

# ZION'S CHRISTIAN ACADEMY

AN ALL YEAR AROUND ELEMENTARY SCHOOL

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Sis. Natalie Thomas, B.S., Director



PARENT ~ STUDENT HANDBOOK

FOR

DAYCARE - PRE-SCHOOL AND ELEMENTARY SCHOOL

## ZION'S CHRISTIAN ACADEMY

### ABOUT US:

Zion's Christian Academy was established September 1998, under the leadership of Sis. Natalie Thomas, who had a vision to serve, parents professionally in their absence, while spiritually ministering to and caring for their infants, preschooler, and elementary age children. She has always loved children and has been dedicated to their wellbeing which is why she went to school to become a Social Worker. When the Lord redirected her steps. After becoming a wife and a mother. The Lord blessed her to resign from her job to make full proof her ability to care for and teach children. After completing her education, she was asked by the pastor to operate Zion's Christian Academy for grades K5 thru 12 grade - Infants, Toddlers, Pre-schoolers ages 2, 3 4, and 5, along with morning and after school programs. Adding an additional grade each year.

The after-school program is unique in that it allows school children between the ages of 5 and 12 to completed homework with supervision and enjoy activities and be a part of an educational, fun, and safe atmosphere until the parent(s) or guardian(s) arrive. We will assist the children with their homework with the parent(s) or guardian(s) permission.

Zion's Christian Academy purpose is to lead young people to Christ and to train them in the Bible, Christian character, language, and traditional subject matter. Today's preschoolers' need to be taught the accumulated wisdom of the Bible times from God's point of view and trained in the way they should go (Proverbs 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future.

Welcome! This Parent Handbook will acquaint you with the mission, philosophy, curriculum, and policies of Zion's Christian Academy. We hope it will give you a clear picture of the Academy and what you and your children can expect while in our care.

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## **I. INTRODUCTION**

Overview

Non-Discrimination Policy

In providing services to children and their families, Zion's Christian Academy does not discriminate on the basis of race, religion, gender, disability, cultural heritage, political beliefs, marital status, national origin, or sexual orientation.

Philosophy and Mission Statement

A key word in our program is respect. We foster respect for self, respect for others, and respect for materials in developmentally appropriate ways. In a secure and nurturing environment, our curriculum provides for all areas of a child's development: physical, emotional, social, and cognitive. We believe that children learn through active exploration and interaction with adults, other children, and materials.

Our teachers encourage curiosity, experimentation and have chosen materials that help expand children's thinking. Basic learning materials include sand, water, and tools to use with them, large and small blocks, puzzles, dramatic play props (dress-up clothes, puppets), items for scientific investigation (magnets, balances, and weights), computers, books, cd's, musical instruments, art and drawing supplies, and climbing structures with slides. Positive social interaction is encouraged by helping children to develop their verbal skills and to express their feelings in appropriate ways.

We recognize that the child is an individual as well as a member of a larger unit, his/her family. Strong, viable parent/teacher relationships promote effective communication and participation. The staff works closely with parents for the benefit of the child and includes families in the curriculum and special events.

\*As a Center, we welcome and encourage parent participation in all aspects of our program. From sharing important family and cultural information with us, to joining your child for lunch, your support is greatly appreciated.

#### Staff Qualifications

The staff at Zion's Christian Academy consists of a Center Site Director, Assistant Director, Teachers, Assistant Teachers and High School Aides. All staff meets, and in most cases exceed, the Department of Early Education and Care (EEC) requirements for formal education for their respective positions, have had experience working with young children and their families, and EEC approved certification in First Aid and CPR. The staff enjoys and understands how young children learn and grow. They respond with sensitivity to each child's individual needs, desires, and interests.

In order to ensure that employees or other persons regularly providing childcare or support services with potential for unsupervised contact with children at ZCA are appropriate for serving in their positions, a Criminal Offender Record Information (CORI) check and a Department of Social Services (MSDE) Background Record Check shall be performed on all candidates for positions before an offer of employment is confirmed. Further, a Criminal Offender Record Information (CORI) check and a Department of Social Services (MSDE) Background Record Check shall be performed bi-annually on all persons in such positions and/or any time the program receives information that may indicate that a new CORI or MSDE Background Record Check review is appropriate.

#### Hours and Days of Operation

The Center is open Monday through Friday, 6:00am to 12:00am, fifty-two (52) weeks per year, excluding the following holidays and two professional development/in-service days:

#### **The Center is closed on the following holidays:**

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Good Friday-Easter - Spring Break
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Break 23<sup>rd</sup>-4<sup>th</sup>

#### **The Center is closed on:**

- The Friday before Labor Day
- The 3<sup>rd</sup> week of August for one week for Professional Development/In-Service

#### **The Center observes two early closure days at 4:00pm on:**

- TBD
- TBD

**Please refer to handbook for a listing of closures and early closures**

## II. ENROLLMENT

### Process

Parents interested in enrolling their child(ren) should call the Center Site Director and arrange for a visit. There is a \$50.00 non-refundable application fee to cover record keeping costs and to maintain the application if there is a waitlist. Checks for the application fee should be made payable to *Zion's Christian Academy*.

A priority enrollment system is established as follows:

- (1) Siblings of currently enrolled employee children will have first priority.
- (2) Regular full and part-time, siblings of current students.
- (3) All others, including Community, will have third priority.

### Capacity

The Center may enroll up to a maximum of 54 children per day.

### Orientation

We request that a parent visit with their child in the classroom prior to the child's actual start date. In most cases, one or two visits are best; please speak with the Center Site Director about your child's pre-start date visit(s).

An enrollment form and a developmental history form must be completed by a parent prior to your child's first visit day. The child's health care practitioner will need to complete a physical form.

During the first few weeks your child will be adjusting to a new place and many new faces. We are interested in making this adjustment as easy as possible for both children and families. Options for easing your child into the program should be discussed with the Center Site Director and teachers.

### Transitions

The Centers is organized and staffed to minimize the number of transitions children experience. Being mindful of the importance of the bonds that are established with Teachers and peers, every effort is made to maintain continuity of relationships between teaching staff and children and among groups of children. Every effort is made to keep Infants, Toddlers/Twos together with their teachers for nine months or longer. Developmental needs or concerns are always considered when planning transitions for children and clear communication takes place between center and home and among teaching staff.

**Please note:** The Center makes every attempt to plan for and enact transition plans that have been discussed with families; in the event of an unforeseen change to enrollment, staffing, or program operations, transition plans may need to be altered to ensure compliance with State regulation, as well as to ensure a best practice experience for children. When transition plans must be altered, the Center Site Director will contact the families to discuss.

### Group Sizes and Ratios

Our program adheres to the group size and ratios as set forth by the MS Department of Early Education and Care (EEC) as well as by the standards set forth by the National Association for the Education of Young Children (NAEYC).

### Tuition Fee Structures

There are two fee structures at the Center. There is a fee structure for employee families and a fee structure for community families. For tuition rates please refer to handbook or visit our website [zcademy.com](http://zcademy.com)

**Please refer to handbook for Tuition Fee Structures.**

### Tuition Fee Charges

Tuition is charged based upon the group size and adult to child ratio in a given group; although generally “matched” to a child’s chronological age, transitions of children from one group to another, or the programs’ inability to transition children given the maximum State licensed group sizes, may result in children transitioning to the next group beyond the chronological age as defined by State licensing (outlined above under **GROUP SIZES AND RATIOS**).

For example, if a child turns 2 years 9 months (or older) within a Toddler group of 9 children and the transition to the Preschool group of 20 children cannot be made until a later date, the Toddler tuition rate will remain in effect. In these instances, the program adjusts the environmental and curricular experiences for children to ensure that there continues to be a developmentally appropriate match for the child(ren).

### Schedule Changes

Schedule changes may be possible if space is available. If you are reducing the number of days your child attends, a month’s notice is required so that we may fill the available opening. We discourage parents from making more than 2 schedule changes per year to provide consistency for the groups and for individual children. Exceptions will be made only in extreme circumstances.

When the maximum capacity for each group is reached, an internal waiting list will be established. The order in which children are enrolled is directly dictated by the requested schedule and the spaces available.

## III. FINANCIAL POLICIES

Application Fee: \$50.00 is required when submitting an application for the waiting list; this fee is non-refundable.

Enrollment Reservation Fee \$50.00: An enrollment reservation fee is collected to hold a specific slot for a specified month only. The first week’s tuition is due upon the confirmation of your child’s enrollment into the program. The reservation fee is non-refundable. **\*Tuition is due regardless of absence: sickness, vacations, holidays, COV-19, etc. Initial:** \_\_\_\_\_

### Tuition and Payment Policies

- For employee families: Tuition for employees must be paid by payroll deduction. Deductions made weekly or monthly will apply to the following week’s or month’s tuition.
- For Community families: Tuition for Community families must be made paid either by personal check or a money order. No cash will be accepted. There will be a \$35.00 fee for all returned checks.

The amount of tuition is based on your child’s predetermined schedule and has no bearing on your child’s actual attendance, (i.e., sick days, vacation days, and holidays, etc.) When extra hours are requested, you must pay for the extra time that is not included in your child’s predetermined schedule. For example, if your child’s schedule is 9-5 and you request an extra hour in the morning (8-9), you will be charged for the extra hour regardless of whether you pick up at 4 or 5.

*For families not paying by payroll deduction:* Tuition is due on the Friday before services are rendered example: if that day falls on a holiday, the day before the holiday. You will not receive a bill. Receipts of tuition payments will be provided upon request. Payments not received by 6pm on Friday, I understand that a late fee will be assessed at \$25 per day after the close of business on Friday 6pm. If the center is closed Friday due to a holiday or vacation the tuition is due the next day.

Extraordinary circumstances should be discussed with the Center Site Director promptly. Several late payments may lead to the termination of your child’s enrollment.

### Sibling Discount

A discount of 10% is given on the lowest tuition for benefits-eligible employee families enrolling two or more children. *Please note: the sibling discount is not available as a reimbursement to subsidy client, however, will be discounted if applicable.*

### Extra Hours/Days Policy

Families may request extra hours/days in addition to their scheduled hours/days. Please note, extra hours/days may not always be available due to enrollment, staffing, or program operations and the Center must ensure compliance with State regulation, as well as to ensure a best practice experience for all children.

Families must request the specific hours/days at least 24 hours in advance of the time requested. There is a flat rate of \$10 an hour or any portion of the hour for extra hours. The sibling discount is not available for extra hours/days.

Please keep in mind that when extra hours are requested, you must pay for the extra time that is not included in your child's predetermined schedule. For example, if your child's schedule is 9-5 and you request an extra hour in the morning (8-9), you will be charged for the extra hour regardless of whether you pick up at 4 or 5.

If a family is in regular need of requesting extra hours/days, please speak the Center Site Director about the possibility/availability of a formal schedule change.

### Drop Off Policy

In order to uphold the integrity of the children's daily schedule, we request that children be dropped off at the center no later than 9:30 am except for doctor's appointments, occasional needs and emergencies. The Center should be notified as soon as possible in advance of changes to drop off time.

We ask that drop off not occur during nap (~12:30pm -2:30pm) as this may be disruptive to the group and possibly difficult for your child.

## **LATE FEE (\$ 10.00) TUITION PAYMENTS MUST BE MADE THROUGH THE CENTER SITE DIRECTOR**

### **Chronic late pick up may result in the termination of your child's enrollment**

#### Schedules and Late Fee Policy

We ask that you set a realistic schedule for your child's attendance, allowing for commuting delays, last minute work assignments, etc. We expect that your child will be dropped off no earlier than, and picked up no later than, the times confirmed for your enrollment.

**It is imperative that children are picked up by their scheduled pick-up time.** We suggest planning to arrive just prior to your scheduled pick-up time so that you will have ample time to speak with your child's teachers, gather your child's belongings and depart from the center in a timely manner.

**Parents arriving after their scheduled pickup up time will be charged a late fee of \$1.00 per minute, per child.**

## **IV. GENERAL INFORMATION**

### Absences and Late Arrivals

Please call the Center as early as possible on a day your child will be absent or if your arrival will be delayed so we may better plan for the day. If your child is absent due to health reasons, please alert your child's teacher.

If the prolonged absence of a child is due to a serious illness and/or extended hospitalization, the director will make every effort to work with families regarding holding an enrollment slot and making tuition payments.

If a child does not attend the center for an extended period due to a non-medical reason, a parent is expected to pay the regular tuition in order to hold the child's scheduled hours and days. A parent can give one month's notice of the child's termination date and go on the waiting list if re-enrollment is desired. There will be no guarantee that a slot will be available at the time of their return.

### Program Evaluation

The Center conducts a semi-annual program survey in order to get feedback from enrolled families. The survey is anonymous and provides a way for families to submit to the Center their comments, compliments, ideas, and suggestions.

### Arrivals and Departures

Please accompany your child into the classroom, complete the sign-in sheet and let a teacher know that you have arrived. This is the time to discuss with the teacher any relevant information that would help your child during the day (e.g., sleeping irregularities, medication needs, moods, changes in daily routine).

When picking up your child, please sign out and notify a teacher that you are leaving. It is imperative that a parent completes the sign in/out sheet for their child every day. This is our attendance sheet and is necessary in the event of an emergency. Unless the teacher is engaged with a group of children, please inquire about the day your child has had. The Communication Board in each classroom should provide you with the general activities of your child's day.

Only those people authorized in writing by the parent or guardian may pick up a child from the center. The center must be notified in advance if someone other than a parent will be picking up the child, and this person will be asked to present identification. Under no circumstances will a child be released to anyone without prior written permission.

### Babysitting

Negotiations regarding babysitting between staff and parents do not involve Zion's Christian Academy. Hours, fees and transportation are an agreement between the parent and the individual babysitting. This person must be on the child(ren)'s authorized pick-up list if they will be bringing the child into school or bringing the child home from school.

### Birthdays and Other Special Days

We would love to celebrate your child's birthday or another special event at school. Parents may bring in a special snack for the day, and we invite you to join us for the party. A low-key approach is best in group care, so please leave party favors, balloons, etc... at home.

If you would like to invite children from the center to your home, we ask that you consult with the parents by email or US mail unless you are inviting the entire class.

### Behavior Management Policy

Our policy concerning behavior management ~ sometimes referred to as discipline ~ is based on the individual need of the child, the ability of each child to understand what he/she is doing and the consequences of their actions. A child is never made to feel that the outcome of an act will result in physical or verbal abuse. Children are not told to "sit out" and "time out" is **not used**.

Positive reinforcement is always encouraged, and children are told what they are doing well.

It is the responsibility of the teacher in charge to ascertain what has taken place as clearly as possible. If an altercation between children has occurred, each child is spoken to with reason and with respect. Each child is then given the responsibility of approaching the other child in a friendly manner, with adult supervision, in order for the children to participate in the resolution to the misunderstanding. This is done in direct relation to the verbal ability of the child but can be accomplished even when the child is not yet talking.

When inappropriate behavior occurs with the adult being the recipient, the child will be approached either with a reasonable verbal response or with the technique of redirection. Removal from an activity for a short period of time is used only if it has been ascertained that other responses have failed or if a child is at risk.

There is less likelihood of discipline problems when positive responses and remarks are the norm throughout the day. If a positive base is established in an atmosphere of respect and understanding,

inappropriate or negative behavior then becomes the exception. We begin the day with pledges to the Christian and United States flags, prayer and consonant/vowel sounds and a scripture reciting for each letter in the alphabet which allows students to reflect on God and to respect and appreciate their peers to set the tone for the day.

When any staff member feels that he/she is unable to manage a situation with a child in an effective manner, he or she will direct the child to another staff member and take a break. Staff members assist one another in creating a positive, relaxed atmosphere.

#### **THE FOLLOWING ARE PROHIBITED:**

- Corporal punishment, including spanking;
- Verbal or physical abuse, humiliation, neglect, or abusive treatment;
- Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning or threatening;
- Withholding food, drink or sleep;
- Force feeding children;
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or forcing the child to remain on the toilet or using any other unusual or excessive practices for toileting.

#### Biting Behavior in Young Children

The Centers recognize that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. **Young children who bite, bite for reasons, all of them normal and developmentally understood.**

#### Common Reasons Why Children Bite

Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, sign of affection, to obtain attention.

#### Classroom Strategies Used To Minimize Incidents of Biting

We “shadow” the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that “biting hurts.” and we offer an object to bite such as a teething ring or cold cloth.

#### Action Taken When A Biting Incident Occurs

- The child who was bitten is comforted;
- The child who bit is firmly told that “biting hurts” while we continue to comfort and focus on the child who was bitten;
- The bitten area is washed thoroughly with soap and water and inspected for broken skin;
- If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection;
- An injury/incident report is written for each of the children involved;
- Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior;
- Relevant articles are made available to parents and staff.

## Curriculum Policy

*Zion's Christian Academy uses multiple curriculums including but not limited to, The Creative Curriculum that has been scientifically researched, age appropriate, and in alignment with the Zion's Christian Academy Learning Framework and the MSDE Curriculum Guidelines, and the Infant/Toddler Early Learning Guidelines, respectively. Zion's Christian Academy's instruction is supported by the Parents as Teachers curriculum. These plans need to be effectively communicated to students, either posted at the front of the class, spoken to students, or elicited from students after an initial discussion. Lessons include age-appropriate activities reflective of children's interest and skills, address developmental needs of each child, and incorporate information IFSP/IEP when provided by parents (even if no special needs child enrolled). Teachers will always have planning time daily between 12-2.*

- *Activities, plans, and/or materials are developmentally appropriate.*
- *Activities, interactions, and materials provide time for children to talk to each other and to adults and to use new and interesting vocabulary and ideas.*
- *Curriculum includes activities for labeling, classifying, and sorting objects by shape, color, and size.*
  - *Classroom plans reflect activities designed to meet children's needs.*
  - *Comprehensive health education is integrated into daily curriculum.*
    - *Nutrition experiences are regularly scheduled.*
- *Curriculum includes daily activities to support the development of phonological awareness through language play, finger plays, songs, rhythmic activities, predictable text, etc.*

<i>Zion's Christian Academy</i>	
<i>Z..C.A.'s Early Learning Framework Domains</i>	<i>Toddler Curriculum Guidelines</i>

1. *Zion's Christian Academy will follow a written curriculum that includes:  
The goals for children's development and learning;  
The experiences through which they achieve these goals;  
What staff and parents do to help children achieve these goals; and  
The materials needed to support the implementation of the curriculum.*
2. *Include culturally competent, age-appropriate, domain-based activities reflective of children's interests and skills;*
3. *Address the developmental needs of each and every child;*
4. *Include information from an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) when provided to the program by the family;*
5. *Are informed by ongoing observations and assessments; and*
6. *Are informed by information gained from families about their children.*

***Domains for Children Birth through Three Years of Age:***

<b><i>Z.C.A. Early Learning Framework Domains</i></b>	<b><i>Z.C.A. Infant toddler Early Learning Guidelines</i></b>
<ul style="list-style-type: none"> <li>• <b><i>Approaches to Learning</i></b></li> <li>• <b><i>Social and Emotional Development</i></b></li> <li>• <b><i>Language and Communication</i></b> <ul style="list-style-type: none"> <li>• <b><i>Cognition</i></b></li> </ul> </li> <li>• <b><i>Perceptual, Motor, and Physical Development</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Social and Emotional Development</i></b></li> <li>• <b><i>Language and Communication Development</i></b> <ul style="list-style-type: none"> <li>• <b><i>Cognitive Development</i></b></li> </ul> </li> <li>• <b><i>Physical Health and Motor Development</i></b></li> </ul>

***1. Personal and Social Development***

***2. Language Development***

***3. Cognitive Development***

***4. Physical Development***

***Domains for Children Three through Five Years of Age:***

***1. Social and Personal Development***

***2. Language and Literacy***

***3. Mathematical Thinking***

***4. Scientific Thinking***

***5. Social Studies***

***6. The Arts***

***7. Physical Development and Health***

### *Posted Guidance/Discipline Policy*

We strive to create an environment where children are safe and where they know they will be cared for and listened to, not just by their teachers, but by one another as well.

