



Beachmont
developing the whole person

CHILD CARE PARENT HANDBOOK

Revised November 2023

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Section A: About Beachmont

About Beachmont Christian Ministries

Beachmont Christian Ministries began in 1973 when Mrs. Aimee Foard met with Paul and Maureen Twining to discuss the future of the farm she and her late husband had operated for many years.

The Twinings were involved in youth ministry and believed God was leading them to develop a Christian camp. Mrs. Foard had been praying for six years that God would send someone to her farm to run just such a ministry.

Upon the discovery that God had placed a similar vision in each of their hearts, she donated a portion of the Beachmont farm for the purpose of spreading the life-changing message of the Bible.

Now, many years later, Beachmont is a thriving ministry reaching hundreds of families each year with the Word of God through its many programs. Plans for development, ministry, and operation are under the prayerful guidance of Beachmont's Board of Directors.

Since its inception, Beachmont has moved forward with the motto "where there is God's vision, there will be God's provision." Each of the existing facilities and programs have become a reality in direct answers to the prayers of many people that have taken an interest in what God is doing on the beautiful 46 acre campus.

Beachmont's Mission

Beachmont Christian Ministries exists to proclaim the good news that Jesus Christ came into the world to give eternal life to all those who believe in Him. Specifically, we seek to honor God, share His love, and serve others by:

1. Providing programs and facilities that allow children to play naturally and grow together, families to gather together, and communities to be strengthened together.
2. Supplementing and partnering with the ministry of the local church to encourage the development of the whole person, specifically, the enrichment of one's life physically, mentally, emotionally, and spiritually.
3. Being great stewards of all that we have been given and pursuing excellence in all that we do.

Statement of Faith: What We Believe

The Bible

We believe that the Scriptures of the Old and New Testaments were “given by inspiration of God”, which we understand to mean that men chosen by God were moved by the Holy Spirit to write the very words of Scripture – the infallible Word of God. Thus, they are without error in the original writings and are the supreme and final authority for faith and life. (2 Timothy 2:15, 3:16, 2 Peter 1:19-21, 1 Thes. 2:13)

God

We believe in one God, creator and sustainer of the universe, who eternally exists in three persons – Father, Son, and Holy Spirit, who are of one substance and equal in power and glory, having precisely the same nature, attributes, and perfections, and worthy of the same worship and obedience. (Genesis 1:1, Deut. 6:4-5, Matthew 3:16-17, 28:19-20, Luke 1:35)

Jesus - Lord & Savior

We believe Jesus Christ to be the eternally existent Son of God, the second Person of the Godhead, begotten by the Holy Spirit, born of the virgin Mary, true God and true man having two distinct natures united in one Person; that He was bodily resurrected and ascended into Heaven where He presently performs the ministry of intercession; that He shall come again personally and visibly to consummate the eternal plan of God. (Genesis 1:27, Psalm 139:13-16, Romans 3:23, 5:12-17)

People and God’s Design

We believe that God purposefully, wonderfully and immutably created each person as male or female and that these distinct and complementary genders together reflect the image and nature of God. (Genesis 1:26-27, 2:18, 5:2, Matthew 19:4-5, Ephesians 5:22-33)

People and Sin

We believe that man was created in the image of God; that through disobedience he fell from his sinless state, incurring not only physical death but also that spiritual death which is separation from God; that all human beings are born in a sinful state and are sinners by nature and practice being personally guilty before God. (Romans 1:16, 3:21-26, 5:12-21, 8:1-39, Ephesians 2:1-10, Colossians 2:13-14)

Salvation Through Jesus Christ

We believe that men can be delivered from this condition only by the grace of God through the finished work of Jesus Christ who died for our sins according to the Scriptures as a representative and substitutionary sacrifice; and that all who believe in Him, repenting of their sin are freed from the penalty of that sin and reunited with God as His children on the ground of

the shed blood of Christ by the agency of the Holy Spirit. (Isaiah 9:6, Matthew 1:18-24, 28:5-7, Luke 1:31-35, John 1:1, 14:1-3, Acts 1:3, 1:9-11, 1 Thes. 4:16-18, Revelation 21:1-5, 22:20)

Holy Spirit

We believe that the Holy Spirit is the third Person of the Triune God, who applies to man the word of Christ, indwelling every believer in Christ; to enlighten, guide, and enable him in life, testimony, and service. (John 16:12-16, Acts 1:4-5, 2:1-4, Romans 8:1-27, 1 Corinthians 6:19-20)

The Church & Its Mission

We believe that the Church is an elect company of believers, baptized by the Holy Spirit into one Body; that its mission is to witness concerning its Head, Jesus Christ, “making disciples of all nations” and equipping them to reach others with the good news of the Gospel. (Matthew 28:19-20, Acts 1:8, Romans 8:1-39, 12:4-5)

Mission for Beachmont Child Care

Beachmont Child Care exists to provide a safe, caring, and Christian environment in which all children can learn and develop in accordance with Beachmont’s overall mission.

