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Letter from the Director

Hampden Christian School provides high quality academic education with mastery of the basic subjects in the forefront. Since holistic development is our goal, we want to educate not only a child's brain, but nurture his heart, develop his character and involve his body as well. We believe that this type of discipleship happens best in community. We will do everything possible to nurture a close relationship between child and teacher. With this in mind, our classes will be kept small (a maximum of 12). Our teachers are committed Christians who exemplify Christian ethics in every aspect of their lives. Just as the act of teaching is the proof of having learned something, so the act of service is a product of holistic development. We believe this service happens simultaneously with the act of learning. Throughout the school year, we expect our students to be positive contributors within both the community and the classroom. On a monthly basis, students will also participate in school-planned community service projects such as community gardening, singing for the elderly in our community, or clean-up projects.

Mission Statement

Hampden Christian School provides a holistic Christian education with emphases on strong academics, character development, and service learning. HCS accepts students of other faiths.

Programs

Hours of Operation

Hampden Christian School is open between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday.

Full-day Daycare

Children may attend two, three, or five days per week. Children who attend five days per week will be given first priority.

Infants can be enrolled for five days per week only.

Preschool

Preschool is held on a three-day (Monday, Wednesday, Friday), two-day (Tuesday, Thursday), and five-day (Monday through Friday) schedule from 8:55 a.m. to 12:15 p.m. and includes lunch. Children may arrive as early as 8:45 a.m. and stay as late as 12:25 p.m.

Typical Preschool Day

Learning Through Activity Centers - art, blocks and construction, books, home living, science and nature, music and movement, puzzles and language arts, writing, and other manipulative play. Teachers also give instructions in the learning of colors, shapes, numbers, alphabet, vocabulary, and motor skills.

Group Time - stories, songs, finger plays, games and conversation revolve around a weekly unit theme, such as seasons, animals, machines, friends, helpers and weather.

Outdoor Play – HCS has a playground equipped with age-appropriate play equipment. There is also an indoor area with play equipment that can be used during more extreme weather.

Daily Schedule SAMPLE

7:00 Center Opens

7:45-8:15 Breakfast

8:15 Potty

8:45 – 8:55 Arrival of half-day Preschool

9:00 Circle Time – story, finger plays, songs

9:10 Preschool activity

9:30 Potty, Snack

9:50 Centers/Free play

10:20 Potty

10:40 – 10:55 Outside play

11:00 Lunch

11:30 Potty

12:00 – 12:30 Outside play

12:15 – 12:25 Dismissal of Preschool

12:30 Potty, story, songs

1:00 Nap/Quiet Time

3:00 Potty, Snack

3:30 Free Play inside or outside

4:00 Potty

5:30 Center closes

General Information and Policies

Arrival and Departure

For security measures all doors in the facility remain locked at all times. When you arrive at the main entrance, someone will release the door for you. If no one is in the office, press the button on the Aiphone. Wait for the door to be released.

Each day upon arrival and departure, please sign your child in and out at the front desk. Walk with your child to the appropriate classroom so that the teacher knows your child has arrived. If you arrive early, please stay with your child until the

correct time. If another person is picking up your child, we must have a note stating who will be picking up your child.

Alternatively, this person could be listed on the emergency form that is part of the original application. Picture ID will be requested for anyone other than a parent picking up a child.

When parents come to drop off their child, we would like there to be a direct transfer-of-care. In other words, the parent should come with the child to the classroom, say good-bye to the child and exchange a word with the teacher so that it is clear to all involved that the transfer has taken place. The same should happen at pick up. Parents should expect to come to the child's class wherever they are and make that same transfer with the teacher in charge. We do ask that older siblings are not sent to retrieve the child from the class. All of this also applies to elementary students when they are in before/aftercare. This is an effort to ensure each child is monitored safely. In summary:

Drop-off: Bring your child to the room where the teacher is, communicate with the teacher and say good-bye to your child.

Pick-up: Come to the classroom or outdoor area for your child. Say good-bye to the teacher in charge.