In order to minimize conflict, much effort is taken to provide appropriate activities, create an inviting environment, and meet the individual needs of children. Still, conflicts are a natural occurrence as children try to relate to one another in a group setting.

Many techniques are used for assisting children through conflict resolution. Although our interactions vary depending on the age of the children and the severity of the situation, all means seek to guide children as problem solvers.

The following techniques are used regularly at the centers:

- ***Limit Setting***- In order for children to build trusting relationships and feel confident to explore, they must clearly know what is expected of them. Rules are kept few, basic, clear and concise. Boundaries and expectations expand in keeping with the abilities of the children.
- ***Consistency***- So that children know what to expect (and from that can anticipate, predict and change their own behavior accordingly), limits and expectations are consistent throughout the classrooms. All adults respond in a consistent manner to conflict situations.
- ***Tone***- The message a child receives from an adult intervening is: you are safe, the situation is under control, and we can work it out. A firm, kind, serious tone with a relaxed demeanor reinforces this message.
- ***Modeling***- The adults in the center set an example of compassionate, caring individuals who are able to express their own feelings and needs clearly and calmly.
- ***Passive Intervention***- Children are given time to work through their own problems. If a situation does not escalate to destructive or aggressive behavior, a teacher may choose to simply observe as the children seek a solution, or their presence can serve as a gentle reminder to use words instead of action. Teachers trust children to 'figure it out' but are there to help if they should need it. When additional intervention is necessary to facilitate the resolution process, it is as non-intrusive as possible.
- ***Physical Intervention***- Children will be physically stopped when hurting each other. The focus will then turn to resolving the conflict at hand.
- ***Identifying/Interpreting***- "You both want the car or doll." Such a simple statement can clarify the problem, diffuse tension and help the problem solving begin. Children also need help to consider other's emotions or needs especially when they are upset themselves. For example, "Look, he is crying. It really hurt when you kicked him."
- ***Validating Feelings***- Constructive thinking is virtually impossible when a child is overcome by an emotion such as anger, sadness, fear or frustration. Acknowledging the emotion is imperative before any other learning can occur. "I will not let you hit her. Tell me why you are so angry." It is important that all children in a conflict be honestly listened to. Children are not told to say, "I'm sorry," but rather, to actively comfort or offer help to the child they hurt/upset. Adults may say, "I'm sorry you got hurt" and at some point children will spontaneously do the same.

- ***Giving Choices/Offering solutions-*** Adults offer choices and possible solutions to children who are having a difficult time finding them on their own. Some options given are negotiating and collaboration.
- ***Redirection-*** A request to stop a negative behavior is accompanied by a suggestion for an appropriate behavior with which to replace it..."You may not climb on the fence; if you would like to climb you can use the climber."
- ***Natural Consequences-*** Consequences for behavior are those that are logical to children. "If you are not able to stop throwing the sand, then you will need to come out of the sandbox." When children are able to understand the results of their own behavior they are better able to modify it.

### **Parent Conference Statement**

Research has shown that parental involvement is the most important factor in a student's success in school. For many parents, however, that involvement is limited to attendance at parent-teacher conferences. Having positive parent conferences is creating a parent-teacher team with a shared agreement about the role of each partner in helping the student to succeed in school and in life. Parent conferences are held quarterly unless requested by teacher or parent. **Parent conferences are mandatory.**

### **Clothing**

**Please label all items with your child's FIRST and LAST name, thank you**

The activities at the Center can be messy. 😊 Please send play clothes for your child too play in. Although we do use smocks and roll up sleeves, we cannot guarantee that children's clothing will not get stained or soiled. We assume that you will send your child play clothes that allow your child to participate fully in our play-based program and that you understand that clothes may get stained or soiled. Clothing should be clearly labeled with your child's first and last name, thank you.

Part of each day is spent outdoors, weather permitting. Please dress your child accordingly. Appropriate and safe footwear is required for outdoor play. If your child wants to wear other shoes to school, please make sure that he/she has a pair of sneakers to change into for outdoor play. **Flip flops are not safe for outdoor play and are therefore not permitted; children must wear sneakers for outdoor play; in summer, fully-closed water shoes with a solid rubber, non-skid sole are permissible; if there are questions about suitability of footwear, please verify with your classroom Teachers. Hair beads or any small hair accessories are not permitted under any circumstances.**

During the cold weather please make sure your child has boots, (that slip on and off easily), a warm coat, snow pants, a hat, mittens and slippers for after snow play.

Each child should have a complete set of extra clothing to be kept at the center including underwear and socks. All clothing should be clearly labeled with your child's name (socks too, please). We cannot be responsible for lost articles. Please place these items and a labeled plastic box with a lid.

**Accessories and Jewelry:** Children's accessories and jewelry are extremely attractive to young children's eyes, fingers, and mouths. We ask parents cooperation to be safety conscious when choosing accessories that their children wear to the centers. Small objects like barrettes and earrings can be choking hazards and necklaces can pose strangulation hazards. Therefore, we **do not permit the following type of jewelry and will not be responsible:**

- ➤  Dangly earrings (small, snug-fitting pierced studs are permitted);
- ➤  Necklaces of any kind;
- Bracelets with beads or charms (rubber, cloth or thread bracelets are permitted as long as they do not contain attachments or charms).

## Confidentiality of Children's Records

In order to ensure the confidentiality of your child and family, staff members receive a confidentiality policy in their Employee Handbook that is reviewed upon hire. It states:

“Records of the children are confidential, may not leave the Center, and should not be discussed with other parents or in front of other children. Confidential information includes but is not limited to: children, their families, employment, payroll, fiscal, and management information.

Access to confidential data, including children's records, is permitted only when authorized and only in order to perform assigned tasks. Information contained in a child's record is confidential. This includes all written and verbal communication, which pertains to the child and/or his/her family. It includes but is not limited to addresses, telephone numbers, progress reports, learning disabilities, testing, financial information, behavior issues, attendance, etc.

Employees should recognize that sharing information that may be considered to violate the privacy of children and their families with others who do not have a need to know will be considered a violation of confidentiality that may be subject to disciplinary action up to and including immediate termination.

Parents or others authorized in writing by the parents can request their child's record at any time.”

Staff members sign an agreement that they have read and agree to adhere to all the policies in their handbook including the preceding policy.

Zion's Christian Academy is in compliance with the Department of Early Education and Care regulations regarding the confidentiality and distribution of children's records.

The information contained in a child's records is confidential and will not be released to anyone without the written consent of the parents. Parents may have access to the records of their child. A copy will be made at no charge. A permanent written log will be maintained in each child's record indicating any persons to whom information has been released. The child's parents may add information or comments to the child's record and may also request the deletion or amendment of any information contained in the child's record.

**Please note that Zion's Christian Academy is not a peanut-free or nut-free environment; please note that foods children bring from home and consume at the Center may contain nuts and nut products.**

## Tooth Brushing

Staff members assist children in brushing their teeth if they are in care for more than four hours per day. This practice is intended to increase awareness of the importance of good oral health practices and to assist children in establishing good oral hygiene practices from an early age. Tooth brushing takes place once a day. Individually labeled pediatric toothbrushes and individual toothbrush holders are provided by the centers and water, not toothpaste, is used for children to brush their teeth.

## Inclement Weather Operations

ZCA follows the Baltimore County Public School. In the event that program operations must be altered, parents will be informed with as much notice as possible. Please watch channel 2, 11, 13 or 45 for Closing Information for ZCA.

## Nap Needs

*Infants 2 – 14 months:* The Center provides and launders the sheets for the cribs and nap cots in the Infant Room.

*Infants 2 months to 11 months; Per EEC Safe Sleep policy,* must be placed to sleep on their back and may not sleep with a bottle, bolster, blanket, stuffed animal, or lovey of any kind in their crib; sleepers and sleep sacks are EEC- acceptable alternatives to blankets if the family chooses to provide either of these

items. In keeping with best practice recommendations for Infants in childcare settings, the Center will not swaddle Infants.

*Toddlers and Preschoolers:* should bring a nap blanket and a crib sheet to cover their rest cot. Please make sure each is labeled. They should be brought home to launder weekly or as needed. A comfort toy, doll, or stuffed animal is always welcomed for nap.

#### Safe Sleep Policy

In order to reduce the risk of SIDS, our licensing agency, EEC, has an established policy regarding infant sleep practices and Zion's Christian Academy adhere strictly to this policy for the health and safety of the Infants in our care.

1. Children younger than six months of age at the time of enrollment **must be under direct visual supervision at all times**, including while napping, during the first six weeks they are in care.
2. As is required by Maryland State Regulation, *"Programs serving infants must place infants on their backs for sleeping, unless the child's health care professional orders otherwise in writing."* Blankets, "loveys" or any other items are not permitted in cribs. Only sleeps sacks and pacifiers without anything attached to them (such as loveys, clips, etc.) are permitted in cribs.
3. After being placed on their back, an infant who can easily turn from back to front and front to back may remain in the position they are in once asleep.
4. No child under twelve months of age shall be placed in a crib containing pillows, comforters, stuffed animals, or other soft, padded materials. Devices such as wedges or infant positioners will not be used.
5. In keeping with Early Education and Care best practices all infants will be placed unrestrained in their designated cribs for napping.
6. We will ensure that crib slats are no more than 2-3/8 inches apart and that cribs have firm, properly fitted sheets and waterproof mattresses with clean coverings and no places to trap small heads.
7. Alternate infant sleep positions require a written and signed physician's note explaining medical reasons why an infant sleeps in a position other than unrestrained on his/her back. In this event, we will keep a note in the child's file and post a notice by his/her crib. All childcare providers will be informed of any medical requirements.
8. In keeping with best practice recommendations for Infants in childcare settings, the Center will not swaddle Infants after 8 weeks of age.

#### See Safe Sleep for Infants Procedure

##### Observations and Research

Periodically, childcare professionals, health care professionals and students request opportunities to observe young children; they are interested in typical behavior, developmental skills, and/or how children interact with peers/adults. All requests are with the consent of the Center Site Director and are scheduled in advance.

A consent form will be given to the parents explaining the reason for the observation, the name and background of the person requesting the observation and the date/time of the observation. Parents reserve the right to deny permission. Unless written on a consent form, an observation will mean that there is no interaction between the child and the observer and no identification of the individual child.

##### Parent Information Area

There is a parent information area located next to the entrance to the Center where we post information regarding parent workshops, classes for children, and other events happening throughout the community. Please feel free to post information that you think other families might find useful!

## Photographs

No outside agency will be allowed to photograph the children without parental consent. The staff reserves the right to photograph the children for curriculum purposes without specific parental consent. Often parents will take pictures or videotaping of the children during a special event, (i.e., birthdays, graduation, etc.). Please inform the Center Site Director if you do not want your child to be photographed in these instances as this footage will be used for social media and our website. Photo Consent form Is Included In the Enrollment Packet.

## Referral Plan and Procedures

The Zion's Christian Academy is committed to the cognitive, physical, social and emotional development of each child. Teachers observe children's behavior on a daily basis and in a more formal way with progress reports at least twice a year. If a child appears to have difficulty with any area of development, an initial assessment will be made by all the teachers who have contact with the child. The staff will begin to record written observations of the behavior by addressing how, when, and where the behavior takes place and the efforts the staff has made to assist or accommodate the child's needs.

If a particular behavior is of immediate attention or a child continues to have difficulty, the teachers will bring their concerns and written observations to the attention of the Center Site Director. A conference with the parents will be arranged in order to share the observations of the teachers and discuss behaviors the parents have witnessed at home. Together the parents, teachers and Center Site Director will formulate a plan of action. A follow-up meeting will be arranged.

Teachers will continue to record observations of the child. At the follow-up meeting, if the behavior or concern has not improved, it will be determined if a specialist should be consulted for additional insight on the issue. A current list of referral resources in the community for social, mental health, educational and medical services will be given to the parents.

Information on Early Intervention services for children from 0-3years old is available by calling Maryland Family Network.

Information on services for children 3 years and older is available through the Public School System where the child lives.

Zion's Christian Academy will provide to the parent/guardian a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts the center made to accommodate the child's needs. The Center Site Director will assist the parents in making the referral with written parent authorization.

With parental consent, the Center Site Director and teachers will follow up the referral by contacting the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs. If it is determined that the child does have special needs and/or an Individual Education Plan (IEP) or

Individual Family Service Plan (IFSP) is developed; please refer to the Center's policy on "Serving Children with Special Needs". If the child is not in need of services from this agency, or is ineligible to receive services, the center will review the child's progress at the center every three months to determine if another referral is necessary.

The Center will maintain a written record of any referral, including the parent conference and results. Zion's Christian Academy accepts applications for children with special needs. We realize the benefits of supporting children with special needs and attempt to accommodate these children if appropriate and helpful for them; however, ZCA can only provide such services as are reasonable and beneficial to the class as a whole and do not cause undue burden to the program, staff and other children. It may be necessary to turn down an application for enrollment or to terminate continued enrollment of a child with special needs when to do otherwise would jeopardize the safety and wellbeing of the child, the other children in the classroom and/or the staff. Children with Special Health Care Needs and Disabilities

All children should be included in all activities possible unless a specific medical contraindication exists.

## **RATIONALE:**

The goal is to provide fully integrated care to the extent feasible given each child's limitations. Federal and state laws do not permit discrimination on the basis of the disability (i.e., Americans with Disabilities Act [ADA] and Section 504 of the Rehabilitation Act) (4,5).

Studies have found the following benefits of inclusive child care: Children with special needs develop increased social skills and self-esteem; families of children with special needs gain social support and develop more positive attitudes about their child; children and families without special needs become more understanding and accepting of differences and disabilities; caregivers/teachers learn from working with children, families, and service providers and develop skills in individualizing care for all children. ZCA will honor adhere to all guidelines set by the ADA and our mission to provide a developmentally appropriate environment for children.

Communication is the key aspect to successfully support a child with special needs. The parents, teachers and specialists who work with the child with a disability are all equally involved in sharing information, communicating their needs and listening to each other.

A child with special needs should be assessed by an Early Intervention Team if the child is under 2.9 years, by the child's school system if he/she is older the 2.9 years, or other service provider. The evaluation will determine services which will benefit the child and the method by which the services will be provided. The Center Site Director will assist the parents with a referral if necessary.

At the initial meeting, the Center Site Director will meet with the parents/guardians to discuss the child's disability/special needs. The child's IEP/IFSP or other information will be discussed. With parental permission, specialists may be requested to attend. The Center Site Director, with parental consent, will identify in writing the accommodations the center would have to make to meet the needs of the child, including:

- 1) change or modification in regular center activities
- 2) size of group and appropriate staff/child ratio
- 3) special equipment, materials, ramps or aids.

If the accommodations cause undue burden, the Center Site Director must notify the parents in writing within 30 days. She will include the address and telephone number for the Department of Early Education and Care as a resource for questions related to "undue burden". A copy of this notification will be kept on file.

If it is determined that ZCA can accommodate the child, the parents, child and classroom teacher will meet to determine how and when the child will transition into the program if the child is new to the program. If the child has been enrolled, the staff and parents will discuss the new information. All records, screening/assessment information, IEP/IFSP, and observations will be placed in the child's folder and remain confidential. Parents may access their child's file at any time.

A staff person will act as the liaison for a child with special needs and will meet with the parents and child preferably before enrollment to begin developing a supportive relationship. As the center's liaison, this teacher will also be responsible for preparing progress reports every three months and setting up conferences when needed. In addition, a specialist from the Early Intervention Team or the School System who deals with the child's predominate disability will be chosen to act as a community liaison and will be responsible for coordinating communication amongst all parties. He/she will be active at ZCA to ensure the effective integration of the child into the classroom and to monitor progress thereafter. With parental consent, the Center Site Director will also inform the administrator of Special Education in writing that the Center is serving a child with a disability.

The Center Site Director of ZCA in conjunction with staff members and the child's team will assess the classroom, common areas, and playground for the adaptations, equipment, and materials needed to

accommodate the child with special needs. Routines and classroom arrangements will be reviewed. Whenever necessary, additional staffing shall be recruited to assist in making the child's enrollment as successful an experience as possible.

Per EEC regulations, at least five hours each year of training in special education needs to be obtained by each staff person. Zion's Christian Academy allocates a financial stipend for members of their staff in order to facilitate staff training. If possible, specialists will be recruited to train staff for the specific needs of children enrolled.

ZCA will continue to develop a resource library with information on special education. Parents of special needs children and specialists working with the child are encouraged to share written materials with staff members.

#### Individualized Education Plan (IEP)

An Individual Education Plan states in writing the specific services required to meet the needs of a child and any change or limitation in his/her participation in regular center activities.

Specific services, where appropriate, shall include, but not be limited to 1) physical therapy; 2) speech and language therapy; 3) psychological services; 4) psychiatric services; 5) education services; 6) social services; 7) occupational therapy.

The plan describes the method by which the above services will be provided including 1) who will provide the service 2) where the service will be provided; 3) schedule for provisions of the services 4) any special equipment, materials, ramps or aids required by the child. The IEP shall also recommend the size of the group to which the child may be assigned, and the appropriate staff/child ratio required for such group. If the parent does not approve the IEP, such disapproval will be signed by the parent and placed in the child's record.