Teaching Philosophy for Beachmont Child Care

Our mission is reflected in our teaching philosophy in which our directors and teachers allow children to learn and develop by:

- Exploring God’s creation and His love for them.
- Using their curiosity and own initiative to make discoveries.
- Being guided by qualified and caring teachers in their physical, emotional, and intellectual growth.
- Experiencing authentic relationships with peers and adults.
- Engaging in developmentally appropriate lessons that align with their physical, emotional, and intellectual needs.
- Respecting the uniqueness and gifts of each person.
- Participating in a variety of physical activities that encourage play and healthiness.
- Understanding how to manage emotions, change, and challenges.

Values of Beachmont Child Care

In order to accomplish our mission, Beachmont’s staff are committed to the following values and actions.

- **Mission-Minded (Matthew 28:16-20)**
 - The Great Commission *is* our mission. Our primary filter for all things and decisions.
- **Christ-Centered (Hebrews 12:1-3)**
 - Eyes fixed on Jesus and living by the Holy Spirit.
- **People-Focused (Galatians 5:22-23 and Ephesians 2:3-5)**
 - People and relationships mattered to Jesus - so they should matter to us.
- **Servant-Hearted (Philippians 2:1-8)**
 - We have been called to serve others in Jesus' name and for the Kingdom.
- **Committed to Excellence (Colossians 3:23)**
 - Having a first-fruits mindset. The Lord and others deserve our very best.

Section B: Child Care Operations

Admission Procedures

Before a child can join a classroom at Beachmont, they must go through our admission process. Beachmont will only be accepting children who are ages 2-5. The following admission process is in accordance with state guidelines found in COMAR 13A.16.03.02.

In order to be admitted into the Beachmont Child Care Program, the parent/guardian must fill out an application online, submit all required documents, and pay the deposit. Spaces are filled on a first come first served basis. If the classrooms are already full, the parent/guardian can choose to be put on the waitlist at no cost. Current students will be given the chance to enroll for the next school year before opening additional spaces to the public.

Inclusion Policy

Beachmont is inclusive of all children with disabilities, special learning, and developmental needs, and Beachmont does not discriminate due to race, sex, family background, or culture. When seeking to meet needs, Beachmont staff and parents will work together to develop modifications in the environment for all children to the best of our ability. However, in some circumstances, Beachmont may not be able to meet all needs of an individual child due to the nature of an outdoor program. When needed, Beachmont staff might recommend parent/guardian to seek an outside professional opinion. Our goal is to collaboratively work with professionals and parents/guardians to help each child grow and develop.

Payment Procedures

Child Care Fee and Payments

Payments are due every two weeks and can be automatically set-up online during registration.

Deposit

A non-refundable and non-transferable deposit (equivalent to 2 weeks tuition) is due along with the first two-week payment during registration. The non-refundable deposit will be applied to the last two weeks of the program.

Other Fees

- Bounced check fee is \$75
- Late payment fee is \$75
- Late pick-up fee will be charged to the responsible parent/guardian for any pick-ups after 5:30 PM. The fee is \$1/minute/child for the first five minutes and \$5/minute/child for every minute that follows. Late fees are to be paid the same day in cash or by check. Habitual lateness will result in termination of the child's enrollment.

Failure to Pay

There is a \$75 late payment fee when a payment is not made on time. Failure to pay tuition will result in dismissal of the child's enrollment if it is not paid in full within one week (7 calendar days) of the due date. Consistently being late with payments may result in the dismissal of your child from the program.

Refund Policies

There are no refunds for child care time used, and there will be no refunds for any days missed, including vacations, medical reasons, etc.

There are no refunds or prorations due to days that the center is closed for scheduled closures, holidays, weather conditions or emergencies.

