

ASBURY CHILD DEVELOPMENT CENTER

2019-20

Parent Handbook

Asbury Child Development Center
is a Community Ministry of
Asbury United Methodist Church
1401 Camden Avenue
Salisbury, Maryland 21801
Telephone: (410) 742-7058



**Welcome to Asbury Child Development Center.
Please keep this handbook as a reference throughout the year.**

Table of Contents

	Page
ACDC Staff	3
Church Staff	3
Office Hours	3
Calendar	4
Weather/Emergency Closings & Delays	5
Health Policies	5
Discipline Procedures & Policies	6
Clothing.....	7
Personal Possessions	7
Arrival and Dismissal	7
Late Pick Up Policy	8
Parent Participation.....	9
Parent Helper Guidelines.....	10
Parent Code of Conduct	11
Special Education Services	12
General	12
Tuition Payments and Enrollment for 2018-2019 School Year.....	13
Withdrawals	13
Registration Guidelines for School Year 2019-2020.....	14
Parking Lot Etiquette.....	14
Notification Letter (AHERA)	15

ACDC Staff

Danna Abbott	Assistant Director/Teacher	(410) 742-7058
Molly Byer	Teacher's Aide	(410) 742-7058
Tina Dayton-Ludwick	Teacher	(410) 742-7058
Margaret Engler	Teacher/MOTS/Lunch Bunch	(410) 742-7058
Liza Evans	Teacher	(410) 742-7058
Holly Foster	Teacher's Aide	(410) 742-7058
Mary Beth Gicking	Teacher	(410) 742-7058
Jen Golba	Teacher's Aide	(410) 742-7058
Brenda Hearn	Bookkeeper	(410) 742-7058
Cindi Hildreth	Teacher	(410) 742-7058
Leah Huey	Teacher	(410) 742-7058
Tina Lambert-Marzec	Teacher's Aide	(410) 742-7058
Sarah McCabe	Music Teacher	(410) 742-7058
Angie McLaughlin	Staff Aide	(410) 742-7058
Julia Morris	Teacher	(410) 742-7058
Cheryl Panni	Staff Aide	(410) 742-7058
Ellen Smith	Teacher	(410) 742-7058
Casey Taylor	Director	(410) 742-7058
Angela Wagner	Teacher's Aide	(410) 742-7058

ACDC's pre-school and kindergarten programs are certified by the Maryland State Department of Education. All ACDC teachers as well as the director meet state teaching requirements with college degrees. In addition, all have courses in early childhood education, as well as a minimum of 12 hours of continuing education annually.

Other ACDC requirements include:

- CPR/First Aid Certification
- Pre-employment TB tests and good-health affidavits from doctors
- State and Federal criminal background checks

Church Staff

Rev. Tom Pasmore	Senior Pastor	(410) 749-2131
Rev. Bill Sterling	Visitation Pastor	(410) 749-2131
Michael Stefanek	Director of Music Ministries	(410) 749-2131
Kristen Wall-Love	Director Adult Spiritual Formation & Membership	(410) 749-2131
Heather Harman	Director of Children & Care Ministries	(410) 749-2131
Janice Wilkinson	Director Finance & Building	(410) 749-2131
Sheri Burchard	Administrative Assistant	(410) 749-2131
Karen Corwin	Administrative Office Manager	(410) 749-2131
Craig Brown	Custodial/Maintenance	(410) 749-2131
Leah Tatman	Director of Youth and Family Ministries	(410) 749-2131

School Year ACDC Office Hours: Monday-Friday 8:00am – 4:00pm

Summer ACDC Office Hours: Monday-Thursday (hours will vary)

May 6 – Mother’s Day Tea – 4’s **AM** – M/W/F and M-F

– 4’s **PM**, M/W/F and M-F

May 7 – Mother’s Day Tea – 3’s, T/TH and Kindergarten

May 8 – Mother’s Day Tea – 3’s, M/W/F

*May 14 – Last Day of School – T/TH classes

*May 15 – Last Day of School – M/W/F and M-F classes, 4’s Rodeo

May 22 – Last Day of School – Kindergarten

*Field Day date/schedule is subject to change depending on the weather.

*The week of May 18-22 will be used for make-up snow day for M/W/F, T/TH, and M-F classes if needed.

Total school days for Kindergarten students equals 170 days.

Weather/Emergency Closings & Delays*

***Please sign up for our “Remind” text messages and emails, which will alert you for any and all closings and delays! You can also watch WBOC-TV to check for closings and delays.**

If school closes early, ACDC will not have an afternoon session. If in doubt, you may call the school number. There should be a weather related message on the answering machine if no one is available to answer your call. **THERE WILL ALWAYS BE A “REMIND” TEXT SENT OUT! Please make sure to sign up by completing the form and returning it to the Resource Room.**

- (1) **Fog Delay Policy**: ACDC will open on time if there is a 1-hour delay for Wicomico County. If there is a 2-hour delay for Wicomico County, ACDC will open at 10:00 AM and dismiss at regular time (12:00PM). All afternoon sessions will start at regular time. ACDC will have a maximum of one (1) hour delay due to any fog delays that are announced.
- (2) **Snow Delay**: Parents will be notified of a snow delay or closing by text or email, or they may tune into WBOC-TV for updates.