The IEP shall be reviewed by the team at least every ninety days. The review shall include, minimally, an observation of and/or individual session with the child by the consulting resource teacher. If the parent is unable to meet with the team for the review, the opportunity must be given to the parent for a separate conference with the consulting resource teacher.

#### Individual Family Service Plan (IFSP)

An Individual Family Service Plan is determined by Early Intervention Agencies for a child under the age of three. It states in writing the specific services required to meet the needs of a child and any change or limitation in his/her participation in regular center activities. The specific services and methods by which these services will be provided are similar to those in an IEP.

ZCA reserves the right to share this information with all staff members that have direct contact and planning in your child's progress.

#### Supervision of Children

All staff are responsible for the supervision and whereabouts of the children assigned to their care at all times; this includes conducting regular and accurate headcounts any time a group moves from one area to another.

Classroom teaching staff are aware of where children are at all times and remain in sufficient proximity at all times in order to intervene quickly if/when necessary. Classroom teaching staff do not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children.

#### Toileting and Diapering

At Zion's Christian Academy, children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness, and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must be ready to participate willingly if the process of toilet learning is to be a positive one and, to this end, the Center cannot and will not force a child to use the toilet.

Children in diapers are changed every other hour and on an as needed basis.

### Toys From Home

We ask that children's toys stay at home, unless they are brought in for a pre-arranged sharing at group time. Toys from home are difficult to share at other times, and we cannot be responsible if they become lost or broken. We realize that this is sometimes very hard --leaving a toy in the car during the day is a tactic that sometimes works if you can't leave the house without that special something. Comfort toys for nap are the only exception, and should be kept in the child's cubby, unless needed at "difficult" times.

### Transportation

ZCA staff and partners will not provide transportation to but not limited to, school, field trips, parks, playgrounds, etc... Without the consent of the parent or guardian.

### Walking Permission

As part of our curriculum many of our lessons will involve students participation on walking field trips. You give ZCA permission for your child to participate in walking field trips.

## **V. PARENT COMMUNICATION / PARTICIPATION / RIGHTS**

### Parent Participation

Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit. If your child is having difficulty with separation, please discuss with the teachers' ways that would make parting easier. You may decide that extra visits during your child's first few weeks could make it more difficult for him/her to settle and adjust. Please discuss any concerns you may have with the Teachers. No parents are allowed in the building while the pandemic - COVID-19, DELTA VARIANT ARE CURRENT/ACTVIE

### Conferences

Parent-teacher conferences are held on a regular basis to discuss your child's progress, adjustment to the center and other issues of concern to both parents and teachers. Toddler and Preschool teachers complete developmental progress reports for each child and conferences are scheduled twice a year. Infant teachers complete developmental progress reports every three months and schedule meetings with parents four times a year. If they wish, parents are welcome to schedule additional meetings with their child's teachers at any time.

The purpose of progress reports and conferences is to identify the children's interests and needs, to improve curriculum, to adapt teaching practices and the environment, as well as to plan for program improvement.

### Family Mailboxes

Each family has a mailbox located near the front. Please check this daily. All written communication from the Center Site Director and teachers is placed in the mailboxes as well as your children's artwork.

### Newsletter

To keep you informed about center activities, upcoming events, reminders and general announcements, we publish a newsletter monthly. We urge you to read it carefully. You'll also find that the newsletter can serve as a good discussion starter when talking to your child about the latest happenings at school.

### Parental Rights

The information below under the headings of *PARENT INFORMATION* and *PROGRAM RESPONSIBILITIES* is provided by the Department of Early Education and Care (EEC) to inform you of your rights as a parent of a child in a childcare setting.

### ***Guide to Regulated Child Care***

*You have been provided with a copy of the guide upon enrollment. You can also view the guide at <https://earlychildhood.marylandpublicschools.org>*

## **NUTRITION POLICY**

**Meals served at Zion's Christian Academy are planned, prepared and served following the Child and Adult Care Food Program guidelines. All Infants, Toddlers and Preschoolers receive breakfast, lunch and snack daily at no extra cost to parents. Weekly menus are available in the parent information areas. Menus reflect nutrition guidelines for children as developed by the United States Department of Agriculture (USDA). In many cases, our meals exceed the recommended guidelines. The center reserves the right to make adjustments to the menu as needed.**

**Meals are served family style in each classroom. A Teacher is present and adequate time is given for eating and pleasant conversation. Children are encouraged to serve themselves and try all foods, but are never forced to eat. Every effort will also be taken to ensure that children do not overeat. Active involvement in food service, table set-up and clean-up is included to facilitate the development of social skills.**

**The Center offers infant formula and cereal, but parents may choose to bring in their own if they wish. Breast milk may be supplied by parents, as well as jarred or homemade infant food. Breast-feeding mothers who wish to breast feed on-site may make arrangements with their child's Primary Caregiver or the Head Teacher to schedule feeding times but not limited to pop in feeds. For those who bring in their own food, a suitable variety should be on hand at the Center. Please check your infant's supply of food regularly. Infant food and bottles should be clearly labeled with the child's name and current date.**

**Mealtimes are:**

**Breakfast—8:00 a.m. – 9:00 a.m.**

**Infant & Toddler Lunch—12:00 p.m. – 12:45 p.m.**

**Preschool Lunch—12:00a.m.–12:30p.m.**

**Snack—2:45 p.m. – 3:15 p.m.**

**A light late snack will also be available at 5:30p.m.**

**Infants eat on their own schedule per their request!!!!!!**

**Our Food Program policy requires all Center food be consumed on our premises.**

**Other than the infant food noted above, please do not bring in any food for your child to consume while at school. If it is necessary for your child to arrive with food, you will be asked to stay with your child while the food is consumed outside of his/her classroom.**

**Please ensure that your child arrives in time for meals, as food will not be saved for children that arrive after mealtimes. Please do not remove food from our kitchen or from the serving cart for your child. This includes snacks.**

**If your child has any food allergies for which substitute foods or beverages are required, you must provide a statement from the child's Physician stating the nature of the allergy and what substitutions are necessary. This includes milk substitutions. You may be asked to bring in substitutions if we are unable to make the necessary substitutions. Please see your Center Director if you have any questions.**

**Homemade infant food must be clearly marked with the contents, date prepared, and the child's name. No vitamins, dietary supplements or medications may be included in any homemade infant food.**

## **Child Care Food Program Meal Benefit Form**

**You will be asked to complete a Meal Benefit Form when you enroll and annually in October thereafter to be eligible for meal service.**

**The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, sex, disability, or political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20240- 9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

### **PARENT INFORMATION**

The General Laws of the Commonwealth of Maryland mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of childcare centers (including Center schools), and school age childcare programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group childcare and school age childcare programs in the Commonwealth. The regulations require certain things of licensees (childcare program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

**Parental Input.** The licensee must appropriately involve parents of child in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

**Meeting with Parents.** In group childcare programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parents and child to visit the program and meet the staff before the child's enrollment.

**Parent Information.** The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals, and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook."

**Parent Conferences.** The licensee must make staff available for individual conferences with parents at your request.

**Progress Reports.** At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Program staff must bring special problems or significant developments, particularly if they involve infants, to your attention as soon as they arise.

**Parent Visits.** You have the right to visit the center and your child's room at any time while your child is present.

**Children's Records.** Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

**Access to your child's record.** You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

**Amending your child's record.** You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

**Transfer of Records.** When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

**Charge for Copies.** The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

## **PROGRAM RESPONSIBILITIES**

**Providing Information to the Department of Early Education and Care (EEC)**

The program must make available any information requested by EEC to determine compliance with any EEC regulations governing the program, by providing access to its facilities, records, staff and references.

**Reporting abuse or neglect**

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Child Protective Services (CPS) or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

**Notification of Injury**

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

## **Policy and Procedures and Child Abuse and Neglect**

**Definitions:**

"Child Abuse" is the non-accidental commission of any act by a caretaker, which causes or creates a

substantial risk of harm to a child's physical and emotional wellbeing, including sexual abuse. "Child Neglect" is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.

Procedure: If a ZCA staff member has reasonable cause to believe that a staff member or a parent may have been abusive or neglectful toward a child, they shall immediately notify his or her supervisor and the Center Site Director.

The Center Site Director will assess the situation and report the suspected or alleged incident to the Department of Children and Families (MSDE) and the Department of Early Education and Care (EEC) as required by law.

Should the Center Site Director advise against filing/reporting, the staff member who reported the concern to the Center Site Director retains the right to contact MSDE directly and to notify the local police.

\*If a staff member is in question of having been abusive or neglectful, they shall immediately be removed from working directly with children and will be suspended with pay until investigations by MSDE, EEC and Services (ZCA) have been completed; in cases where the ZCA internal investigation results in termination of the staff member, this decision may precede the completion of the CPS and MSDE investigations.

**If allegations of abuse and/or neglect are substantiated, corrective action up to and including termination of the staff member will result.**

If a parent is in question of having been abusive or neglectful, ZCA employees are bound, as mandated reporters, to follow applicable regulations and Center process as described above.

### **Reporting Suspected Abuse or Neglect**

The Department of Children and Families (MSDE) is called by the Center Site Director. A written statement may be required. The Center Site Director makes every effort to learn the details (by talking with teacher and parent) before calling. \*If a 51A is filed against a staff member the EEC, as well as the MSDE, must be notified.

### **Documentation of concerns:**

**Timeline:** Maryland law requires mandated reporters to immediately make an oral report to MSDE and a written report is to be submitted within 24 hours.

ALL CHILD CARE WORKERS ARE MANDATED REPORTERS. IF THE CENTER CHAIN OF COMMAND FOR REPORTING IMPEDES THE REPORTING OF THE SUSPECTED CASE OF ABUSE OR NEGLECT, THEN ANY INDIVIDUAL STAFF MEMBER WITH A CONCERN IS OBLIGATED BY LAW TO REPORT THE INFORMATION HIMSELF/HERSELF.

### **Withdrawal and Termination**

#### **➤ Withdrawal**

Parents must provide a *minimum* 30 days written notice for the withdrawal of a child for any reason. Parents will be responsible for tuition payment for these 30 days.

#### **Withdrawals for entry to Kindergarten and for children turning 5 years old before September 1st:**

Parents must inform the Center in writing of their child's withdrawal date on or before June 30<sup>th</sup>, and must still provide a minimum one month notice. All Kindergarten-bound children, and children who turn 5 years old before September 1<sup>st</sup>, must be withdrawn on or before the Thursday before Labor Day.

#### **➤ Termination**

The Center may terminate the enrollment of a child if the child's needs cannot be met, the safety/care of

other children is in jeopardy, and/or accommodations for the child cause undue burden to the Center. Parents will be notified of the reasons for termination and conditions for reenrollment (if any), in writing, a minimum of one month prior to the termination date. However, if the reason for termination is serious, termination can be immediate. A parent may contact the Director of Child Care Services if there are concerns regarding the Center's decision to terminate enrollment.

Before the implementation of the termination of a child due to challenging behavior, the staff will take the following steps:

1. Meet with parents to discuss other options;
2. Provide referrals for evaluation and services;
3. Pursue consultation and training for the program;
4. Develop behavioral intervention plan at home and in program.

Zion's Christian Academy reserves the right to terminate services to children and families for the following reasons:

- If tuition payment is not received on or before the contracted date;
  - Extraordinary circumstances, which make it impossible to keep payment current, should be discussed with the Center Site Director promptly.
    - If a child's individual developmental needs cannot be met by the staff or within the daily program then parents will be referred to appropriate services after each of the steps outlined in the referral policy have been taken. This would include conditions or behaviors which cannot be managed effectively by the staff or which pose a potential threat to the safety and wellbeing of his/her self, the other children or staff.
    - If a parent or family member displays inappropriate behavior, either physically, verbally or sexually, toward any staff member, child or parent, then termination/referral procedures can be initiated.
    - If a parent's child rearing philosophy or beliefs are in conflict with that of the Center, the Director of Child Care Services will review the conflict and determine if the Center can reasonably accommodate the parent's request. If the parent's request is contrary to the Center's published philosophy and educational and care giving goals, then the parent will be notified and termination procedures may be initiated.

Parents will be notified in writing at a face-to-face meeting when possible, including the reasons for termination. A copy of this letter will be kept in the child's record. The Center Site Director will inform parents of the availability of information and referral for other childcare services through Services and for employee families.

When a child's enrollment is terminated from the Center, whether initiated by the Center or the parents, the child's teacher will prepare the child and family for their departure in a manner that is professional, respectful and developmentally appropriate with regards to the child's level of understanding.

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Suspension:

Centers are employer-supported centers. A child's suspension may lead to an employee's inability to work; as a result, ZCA choose not to enact a suspension policy.

What you can expect from Services

- An open-door policy which welcomes you to visit your child any time during the day;

- A caring, loving, warm atmosphere;
- Well-informed, knowledgeable staff who have been trained to work with the age group to which they have been assigned;
- A carefully designed, responsive and developmentally appropriate curriculum;
- Daily communication regarding your child;
- Opportunities for parent participation;
- Collaborative relationships between parents and staff members which foster children's development both at

home and in the center.

## **VI. HEALTH CARE POLICIES AND PROCEDURES**

### Physical Examinations

A yearly physical examination, including a test for lead poisoning, is required for each child at the center. In addition, immunization records must be kept current and submitted to the Center upon receiving updates.

### Medical Policy

The Center Site Directors work closely with a pediatric Health Care Consultant to determine medical policies and resolve medical issues affecting the children and staff at the centers. A copy of the Health Care Policy may be obtained by parents through written request to the Center Site Director.

Mildly ill children will be permitted to attend the center on their regularly scheduled days. For the protection of *ALL* children and staff, parents will be notified when their child presents with an undiagnosed condition, or is too ill to remain at the Center, and they will be requested to pick up their child immediately. Should a parent be unable to pick up their child within one hour, they are responsible for making arrangements for their child to be picked up by someone from their list of emergency contacts.

### **Criteria regarding signs or symptoms of illness, which will determine whether a child will be included or excluded from the center prior to morning drop off:**

- - If a child has a temperature of 100.4 \* or higher, he/she will be required to stay out of the Center until fever- free for 24 hours *without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil).*
- - A child on antibiotics must be excluded from the center from the time of diagnosis until 24 hours after the first dosage.
- **Procedures for handling a child who has already been admitted to the Center and exhibits symptoms requiring exclusion until he/she can be taken home:**

The child will be kept in quiet isolated area in the classroom on a resting cot. All cots and sheets will be cleaned after the child leaves the center.

### **Policies for when excluded children may return:**

We have no separate facilities for long term care of a sick child, parents are asked to be especially aware of and plan for impending illness. If a child becomes sick while at the center, a staff member will contact the parent to ask that the child be taken home. We will ask parents to take their child home if we feel that he/she needs to see a doctor, if they present with an undiagnosed condition, is contagious, or has a greater need for individual care than staff can provide while providing care for the needs of other children. At the center, the child will be made comfortable on a cot in a quiet area away from the other children. Staff will provide the child with food and beverage as requested.

**Some of the common conditions for which a child will be sent home are as follows:**

1. *Temperature* - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
2. *Diarrhea* - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. If your child has an allergy or condition that regularly causes diarrhea, please alert the staff to this during orientation. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
3. *Vomiting* - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.
4. *Impetigo* - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all lesions should be dry before returning to the Center.
5. *Conjunctivitis* - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all discharge must be gone.
6. *Strep Throat* - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
7. *Scarlet Fever* - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.
8. *Chicken Pox* - Children can attend the Center after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. **Please notify the Center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents.** The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending if/when a vaccine-preventable disease is introduced into the program.
9. *Ear Infections (Otitis Media)* - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.
10. *Respiratory Infections* - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.

11. *Head Lice* - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.
12. *Scabies* - Is a very itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the center after one treatment.
13. *Hand-foot-mouth disease* - *Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.*

If a child is ill with a contagious disease (i.e., chickenpox, etc.) parents are to let the staff know so that other parents at the center may be informed. Center staff shall post notice of the type of communicable disease, symptoms, and precautionary measures that can be taken in addition to information on when an infected child can return to the center. In cases of highly contagious illnesses, the return to center timeframe may be extended to ensure the health and wellness of the childcare center community.

#### Emergency Medical Forms

The State of Maryland requires parents to provide the center with a current immunization record, annual physical exam report and for children between the ages of 9 and 12 months and annually thereafter a Lead screening test result, within 30 days of enrollment. *ALL MEDICAL RECORDS MUST BE UPDATED YEARLY.*

In addition, consent forms for authorization of medical treatment, emergency transportation and child release, must be signed by parents and kept in each child's file. *FOR YOUR CHILD'S SAFETY, PLEASE REMEMBER TO NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES OF TELEPHONE NUMBERS OR ADDRESSES LISTED ON THE CONSENT FORMS.*

#### Emergency First Aid Procedures

All staff are required to have current training in either Red Cross or EEC certified First Aid and CPR. In cases of minor injury, the staff will administer simple first aid and will notify parent(s) in writing about injury and treatment

#### Emergency Medical Procedures

Depending upon the severity of the emergency, the center will contact parents or authorized persons. Transportation to the hospital will be by either ambulance or police when time is of the essence, or if parents are not available. Should immediate transportation be necessary, the Center Site Director or Assistant Director will accompany the child.

#### Administration and Storage of Medication

- ➤  **Prescription Medication for Children:** When prescription medicine is to be administered to a child at the center, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.
- ➤  **Non-Prescription Medication for Children:** When non-prescription medicine is to be administered to a child at the center, it must be accompanied by a medical authorization form signed by the parent in each case. In addition, a letter detailing the type of non-prescription medication and dosage signed by the child's physician must be on file at the center; this letter must be renewed, signed and dated annually.

- ➤ ☐ **Topical Non-Prescription Medication:** Topical non-prescription medications such as sunscreen, diaper cream, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

When the above conditions have been met, administration of medication to children shall be limited to the Education Coordinator, Teachers or Center Site Director. **All medication is stored out of reach of children at all times.** Parents must provide a medicine spoon as needed. After medication administration window is complete, all remaining medicine shall be returned to the parent.

We request that the Center Site Director or Teacher be made aware of any medication that is brought into the center, even if it is teething gel. **NO MEDICATION OF ANY KIND SHOULD EVER BE PUT IN A CHILD'S BOTTLE, CUP OR LEFT IN A CHILD'S BAG OR CUBBY.**

When an antibiotic medication is needed, a child will be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

The Center Site Director may ask to speak to your pediatrician for prolonged administration of medicines; if your child seems to have adverse effects from the medication or if there is a potentially contagious condition.