Withdraw Policies

When withdrawing from the program, a parent/guardian must give written notice to Beachmont a **minimum of two weeks (14 days) prior to them leaving**. If the two weeks notice is given, the non-refundable deposit will be applied to the last two weeks and the parent/guardian will not have to pay any additional fee. If two weeks' notice is not given, there is no refund for time not used.

The office staff will use the waiting list to fill that spot by the end of the two weeks so a spot is not left open.

Hours of Operation and Holiday Closures

School Year

Beachmont Child Care operates Monday - Friday from 7:30 AM - 5:30 PM during the school year (September - mid June).

Summer

During the summer months, Beachmont Christian Camp is in operation and according to the State of Maryland we are unable to operate our child care and camp at the same time.

Therefore, our child care program does not run from mid-June through August. Children who are 3 and a half years old and fully potty trained are able to attend our camp. Registration for summer day camp opens annually on January 1.

Drop-off

Parents/guardians can begin to drop their child(ren) off at 7:30AM in their classrooms. We ask that parents/guardians fill out a drop-off and pick-up form during registration so that we know what times that they anticipate regularly dropping off and picking up their child(ren) in order to have the appropriate amount of staffing at these times.

Pick-up

Children must be picked up by 5:30 PM. A late fee will be charged to the responsible parent/guardian for any pick-ups after 5:30 PM. The fee is \$1/minute/child for the first five minutes and \$5/minute/child for every minute that follows. Late fees are to be paid the same day. Habitual lateness will result in termination of child's enrollment.

Closures

The Center will be closed for the following holidays:

- Good Friday
- Easter Monday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- December 23 - January 1

NOTE: If any of these holidays fall on a Saturday, we will close on the Friday before. If it falls on a Sunday, we will close on the following Monday.

Inclement Weather and Closure Policies

In the event that Beachmont Child Care should be forced or deem it necessary to close due to including, but not limited to severe weather, state of emergency issued by the government, public health emergency/pandemic, etc., we will communicate using our email, text message, website, and social media services. Although we understand the inconvenience this may cause, we will only do this if it is in the best interest of the health, safety, and welfare of our children, families, staff, and community.

There are no refunds or prorations due to days that we are closed for weather conditions or emergencies.

For weather related delays and closures, Beachmont will make an independent decision based on weather forecasts and road conditions. This decision will be communicated no later than 6AM. If we need to close early due to inclement weather, we will notify parents through text, e-mail, and/or phone. We ask that parents pick-up or have an arrangement with someone to pick-up within 30 minutes of the announcement so that staff can also safely go home.

Prolong Closure

In the event of a prolonged closure, families will be required to continue payment of tuition at full rate for two weeks. If the closure should last longer than two weeks payment for the third and consequential weeks will be 50% per week. This will ensure that the program can reopen and continue to provide high quality care. Should you decide to terminate enrollment during the closure, a two week written notice is required and withdrawal policy will be followed. If you plan to return after the closure and as long as there is room in the program, you will need to re-enroll along with submitting a two week deposit.

Daily Attendance

Sign-In Procedures

When arriving in the morning, parents/guardians will use the provided keypad code to enter the front entrance (double glass doors) of the Field House. Proceed to your child's classroom for drop off. Teachers will sign-in your child upon arrival to the classroom. Please let the staff know if there is any new information regarding your child's eating, health, or pick-up time during sign-in.

Sign-Out Procedures

The pick-up person must be on the authorized pick-up list in order to sign-out a child. If the staff member does not recognize the person picking up the child, they will ask the person to present their driver's license to confirm that they are on the authorized pick-up list. A student can not be released until they are signed out by a person who is on the authorized pick-up list. If a

parent/guardian would like to add or remove a person from their list, they must fill out a pick-up authorization form and submit it to the office.

Lunch and Snack Procedures

Meals will be provided by the parent/guardian for lunch, but snacks will be provided by Beachmont during the day. The food and beverages that are furnished for snacks shall comply with the guidelines of the Child and Adult Care Food Program of the U.S. Department of Agriculture, as indicated on a chart supplied by the Office of Child Care.

During each meal, a beverage should be provided that does not contain sweetener or caffeine unless prescribed by a physician. Milk will be provided during lunch by Beachmont Child Care. The milk used must be 1% or nonfat milk. Parent/guardian's can furnish milk of a type that is different from the milk ordinarily furnished by the provider.

