Teachers will be in classroom at drop off and pick up time and unavailable for comment in person at that time.

**Birthdays, Celebrations and Snacks:**

The preschool provides a snack each day for the children and often, it will be planned to reinforce the lesson of the day. Please let us know if your child has any allergies or food restrictions so that we can make other arrangements. We will say a blessing before eating our snack. Keep in mind, as a Methodist church, this is a Christian blessing.

If you would like to bring or have a birthday snack for your child, please make arrangements with the teacher. Staff will give guidance as to what we can have, and what can be brought in as permitted. Please note that this may not be permissible and homemade food is not permitted at any time.

**Parties:**

Sometimes during the year, we like to have celebrations in the classroom. If we are able, teachers will send an email or use Sign Up Genius for party donations.

**Screen Time:**

Screen time is reserved for educational movies that coincide with the curriculum. They are limited to 30 minutes and only on special days.

**Chapel and Library Time:**

At this time, we are not able to have in person Chapel time with the Pastor. Virtual Chapel through Zoom or another safe platform will be conducted on a regular basis. During this time, children are introduced to Bible stories, songs and prayers by Pastor Jen. The students may also have library/story time with one of our library volunteers.

**Pet Policy**

For safety and health reasons, pets are not permitted in the building. If you have a comfort animal, or other working animal, a certificate must be provided to staff before your animal will be allowed to come into the building. **\*At this time, only staff and children are permitted in the building.**

**Volunteer Policy**

COMAR requires that centers make clients aware of volunteer policies in place. Please note that while this is our normal Volunteer Policy, no one but staff and children are permitted in the building.

All church volunteers are required to complete Safe Sanctuaries Training and are background checked by the church before being permitted to begin.

Our volunteers are always under the supervision of staff members when children are present.

No person is permitted to volunteer if they would be prohibited from employment because they have received a conviction, a probation before judgment disposition, a not criminally responsible disposition, or a pending

charge for the commission or attempted commission of:

(1) A crime involving:

(a) A child;

(b) Cruelty to animals;

(c) Domestic violence; or

(d) A weapons or firearms violation of federal or state laws;

(2) A sex offense;

(3) A violent crime classified as a felony;

(4) Abduction or kidnapping;

(5) Abuse of a child or an adult;

(6) Confinement of an unattended child;

(7) Manufacturing, distributing, or dispensing a controlled dangerous substance;

(8) Perjury;

(9) Pornography;

(10) Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance; or

(11) Reckless endangerment.

COMAR 13A.16.06 Reg. 3A

**Public Health Emergency/Forced Closure Policy**

In the event of an emergency closure, forced closure, closure due to pandemic, we will make every effort to keep everyone informed. We take our lead from the Office of Childcare, church leaders and public officials. If we are forced to close, every effort will be made to notify you as early as possible, and all belongings will be sent home in case of an extended closure. Emails with updates will come from teachers and/or the director as we are able to provide them.

If school is closed for UP TO TWO WEEKS: A packet will be given for at home learning and at least one session per week of virtual learning will be provided. Full tuition is expected.

TWO to FOUR WEEKS: A packet will be provided for at home learning, at least one session of virtual learning per week, and 2/3 tuition will be due.

Greater than FOUR WEEKS: No tuition will be due and service will cease until further notice.

Please note that we are doing all we can to ensure we stay open. Our center has applied with childcare to stay open in whatever capacity we can to service our families through regular closures. We are dedicated to helping our families and being there when we are needed.

Thank you again for entrusting us with your greatest treasure! Please ask any staff member if you have questions regarding this handbook. Blessings on a fun and safe school program!