Keep your child and any siblings with you all the time when you are here.

Inclement Weather Cancellation Procedure

We do not necessarily follow the city school's cancellation or delay decisions. We do try to keep daycare open to accommodate working parents. You will be notified via email by 6:00 A.M. if there is to be a delay or cancellation.

Meals

Breakfast, snacks, and lunch are provided by the school.

Breakfast is served at 7:30 A.M. Breakfast will not be served to children who arrive after 8:15. Two snacks are served; one in the morning and one in the afternoon.

If your child has food-related allergies, please notify the office and provide a written description to be kept in the child's file.

Please observe the monthly menus. If your child does not like the food that is being served on any particular day, your child may opt out of lunch and instead bring his own. Otherwise, please do not bring food from home to be served in addition to lunch or snacks. For any one meal or snack, we do not allow a combination of food brought from home and food provided by HCS to be served; it must be one or the other. Also, any child who is eating when entering the building will be asked to remain in the office until finished eating.

Because of various food allergies and preferences of parents we ask that students do not bring in food items to share with classmates. Food items can be a great way to show appreciation for other people, but we prefer that students find other tokens of appreciation besides food for their friends. This policy applies to birthday and Christmas gifts; for those students who bring a lunch we also do not allow them to trade any of their food items with classmates.

Appropriate Clothing

Children should be provided with a change of clothing in case of accidents. All clothing must be marked with your child's name with a permanent marker. Children should wear play clothing on a daily basis, and families should be forewarned that messes and stains are a part of a healthy childhood. Clothing symbolizing aggression is not allowed at HCS.

Rest Time

Activities will be planned throughout the day alternating physical activity and quiet play. Each child will be required to sleep or rest each afternoon. HCS provides nap mats. Your child should have his/her own blanket and/or pillow, which will be sent home at the end of the week for laundering.

Personal belongings

Any personal belongings or supplies for your child must be labeled with your child's name using a permanent marker. This includes coats, hats, gloves, cups, and any other personal items. Though your child may need a special security item from home, children are discouraged from bringing in personal toys to avoid having their toys get lost or broken. If children bring in personal toys, they will be asked to keep them in their cubby. In addition, toy guns or toys symbolizing aggression are not allowed at HCS.

Medication

In order to administer medication, a medication log needs to be signed and completed in the office. All medicines must be in their original containers, with original prescription labels. We also need your doctor's written permission for us to administer the medication at school. The appropriate form can be found online and is called *Maryland State School Medication Administration Authorization Form*.

In order to administer any topical (sunscreen, diaper ointment, etc.) we need your doctor's written permission.

Sick Child Policy

Hampden Christian School is not licensed to care for sick children.

- Please do not bring your child if your child is ill (has run a fever of 101 degrees, has vomited or has had diarrhea in the past 24 hours).
- If a child becomes ill at HCS, we will notify the parent to pick

up their child immediately. Examples include: vomiting, two successive bouts of diarrhea, or a fever of 101.

- Child may not attend HCS until free of the above symptoms for 24 hours, without fever-reducing medication.
- We understand that this policy is not convenient for a working parent, but we are not allowed to provide care for a sick child. We reserve the right to deny care for a child who arrives with illness symptoms.
- If your child is out sick, full payment is still required.
- If your child is too sick to be outside, your child is too sick to be at school.
- Please call or email HCS to notify the teacher if your child is going to be absent for the day.

Behavior Policy

Hampden Christian School always seeks to build quality character traits in the lives of the young ones in our care. We emphasize respect for oneself and others. We guide children through expressing emotions, both positive and negative, in a healthy way. We encourage and model developmentally appropriate social skills such as conflict resolution and problem-solving skills. These lessons will begin with clear and reinforced expectations:

1. Kind words, gentle touches
2. Use appropriate words to solve our problems.
3. Obey teachers.

Good behavior will be recognized and praised. If a child displays challenging behavior, the staff will converse with the child about acceptable/unacceptable behavior and give a warning. If a child is disruptive, the child may be given a time-out of approximately the same number of minutes as the child is years old. The child will be asked to explain why the behavior was unacceptable (in his own words) and apologize (when appropriate). Staff may use additional approaches including logical or natural consequences. In cases where the child does not respond favorably or the infraction is serious, the director

will handle the situation by talking with the child and possibly calling the parent. No child will receive corporal discipline at the school.