Modified Diet

If a child requires a modified diet, the parent/guardian will be responsible for providing the modified foods that need to be given to the child. If the diet is for medical reasons, the parent/guardian must provide a written prescription for the assigned diet that is signed and dated by the child's licensed physician within the previous 6 months. If the diet is for cultural or religious reasons, the parent/guardian must provide written instructions that are signed by the parent/guardian.

Rest Time

As required by the Maryland State Child Care regulations (COMAR 13A.16.08.08 and 13A.16.08.09), children will be provided a daily time to rest. Rest time will take place from 1:00PM to 2:30PM.

An age appropriate cot will be provided for each child in the classroom during rest time. Cots will be spaced 3 feet apart and be laid out in such a way that allows for safe evacuation of staff and children in case of an emergency. Parents/guardians should send in a fitted cot sheet, a nappy or blanket, pillow, and/or stuffed animal for their child to be used during rest time. Under no circumstances is a cot or bedding to be shared by other children. Sheets, blankets and pillows will be sent home each Friday for cleaning and returned by parent/guardian on Monday.

What to Bring Daily

The following items will be needed each day in order to best participate in the program:

- Appropriate clothing for the different weather conditions.
 - We will be outside and often get dirty.
 - We will still go outside when it is cold so make sure to send coats, gloves, and hats on cold days.

- Shoes that are closed toe (no sandals or flip flops)
- Reusable water bottle
- Lunch
- Diaper Supplies (if needed): 2-week supply of diapers, wipes, etc.

Items Kept at Beachmont

The following items should be sent in with your child and kept at Beachmont so that they are readily available to use.

- 2 extra pairs of clothes
- [Rain/Muddy Suit](#) (can be ordered on Amazon)
- Water shoes or crocs (during Fall and Spring months)
- Solid Rubber Boots without inserts (ie. Croc brand)
- Snow boots and winter gloves (during Winter months)
- Sunscreen
- Cot Sheet

Section C: Program Information

Curriculum

Beachmont uses an outdoor, Christian play-based approach that focuses on growth through a variety of learning experiences. Our goal is to provide a safe, caring environment in which all children can learn and develop. To do this, our teachers will plan weekly and monthly themes to provide teacher and child led learning activities that align with our teaching philosophy. These themes will incorporate a variety of skills such as shapes, colors, literacy, math, music, science, etc. We encourage parents to discuss their child's growth and development with their teachers throughout the year, but we also will have parent-teacher conferences scheduled in the Fall and Spring.

At the core of our philosophy and mission is to share the Gospel with each child in our program. We seek to do this by exploring God's creation and His love for us. We recognize and respect that parents may have different views or beliefs that are practiced at home. Therefore, we encourage each parent to become familiar with our mission and statement of beliefs and understand that these beliefs will be incorporated within our program.

Devotions/Bible Stories

Taking time to share God's truth and love with our students is the most important thing that we can do as child care workers. Throughout the week, Beachmont teachers will take time to pray, read a bible story, learn bible verses, do an art project, and sing songs to learn about the

Gospel. We will also use bench areas that are located in the woods, the classroom, and our chapel to regularly have a devotion time.

2's Classroom Schedule:

Beachmont's schedules are designed to align with COMAR 13A.16.09.01.



Daily Schedule

7:00AM	Arrival and Independent Play
8:30AM	Learning Centers
9:00AM	Wash Hands
9:10AM	Snack
9:30AM	Outdoor Play/Teacher Table
10:15AM	Circle Time/Diaper Change
11:00AM	Outdoor Play
11:45AM	Wash Hands
12:00PM	Lunch
12:30PM	Diaper Change
12:50PM	Transition to Rest Time
1:00PM	Rest Time
2:30PM	Wake-up/Diaper Change/Wash Hands
2:45PM	Snack
3:05PM	Prep for Outside
3:15PM	Bible Story
3:30PM	Forest Theater
4:00PM	Outdoor Play
4:45PM	Diaper Change/Wash Hands
5:00PM	Play Centers and Pick-up

3-5's Classroom Schedule:

Beachmont's schedules are designed to align with COMAR 13A.16.09.01.