Procedure for Identifying Children's Allergies:

The initial conference with parents and the enrollment forms establishes existing allergies. Teachers and assistants throughout the center are informed by the Center Site Director of type of allergy, treatment, and if applicable, location of child's medication. Allergy lists are posted in each room. Children who develop allergies over the time presented at the center will be added to the existing list of children with allergies.

**PLEASE INFORM TEACHERS OF ANY FOOD EXCLUSIONS NOT RELATED TO ALLERGIES.**

## **Attachment A Emergency Contingency Plans**

### Evacuation Procedures

- 1) Staff will remove the children for whom they are responsible from the building. Floor plans indicating the evacuation route are posted by the doorway in each room. Sign in/out sheets will be taken. Infants are placed in the cribs with the sturdy, large casters and wheeled out of the building.
- 2) They will go to the evacuation site: **Fire Department directly up the street or Holabird Elementary School around the corner.**
- 3) Center Site Director/Person In Charge checks all rooms including bathrooms for stragglers or sleeping children, taking sign in/out sheets that may be left behind and the office red Emergency Binder for phone numbers.
- 4) At the evacuation site, attendance of children and staff is taken.
- 5) Staff will be prepared to move the children to another site (cafeteria) for traffic, weather, and/or emotional reasons.
- 6) A final decision to evacuate the area and/or to re-enter the building will be the responsibility of the commander on the scene of the Baltimore Fire Dept. and Security Services.
- 7) Parents will be contacted if circumstances warrant.

8. 8) Evacuation drills are conducted monthly. Natalie Thomas and ZCA Security, in conjunction with the Baltimore Fire Department, may schedule evacuation drills outside of the Center's monthly drill process. Advance notice of a few hours is given on some drills, while others are unannounced.

#### Fire Procedures

The Center's fire alarm procedure is to provide for the safe and speedy evacuation of the building during an actual or suspected fire. Employees are aware of the closest fire alarm pull station and fire extinguisher in their work area as well as with the following fire rules.

#### **If you discover fire or smoke:**

1. 1) Push fire alarm on pad (Icon is a picture of fire)
2. 2) Dial 911 and give the location of the fire-1717 Broening Hwy \* Baltimore, Md. 21224
3. 3) Evacuate the building (see evacuation procedures)

#### **If you hear the fire alarm:**

- 1) Evacuate the building (see evacuation procedures)

#### Natural Disasters – Hurricane, Tornado, Flood, Blizzard, Earthquake

1. 1) If a natural disaster is forecasted in advance, the Center will close, open late, or close early based on the recommendations of the Governor, i.e., a State of Emergency.
2. 2) If, during the day, the potential of a natural disaster were predicted with limited notice, the Center Site Director/person in charge would contact via email/text message regarding the best place to keep the children and staff safe.
- 3) If a natural disaster occurs unpredictably, the Center Site Director/person in charge would call for an evacuation (see above procedure); however, instead of bringing the children outside, the Center Site Director should consider the safest alternative, i.e., the middle room of the building, cafeteria, etc.

#### **Missing Child Procedure**

It is our intent that no staff person ever be alone supervising a group of children, whether on or off-Center grounds/premises or on a field trip. Staff and children review the expectations for supervision and the physical boundaries of our indoor classrooms and spaces, our outdoor play yards and when traveling off site for a field trip; in this regard, our aim is to prevent a child *ever* going missing. As it is important, however, to have a procedure regarding our response *should* a child go missing, we adhere to the following, outlined below.

If a child is not accounted for at any time, the staff member responsible for the child will search the premises for the child; any area that a child could potentially hide will be searched, in both the indoor and outdoor premises of the Center and the surrounding area of the field trip.

If it is determined that a child is missing, the following steps are taken:

- Immediate Missing Child notification to 911, followed by;
- Immediate Missing Child notification to Natalie Thomas at **443.306.1242**, followed by;
- Immediate Missing Child notification to the Center Site Director, who will take responsibility for;

- Immediate notification to the child's parent;

A missing child “*Command Center*” will be established at the childcare center where the child is enrolled and all concerned parties will be directed to meet in this location where a land line phone and fax, as well as drinking water and restrooms, will be available.

When the police arrive, the Center Site Director or his/her designee assumes all responsibility for communication with police and security, such as the child’s full name, detailed physical description, where and at what time they were last seen. If an electronically transmittable photo of the missing child is available, the Center Site Director or his/her designee shall furnish police and security with, or with access to, the photo. The Center Site Director or his/her designee stays with the police and security for the remainder of the search.

**Additional notes for missing child if group is off site on a field trip:**

Based upon the Center the group is from, the appropriate notifications steps (listed above) are followed; when notifying each party listed above, the exact field trip location is provided and the staff and group of children will remain together in one location until the police arrive.

When police arrive to the field trip location, one staff member assumes all responsibility for communication with the police, providing information such as the child’s full name, detailed physical description and where they were last seen. If an electronically transmittable photo of the missing child is available, the staff member shall furnish police with access to the photo via a telephone call to the Center Site Director or his/her designee.

The staff member responsible for communication with the police will consult with the police on the approach for the remaining children and staff (e.g., do they remain at the field trip site or do they go back to the Center and if so, when and by what method) and will then notify the Center Site Director of the plan. The staff member who has assumed communications responsibility with the police then remains with the police for the remainder of the search or until dismissed by the police to return to their ZCA.

**Following a missing child incident:**

The Center will follow notification procedures as outlined by State licensing regulation and will conduct an investigation with appropriate authorities to determine what course of action will be necessary to minimize the possibility of a child going missing in the future.

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## Attachment B



## SAFE SLEEP FOR INFANTS PROCEDURES

**In compliance with EEC regulation and in order to provide the best quality care, attention, and safety for all children and reduce the risk of SIDS (Sudden Infant Death Syndrome).**

- For Infants under 12 months, per EEC Safe Sleep policy, and as is required by Maryland State Regulation), "Programs serving infants **must place infants on their backs for sleeping**, unless the child's health care professional orders otherwise in writing."
- Each Infant naps in an individual crib with a firm, properly fitted mattress and a clean, fitted sheet with no potential for head entrapment areas. Car seats and other sitting devices are not allowed for sleep routine. Cribs meet CPSC and ASTM safety standards.
- Blankets, comforters, pillows, stuffed animals, wedges, positioners, bumper pads or other soft padded materials or toys may **not** be placed in the crib with the Infant.
- Sleep sacks are an acceptable alternative for blankets ensuring Infants' heads remain uncovered during sleep. Only sleeps sacks and pacifiers without anything attached to them (such as loveys, clips, etc.) are permitted in cribs.
- The program will not swaddle Infants after 8 weeks of age.
- Infants may not have bottles while in their crib.
- After being placed down for sleep on their backs, Infants may then assume any comfortable position they can roll into.

Please don't hesitate to contact us with further questions

## Attachment C

See Rate Sheet in Parent Handbook

# Amendment D

## Physical Activity Policy

### Guidelines for Infants

#### Birth through 24 months old

- Following the American Academy of Pediatrics recommendations and to encourage optimal motor development, this program will plan engaging activities for Tummy Time with all infants at least 2-3 times per day while the child is awake.
- Our staff will respond promptly to cues for frustration, boredom or fatigue.
- To promote lifelong physical activity, this program will provide planned daily physical activity that is safe, engaging and appropriate for each infant to safely support their physical development and health.
- All infants and children will be provided outdoor time daily. Children will go outside when the temperatures are above 15 degrees F (including wind chill factor) and below 90 degrees F. Outdoor times will be limited to 20-30 minutes when temperatures are between 16 to 32 degrees Fahrenheit.

To support infant development, swings, bouncy seats and other confining equipment (except high chairs, and strollers) will not be used in the infant classroom at any time.

### Guidelines for Toddlers

- At least 30 minutes of accumulated daily STRUCTURED (intentional caregiver/adult lead movement/activities) physical activity is provided daily.
- At least 60 minutes of daily unstructured physical outdoor activity is provided daily and toddlers will not be sedentary for more than 60 minutes at a time, except when sleeping.
- Toddlers are provided ample opportunities to develop movement skills that are the basis for future motor skillfulness and physical activity.
- Safe indoor and outdoor areas are available that meet or exceed recommended safety standards for performing large-muscle activities.
- Teachers and assistants understand the importance of physical activity and promote movement skills by providing opportunities for structured and unstructured physical activity and movement experiences.
- **Comfort Items:** If it will help your child feel more at home during the day, we welcome comfort items such as his/her favorite pacifier, doll, stuffed animal, books or items that contribute to our activities are always welcome. These items need to be small enough to fit within each child's individual cubby space. If you have any questions about what to bring please speak to your child's teacher.

## **Guidelines for Preschoolers**

- At least 60 minutes of accumulated daily STRUCTURED (intentional caregiver/adult lead movement/activities) physical activity is provided daily.
- At least 120 minutes of daily unstructured physical activity is provided daily.
- Preschoolers are encouraged to develop competence in fundamental motor skills that are the basis for future motor skills and physical activity.
- Safe indoor and outdoor areas are available that meet or exceed recommended safety standards for performing large-muscle activities.
- Teachers and assistants understand the importance of physical activity and promote movement skills by providing opportunities for structured and unstructured physical activity and movement experiences.

**Please see attached calendar**

**EARLY CLOSURES OBSERVED \* All ZCA Centers close at 4:00 p.m.**

**\* Tuition is charged for all Center closures, early closures and any vacation or sick time taken by families.**

**Zion's Christian Academy**  
1717 Broening Highway  
Office #: 410 631-4004 Fax#: 410 631-5604  
Natalie Thomas, Organizer and Director

**REMINDER: TEXTBOOK MONEY: DUE BY JULY 15<sup>TH</sup> \*EVERY YEAR\***

**TEXTBOOK MONEY DUE ON OR BEFORE JULY 15 - NOT LATER!**

**PRESCHOOL 2:**

1 COMPOSITION NOTEBOOK  
JUMBO PENCILS AND PENCIL BOX  
JUMBO CRAYONS  
BOX OF TISSUE  
2 FOLDERS WITH POCKETS

**TEXTBOOKS COST: \$ 80.00**

**PRESCHOOL 3-5:**

1 COMPOSITION NOTEBOOK  
JUMBO PENCILS AND PENCIL BOX  
JUMBO CRAYONS  
PRIMARY SCISSORS  
BOX OF TISSUE  
1 FOLDER WITH POCKETS

**TEXTBOOKS COST: \$ 130.00**

**KINDERGARTEN:**

1 COMPOSITION NOTEBOOK  
PACK OF GLUE  
JUMBO PENCILS AND PENCIL BOX  
JUMBO CRAYONS  
PRIMARY SCISSORS  
BOX OF TISSUE  
1 FOLDER WITH POCKETS

**TEXTBOOKS COST: \$ 300.00**

**1ST GRADE:**

2 COMPOSITION NOTEBOOK  
PACK OF GLUE  
JUMBO PENCILS AND PENCIL BOX  
CRAYONS; SCISSORS  
BOX OF TISSUE 1 FOLDER WITH POCKETS

**TEXTBOOKS COST: \$ 400.00**

**2ND GRADE:**

3 COMPOSITION NOTEBOOK  
PACK OF GLUE  
#2 PENCILS AND PENCIL BOX  
CRAYONS; SCISSORS 1 FOLDER WITH POCKETS  
BOX OF TISSUE \* RULER - MUST SHOW INCH ES AND CENTIMETERS

**TEXTBOOKS COST: \$ 420.00**

**3RD - 5th GRADES:**

2 COMPOSITION NOTEBOOK  
THE MIGHTY ZIP TAB 3 RING BINDER 3" CAPACITY CASE.IT-WALMART/WWW.CASE.IT.COM  
#2 PENCILS AND PENCIL BOX  
PACK OF INK PENS (BLUE OR BLACK AND RED)  
3 FOLDERS WITH POCKETS \*Merriam-Webster's Elementary Dictionary  
SCISSORS BOX OF TISSUE \* RULER - MUST SHOW INCH ES AND CENTIMETERS

**TEXTBOOKS COST: \$ 450.00**

**TEXTS BOOK MONEY DUE ON OR BEFORE JULY 15 - NOT LATER!**

**Students will need to replenish their supplies throughout the school year.**

**ZION'S CHRISTIAN ACADEMY**  
**AN ALL YEAR AROUND ELEMENTARY SCHOOL**  
1717 Broening Highway  
Baltimore, Md. 21224  
Office #: 410 631-4004 Fax#: 410 631-5604  
Natalie Thomas, B.S., Organizer and Director

To: \_\_\_\_\_  
Name of School (presently possessing records)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/County State Zip Code

In accordance with federal regulations regarding the privacy rights of parents and students as outlined in The Family Educational Privacy Act of 1974, the undersigned hereby consent to the release of all educational and health records for the student who is applying to Zion's Christian Academy.

**I authorize the release of the records below to:**

This information should be mailed or faxed to "Admissions": 410 631-5604  
*Zion's Christian Academy*  
1717 Broening Highway  
Baltimore, Maryland 21224

Student/Student's Name: \_\_\_\_\_

Grade Last Attended: \_\_\_\_\_ School Year Last Attended:  
\_\_\_\_\_

Grade Last Attended: \_\_\_\_\_ School Year Last Attended:  
\_\_\_\_\_

**Please send records indicated:**

- Health Forms
- Transcript of Grades
- Test Scores
- Medical Records
- Others \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date:  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Parent/Guardian Signature Date

# ZION'S CHRISTIAN ACADEMY

## Parent Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to Zion's Christian Academy to use the image of my child, \_\_\_\_\_, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Zion's Christian Academy website.

- Deny permission to use my child's image at all.
- Grant permission to use my child's image in the following ways (**mark all that apply**):
  - Limited usage: I want my child's image used within the Zion's Christian Academy setting only (not in the larger community).
  - Limited usage: I want my child's image used for educational materials only (not marketing). This could be either within Zion's Christian Academy or in the larger community. One example of this could be videos in parent education classes.
  - Limited usage: I want my child's image used on printed materials only (no digital or video use).
  - Unrestricted usage: I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Zion's Christian Academy for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Please make a copy of this form for your own records and mail or fax the original to:*

Mrs. Natalie Thomas, Director  
Zion's Christian Academy  
1717 Broening Highway  
Baltimore, Md. 21224  
Fax#: 410 631-5604

*If you have questions, contact Mrs. Thomas at 443 306-1242.*

## **LICENSURE:**

Zion's Christian Academy is licensed by the state of Maryland, Division of Child Care, Under the code of Maryland Regulations (Group Day Care Centers) known as COMAR 10.05.01. As required by state law, each center is inspected yearly and must meet all licensing requirements prior to renewing its license. The license must be posted in a conspicuous place in the center. COMAR 10.05.01.07.

## **RULE THAT APPLY TO YOU TOO.**



### **Uniforms:**

All the students of Zion's Christian Academy from ages 2 and up are required to wear their uniform everyday Monday thru Friday except July and August. Please, parents do not send your child to school out of uniform it causes unnecessary chatter among the students, **and it is against the school's policy. NO TENNIS SHOES.**

### **Hours of Operation:**

Zion's Christian Academy is open Monday through Friday from 7:00 a.m. to 12:00 a.m. However, classes begin at 9:00 a.m. and end at 4:00 p.m. for school aged children. No, child may be in the school past closing time unless the parents are in conference with the Director/Principal or staff.

### **School Closings:**

Zion's Christian Academy is closed on all the religious, federal, and state holidays listed in this handbook. Zion's Christian Academy officially closes for the school year the Fourth Friday in August. This week is used for staff training and the school is refurbished. The school re-opens the day after Labor Day.

**Tuition is not discounted for absences, sickness, vacations, holidays, snow closings, etc.** The last full week in August is due and payable in full that Monday.





## **Snow and Inclement Weather Policy**

PLEASE WATCH CHANNEL 2, 11, 13 OR 45 FOR SCHOOL CLOSINGS:

Zion's Christian Academy follows the Baltimore County Public School Systems' inclement weather/snow-closing policy sometime. Please listen to the radio or watch the news channel 2, 11, 45 or 13 for direction. If the school system opens late, Zion's Christian Academy will open late, realizing that parents are expected to report to work on time. Our primary concern is for the safety of you and your child (ren) and the staff, as you make your way to and from the school. **Tuition is not discounted for snow closings.**

Should the public schools close during the day due to severe weather, Zion's Christian Academy will close, you will be notified regarding early pick-up. Please cooperate by picking up your child (ren) as soon as possible, as our staff may have to go and pick-up their child (ren). **Please be sure emergency phone numbers are current and correct.**



## **Field Trips**

The classroom monthly calendar will always note 'Field-Trip Days' for your information. In addition to the permission slip for the trip. Parents are always welcome--and encouraged to participate.

For group safety and recognition, we require that all children wear the Zion's Christian Academy personalized tee-shirt on all field trips.

\*Tee-shirts may be purchased in the office. Adult sizes are also available.

Zion's Christian Academy will use an appropriate van or bus service for transportation.

**\*\*IMPORTANT\*\*** Parents must return the signed Permission Form provided by the school prior to each field trip. If a signed permission slip is not on file at the school for any field trip, the child will not be permitted to participate in the field trip. Alternate care is not provided for school-wide field trips. In such cases, you will be notified one day prior to the trip so arrangements for alternate care may be arranged. If a signed Permission Form is not on file and you are not available to sign one or to pick up your child, and no alternate care arrangements have been made, the school will contact the next person on your Emergency Contact Form to come and pick up your child for the period covering the field trip. Tuition will not be discounted for this period.

**\*\*As a Christian school, we do not allow evil-character clothing, skulls, toys, books, lunch boxes, or Halloween costumes, pictures, etc., of rock stars who promote drugs and immorality in their songs or lifestyles are not allowed in our school.**



### **Infant Diapers and Wipes:**

Parents are asked to provide a case of diapers per month and one case of wipes, to be pooled. And two complete changes of clothing. Please label the child's clothing, diaper bag and bottles, etc.

### **Diapers/Pull-ups and Toilet Training:**

Zion's Christian Academy accepts children who are not toilet trained or who are almost toilet trained. It is important that toilet training be a pleasant, good experience, non-stressful, experience for both the child and the parent. The parent must remember that the child will eventually use the toilet without fail. It has been proven that children under six occasionally wet the bed. Zion's Christian Academy requires parents of children who are training to provide the following:

1. One case of pull-ups per month. Unless there is an allergic condition, as noted by the child's physician, all pull-ups in the classroom are pooled for general use.
2. One case of wipes, to be pooled.
3. Two complete changes of clothing in case of accident while toilet training.