We always strive to keep communication clear between caregiver, teacher, and director. Each child will be sent home with a report denoting what kind of day the child experienced; happy, sad, frustrated. The report will include a note about how much the child ate.

Electronic devices (e.g. computers, mobile phones, etc.) are not allowed and if brought, they will be placed in the office until the child's departure from school.

Biting

Children biting other children does happen in preschool classrooms. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. Every child is a potential biter or will potentially be bitten. It is important to understand that because a child bites, it does not mean that the child is “mean” or “bad” or that the parents of the child who bites are “bad” parents or they are not doing their job as parents to make this stop happening. Biting is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children's development. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may simultaneously want one toy. The children are learning how to live in a community setting. They are learning to control their impulses and emotions, while language skills are still developing.

How do teachers respond when children bite? It is our job to provide a safe setting in which no child needs to hurt another to

achieve his or her ends, and in which the normal range of behavior is managed. Confidentiality is practiced. We cannot tell a parent who bit their child. The name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult. Teachers can try to minimize the behavior in the following ways:

- Letting the biting child know in words and manner that biting is unacceptable
- Avoiding dramatic negative attention which may reinforce the biting. The focus of caring attention is on the bitten child. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Was the biting child getting tired/hungry/frustrated?
- Recording details of frequency, participants, location
- “Shadowing” a child. This technique involves having a teacher with a child who bites to anticipate biting situations and to teach non-biting responses to situations

Toilet Training

HCS does not initiate toilet training. We will, however, support parents who are actively toilet training the child at home. Here is our toilet training procedure:

1. Prior to training we ask that parents provide cloth or disposable diapers.
2. After parents have begun the process at home, we will take the child to the potty every hour. We ask that you provide a diaper that easily pulls up and down and has re-closable tabs.
3. Once your child has been in underwear for several days with no accident at home, we will make the transition at school.

In addition, as long as a child is in a diaper they would need to be

placed in the 2 year old room, since this is the only room with diapering facilities.

Conferences

Your child will be evaluated twice each year. This includes an evaluation of Fine and Gross Motor, Social/Emotional, Self-Help, and Math Readiness skills. Parent-teacher conferences are held twice each year. During the conference your child's teacher will discuss the evaluation with you. However, anytime you have questions concerning school or your child's progress, please feel free to contact the teacher or the director.

Parent Involvement

Parent involvement is critical to Hampden Christian School's overall effectiveness. Parents can get involved by assisting with fundraising and volunteering their time at the school.

Only HCS staff are permitted to hold or care for any of the babies in our care. For this reason, we ask that parents also refrain from holding children who are not their own while at HCS or on field trips.

We ask parents to refrain from posting photos of HCS students (other than their own child) on any social media sites when photos are taken at HCS or during HCS field trips.

Fund-Raising

HCS functions under Urban Mennonite Ministries (a 501(c)(3) organization). HCS welcomes any tax-deductible gifts from friends and parents of HCS. Any donors will receive a tax-deductible receipt. Several fundraisers will be planned each year. This fundraising helps keep tuition more affordable and helps provide financial aid to those who may have difficulty affording an education at HCS.

Room Parents

Volunteers will be needed to serve as Room Parents. These volunteers will collaborate with other parents and assist the teacher by coordinating events and tasks.

Evacuating Emergencies

In the event of an emergency requiring evacuation, the parent/guardian will be contacted immediately. We will place a sign on the main entrance stating the location of the staff and students if the building has been evacuated. Please notify the office with any changes of home or work addresses or emergency numbers. Immediate evacuation site is Hampden Family Center 1104 West 36th Street Baltimore, MD 21211. Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to our Relocation Facility at North Baltimore Mennonite Church 4615 Roland Avenue Baltimore, MD 21210.