Daily Schedule

7:00AM	Arrival and Independent Play
8:30AM	Play Centers/Teacher Table
9:00AM	Bathroom and Wash Hands
9:10AM	Snack
9:30AM	Circle Time
9:50AM	Learning Activity/Art
10:05AM	Prep for Outside
10:15AM	Outdoor Play/Outdoor Education
11:45AM	Bathroom and Wash Hands
12:00PM	Lunch
12:30PM	Story Time
12:50PM	Bathroom and Transition to Rest Time
1:00PM	Rest Time
2:30PM	Wake-up, Bathroom, and Wash Hands
2:45PM	Snack
3:05PM	Prep for Outside
3:15PM	Bible Story
3:30PM	Forest Theater
4:00PM	Outdoor Play
5:00PM	Learning Centers and Pick-up

Technology and Screen Time Policy

Technology will be used sparingly as part of our program as we want to encourage children to utilize their imaginations and learn through outdoor experiences, social interactions, and physical activity. If technology is utilized, it must be through “interactive technology” that facilitates active and creative use of technology and encourages social engagement with other children and adults. Children are not permitted to use any technology during a meal. Please do not send your child with technology including but not limited to: tablets, phones, and smart watches as they can be distracting, become lost, or broken.

Teachers should use appropriate technology to support, but not replace creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities. Passive technology is not to be used except for rare occasions and special events, and it can not be for more than 30 minutes in a week.

Child Discipline Policy

The Purpose

Beachmont’s approach to discipline is designed to provide a safe and caring environment in which all children can learn and develop.

How We Discipline

We seek to do this by using a variety of positive behavior strategies such as:

- Having clear expectations
- Using positive guidance
- Providing choices
- Giving redirection
- Having a time of reflection

At times, a teacher may offer a student a break if they need a moment to compose themselves away from the group. This option is voluntary for the student, and a designated space will be given where the child can go away from the group, but still be in the presence of the teacher.

As a last resort or when it is required for the safety of themselves or others, we do use an age-appropriate “time out”. We take into account the child’s developmental stage, tolerances, and ability to learn from “time out”. An appropriate “time out” consists of the child sitting quietly for one minute per year of age, and it is given for the purpose to allow the student to regain control of his or her actions and emotions. For example, a three year old sits for three minutes and a four year old for four minutes, etc.

We do not use forms of corporal punishment such as:

- Fear tactics

- Threats
- Abuse
- Public humiliation

Whenever disciplinary action is taken, our intent is to use it for the good of the child and recognize that the strategies we use will depend on the child's individual needs. When there are ongoing disruptive behaviors or actions that endanger themselves or others, we will develop a plan with the family to help the child to better manage his or her future behavior.

Rules

Each room will have clear rules posted in their room and regularly reviewed and enforced by their teachers. The individual classrooms will develop their rules with some student input. Our room rules will be centered around these two values.

1. Safe - Was the action safe?
2. Kind - Was the action kind?

Expectations for Children

1. Listen to and be respectful of staff.
2. Be safe by staying with the group and teacher at all times.
3. Use safe actions and kind words.
4. Do not bring electronic devices.
5. Do not bring a weapon to the program.

Reflection and Reconciliation

When disciplinary action is taken, we are committed to modeling forgiveness so that a child learns how to be reconciled. The best way for reconciliation to take place is to use reflection.

We use reflection as an opportunity for a child to:

1. Identify the problem or issue.
2. Recall what is expected in our class.
3. Identify a solution.
4. Provide an opportunity to extend forgiveness if a rule has been broken.
5. Evaluate if the solution worked.

Dismissal

Beachmont reserves the right to dismiss a child from the program. Dismissal is a last resort for Beachmont, and our goal is to first try to meet the needs of every child, but we will use dismissal when it is in the best interest of the safety for children and/or staff or for the overall environment of the program. The following dismissal incidents include, but are not limited to:

1. Dismissal due to chronic and/or very inappropriate behaviors.
2. Dismissal due to chronic biting (See biting policy).

3. Dismissal due to non-payment of fees or parent/guardian failure to adhere to policies.

When a child is dismissed from the program, a parent/guardian is responsible for all fees associated with attendance including deposit, but all future payments are canceled.

Withdrawal

When withdrawing from the program, a parent/guardian must give written notice to Beachmont a **minimum of two weeks (14 days) prior to them leaving**. If the two weeks notice is given, the non-refundable deposit will be applied to the last two weeks and the parent/guardian will not have to pay any additional fee. If two weeks' notice is not given, there is no refund for time not used.

Biting Policy

Our Approach

Unfortunately, biting is not an uncommon behavior for young children. In fact, young children can sometimes communicate through this behavior. Yet, biting can be harmful to other children and to staff. As a result, our biting policy was developed with both of these realities in mind. As a child care provider, we understand that biting can be a part of the development process, but our goal is to help identify what causes the biting and resolve those issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten.