### **Clothing and Personal Belongings:**

Parents are responsible for dressing children appropriately for the season and the weather. Zion's Christian Academy will make sure all children are comfortably dressed at all times, and particularly, dressed warmly during cold weather.

All personal clothing must be clearly labeled to avoid loss. Staff cannot and will not be responsible for identifying bookbags, jewelry, coats, sweaters, and clothing that are not labeled. Children grow rapidly, and clothes provided at the time of enrollment may soon be outgrown. Please provide current size's as necessary.

## ZION'S CHRISTIAN ACADEMY

1717 Broening Highway

Baltimore, Maryland 21224

Office #: 410 631-4004 Fax #: 410 631-5604 Cell #: (443) 306-1242

Sis. Natalie Thomas, Director

www.zcacademy.com - \*Join us on Face Book\*

\*PLEASE DOWNLOAD ALL NEEDED HEALTH AND IMMUNIZATION FORMS FROM THE SCHOOL'S (ZCA'S) WEB SITE\*

### CALENDAR FOR THE YEAR \*MAY VARY\*

# School Calendar 2021-22

## September

6th Labor Day - Academy Closed

Mariner? Arena?

## 7th First Day of School

Holiday Closed

16 Parent Teacher Conference

16TH P.T.A. MEETING @ 6:30

DUE

17 FUNDRAISER JOE CORBIS/10 ITEMS?

## October

TICKETS \$ 10.00

15 Fall School Trip - Clarks Elioak Farm

Ticket and Bus \$ 25.00 ?

Distributed

## November

16 Parent Teacher Conference

25-26 Thanksgiving Holiday - Closed

6

30 Report/Progress Cards Distributed

December 16, @ 6:30 P.T.A. Meeting

21 Parent Teacher Conference

19 HOLIDAY CULTURAL CELEBRATION

21<sup>st</sup> WINTER FASHION SHOW

23 Holiday celebration exchange gifts

Academy Closed for Christmas and New Year's Holiday

25 thru January 2

Holiday

January HAPPY NEW YEAR'S - School Re-Opens

January 4

15th Dr. Martin L. King, Jr.'s Birthday

March Ticket & Bus \$ 25.00

Trip - Disney on Ice 1st

April 15-22 Spring Break/Easter

13 Parent Teacher Conference

May 1ST CAP&GOWN MONEY

\$75.00

17TH P.T.A. MEETING @ 6:30

18 SPRING FASHION SHOW -

31 Memorial Day Academy Closed

28-Report/Progress Cards

Friday, June 24th GRADUATION

27th-5th/Week Break~Re-open July

21 Parent Conference

July 4th Independence Day Closed

\*15th BOOK MONEY DUE 2022/23

August 29th- Closed-Staff Training

26 Report Cards Distributed

8-29 thru 9-7 School's Officially Over for  
Year - Closed Labor Day

September

NEW SCHOOL YEAR BEGINS

9-8-22

February Black History Month ?  
26<sup>th</sup> @ 6:00 p.m. Black History Month Program?  
30 Report/Progress Cards Distributed

- \* November 6 Standard Time
- \* **March 13 Daylight Saving Time**

PLEASE DO NOT SEND LUNCH  
\* Z.C.A. IS A PART OF THE FOOD PROGRAM

DISPLAY ON THE REFRIGERATOR



SCHOOL CLOSINGS FOR INCLEMENT CONDITIONS  
ZION FOLLOWS BALTIMORE COUNTY CLOSINGS.  
LISTEN TO THE LOCAL NEWS CHANNELS 2 or 13. FOR CLOSINGS.

Zion Christian Academy Provides Meals & Snacks

**Zion's Christian Academy**  
**1717 Broening Highway**  
**Baltimore, Maryland 21224**  
**Email zcacademy@aol.com**

**Discipline Policy:**  
**The Program Will Promote Social and Emotional Competency in children by:**

**Discipline Policy:**

**The Program Will Promote Social and Emotional Competency in children by:**

- **Setting Clear and Consistent Boundaries**

**Putting pictures up that will help children to understand and recognize the areas (Picture reading) which help them to recognize their limits.**

- **Redirect and Use Positive Words**
- **To Enhance Self-Control and Self-Direction**
- **To Provide Developmentally Appropriate Activities**
  - **Providing Direct Supervision**
  - **Promote Problem-Solving**
  - **Being A Positive Role Model**
  - **To Promote Reflection**

**Ex. A child pushes another child, the child that pushed should be talked to about how they would feel if someone would push them. Let that reflection be bestowed upon them.**

- **To give choices to children**

**Ex. Ask the children if they want to stay inside and play longer (15 extra minutes) or go outside and play for 10 minutes due to the cold weather.**

We model appropriate behavior to show the children when they make better choices everyone involved feels better about the choices they made. And when we use redirection, we usually direct them to another activity or involve the child or children into coming up with a better solution.

# **ZION'S CHRISTIAN ACADEMY**

**AN ALL YEAR AROUND ELEMENTARY SCHOOL**

**1717 Broening Highway  
Baltimore, Maryland 21224  
Office #: 410 631-4004 Fax #: 410 631-5604  
Cell #: (443) 306-1242  
Sis. Natalie Thomas, Director/Principal**

“Train up a child in the way he should go;  
and when he is old, he will not depart from  
it” Proverbs 22:6

\*Tuition is due regardless of absence: sickness, vacations, holidays, COV-19, etc. Initial: \_\_



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CUT AND RETURNED TO SCHOOL'S ADMINISTRATOR:

## **AGREEMENT**

I have read the information contained in Zion's Christian Academy Parent, Student Handbook. I am in complete agreement with the rules and regulations as stated.

Parent's Signature \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**ZION'S CHRISTIAN ACADEMY  
AN ALL YEAR AROUND ELEMENTARY SCHOOL**

\*Tuition is due regardless of absence: sickness, vacations, holidays, COV-19, etc. Initial: \_\_

# OBSERVATIONS

## AGES AND STAGES

- 1. Children aged birth- (3)36 months will be required to have two screenings per year.**
- 2. Children aged 37 months-kindergarten will be required to have one screening per year.**

**Zion's Christian Academy**  
**1717 Broening Highway**  
**Baltimore, Maryland 21224**  
**Email zcacademy@aol.com**

Dear Parents,

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 will need to have a developmental screening conducted.

Developmental screening is used to celebrate a child's achievement as well as refer them for support and services when there is an area of concern. Developmental screenings, along with regular physical exams, hearing tests and vision tests, are important ways to monitor a child's growth and development. 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- (3)36 months will be required to have two screenings per year.

Children aged 37 months-kindergarten 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 childcare program in the State.

The screening tool our program will use is called Ages and Stages and Early Learning Assessment.

Our screening process will begin on \_\_\_\_\_ if already enrolled or at time of enrollment \_\_\_\_\_.

Please contact us should you have any questions. Thank you.

Natalie Thomas, Director

Maryland Early Intervention/Education Referral and Feedback Form

Adapted from

The American Academy of Pediatrics Policy Statement: Role of the Medical Home in Family-Centered Early Intervention Services: Early Intervention Referral Form. Pediatrics 2007;120;1153-1158 Maryland Developmental Screening Project, RTTT-ELC Project 7, Final 5/14/15

Baltimore City Infants & Toddlers Program: (410) 396-1666 Fax: (410) 547-8292  
Child Find: (443) 984-1011 Fax: (410) 396-8930 Early Childhood MH  
Consultation: (410) 685-5150 x 226 Fax: (410) 685-2100

Baltimore County Infants & Toddlers Program: (410) 887-2169 Fax: (410) 339-3946  
Child Find: (410) 877-3017 Fax: (410) 339-3946 Early Childhood MH  
Consultation: (410) 828-7700 x 1204 Fax: (410) 828-1631  
49 Early Childhood MH Consultation: (410) 313-2273 Fax: (410) 313-1430

**ZION'S CHRISTIAN ACADEMY**

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Sis. Natalie Thomas, Director

**OBSERVATIONAL SUMMARY**  
**AGES & STAGES DEVELOPMENTAL SCREENING TOOL**  
**6 Weeks Through Ages 2-5 years old**

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB \_\_\_\_\_

Parent's Name: \_\_\_\_\_

For The Week Of:  
\_\_\_\_\_

Please document objectively on what you have observed about this child in the following areas of the development.

EMOTIONAL DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOCIAL DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHYSICAL DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COGNITIVE DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCLUDES: BUILDING WITH ALPHABET, NUMBERS, BLOCKS/SOFT BLOCKS, PUZZLES, AND SHAPES**

LANGUAGE DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCLUDES: SPOKEN WORDS AND SENTENCES**

FINE & GROSS MOTOR DEVELOPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCLUDES: MUSIC, RHYMING WORDS, RUNNING, AND JUMPING**

# **ZION'S CHRISTIAN ACADEMY**

**1717 Broening Highway Baltimore, Maryland 21224**

**Office #: 410 631-4004 Fax #: 410 631-5604 Cell #: (443) 306-1242**

## **No Screen Time Policy**

**Children under the age of two will have no screen time.**

**Children ages two and over will have no screen time.**

**Zion's Christian Academy understands that television and other electronics can get in the way of exploring, playing, and interacting with others, which is why we encourage learning and healthy physical and social development. Therefore, we will restrict screen time totally.**

**Sis. Natalie Thomas, B.S., Director**

# ENROLLMENT PACKAGE

**THE FOLLOWING FORMS MUST BE COMPLETED**

AND

RETURNED TO:

ZION'S CHRISTIAN ACADEMY  
BEFORE YOUR CHILD IS ENROLLED



# ADMISSION TO ZION'S CHRISTIAN ACADEMY

## Enrollment Policies and Procedures

Admission into Zion's Christian Academy is determined based on a number of factors:

1. When the application is received,
2. The number of children on the waiting list
3. Available space in classroom requested.
4. Health inventory, immunizations, lead form and emergency forms are up to date
5. Parent(s) understand that ZCA, is an all year around elementary school that incorporates summer activities during July and August. **\*Tuition is still due regardless of absence, vacations, sickness, holidays, COV-19, etc.**

Siblings of children enrolled are given priority on the waiting list. Enrollment is finalized after the following conditions are met.

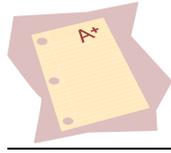
1. A \$ 50.00 non-refundable registration and \$ 50.00 application fee are paid.

For children already enrolled (next year), an annual \$ 50.00 non-refundable registration fee is required by June 1st for the following School year. If the registration fee is paid after June 1st the cost for registration will be \$ 60.00 (TUITION \$180.00 WEEKLY – DUE REGARDLESS OF ABSENCE, SICKNESS, VACATION, ETC.).BEFORE/AFTERCARE \$ 70.00 WEEKLY. These fees are used for administrative processing, re-enrollment, and administrative cost for student file maintenance during the annual licensing process. It is not to be considered a “deposit” for the fall and does not allow for any summer schedule changes. Changes in schedule must follow the procedure indicated in the Enrollment Contract.

2. All forms in the Enrollment Packet have been completed and returned to the school:

- A. Enrollment Agreement with Deposit Acknowledgement -- to be signed by parents.
- B. Child Health Inventory & Lead form--to be signed by physician and parent.
- C. Immunization Record--to be completed and signed and stamped by physician.
- D. Two Emergency Information Cards/Form--to be completed by parent.
- E. Pick-up Release Form--to be completed by parent.
- F. Authorization to Treat a Minor Form--to be signed by parents and notarized.
- G. Developmental History Form--to be completed by parent.





## Enrollment Policies and Procedures

3. A deposit is made representing one-half (1/2) the monthly full-time tuition. A space is not held without a deposit. The deposit guarantees your child's space in the appropriate classroom when it becomes available. Once Zion's Christian Academy notifies you that space is available, enrollment must commence within 30 days. This enrollment deposit will serve as security for the performance of your obligations under the Enrollment Agreement, including non-payment of tuition, late fees, damages, or other chargers.

If you terminate your Enrollment Agreement with one month's written notice, given prior to the first day of the last full month during which your child is enrolled, your enrollment deposit will be credited to your last month's written notice of termination of enrollment, or if you fail to begin your enrollment, your enrollment deposit will be forfeited in full.

4. All required forms are completed and on file prior to the child's starting date. A child may not enter the program if the forms listed in Item 2 above are not available.

If a space is available immediately in the appropriate classroom, the parent may fulfill all the above requirements as soon as possible--even the same day if necessary. A child may be placed on the waiting list upon payment of \$50.00 non-refundable registration fee. Parents of children on the waiting list will be notified of an available space based on their priority on the waiting list. Once notified of an available space, they must commence enrollment within 30 days and pay the \$ 50.00 application fee and the first month's tuition.

### **Graduation:**

All students in K-4, K5 AND 5th grade will participate in the graduation exercises to beheld on the 4th Friday of June, at 10:00 a.m... Parents are asked to purchase caps and gowns May 1st, giving enough time for the school to place the order and for delivery. The cost for each student is \$ 75.00. Please, give your child's cap and gown money to either the teacher or Sis. Thomas.



**\*REMEMBER ZION'S CHRISTIAN ACADEMY IS AN ALL YEAR  
AROUND ELEMENTARY SCHOOL\***

**Zion's Christian Academy**  
1717 Broening Highway  
Baltimore, Md. 21224  
Office #: 410 631-4004 Fax#: 410 631-5604  
Natalie Thomas, B.S., Organizer and Director

**Parent Agreement For:** \_\_\_\_\_  
Child's Name

“For two to work together in unity there must be an agreement”  
The School and The Parent(s) must work together in Partnership.

**It has been proven that when the school and the homework together in UNITY, student achievement and the student cooperation are greater.**

**To maximize your child's achievements and for the school to operate successfully, we have established a school and parent agreement.**

**Our school and our parents are to be united by our common faith, by abiding by the teachings of the Bible and by common goals.**

**The school agrees to provide instructions and activities which will aid in the development of the whole child spiritually, academically, socially, racially, and physically.**

As a parent, I agree to:

1. Take my child consistently to worship services where the Bible is taught.
2. Pray with my child daily.
3. Provide a consistent time and place at home for my child to study and complete assignments.
4. Sit down and eat a meal with my child daily.
5. Send my child on all trips.
6. Send my child to school in the school's dress code from September to June and:
  - a. **Agree that my child will NOT be admitted if out of dress code, or**
  - b. **If admitted, my child will be sent to the office, and I will be notified.**
7. Follow arrival and dismissal procedures.
8. Make the school aware of any pertinent issues that I may have and work cooperatively with the school to resolve the issues.
  
9. Accept my child's dismissal from the school if:
  - a. **My child is consistently disruptive, uncooperative, or overly aggressive**
  - b. **I refuse to cooperate with the teachers and school policies.**
  
10. Pay all tuition, book, and activity fees on time. (INCLUDES ABSENCES, ILLNESS AND VACATIONS)
11. Support the school's fundraising activities.
12. Post COVID-19, I volunteer time to support the school at least 2 hours a month.
13. Label all my child's belongings including lunch box/bags.
14. I AGREE TO REPLACE OR PAY FOR ANYTHING MY CHILD DESTROYS.

**I Agree to Adhere to this Parent Agreement.**

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**\*Tuition is due regardless of absence: sickness, vacations, holidays, COV-19, etc. Initial: \_\_**

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## **ZION'S CHRISTIAN ACADEMY**

1717 Broening Highway \* Baltimore, Maryland 21224  
Office #: 410 631-4004 Fax #: 410 631-5604 Cell #: (443) 306-1242  
Sis. Natalie Thomas, Director

### **Field Trip Guidelines**

1. Preparation. Prepare ahead for the field trip. Discuss with your child things to observe, questions to ask, how to dress, appropriate behavior, etc.
2. Permission Slips. Sign and return the permission slip on time and turn in any money involved ahead of time. Use the form provided in the newsletter if applicable. Do not show up for a field trip without making a reservation.
3. Cancellation. If you make a reservation for a field trip and then discover that you cannot attend, contact the coordinator immediately. If you cancel after the reservation cut-off date, you will still be responsible to pay any fees for the field trip. (Sometimes it is impossible to get the money back once it has been paid. You may want to find someone to take your place if possible.)
4. Punctuality. Be at least 30 minutes early for every field trip.
5. Appearance. Dress needs to be at least as nice as you would wear to school.
6. Age appropriateness. Only bring children who are the appropriate age for the field trip. We will specify age requirements.
7. Parental Involvement. Parents should stay with their own children whenever possible, unless arrangements are made for another parent to supervise your children. This is not the time for parents to visit with each other. Remember that we should strive to appear as "Professional teachers" in such public settings giving utmost attention to our "students".
8. Student behavior. All children must behave in a courteous and controlled manner, able to follow directions, walk in a single-file line, remain silent for short times, and raise their hands to ask or answer questions. Each participating student and adult are expected to respect and follow the leader's directions. If a child or parent becomes disruptive or behaves in a manner which degrades the Christian witness of the group, the offending family will be talked to and asked to make an effort to get the situation in control by the group organizer.
9. Liability. Parents are responsible for the supervision of their own children to ensure safety and avoid accidents.
10. Gratitude. Children and parents should express thankfulness for leaders, tour guides, etc., before and after the field trip. Thank you notes and small tokens of appreciation are always appropriate.

REQUIRED BY MSDE

**HEALTH INVENTORY FORMS**

**MUST BE COMPLETED BY:**

**PARENT/GUARDIAN AND**

**PHYSICIAN**

MUST BE SUBMITTED TO THE CENTER BEFORE ENROLLMENT IS COMPLETE



# HEALTH INVENTORY

## Information and Instructions for Parents/Guardians

### **REQUIRED INFORMATION**

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered or approved child care or nursery school:

- **A physical examination** by a physician or certified nurse practitioner completed no more than twelve months prior to attending child care. A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02 and 13A.17.03.02).
- **Evidence of immunizations.** A Maryland Immunization Certification form for newly enrolling children may be obtained from the local health department or from school personnel. The immunization certification form (DHMH 896) or a printed or a computer generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at: [http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland\\_immunization\\_certification\\_form\\_dhmh\\_896\\_-\\_february\\_2014.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland_immunization_certification_form_dhmh_896_-_february_2014.pdf)
- **Evidence of Blood-Lead Testing for children living in designated at risk areas.** The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at: [http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmh\\_4620\\_bloodleadtestingcertificate\\_2016.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/dhmh_4620_bloodleadtestingcertificate_2016.pdf)

### **EXEMPTIONS**

Exemptions from a physical examination, immunizations and Blood-Lead testing are permitted if the family has an objection based on their religious beliefs and practices. The Blood-Lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care provider or child care personnel who have a legitimate care responsibility for your child.