Discrimination

Hampden Christian School does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational programs and policies.

Enrollment & Financial Policies

Enrollment

Hampden Christian School accepts children between the ages of 24 months and 5 years of age. Your child may be enrolled on a Full-time, Part-time, or Preschool basis. Children 6 weeks – 24 months can be enrolled on a Full-time basis. A Registration Fee of \$50.00 per family is due upon submission of the application. This fee is non-refundable.

Admissions Procedure

- 1) Schedule and complete a tour of the facility.
- 2) Complete and submit an application, along with a \$50 registration payment.
- 3) Upon acceptance, your child must have these items on file:
 - a) An application form
 - b) Health Inventory (as required by MD State Department of Education, including all age-appropriate immunizations) we must have this in our files one week prior to your child's start date
 - c) Parents must fill out electronic enrollment. This form will be shared with you electronically.
- 4) Payment of security deposit and one month's tuition

Tuition & Fees

Tuition payments are due in advance. In order to reserve a space for your child, HCS requires the following:

1. one month payment (first month's service)
 2. \$300 security deposit
 3. \$50 enrollment fee
- The security deposit will be applied to your child's last week(s) at HCS. We do not issue security deposit refunds.
 - The registration fee and first month's payment are nonrefundable. If you pay to secure a spot, no tuition will be refunded.

Re-Enrollment

HCS requires a re-enrollment application and a \$200 down payment for patrons who want to hold a space for the fall. The down payment is applied to the first tuition invoice in the fall.

This down payment will be refunded to you if you notify the Director in writing prior to July 1.

Late Payment

Customers will be charged a late fee of \$15 on the first business day after the bill is due.

Returned Check Fee: \$35

Late Pickup Fee

Please note that we close promptly at 5:30 p.m. Any child who is picked up after that will be charged a Late Pickup Fee. Any preschool child who is picked up late will be charged a Late Pickup Fee. The fee is \$20 for every 15 minutes.

Further clarification of what constitutes a late pick up fee: Transfer of care must happen by 12:30 (for preschool), and 5:30 (for daycare). This means that parents need to retrieve the child from the teacher's care and leave the classroom by the relevant time. If teachers need to care for your child beyond those times, the teacher will record the late pick up and the office will bill you accordingly.

Extended Time

Extended hours for a preschool child will be charged at \$10 per hour **if** arrangements are made at least 24 hours in advance- Morning fee (\$20), Afternoon fee (\$35), Extra Day fee (\$80). Without 24 hour advance arrangement, the cost is Morning fee (\$30), Afternoon fee (\$50), and Extra Day fee (\$100).

Discontinue Enrollment

Children may discontinue enrollment at any time, with required

written notification to the office two weeks in advance. Failure to inform the office two weeks in advance will result in the loss of your deposit.

Vacations

Full-time/Part-time children, who are here all year, are allowed two weeks of vacation free of charge per school year (after 3 full months of enrollment). Vacations are to be taken in one/two week blocks with two weeks written notification to the office. A maximum of two weeks' vacation credit may be taken at one time. Vacations may not be carried over from one year to the next. Summer is an exception to the two week vacation rule although we do still require two weeks written notification to the office.

Summer Enrollment

Students may enroll for full days during the summer months. You may also take additional tuition-free vacation weeks during the summer (with two weeks written notification to the office). Summer enrollment is finalized in February during the re-enrollment period. You will have the option of making a summer payment with a 2% discount.

Sick Days

If a child is sick for five consecutive school days, 50% of the weekly fee will be charged. Regular fee payments will be charged in case of illness of shorter time periods. In order to receive this discount parents must provide written verification from a doctor confirming that the child was sick. Parents need to inform the staff/office if a child will be absent due to illness.