When Biting Does Occur

Our program does not approve or allow for biting in any circumstance. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use harmful techniques to alarm, hurt, or frighten children.

Procedures for the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents/guardians are notified.
3. An incident report form is filled out to document the incident.

Procedures for the child that bit:

1. The teacher will firmly tell the child "No! Do not bite!"
2. The child will be placed in time out for no longer than the child's age (example: three year old, three minutes).
3. The parent/guardian are notified.
4. The incident report form is filled out and saved on the app.

Procedures for continuous biting:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

Excessive Biting:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parent/guardian to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent/guardian will be asked to make other child care arrangements.
4. If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again. If a child bites twice in a 4 hour period, the child will be required to be picked up from child care for the remainder of the day. This will not count towards the 2 day suspension.

Section D: Parents/Guardians

Communication with Parents/Guardians

To ensure regular communication on a child's progress, Beachmont will use a variety of methods to communicate with parent/guardian such as in person conversations, emails, phone calls, daily reports, text messages, and parent/guardian teacher conferences.

Communicating at Pickup

When time allows, teachers will share brief daily feedback with parents/guardians at pick-up time. However, if there is an issue that needs more time to talk through or more privacy, we ask that parents arrange a time to talk with the teacher outside of the classroom or schedule a time to speak to the teacher on the phone.

Phone Calls and Notes

If something can not be communicated briefly at pick-up, our child care staff will either call or have a note sent home to communicate progress, injury, concern, or an upcoming event.

Emails

Parents/guardians are also welcome to send questions to teachers' email accounts. Administrative staff and teachers will use emails to update parents/guardians on important programmatic information, payments due, special events, delays in openings, and closures.

Daily Reports

Teachers complete a daily report that will include information about your child's day such as behavior, what they are learning, diaper changes, any medical alerts, etc using an app that will send an email to parents.

Daily Connect App

We will be using the "Daily Connect App" to communicate with parents on a daily basis. This app will be used to share photos and daily reports.

Parent/Guardian Teacher Conferences

Additionally, teachers will schedule conferences with the parent/guardian once in the Fall and once in the Spring to update them on their child's progress. During this time, teachers will communicate some basic goals for each child and update the parent/guardian on their child's gross motor, fine motor, social, and emotional skills.

Parent/Guardian Involvement

Parent/guardian involvement is an important part of Beachmont. Parents/guardians are welcome to come and observe their children during operating hours. We ask that parents/guardians communicate in advance if they would like to observe their child so that teachers can schedule when parents/guardians are in the room and so that it is not overcrowded for learning. A parent/guardian is also able to come and pick-up their child at any time, but if there is an appointment that the child needs to be at we ask that a parent/guardian communicate the early pick-up time during drop-off so that we can have the child ready to go. (COMAR 13A.16.07.04)

Throughout the year, Beachmont will host some special events for children and their parents/guardians. Some of these special events may correspond with holidays or other special times throughout the calendar year. Beachmont will communicate a month in advance of any special events so that parents/guardians can plan accordingly for these special events.

Some of these special events may include, but not limited to:

- American Education Week

- Mother's Day- Mother's Tea
- Thanksgiving
- Christmas
- Valentine's Day
- St. Patrick's Day
- End of school year Pool Party
- Beginning of Fall party Corn Maze

Community Resources

There are many resources available for parents/guardians with children who have special needs. Some of these resources can be found at the Office of Child Care's website:

<https://earlychildhood.marylandpublicschools.org/child-care-providers/early-childhood-curriculum/early-childhood-resources>

Child Care Center Regulations

The content of the most current edition of the COMAR 13A.16 Child Care Centers or COMAR 13A.18 Large Family Child Care Homes, as applicable. They may be accessed on the Maryland State Department of Education website at:

www.marylandpublicschools.org/MSDE/divisions/child_care/regulat

Section E: Health & Medical Procedures

Health Procedures

In order to maintain a healthy environment for children and staff, Beachmont will follow these procedures when someone is experiencing symptoms relating to an illness.

1. Stay home or go home if symptoms develop while on campus.
2. Parents/guardians are required to pick up a child within 30 minutes that they are notified in order to decrease the spread of disease and for the comfort of the sick child.
3. Isolate the sick individual from the rest of the class and wait to be picked up in the office.
 - a. The individual can return once they are fever (100.4 or higher) and symptom free for 24 hours.
 - b. If a child is absent for 3 or more days due to illness, they must have a written note from the parent/guardian or physician that the child may return to a regular schedule.