### **INSTRUCTIONS**

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered during child care hours, you must have the physician complete a Medication Authorization Form (OCC 1216) for each medication. The Medication Authorization Form can be obtained at <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ1216-medicationadministrationauthorization.pdf>

If you do not have access to a physician or nurse practitioner or if your child requires an individualized health care plan, contact your local Health Department.

**PART I - HEALTH ASSESSMENT**

To be completed by parent or guardian

Child's Name: _____		Birth date: _____		Sex M <input type="checkbox"/> F <input type="checkbox"/>	
Last		First		Middle	
Address: _____		Mo / Day / Yr			
Number		Street		Apt#	
City		State		Zip	
Parent/Guardian Name(s)		Relationship		Phone Number(s)	
		W: _____		C: _____	
		W: _____		C: _____	
Your Child's Routine Medical Care Provider		Your Child's Routine Dental Care Provider		Last Time Child Seen for Physical Exam:	
Name: _____		Name: _____		Dental Care:	
Address: _____		Address: _____		Any Specialist:	
Phone # _____		Phone _____			
<b>ASSESSMENT OF CHILD'S HEALTH</b> - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.					
	Yes	No	Comments (required for any Yes answer)		
Allergies (Food, Insects, Drugs, Latex, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
Allergies (Seasonal)	<input type="checkbox"/>	<input type="checkbox"/>			
Asthma or Breathing	<input type="checkbox"/>	<input type="checkbox"/>			
Behavioral or Emotional	<input type="checkbox"/>	<input type="checkbox"/>			
Birth Defect(s)	<input type="checkbox"/>	<input type="checkbox"/>			
Bladder	<input type="checkbox"/>	<input type="checkbox"/>			
Bleeding	<input type="checkbox"/>	<input type="checkbox"/>			
Bowels	<input type="checkbox"/>	<input type="checkbox"/>			
Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>			
Coughing	<input type="checkbox"/>	<input type="checkbox"/>			
Communication	<input type="checkbox"/>	<input type="checkbox"/>			
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>			
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>			
Ears or Deafness	<input type="checkbox"/>	<input type="checkbox"/>			
Eyes or Vision	<input type="checkbox"/>	<input type="checkbox"/>			
Feeding	<input type="checkbox"/>	<input type="checkbox"/>			
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>			
Heart	<input type="checkbox"/>	<input type="checkbox"/>			
Hospitalization (When, Where)	<input type="checkbox"/>	<input type="checkbox"/>			
Lead Poison/Exposure complete DHMH4620	<input type="checkbox"/>	<input type="checkbox"/>			
Life Threatening Allergic Reactions	<input type="checkbox"/>	<input type="checkbox"/>			
Limits on Physical Activity	<input type="checkbox"/>	<input type="checkbox"/>			
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>			
Mobility-Assistive Devices if any	<input type="checkbox"/>	<input type="checkbox"/>			
Prematurity	<input type="checkbox"/>	<input type="checkbox"/>			
Seizures	<input type="checkbox"/>	<input type="checkbox"/>			
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>			
Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>			
Surgery	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
Does your child take medication (prescription or non-prescription) at any time? and/or for ongoing health condition?					
<input type="checkbox"/> No <input type="checkbox"/> Yes, name(s) of medication(s): _____					
Does your child receive any special treatments? (Nebulizer, EPI Pen, Insulin, Counseling etc.)					
<input type="checkbox"/> No <input type="checkbox"/> Yes, type of treatment: _____					
Does your child require any special procedures? (Urinary Catheterization, G-Tube feeding, Transfer, etc.)					
<input type="checkbox"/> No <input type="checkbox"/> Yes, what procedure(s): _____					
I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.					
I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.					
Signature of Parent/Guardian _____				Date _____	

**PART II - CHILD HEALTH ASSESSMENT**  
To be completed **ONLY** by Physician/Nurse Practitioner

<b>Child's Name:</b>	<b>Birth Date:</b>	<b>Sex</b>
Last                      First                      Middle	Month / Day / Year	M <input type="checkbox"/> F <input type="checkbox"/>

1. Does the child named above have a diagnosed medical condition?  
 No     Yes, describe: \_\_\_\_\_

2. Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card.  
 No     Yes, describe: \_\_\_\_\_

3. PE Findings

Health Area	WNL	ABNL	Not Evaluated	Health Area	WNL	ABNL	Not Evaluated
Attention Deficit/Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead Exposure/Elevated Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior/Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowel/Bladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal/orthopedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac/murmur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical Illness/Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Psychosocial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunodeficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: (Please explain any abnormal findings.)  
 \_\_\_\_\_  
 \_\_\_\_\_

4. **RECORD OF IMMUNIZATIONS** – DHMH 896/ or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider or a computer generated immunization record must be provided. (This form may be obtained from: [http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland\\_immunization\\_certification\\_form\\_dhmh\\_896\\_-\\_february\\_2014.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/maryland_immunization_certification_form_dhmh_896_-_february_2014.pdf))

**RELIGIOUS OBJECTION:**  
 I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any immunizations being given to my child. This exemption does not apply during an emergency or epidemic of disease.  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Is the child on medication?  
 No     Yes, indicate medication and diagnosis:  
**(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).**

6. Should there be any restriction of physical activity in child care?  
 No     Yes, specify nature and duration of restriction: \_\_\_\_\_

7. Test/Measurement	Results	Date Taken
Tuberculin Test		
Blood Pressure		
Height		
Weight		
BMI %tile		
Lead Test Indicated: DHMH 4620 <input type="checkbox"/> Yes <input type="checkbox"/> No	Test #1                      Test#2	Test # 1                      Test #2

\_\_\_\_\_ has had a complete physical examination and any concerns have been noted above.  
 (Child's Name)

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Physician/Nurse Practitioner (Type or Print):	Phone Number:	Physician/Nurse Practitioner Signature:	Date:

**MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE BLOOD LEAD TESTING CERTIFICATE**

**Instructions:** Use this form when enrolling a child in child care, pre-kindergarten, kindergarten or first grade. **BOX A** is to be completed by the parent or guardian. **BOX B**, also completed by parent/guardian, is for a child born before January 1, 2015 who does not need a lead test (children must meet all conditions in Box B). **BOX C** should be completed by the health care provider for any child born on or after January 1, 2015, and any child born before January 1, 2015 who does not meet all the conditions in Box B. **BOX D** is for children who are not tested due to religious objection (must be completed by health care provider).

**BOX A-Parent/Guardian Completes for Child Enrolling in Child Care, Pre-Kindergarten, Kindergarten, or First Grade**

CHILD'S NAME \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 LAST FIRST MIDDLE  
 CHILD'S ADDRESS \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 STREET ADDRESS (with Apartment Number) CITY STATE ZIP  
 SEX:  Male  Female BIRTHDATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PHONE \_\_\_\_\_  
 PARENT OR GUARDIAN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 LAST FIRST MIDDLE

**BOX B – For a Child Who Does Not Need a Lead Test (Complete and sign if child is NOT enrolled in Medicaid AND the answer to EVERY question below is NO):**

Was this child born on or after January 1, 2015?  YES  NO  
 Has this child ever lived in one of the areas listed on the back of this form?  YES  NO  
 Does this child have any known risks for lead exposure (see questions on reverse of form, and talk with your child's health care provider if you are unsure)?  YES  NO

**If all answers are NO, sign below and return this form to the child care provider or school.**

Parent or Guardian Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If the answer to ANY of these questions is YES, OR if the child is enrolled in Medicaid, do not sign Box B. Instead, have health care provider complete Box C or Box D.**

**BOX C – Documentation and Certification of Lead Test Results by Health Care Provider**

Test Date	Type (V=venous, C=capillary)	Result (mcg/dL)	Comments

Comments:

Person completing form:  Health Care Provider/Designee OR  School Health Professional/Designee

Provider Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_

**BOX D – Bona Fide Religious Beliefs**

I am the parent/guardian of the child identified in Box A, above. Because of my bona fide religious beliefs and practices, I object to any blood lead testing of my child.

Parent or Guardian Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This part of BOX D must be completed by child's health care provider:** Lead risk poisoning risk assessment questionnaire done:  YES  NO

Provider Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_

**HOW TO USE THIS FORM**

The documented tests should be the blood lead tests at 12 months and 24 months of age. Two test dates and results are required if the first test was done prior to 24 months of age. If the first test is done after 24 months of age, one test date with result is required. The child's primary health care provider may record the test dates and results directly on this form and certify them by signing or stamping the signature section. A school health professional or designee may transcribe onto this form and certify test dates from any other record that has the authentication of a medical provider, health department, or school. All forms are kept on file with the child's school health record.

**At Risk Areas by ZIP Code from the 2004 Targeting Plan (for children born BEFORE January 1, 2015)**

<u>Allegany</u>	<u>Baltimore Co. (Continued)</u>	<u>Carroll</u>	<u>Frederick (Continued)</u>	<u>Kent</u>	<u>Prince George's (Continued)</u>	<u>Queen Anne's (Continued)</u>
ALL	21212	21155	21776	21610	20737	21640
	21215	21757	21778	21620	20738	21644
<u>Anne Arundel</u>	21219	21776	21780	21645	20740	21649
20711	21220	21787	21783	21650	20741	21651
20714	21221	21791	21787	21651	20742	21657
20764	21222		21791	21661	20743	21668
20779	21224	<u>Cecil</u>	21798	21667	20746	21670
21060	21227	21913			20748	
21061	21228		<u>Garrett</u>	<u>Montgomery</u>	20752	<u>Somerset</u>
21225	21229	<u>Charles</u>	ALL	20783	20770	ALL
21226	21234	20640		20787	20781	
21402	21236	20658	<u>Harford</u>	20812	20782	<u>St. Mary's</u>
	21237	20662	21001	20815	20783	20606
<u>Baltimore Co.</u>	21239		21010	20816	20784	20626
21027	21244	<u>Dorchester</u>	21034	20818	20785	20628
21052	21250	ALL	21040	20838	20787	20674
21071	21251		21078	20842	20788	20687
21082	21282	<u>Frederick</u>	21082	20868	20790	
21085	21286	20842	21085	20877	20791	<u>Talbot</u>
21093		21701	21130	20901	20792	21612
21111	<u>Baltimore City</u>	21703	21111	20910	20799	21654
21133	ALL	21704	21160	20912	20912	21657
21155		21716	21161	20913	20913	21665
21161	<u>Calvert</u>	21718				21671
21204	20615	21719	<u>Howard</u>	<u>Prince George's</u>	<u>Queen Anne's</u>	21673
21206	20714	21727	20763	20703	21607	21676
21207		21757		20710	21617	
21208	<u>Caroline</u>	21758		20712	21620	<u>Washington</u>
21209	ALL	21762		20722	21623	ALL
21210		21769		20731	21628	
						<u>Wicomico</u>
						ALL
						<u>Worcester</u>
						ALL

**Lead Risk Assessment Questionnaire Screening Questions:**

1. Lives in or regularly visits a house/building built before 1978 with peeling or chipping paint, recent/ongoing renovation or remodeling?
2. Ever lived outside the United States or recently arrived from a foreign country?
3. Sibling, housemate/playmate being followed or treated for lead poisoning?
4. If born before 1/1/2015, lives in a 2004 "at risk" zip code?
5. Frequently puts things in his/her mouth such as toys, jewelry, or keys, eats non-food items (pica)?
6. Contact with an adult whose job or hobby involves exposure to lead?
7. Lives near an active lead smelter, battery recycling plant, other lead-related industry, or road where soil and dust may be contaminated with lead?
8. Uses products from other countries such as health remedies, spices, or food, or store or serve food in leaded crystal, pottery or pewter.

**MARYLAND DEPARTMENT OF HEALTH IMMUNIZATION CERTIFICATE**

CHILD'S NAME \_\_\_\_\_  
 LAST FIRST MI  
 SEX: MALE  FEMALE  BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 COUNTY \_\_\_\_\_ SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_  
 PARENT NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
 OR  
 GUARDIAN ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**RECORD OF IMMUNIZATIONS (See Notes On Other Side)**

Dose #	Vaccines Type									Dose #	Hep A Mo/Day/Yr	MMR Mo/Day/Yr	Varicella Mo/Day/Yr	History of Varicella Disease Mo/Yr
	DTP-DT <sub>a</sub> P-DT Mo/Day/Yr	Polio Mo/Day/Yr	Hib Mo/Day/Yr	Hep B Mo/Day/Yr	PCV Mo/Day/Yr	Rotavirus Mo/Day/Yr	MCV Mo/Day/Yr	HPV Mo/Day/Yr	Td Mo/Day/Yr					
1										1				
2										2				
3														
4														
5														

To the best of my knowledge, the vaccines listed above were administered as indicated.

Clinic / Office Name  
Office Address/ Phone Number

- Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Medical provider, local health department official, school official, or child care provider only)
- Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Lines 2 and 3 are for certification of vaccines given after the initial signature.

**COMPLETE THE APPROPRIATE SECTION BELOW IF THE CHILD IS EXEMPT FROM VACCINATION ON MEDICAL OR RELIGIOUS GROUNDS. ANY VACCINATION(S) THAT HAVE BEEN RECEIVED SHOULD BE ENTERED ABOVE.**

**MEDICAL CONTRAINDICATION:**

**Please check the appropriate box to describe the medical contraindication.**

This is a:  Permanent condition OR  Temporary condition until \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date

The above child has a valid medical contraindication to being vaccinated at this time. Please indicate which vaccine(s) and the reason for the contraindication, \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
 Medical Provider / LHD Official

**RELIGIOUS OBJECTION:**

I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any vaccine(s) being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## How To Use This Form

The medical provider that gave the vaccinations may record the dates (using month/day/year) directly on this form (check marks are not acceptable) and certify them by signing the signature section. Combination vaccines should be listed individually, by each component of the vaccine. A different medical provider, local health department official, school official, or child care provider may transcribe onto this form and certify vaccination dates from any other record which has the authentication of a medical provider, health department, school, or child care service.

**Only a medical provider, local health department official, school official, or child care provider may sign 'Record of Immunization' section of this form. This form may not be altered, changed, or modified in any way.**

### Notes:

1. When immunization records have been lost or destroyed, vaccination dates may be reconstructed for all vaccines except **varicella, measles, mumps, or rubella**.
2. Reconstructed dates for all vaccines must be reviewed and approved by a medical provider or local health department no later than 20 calendar days following the date the student was temporarily admitted or retained.
3. Blood test results are NOT acceptable evidence of immunity against diphtheria, tetanus, or pertussis (DTP/DTaP/Tdap/DT/Td).
4. Blood test verification of immunity is acceptable in lieu of polio, measles, mumps, rubella, hepatitis B, or varicella vaccination dates, but **revaccination may be more expedient**.
5. History of disease is NOT acceptable in lieu of any of the required immunizations, except varicella.

## Immunization Requirements

The following excerpt from the MDH Code of Maryland Regulations (COMAR) 10.06.04.03 applies to schools:

“A preschool or school principal or other person in charge of a preschool or school, public or private, may not knowingly admit a student to or retain a student in a:

- (1) Preschool program unless the student's parent or guardian has furnished evidence of age appropriate immunity against Haemophilus influenzae, type b, and pneumococcal disease;
- (2) Preschool program or kindergarten through the second grade of school unless the student's parent or guardian has furnished evidence of age-appropriate immunity against pertussis; and
- (3) Preschool program or kindergarten through the 12th grade unless the student's parent or guardian has furnished evidence of age-appropriate immunity against: (a) Tetanus; (b) Diphtheria; (c) Poliomyelitis; (d) Measles (rubeola); (e) Mumps; (f) Rubella; (g) Hepatitis B; (h) Varicella; (i) Meningitis; and (j) Tetanus-diphtheria-acellular pertussis acquired through a Tetanus-diphtheria-acellular pertussis (Tdap) vaccine.”

Please refer to the “**Minimum Vaccine Requirements for Children Enrolled in Pre-school Programs and in Schools**” to determine age-appropriate immunity for preschool through grade 12 enrollees. The minimum vaccine requirements and MDH COMAR 10.06.04.03 are available at [www.health.maryland.gov](http://www.health.maryland.gov). (Choose Immunization in the A-Z Index)

Age-appropriate immunization requirements for licensed childcare centers and family day care homes are based on the Department of Human Resources COMAR 13A.15.03.02 and COMAR 13A.16.03.04 G & H and the “**Age-Appropriate Immunizations Requirements for Children Enrolled in Child Care Programs**” guideline chart are available at [www.health.maryland.gov](http://www.health.maryland.gov). (Choose Immunization in the A-Z Index)

**PLEASE COMPLETE THE  
FOLLOWING FORMS**

**IF:**

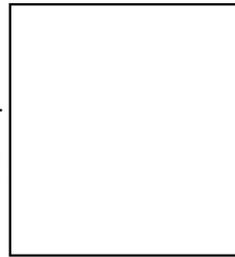
**THE CENTER IS REQUIRED TO  
ADMINISTER MEDICATION**

MARYLAND STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD CARE  
MEDICATION ADMINISTRATION AUTHORIZATION FORM

Child Care Program: \_\_\_\_\_

This form must be completed fully in order for child care providers and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12 month period, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- Parent/Guardian must bring the medication to the facility.
- Must pick up the medication at the end of authorized period, otherwise it will be discarded.



Child's Picture (Optional)

**PRESCRIBER'S AUTHORIZATION**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Condition for which medication is being administered: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_

Time/frequency of administration: \_\_\_\_\_ If PRN, frequency: \_\_\_\_\_  
(PRN=as needed)

If PRN, for what symptoms: \_\_\_\_\_

Possible side effects & special instructions: \_\_\_\_\_

Medication shall be administered from: \_\_\_\_\_ to \_\_\_\_\_

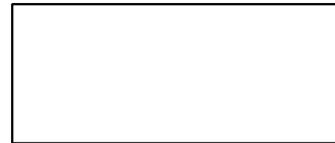
Known Food or Drug: Allergies? Yes No If Yes, please explain \_\_\_\_\_  
Month / Day / Year Month / Day / Year (not to exceed 1 year)

Prescriber's Name/Title: \_\_\_\_\_  
(Type or print)

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Original signature or signature stamp ONLY)



This space may be used for the Prescriber's Address Stamp

**PARENT/GUARDIAN AUTHORIZATION**

I/We request authorized child care provider/staff to administer the medication as prescribed by the above prescriber. I attest that I have administered at least one dose of the medication to my child without adverse effects. I/We certify that I/we have legal authority, understand the risk and consent to medical treatment for the child named above, including the administration of medication. I agree to review special instruction and demonstrate medication administration procedure to the child care provider.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL**  
(Only school-aged children may be authorized to self carry/self administer medication.)