Insufficient Fund Checks

If a check is returned to us by your bank for insufficient funds, you will have five days to get cash to us to replace the bad check, or discontinue enrollment until the balance of your account is

taken care of. There will also be a service charge of \$35 for each bad check given.

Pricing for School and Daycare 2020-2021 school year

Elementary Tuition Cost:	7,200		
	Monthly	Per Semester (2% Discount)	Per School Year (4% Discount)
school age k-7th	800	3,528	6,912
lunch fee	70	309	605
before/aftercare	325	1433	2808
FULL DAY DAYCARE:	Monthly	Per Semester (2% Discount)	Per School Year (4% Discount)
Ages 2-4 (5 Day)	1277	5631	11032
Ages 2-4 (3 Day)	886	3908	7656
Ages 2-4 (2 Day)	631	2781	5449
Infant/Toddler (5 day)	1703	7510	14714
PRESCHOOL PRICING:			
Ages 2-4 (5 Day)	766	3378	6,619
Ages 2-4 (3 Day)	532	2345	4,593
Ages 2-4 (2 Day)	391	1725	3,379
SUMMER:	Weekly	Per 13-week Summer (2% Discount)	
Infant/Toddler	426	5427	
Ages 2+ (5 Day)	320	4077	
Ages 2+ (3 Day)	221	2815	
Ages 2+ (2 Day)	158	2013	

Accounts may be paid by the year (due 1st Fri. in Aug), by the semester (due 1st Fri. in Aug. & 2nd Fri. in Jan), or by the month beginning in Aug. (9 monthly payments due by

the 25th). All payments are made for the following month's service. Sibling discount: 20% for 2nd child, 50% for 3rd child, no charge for 4th child.

Preschool Calendar

Regular fees will be charged during holidays including the week between Christmas and New Year

- August 28, 2020Back to School Night
- Aug. 31Preschool begins
- Sept 7Closed- Labor Day
- Oct. 23.....Closed- Professional Development
- Nov. 10Parent Teacher Conferences & Evaluations
- Nov. 26-27.....Closed - Thanksgiving Break
- Dec. 6Christmas Concert at 6PM
- Dec. 23 Close at 12:15Christmas Break
- Dec. 24-Jan. 1Closed - Christmas Break
- Jan. 4, 2021..... Preschool reopens
- Jan. 18Closed – MLK Jr. Day
- Feb. 15Closed - Presidents Day
- Mar. 18-19.Closed - Professional Development
- Mar. 30.....Parent Teacher Conferences & Evaluations
- April 2-5Closed – Easter Weekend
- May 28 Last Day of Preschool; End of Year Celebration-
Parents invited to attend; HCS closes at 12:15 PM

Daycare Calendar

Regular fees will be charged during holidays except for the week between Christmas and New Year.

- May 25, 2020..... Closed - Memorial Day
- July 3.....Closed - Independence Day Observed
- Aug. 27-28Closed
- Aug. 28, 2020..... Back to School Night

- Aug. 31Preschool & Daycare begin
- Sept. 7Closed-Labor Day
- Oct. 23.....Closed- Professional Development
- Nov. 3.....Daycare closes at 3:00 PM
- Nov. 10Parent Teacher Conferences & Evaluations
 - Daycare closes at 3 PM
- Nov. 26-27.....Closed - Thanksgiving Break
- Dec. 6Christmas Concert at 6PM
- Dec. 23 Daycare closes at 12:15 PMChristmas Break
- Dec. 24-Jan. 1.....Closed - Christmas Break
- Jan. 4, 2021 Daycare reopens
- Mar. 18-19Closed - Professional Development
- Mar. 30.....Parent Teacher Conferences & Evaluations
 - Daycare closes at 3 PM
- Apr. 2Closed - Good Friday
- May 28End of Year Celebration-
Parents invited to attend; HCS closes at 12:15 PM
- May 31Closed- Memorial Day
- June 1.....Daycare resumes

Please see our website for a link to the **HCS Online Calendar**. The online calendar is current. It is regularly updated when field trips and other events are planned.