Reporting Communicable Diseases

If a child or staff member becomes infected or is exposed to someone with a reportable communicable disease, Beachmont will follow the reporting procedures to the health department as required.

Visit this link for the document “Diseases, Conditions, Outbreaks, & Unusual Manifestations Reportable by Maryland Health Care Providers:”

<https://drive.google.com/file/d/1pI5EkFveHhRUErG-zOYGcgOakzR7OYUp/view?usp=sharing>

Other Diseases Of General Interest		
Chicken Pox	*Herpes Simples Virus Type 2 - reportable only in Baltimore City	Ringworm (of body, scalp, etc.)
CMV (Cytomegalovirus)		Scabies
Diarrhea &/or Vomiting	Impetigo (Streptococcal Skin Infection)	Scarlet Fever (Scarletina)
Fifth Disease	Head Lice (Pediculosis)	Shingles (Herpes Zoster)
Giardiasis	Pinkeye (Conjunctivitis)	Strep Throat
Herpes Simplex Virus*	Pinworm Disease (Enterobiasis)	

Exclusion for Acute Illness

To prevent the spread of illness and to protect all the children in care, facility staff must observe children for any signs of acute illness and promptly notify a child’s parent/guardian if the child appears to be ill. An acute illness is an abnormal condition of the body with rapid onset accompanied by abnormal symptoms and signs that has a short course of duration, as opposed to a chronic illness of long duration. A child in attendance who becomes acutely ill must be kept away from the other children and constantly monitored by facility staff until the child’s parent/guardian can take the child home.

If a child shows any signs of acute illness, the child’s parent/guardian or other authorized adult is promptly notified and requested to take the child home within 30 minutes of being notified.

An acutely ill child requires closer observation and care and may be a source of contagion for other children in care; therefore, the operator may not allow a sick child to attend care unless OCC has approved the facility to provide care for acutely ill children.

A child may not be readmitted to care after an absence of 3 days or more due to illness without a written statement from the parent/guardian or physician that the child may return to a regular schedule.

Infectious and Communicable Diseases

An operator shall immediately transmit to the health officer a report of the name and address of a child or a staff member who appears to be infected with a reportable communicable disease or who has been exposed to a reportable communicable disease as indicated in COMAR 10.06.01.03.

A “reportable communicable disease” is any one of a group of highly infectious or contagious illnesses classified by the Maryland Department of Health and Mental Hygiene (DHMH) as serious threats to public health that must be identified, isolated, and treated immediately. For this reason, any incidence of these diseases must be reported to the local health department immediately.

Visit this link for the document “Diseases, Conditions, Outbreaks, & Unusual Manifestations Reportable by Maryland Health Care Providers:”

<https://drive.google.com/file/d/1pI5EkFveHhRUErG-zOYGcgOakzR7OYUp/view?usp=sharing>

Except in centers for children with acute illness, an operator may not knowingly admit to care or retain in care a child with a transmissible infection or a communicable disease during the period of exclusion recommended for that infection or disease as shown on a chart provided by the Office of Child Care, unless the health officer grants approval for the child to attend child care during that period.

COVID-19 Isolation Procedures

All persons who test positive for COVID-19 or have suspected COVID-19, regardless of vaccination status, should complete isolation as follows:

- Stay home for at least 5 full days from the date of symptom onset if symptomatic or from the date of the positive test if no symptoms.
 - Day 0 is considered the day symptoms started in symptomatic persons or the day of the positive test (based on the date of testing) if asymptomatic. 2

- After day 5, if the person has no symptoms or if symptoms are improved and they have had no fever for at least 24 hours without medication, they may return to school or child care if they wear a well-fitting mask* for 5 additional days (day 6 through day 10).
 - If they are unable to wear a mask, they may return to school or child care if they have a negative test at day 5 or later; otherwise, they should remain at home for day 6 through day 10. A negative test at day 10 or after is not needed to return.

Mask Use:

Masks are no longer required, and people can choose to wear a mask based on their personal preference.

Medication Administration and Storage

Medication, whether prescription or non-prescription, may not be administered to a child in care unless parent/guardian permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the Office of Child Care, that is received at the center before the medication is administered and a licensed health practitioner has signed and approved the administration of the medication and the medication dosage.