Self carry/self administration of **emergency** medication noted above may be authorized by the prescriber.

Prescriber's authorization: \_\_\_\_\_  
Signature Date

Parental approval: \_\_\_\_\_  
Signature Date

**FACILITY RECEIPT AND REVIEW**

Medication was received from: \_\_\_\_\_ Date: \_\_\_\_\_

Special Health Care Plan Received:  YES  NO

Medication was received by: \_\_\_\_\_  
Signature of Person Receiving Medication and Reviewing the Form Date



MARYLAND STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD CARE  
Seizure Medication Administration Authorization Form

Name of Child Care Facility \_\_\_\_\_

This form authorizes emergency seizure care for \_\_\_\_\_  M  F  
(Child's Name) (Date of Birth)

while attending the above named child care facility during child care hours. This form must be completed by the child's physician and signed by both physician and parent.

Treating Physician \_\_\_\_\_ Phone# \_\_\_\_\_ # After Hours \_\_\_\_\_

Significant Medical History: \_\_\_\_\_

**Seizure Care Information**

Seizure Type	Length	Frequency	Description

Seizure Triggers or Warning Signs: \_\_\_\_\_

**Seizure Emergency Protocol (Check all that apply and clarify below)**

Call 911 for transport to \_\_\_\_\_  Notify parent or emergency contact

Notify treating physician \_\_\_\_\_  Other \_\_\_\_\_

Administer emergency medications as indicated below:

Emergency Medication	Dosage	Time	Route/method	Side Effects	Special Instructions

Does child need to leave the classroom after a seizure?  Yes  No If YES, describe process for returning the child to the classroom. \_\_\_\_\_

Special Considerations and Precautions (regarding activities, sports, trips, etc.) \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Information & Authorization:** Medications must be in the original container and labeled with the child's name, name of medication, directions for medication's administration, and date of the prescription. I request that medication be administered to my child as described and directed above and attest that I have administered at least one dose of the medication to my child without adverse effects. I agree to review special instruction and demonstrate the medication administration procedure to the child care provider. I understand the risk and authorize for administration of emergency seizure medication to my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ZION'S CHRISTIAN ACADEMY

# CURRICULUM





# Welcome to Transitional Kindergarten

Transitional Kindergarten is a school grade that serves as a bridge between preschool and kindergarten, functioning to provide the opportunity for students to further develop and prepare fundamental skills needed for success in school in an age - and developmentally appropriate setting during special summer.

Zion Christian Academy Provides Meals & Snacks



## Overview For KINDERGARTEN

With the **K5 Student Kit**, your student will be given the foundation for a lifelong love of reading and learning! The quick success that your kindergartner gains by learning to read phonetically makes reading so much fun! He will soon become an independent reader with stories that keep their interest. The kit includes all of the student's essential materials—a total of 20 items. Your student will be ready for first grade!

### Features

**Phonics**—Your student will enjoy carefully sequenced activities that will teach him his vowels, consonants, blends, one- and two-vowel words, and special sounds. *Abeka* phonics has produced thousands of successful readers for more than half a century!

**Reading**—Building on this foundation of phonics, by end of first semester your student will actually be reading little readers!

**Cursive writing**—The continuous flow of cursive writing is much more natural for little ones than the starts and stops of manuscript writing. Research shows that learning cursive writing improves a child's hand-eye coordination, motor skills, and other brain and memory functions, including increased focus and prolonged attention. Prepare to be amazed with your student's beautiful writing skills as he learns good technique from the beginning.

**Numbers**—Your student will memorize addition facts up through the number 10 and will be able to identify what numbers come before and after any number from 1 to 100. He will also begin to learn about subtraction, complete one-step story problems with addition, and recognize the largest and smallest numbers from a set of numbers.

**Development Skills**—The coloring pages, mazes, directed-art pages, and other activities in *Think and Learn K5* will aid your kindergartner in the development of writing readiness, hand-eye coordination, visual perception, listening and thinking skills, and good character.

# Overview 1<sup>st</sup> Grade

By the end of first grade, your students will have made amazing leaps in learning! They will be able to recognize and use all the phonic sounds—including 132 special sounds—needed to phonetically read words! Kit includes all of the student books needed for the grade 1 subjects— The textbooks for 1<sup>st</sup> grade will provide your first graders a strong foundation in knowledge and learning habits from a Christian perspective.

Your child will be a spelling whiz in no time! This colorful book contains 30 carefully selected phonics-based word lists. Creative spelling exercises such as matching, fill in the blank, and circle the rhyming word strengthen your child's ability to memorize and spell the words correctly.

## Product Features

- New spelling words are reinforced with three or four creative word exercises for each spelling list. Various activities from alphabetizing the words to solving word puzzles and riddles make learning fun!
- An information box above each spelling list emphasizes a phonics rule or special sound. Concepts taught in reading are reinforced in spelling!
- Answer lines corresponding to the *Writing with Phonics 1* tablet encourage your child to write with neat penmanship whether he is writing his name or his spelling words.
- Several spelling lists have advanced/sight words marked in green. Though these important words may not follow a specific phonics rule, learning to spell them strengthen your child's reading skills!
- Includes 3 review lists for important reinforcement of learning.
- Christina Rossetti's "Boats Sail on the Rivers" and 7 other age-appropriate poems to memorize develop a love for poetry and strengthen memory skills.
- The back section of the book entitled "Homework," features each spelling list and a detachable portion with blanks to copy the corresponding spelling words. Great for review purposes, the homework features each word in cursive and in print for recognition of both styles of writing.

Arithmetic testing becomes fun as your child counts the colorful animals or shows his understanding of number concepts through imaginative exercises in the 32 weekly tests. Simple word problems show your child the practical application of learning arithmetic and begin building his thinking skills. Dictated oral combinations build his listening skills. Also included in the test book are 126 speed drills (four per week) that encourage him to build his speed in adding and subtracting. The score sheet on the flip side of the week's speed drills features a coloring page that your first grader will look forward to each week. The tests correlate with the *Arithmetic 1 Work-text*, 2nd ed., and the *Homeschool Arithmetic 1 Curriculum Lesson Plans*. Answers and instructions are sold separately in the *Arithmetic 1 Test and Speed Drill Key*.

Guide your child through his first-grade arithmetic lessons with this 352-page Teacher Edition of *Arithmetic 1*, 2nd ed. Featured on each page is the lesson number, a reduced-size image of the arithmetic sheets your child will be using with answers, a summary of the skills to be covered in the lesson, and a list of any other teaching materials used in that lesson. This spiral-bound book will make teaching easier for you as you help your child in learning arithmetic skills such as counting, writing and reading numbers, place value, addition and subtraction, money, graphs, measurement, time, temperature, and fractions.

# Overview 2<sup>nd</sup> Grade

Second graders are now used to school and are ready to learn even more! Give your second grader a year of interesting, enjoyable learning and skill building. Kit contains all essential textbooks and tests for an entire year of schooling. The courses will confidently give your child the knowledge and skills needed for a strong foundation in academics and character training from a Christian perspective. .

## Features

- **Phonics and Reading**—Daily practice will help your child reinforce the phonics concepts that develop reading skills. Your child will read aloud a total of 10 books containing classic and modern stories and poetry that are keyed to phonics sounds.
- **Language**—Your child will know how and when to capitalize and how to write complete sentences and even short stories!
- **Spelling and Poetry**—The 32 phonics-based word lists with activities reinforce reading skills and teach spelling. Starting second semester, vocabulary words complete with definitions are added. And your child will memorize 7 delightful poems!
- **Writing**—Your child will learn step-by-step cursive approach to good penmanship emphasizes neatness and correct letter formation in daily practice.
- **Arithmetic**—Learning place value, addition and subtraction, money, graphs, measurement, time, temperature, and fractions this year will become a positive experience because of clear instruction and planned practice.
- **History**—Your students will read about African American History and the people who built America and gain a better understanding of American holidays, patriotic songs, and flag etiquette.
- **Science**—Your second grader will develop thinking skills as each student thinks through the “how” and “why” questions behind the basic science of the human body, plants, animals, matter, energy, and space.
- **Health**—Your child will learn about regular flossing to proper eating, from crossing the street to fire escape plans, from learning to apologize to properly answering the phone, your students will learn how to glorify God in how they take care of themselves and in how they treat others.

# Overview 3<sup>rd</sup> Grade

As your third grader seek answers to “Who, what, when, where, why, and how,” our program will provide the opportunity to navigate through this year of expanding horizons. The textbooks will contain all the essentials including assessments, for an entire year of schooling—a total of 27 items to provide your third grader a strong foundation in academics and life skills from a Christian perspective.

## Features

- **Reading**—What an exciting and growing year in reading! This year’s reading includes six new themed compilations and 6 novels covering famous pieces by Robert Louis Stevenson, Patricia MacLachlan, Laura Ingalls Wilder, A. A. Milne, and many more! Your student will “dig deep” into each piece by focusing on the rich literary components.
- **Language and Penmanship**— There is still a lot of grammar and writing building to do in third grade! That means learning new concepts as they are tied to foundational concepts. Here come nouns, verbs, adjectives, and word usage presented in fun, interesting themes such as the zoos of the world, outer space, nocturnal animals, and more! Third graders will also further develop correct penmanship skills through writing exercises that include Bible verses and creative writing exercises.
- **Spelling and Poetry**—Spelling is a learned and practiced art. The 34 weekly spelling lists complete with vocabulary words, definitions and creative exercises will make your students spelling artists! With a larger format, new artwork, and multisensory enrichment activities, spelling and poetry will be a favorite subject for your child! This year’s poetry will introduce students to great works of English and American Literature.
- **Arithmetic**—This is the year your students will master their multiplication and division facts! With concepts arranged for logical order, help your students build from the known to the unknown concepts as they graduate into fractions and learning to reduce, add, and subtract them. With interesting facts and theme-coordinated art, learning Math can be fun!
- **History**—Reading the biographies of 50 historical figures—from Christopher Columbus to Martin Luther King—not only gives your students a chronological understanding of American history but also inspiring character-building qualities to emulate. Your child will look closely at the founding, expansion, and modernization of our great country, America.

- **Science and Health**—For curious third graders, learning about the bodies they live in, plants, animals and their habitats, and the weather is not just an academic exercise. It is fascinating!
- **Art**-- This work text includes seasonal projects that help your students further their coloring, drawing, painting, shaping, and modeling abilities. Your artists will study primary, secondary, and complementary colors as they work with chalking and shading

# Overview 4<sup>th</sup> Grade

The Abeka language arts program integrates and balances the learning of language subject matter with the development of language skills. Grammar, word usage, mechanics, spelling, vocabulary, reading, and penmanship are taught, practiced, and reviewed thoroughly. Your students will also make great progress in the skills of cursive writing, oral reading and interpretation, reading with speed and comprehension, clear and correct oral and written communication, and logical thinking. **The Grade 4 Language Arts Student Kit** contains texts and correlated assessments for the grade 4 language arts program. Your fourth grader will have a year of academic excellence in language arts. The student will have a foundation for lifelong learning and success.

## Kit Features

- **Reading**—Reading from a wide variety of authors and genres with story collections gives your students insight into their world and inspires them with Christian ideals and spiritual values. Watch their reading comprehension and vocabulary take a leap with the added emphasis on reading speed and comprehension skills.
- **Grammar and Composition**—You will be thrilled to see your fourth graders become more comfortable with correct grammar in conversation and composition.
- **Spelling, Vocabulary, and Poetry**—A straight forward teach/practice/test approach makes spelling “second nature” to your young writers. They will also learn to spell, define, and use 5–10 vocabulary words in each lesson; and what an accomplishment when they can recite from memory all 6 poems!
- **Penmanship**—Daily penmanship practice begins with a review of cursive letter formation and then graduates into creative writing and journal entries

This engaging curriculum, built on a solid Christian worldview, will keep your students captivated as they learn fascinating facts and improve material retention and comprehension. Your student will receive all essential textbooks and coordinated materials, including assessments, for an entire year of schooling also includes: **arithmetic, history, science health, and art**. Your fourth grader will have a year of academic excellence.

# Overview 5<sup>th</sup> Grade

The Abeka language arts program integrates and balances the learning of language subject matter with the development of language skills. Grammar, word usage, mechanics, spelling, vocabulary, reading, and penmanship are taught, practiced, and reviewed thoroughly. Your students will also make great progress in the skills of cursive writing, oral reading and interpretation, reading with speed and comprehension, clear and correct oral and written communication, and logical thinking. **The Grade 5 Language Arts Student Kit** contains texts and correlated assessments for the grade 5 language arts program. Your fifth grader will have a year of academic excellence in language arts. The student will have a foundation for lifelong learning and success.

## Kit Features

- **Reading**—Reading from a wide variety of authors and genres with story collections gives your students insight into their world and inspires them with Christian ideals and spiritual values. Watch their reading comprehension and vocabulary take a leap with the added emphasis on reading speed and comprehension skills.
- **Grammar and Composition**—You will be thrilled to see your fifth grader become more comfortable with correct grammar in conversation and composition.
- **Spelling, Vocabulary, and Poetry**—A straight forward teach/practice/test approach makes spelling “second nature” to your young writers. They will also learn to spell, define, and use 5–10 vocabulary words in each lesson; and what an accomplishment when they can recite from memory all 6 poems!
- **Penmanship**—Daily penmanship practice begins with a review of cursive letter formation and then graduates into creative writing and journal entries

This engaging curriculum, built on a solid Christian worldview, will keep your students captivated as they learn fascinating facts and improve material retention and comprehension. Your student will receive all essential textbooks and coordinated materials, including assessments, for an entire year of schooling also includes: **arithmetic, history, science health, and art**. Your fifth grader will have a year of academic excellence.

**COVID-19  
INFORMATION  
AND  
INSTRUCTIONS**

[WWW.CDC.GOV](http://WWW.CDC.GOV)

ZION'S CHRISTIAN ACADEMY  
COVID-19, ILLNESS, ACCIDENTS, AND EMERGENCY CARE

COVID-19, SICKNESS/ILLNESS POLICY

Zion's Christian Academy is not responsible for the care of sick children. COMAR 10.05.01.39 (B) (D). Refer to [www.CDC.gov](http://www.CDC.gov)

Children in this age group are highly susceptible to illness and infection. Please be considerate of other children, staff, and most importantly your child's need to recover completely before returning him/her to the center/school.

If your child appears ill to you upon arrival, please take your child back home so we do not have to call you to come get your child. If your child becomes sick during the day you will be required to pick your child up immediately. COMAR 10.0501 (E).

If you are unable to pick up your child within one hour, the next person on your child's Emergency Contact Card will be called. Emergency cards must be kept updated with home number, business phone numbers, cell numbers and emergency contacts should parents be unavailable. Your Child will be taken to the Director's office where a cot is available for resting, pending parent's arrival. COMAR 10.05.01 (D).

Common Indicators of Illness: **Zion's Christian Academy will NOT admit children with the following conditions, and children MUST return with a doctor's slip signed by the doctor.**

**Green Runny Mucus from Nose/Fever:** This is a symptom of infection. If your child is congested, coughing, and generally not feeling well, he/she will not benefit from being at the center/school. We realize that children may retain "runny nose" longer than the actual virus. Therefore, please take into consideration your child's general condition before returning to school. If your child is running a fever, please parent do not bring the child(ren) into the center because it will cause other children/staff to become ill.

**Pink Eye:** If you notice when your child awakens that his/her eyes were glue shut please do not bring that child to school without taking him/her to see the doctor this may be a case of "pink eye" which is highly contagious and will spread to other children and staff.

**Ringworm or Head Lice:** It is our policy to admit children back into the center after they have been medicated for a consistent seven (7) days and is healed. If your child's physician recommends the child return before the seven days **know that our policy says 7 days, and this is what the center will honor (abide by).**

**Diarrhea:** Help avoid unnecessary spread of infection by keeping your child home for approximately 24 hours after the last bout. If a child develops diarrhea at school (3 runny stools within a 1–3-hour period), parents will be called to pick up the child.

**Vomiting:** Please keep your child home for approximately 24 hours after the last bout.

Our goal is to avoid a series of needles infections caused by allowing a sick child to remain at the center/school. We are aware that a sick child can pose many concerns to working parents, and we can offer suggestions for alternative care in such situations. Please note that tuition is not refunded in the event of absence due to illness.

***ZION'S CHRISTIAN ACADEMY***  
***HELPING OUR CHILDREN EXCEL TO EXCELLENCE***  
1717 BROENING HIGHWAY \* BALTIMORE, MARYLAND 21224  
410-631- 4004 or 443-306-1242  
E-mail zcacademy@aol.com  
Sister Natalie Thomas, Director/Principal

**COVID-19**

**GUIDELINES FOR DROP OFF AND PICKUP:  
MONDAY THRU FRIDAY FROM 7:00 A.M. -6:00 P.M.**

- 1. PARENTS MUST APPROACH THE DOOR WEARING A MASK OR COVERING. NOW STAFF WILL SIGN CHILD IN AND OUT TO PREVENT GERMS**
- 2. PARENT MUST HAVE A PERSONAL THERMOMETER AND INK PEN.**
- 3. TAKE YOUR CHILD'S TEMPERATURE AND SHOW IT TO STAFF.**
- 4. IF CHILD'S TEMPERATURE READS 99.9 OR ABOVE THE CHILD WILL NOT BE PERMITTED TO ENTER – PARENT MUST TAKE CHILD HOME AND CONTACT CHILD'S PHYSICIAN FOR FUTURE INSTRUCTIONS.**
- 5. STAFF WILL ASK YOU: IF YOU, ANY MEMBER IN THE HOUSE OR YOUR CHILD, HAVE BEEN EXPOSED TO ANYONE EXPERIENCING SIGNS OF COVID-19: FEVER OR CHILLS, HEADACHE, COUGHING, SNEEZING, FATIGUE, NAUSEA OR VOMITING, DIARRHEA, SORE THROAT, BODY ACHES, CONGESTION OR RUNNY NOSE AND NEW LOSS OF TASTE OR SMELL.**

**\* THIS LIST DOES NOT INCLUDE ALL POSSIBLE SYMPTOMS. CDC WILL CONTINUE TO UPDATE US AS THEY LEARN MORE ABOUT COVID-19.**

- Staff will take a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
  - Conduct temperature screening (follow steps below)
    - Perform hand hygiene
    - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Put on disposable gloves.
- 6. IF THE CHILD'S TEMPERATURE IS NORMAL AND THERE ARE NO SIGNS/SYMPTOMS OF COVID-19. THE CHILD WILL BE PERMITTED TO CHILD CARE.**

**PICKUP:**

**MUST HAVE ON FACE COVERING**

**MUST HAVE AN INK PEN**

- 1. RING BELL/KNOCK ON DOOR.**
- 2. STAFF WILL SERVE YOU.**
- 3. SIGN CHILD OUT. MAKE SURE YOU INITIAL WHEN SIGNING OUT – Now STAFF WILL SIGN THE CHILDREN OUT TO PREVENT SPREAD OF GERMS**

**WHEN WE WORK TOGETHER WE KEEP EVERYONE SAFE**

**HAVE A BLESSED AND SAFE DAY!!!**

**ZION'S CHRISTIAN ACADEMY**

**If you should need additional information, please feel free to contact me at the numbers listed above.**

***Natalie Thomas***

**Natalie Thomas**

**Principal**



**“ONCE YOU LEARN TO READ YOU WILL BE FOREVER FREE”  
Frederick Douglass**

## Guidance for Use

### Cloth Face Coverings in Pre-Kindergarten and Child Care Programs

Updated July 31, 2020

This guidance has been developed by the Maryland Department of Health (MDH) and Maryland State Department of Education (MSDE) to assist pre-kindergarten (pre-K) and childcare programs to develop and implement policy regarding the use of cloth face coverings in the pre-K and childcare setting. The use of cloth face coverings is not a substitute for other infection control measures including physical distancing, frequent hand washing, and cleaning of frequently touched surfaces within the pre-K and childcare setting.