Unless exempted or approved, a nonprescription medication is given only once per illness. Nonprescription medication is over-the-counter medication that is prescribed by a physician to be administered to a child. "Over-the-counter Medication" are products found on store shelves which may be purchased by the general public without a prescription from a physician. For example, a physician may prescribe "Tylenol" for a child which is an over-the-counter medication purchased by the general public.

A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.

If the medication is by prescription, it is labeled by the pharmacy or physician with the child's name, the date of the prescription, the name of the medication, the medication dosage, the administration schedule, and the administration route, special instructions, the duration of the prescription, and an expiration date that states when the medication is no longer useable. Before giving medication to a child, the facility has on file for that child a completed, signed "Medication Authorization Form", OCC form 1216, or an equivalent document which contains all information as required on the OCC form 1216.

Topical applications including diaper rash products, sunscreen, or insect repellent supplied by a child's parent/guardian may be applied without prior approval of a licensed health practitioner. Diaper rash products, sunscreen, and insect repellent are considered "Basic Care Products" not nonprescription medications. They are referred to as "Topical Applications" because they are

applied on the child's skin and not taken internally. An individual does not need to have taken "Medication Administration" training to apply basic care/topical products on a child. A parent/guardian may not give a provider a "home-made" product to use on the child. The product must be clearly labeled with a product name and instructions for use.

Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated.

Only individuals who have received approved medication administration training may administer medication to a child in care and there must be at least one such individual present at the center when enrolled children are present.

NOTE: If at any time, a life threatening medical crisis occurs, such as a child having an asthma or allergy attack, and a staff person who has taken medication administration is not available, the appropriate medication may be administered by a staff person to save the child's life.

Treatment of Injury or Illness and Medical Log

For any type of injury or possible illness, staff or participants will be evaluated and treated by a staff member who is First Aid certified. Any injury and treatment must be recorded in the medical log by the staff member who gave treatment using the app. All staff are properly trained in how to identify, treat, and communicate details about illnesses and injuries as well as when to call for EMS. If an injury occurs that requires professional medical treatment, parents will be immediately notified and an incident report form will be filled out and shown to the parent.

Smoking

Smoking is prohibited at all times in any indoor and outdoor area of a child care center and during the center's hours of operation. Beachmont is an alcohol, tobacco, and drug free property.

Alcohol and Drugs

To ensure the health, safety, and welfare of each child in attendance, consumption of any alcohol or drug substance by any person on the center premises during the facility's operating hours, or during any off-site program activity, is strictly prohibited.

Non-Prescription Medication

Only one dose of a non-prescription medicine is to be given unless the child's health practitioner approves an additional dose in writing.

NOTE: No non-prescription medication can be administered to a child unless a parent/guardian has given written permission on the medical form. Document any non-prescription medicine administered in the health log (include the dosage administered).

Emergency Plans and Procedures

Plans

For the safety of all children and staff, Beachmont has developed several emergency and disaster plans that align with the state regulations found in COMAR 13A.16.10. In order to protect all staff, parents, and children, we do not publicly release these plans, but they are available for parents to review in the office. In addition to these emergency action plans, at least one staff member must complete an emergency preparedness training that is approved by the Office of Child Care, and all staff must be trained in each of Beachmont's emergency plans.

Emergency Communication With Parents

If conditions require parent/guardian to pick up children early, an announcement will be placed on social media, e-mail, slick text, and/or phone calls to notify parent/guardian. Transportation home is to be arranged by the parent/guardian. (Please note: children may only be dismissed to adults authorized to pick them up on the camper pick-up list). Staff will remain on duty until all children have been properly dismissed unless excused by the Program Manager.

Safety and Preventative Policies

First Aid and CPR

A basic first aid kit will be kept in each classroom, and when the class goes out for an outdoor activity, each teacher should take a portable first aid kit with them along with their phone and walkie talkie. Anytime first aid is given to a child, even if it is just a band-aid, the teacher must record it in the medical log, and a parent/guardian should be notified during pick-up. All teachers will be certified in First Aid and CPR.

Visitor Policy

All visitors are required to check in at the office when they first arrive. All visitors to the child care facility during operating hours will be required to wear a VISITOR badge issued by our office. This even applies to former staff people.

Any visitor must be accompanied by a staff member at all times while on campus when children are present.

Office staff will not issue visitor badges without first receiving approval from the Program Manager.