Cloth face coverings protect others if the wearer is infected with SARS CoV-2, the virus that causes COVID-19, and is not aware. Cloth face coverings may offer some level of protection for the wearer. Evidence continues to mount on the importance of universal face coverings in interrupting the spread of SARS-CoV-2. To prevent the spread of the COVID-19 virus, the CDC recommends the use of cloth face coverings in schools and childcare when feasible.

### Use of Cloth Face Coverings in Adults

MDH/MSDE require the following:

- Pre-K and childcare staff must wear cloth face coverings throughout the workday while in the school, childcare center, or family childcare home.
- Pre-K and childcare staff and parents must wear cloth face coverings during drop-off and pick-up and when parents are performing, and staff are observing, temperature checks.
- Parents and any other adults who must enter the pre-K school, childcare center, or family childcare home related to essential operations must wear cloth face coverings while in the school or childcare site.

Most healthy adults should be able to wear cloth face coverings safely and consistently in a pre-K or childcare setting; if an adult has questions or concerns about wearing a cloth face covering, they should discuss this with their health care provider.

### Use of Cloth Face Coverings in Children

MDH/MSDE require the following:

- Children who can wear a cloth face covering safely and consistently must wear a cloth face covering while in the pre-K school, childcare center, or family childcare.
- **Cloth face coverings should not be worn by children 2 years and anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.**

The use of cloth face coverings by children in a pre-K or childcare setting should be guided by the following considerations which impact a child's ability to wear a cloth face covering safely and consistently.

- Some children, particularly younger children, may not be developmentally capable of wearing a cloth face covering without frequent touching of the mask or their face or attempting to take the mask off, or be unable to remove it safely without assistance.
- Some children with developmental or behavioral conditions may have difficulty tolerating cloth face coverings.
- Some children with respiratory conditions or other medical problems may have difficulty breathing or have other safety concerns when wearing a cloth face covering; and
- Some children with physical limitations may not be able to remove a cloth face covering without assistance.

Parents and pre-K/childcare staff should discuss the considerations above for an individual child, and consult with the child's health care provider, if necessary (e.g., for children with certain conditions such as asthma), to determine if an individual child age is able to safely and consistently wear a cloth face covering while in pre-K or childcare.

**For young children without a medical problem that makes use of a cloth face covering unsafe, parents and staff should work together to maximize the use of cloth face coverings in childcare and pre-K settings.** Staff and families should teach and reinforce proper use and removal of cloth face coverings, including the use of behavioral [strategies](#) as necessary to assist children with becoming comfortable wearing cloth face coverings.

## **Additional Safety Precautions Regarding the Use of Cloth Face Coverings in Pre-K and Child Care Programs**

- Cloth face coverings should **NOT** have any attachments (e.g., buttons, stickers, etc.) that may be a choking hazard.
- Cloth face coverings should **NOT** be worn if they are a strangulation risk (e.g., during certain activities or for certain children);
- Children should **NOT** wear cloth face coverings while napping.
- Children should **NOT** wear cloth face coverings while playing outside if social distancing can be maintained.
- Children should **NOT** wear cloth face coverings during activities that may make them wet (e.g., swimming) or during high intensity activities (e.g., running) as they may cause difficulty breathing; and
- Children should **NOT** be forced to wear a cloth face covering if they are not comfortable/able to do so safely.

## **How Cloth Face Coverings Should be Worn and When to Remove**

A cloth face covering should:

- Be worn to cover the nose and mouth.
- Never be worn around the neck or over the head.
- Never be shared with other children.
- Never be reused unless it is stored properly between uses and can be replaced safely.
- **Be removed if a child is not able to maintain the covering on their face (e.g., keeps trying to touch or remove the face covering) or wear it safely.**

- Be removed **by the child** for meals, snacks, naptime, outdoor play (when social distancing can be maintained) or when it needs to be replaced.
- Be removed and replaced if it becomes wet or soiled; and
- Be removed (and not replaced) if the child experiences difficulty breathing.

## Procedures for Use of Cloth Face Coverings

- Pre-K/childcare staff should teach children to avoid touching the face covering or their face while wearing a cloth face covering and to avoid removing the face covering without adult permission or share face coverings;
- **Staff and children should wash their hands if they touch their face covering or their face;**
- Staff and children should wash hands **before and after removing a face covering and before replacing a face covering;**
- Staff and children should be careful not to touch their eyes, nose, and mouth when removing their face covering;
- When removing a cloth face covering, staff and children should be sure to remove the covering touching **only the straps; if a child is unable to correctly remove his/her face covering, the decision to wear a face covering for that child should be reconsidered;**
- A cloth face covering should be removed for meals, snacks, naptime, or outdoor play or when it needs to be replaced; and
- Cloth face coverings should be placed in a clean paper bag (marked with the child's name and date) when removed until the face covering needs to be put on again; multiple face coverings should not be put into the same bag unless they will not be used again prior to cleaning.

## Family Responsibility for Providing Cloth Face Coverings

Parents should provide cloth face coverings for their own child/children. Parents should provide a sufficient supply of clean/unused cloth face coverings for their child each day to allow replacing the covering as needed and have a plan for routine cleaning of cloth face coverings. The number of cloth face coverings needed for each child will vary by child and by day. If a child does not have an adequate supply of cloth face coverings on a particular day, the child may remain in school or care, but the program should inform the parent that additional face coverings are needed.

Parents should be sure the cloth face coverings are:

- Clearly marked with the child's name and room number/teacher's name.
- Clearly marked and/or designed to distinguish which side of the covering should be worn facing outwards so they are worn properly each day.

NOTE: If a parent supplies surgical face masks rather than cloth face coverings, they may also be used according to the guidance above.

# Exclusion, Quarantine, and Closure Recommendations for COVID-19 or COVID19--like Illness in Child Care Programs

Updated July 28, 2020

This guidance accompanies the *“Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19 like Illness in School, Child Care Programs, and Youth Camps”*

Exclusion, quarantine and return to childcare for a person with laboratory confirmed COVID-19, a person with symptoms of COVID-19-like illness, and close contacts is based on CDC and Maryland Department of Health/Maryland State Department of Education guidance and is to be implemented by childcare providers in consultation with the local health department and the licensing specialist.

When there is a case of COVID-19 or COVID-19-like illness in a childcare program, programs should follow Attachment 1, *“Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19 like Illness in School, Child Care Programs, and Youth Camps.”* The person with COVID-19 or COVID-19-like illness should be isolated/excluded and all potentially exposed children and staff (close contacts) should quarantine. **Depending on program operations and degree of cohorting, quarantine of close contacts may result in closure of a classroom or the entire program.**

Monitoring a childcare program for possible COVID-19 requires close communication between childcare program staff and parents. Parents should be encouraged to report illness within their household, children, and themselves during drop-off symptom screening to help inform decisions related to closure. Childcare programs should monitor absences among children and staff according to CDC guidance. Information regarding absences due to COVID-19 symptoms will assist childcare programs when consulting with local health departments about closure and quarantine.

## Closure and Quarantine Recommendations

For the purposes of this guidance, **COVID-19-LIKE ILLNESS is defined as:** New onset cough or shortness of breath **OR** At least **2** of the following: fever of 100.4 degrees or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting, or diarrhea).

A childcare program should **CLOSE and QUARANTINE** close contacts if:

1. There is a person (child care staff, child, or other person) with **LABORATORY CONFIRMED COVID-19 OR with COVID-19-LIKE ILLNESS** who was present in the child care program building within the 2 days prior to developing COVID-19 symptoms or while symptomatic, **AND** had [close contact](#) as defined by the CDC, with program staff and/or children
2. There is a person (child care staff, child, or other person) with **LABORATORY CONFIRMED COVID-19** who is **ASYMPTOMATIC**, was present in the child care program building **AND** had [close contact](#) as defined by the CDC, with program staff and/or children

NOTE: If the person with confirmed COVID-19 or COVID-19-like illness is a parent (or other household member) of a child in care and their only close contact with the childcare program staff and/or children was with their own child, the program may not be required to close if the affected parent's child is asymptomatic.

## **Closure and Quarantine Process**

When a childcare program is informed of a confirmed case of COVID-19 or identifies a person with COVID-19-like illness, the person should be safely isolated and if currently at the program, arrangements made for them to leave the childcare site as soon as possible. The program should begin the process for closure to clean and disinfect and to quarantine close contacts. The childcare program director/family childcare provider should contact the local health department and notify the licensing specialist who will assist the program with identifying close contacts and additional actions to be taken. For a childcare center, the local health department may assess whether the closure can be applied to only part of the program based on risk of exposure between classrooms (see Attachment 2). Family childcare homes **may not** close and quarantine only part of the program and should close in full to implement required quarantine recommendations.

### **Children affected by a childcare program closure due to a COVID-19 case or COVID-19-like illness should quarantine at home and not seek childcare in an alternative childcare program.**

Childcare program staff should also quarantine at home. Quarantine may last for 14 days or more. The development of COVID-19 symptoms in the program's children, parents, and staff should be monitored by the childcare program director/family childcare provider during quarantine as this may impact when the program can re-open and when a child or staff member may return to the program.

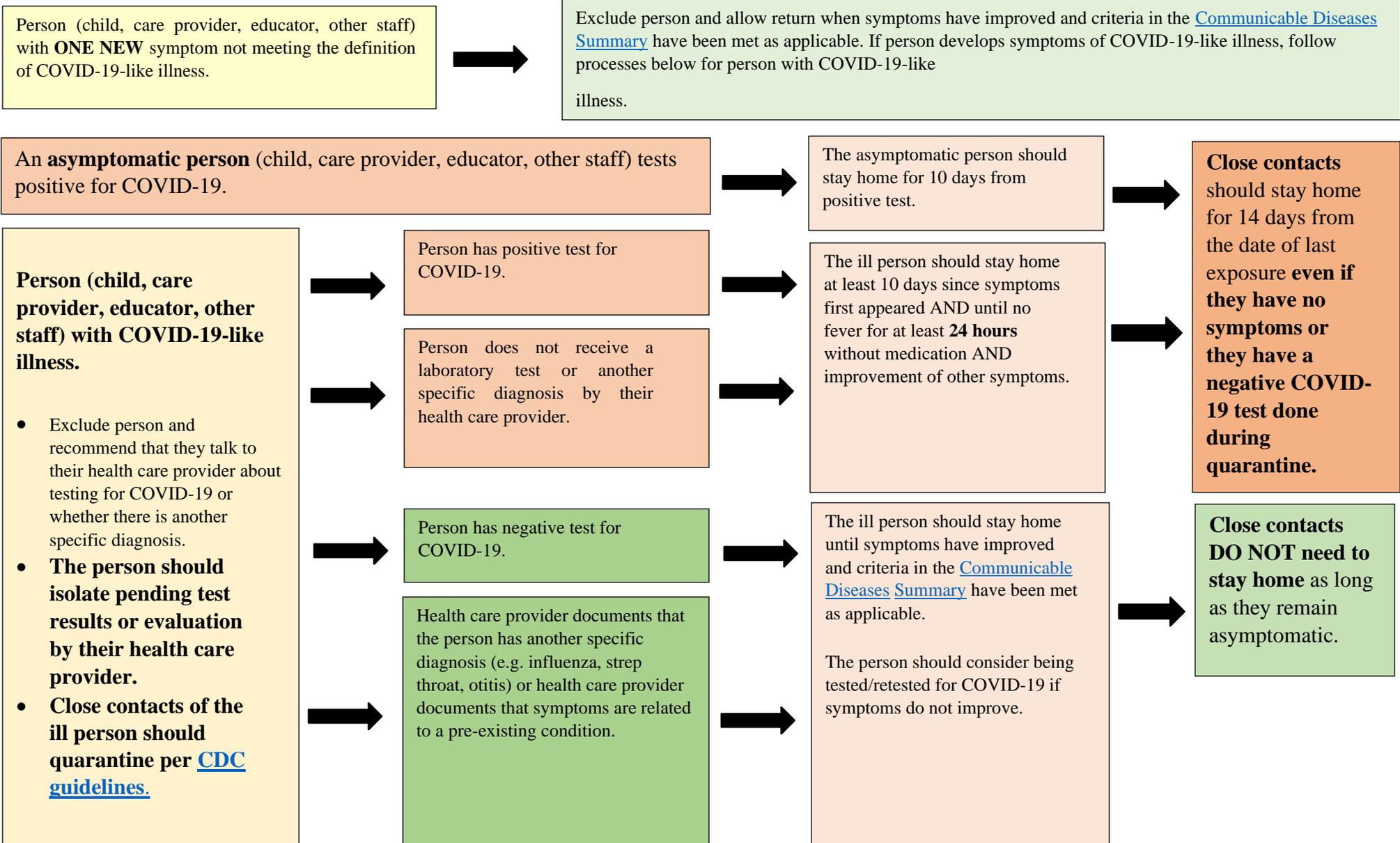
NOTE: The length of time for closure and quarantine should be determined by the local health department in consultation with the licensing specialist. This is based on the required time for close contacts to quarantine as specified in the *"Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19 like Illness in School, Child*

*Care Programs, and Youth Camps."* Closure and quarantine may be shortened, and the childcare program may be able to reopen, if a person with COVID-like illness is tested for COVID-19 and results are negative or if the person is determined to have another specific diagnosis (e.g., influenza, strep throat, otitis) by their health care provider. Likewise, closure may be longer for a family childcare program when the affected person is a household member of the provider who must be released from isolation before the 14-day quarantine can begin for the provider. Reopening decisions and approvals are made on a case-by-case basis.

This guidance is not an exhaustive list of circumstances where a program may need to close and quarantine close contacts. Details of each case may result in additional circumstances where a program should close as determined by local health department assessment of level of exposure risk.

## Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps

**For the purposes of this decision aid, COVID-19-like illness is defined as:** New onset cough or shortness of breath **OR** At least **2** of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea). **NOTE:** This definition was adapted from the clinical criteria in the [CDC case definition of a probable case of COVID-19](#).



## Is Your Child Care Center Implementing the Strongest Practices to Minimize the Risk of COVID-19 Spread Between Classrooms?

*Factors for consideration when a childcare center has a case of COVID-19 or COVID-19-like illness*

- ✓ The person with confirmed COVID-19 or COVID-19-like illness did not have close contact with persons in the program who were outside of their classroom cohort of children and staff

A **classroom cohort** is a defined group of children and staff from one classroom. Each classroom cohort must include the same group of children every day and the same childcare staff who remain with the same group of children every day and do not work in any other classrooms.

- ✓ Drop off and pick up are staggered by child/family (entering/exiting one at a time, by time slot, or within the same classroom cohort) with no close, prolonged contact between classrooms
- ✓ Drop off and pick up procedure prohibit parents from entering the building **OR** allow parents to access only a limited area just inside the entrance with social distancing during temperature/symptom checks and child hand-off
- ✓ The program maintains documentation of daily temperature and symptom checks for all staff and children
- ✓ There is no mixing of classroom cohorts (i.e., teachers, children and floaters do not have close, prolonged contact with those from another classroom cohort) at any time throughout the day
- ✓ No common areas are shared by staff (e.g., break room area) unless these are restricted to use by one staff person at a time and high touch surfaces are cleaned and disinfected between uses
- ✓ The children in each classroom have a designated restroom to be used only by the children in that classroom **OR** if this is not possible, restrooms are used by one child or classroom at a time and high touch surfaces are cleaned and disinfected after each use

- ✓ Childcare program staff do not share a common restroom **OR** if a shared staff restroom must be used, the restroom is used by one person at a time and high touch surfaces are cleaned and disinfected after each use
- ✓ There is no sharing of toys and other activity items between classrooms unless the toys are cleaned and sanitized between uses
- ✓ If playground equipment is used, is it used by only one classroom at a time and outdoor toys are cleaned and sanitized between use by different classroom cohorts
- ✓ The center is able to close off any area(s) including the classroom used by an ill person and not use it for other children or staff until the area(s) is cleaned and disinfected according to [CDC guidance](#)

# **ZION'S CHRISTIAN ACADEMY**

**AN ALL YEAR AROUND ELEMENTARY SCHOOL**

**1717 Broening Highway**

**Baltimore, Maryland 21224**

**Office #: 410 631-4004 Fax #: 410 631-5604**

**Cell #: (443) 306-1242**

**Sis. Natalie Thomas, Director/Principal**

**“Train up a child in the way he should go; and  
when he is old, he will not depart from it”  
Proverbs 22:6**

**\*Tuition is due regardless of absence: sickness, vacations, holidays, COV-19, etc. Initial: \_\_\_\_\_**



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**CUT AND RETURNED TO SCHOOL'S ADMINISTRATOR:**

## **AGREEMENT**

I have read the information contained in Zion's Christian Academy Parent, Student Handbook.  
I am in complete agreement with the rules and regulations as stated.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**ZION'S CHRISTIAN ACADEMY  
AN ALL YEAR AROUND ELEMENTARY SCHOOL**

**\*Tuition is due regardless of absence: sickness, vacations, holidays, COV-19, etc. Initial: \_\_\_\_\_**