PARENTAL DISCRETION IS ALWAYS ADVISED AS TO ATTENDANCE IN INCLEMENT WEATHER

Health Policies

Parents and/or guardians are expected to keep sick children at home. If your child is not well enough to participate in daily activities and outdoor play, he or she should not come to school. The following explains our policy for temporary exclusion of sick children.

*You are required to keep your child at home if he or she has:

- Temperature of 100 degrees or more (99.5 degrees under arm)
- Intestinal problems with diarrhea and/or vomiting
- Any type of undiagnosed or contagious rash
- Any type of communicable illness (i.e. chicken pox, measles, impetigo, pink eye, strep, etc.)
- Congestion or mucous discharge of the nose (excessive and green/yellow in color)
- Discharge from the eyes (conjunctivitis, see above)
- Has been taking medication for less than 24 hours

A child that exhibits any of the above symptoms may not return to school until he or she has been free of the symptoms for 24 hours. A child must be fever free without the aid of medication for at least 24 hours prior to his or her return to school. The staff of ACDC will not administer medication to reduce fever. For contagious illnesses, children should be kept home until a doctor verifies that the period of contagion has passed.

- (1) Be sure that a completed medical and updated immunization form is in school office on or before August 16th. Students enrolled at ACDC will not be permitted to attend on the first day of school without a completed Health Inventory on file.
- (2) As is explained in our registration materials, students in the three-year old and older classes **MUST** be toilet trained. Should your child have frequent accidents on the school premises, at the discretion of the director, enrollment may be terminated. For the overall sound health of your child, and because—with the exception of two-year olds—our classes have no changing facilities, we must enforce the toilet-training policy. **If there is a medical issue we are not aware of, please inform the director.**
- (3) Be sure your child's teacher has been informed **in writing** of any allergic reactions including foods child should not eat as well as any medical conditions the teacher should be aware of.
- (4) Keep your child home if he/she is feeling sick, or if he/she has a fever, rash, unusually red eyes, or if he/she has vomited.
- (5) Should you wish not to have your child participate in outdoor or playroom activities, please make arrangements to pick up child early or come stay with child during the class's scheduled playtime.
- (6) Please notify the director and your teacher to report any communicable illness by calling 410-742-7058 and provide written documentation from the child's doctor to the director. The director will notify parents based on the guidelines set in the *Communicable Diseases Summary* from the Maryland Department of Health and Mental Hygiene website (mmcp.health.maryland.gov). When provided with written documentation from a doctor, the director will notify parents that their children may have been exposed to a communicable illness and will provide the following information:
 - The name of the communicable illness
 - The symptoms of the illness
- (7) COLDS - To protect everyone involved, please keep a sniffing child home for 3 days until the most contagious stage has passed and you have determined he or he/she has no other infections.
- (8) At the discretion of the director, a child may be sent home if there is suspicion of contagious symptoms.
- (9) Any illness lasting three or more calendar days requires a written statement from parent or physician to readmit a child to class.

*In an effort to provide a safe and healthy environment for all children and staff members in the school, we ask that all parents/guardians adhere to the ACDC health policies explained above. Asbury Child Development Center is exempt from the requirements of Title III of the Americans with Disability Act, section 1.5000.

Discipline Procedures & Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encourage children to use their words when having a disagreement with another child and facilitate their attempts to settle their own disputes.
2. Redirect inappropriate behavior with appropriate choices.
3. Separate a child from the group (Time-Out) – one minute away for each year of age.
4. Counsel children individually about their behaviors.
5. Make parents aware of disciplinary concerns (Incident Report).

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children

Children cannot become self-disciplined unless adults teach them right from wrong. At Asbury Child Development Center, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. Ongoing behavioral problems may result in dismissal from our program.

Clothing

- (1) Unless otherwise instructed by your child's teacher, it is recommended that children bring a change of clothing to school each day in their backpacks. Paint smocks are provided by the school. If an ACDC change of clothes has to be put on your child, we ask that you wash and return those items to school at your child's next school session. Parents of non-potty-trained 2-yr. olds are asked to send in disposable diapers.
- (2) Keep your child from wearing their best clothing, as some of our activities are active and messy.
- (3) Make sure your child's clothing and shoes are both weather and climbing/running appropriate.
- (4) Outerwear clothing, like jackets, mittens, hats, boots, etc., should be labeled with your child's name or initials. Check the "Lost & Found" box outside the Resource Room periodically if your child should lose any of the aforementioned.

Personal Possessions

- (1) Encourage your child to bring interesting things in such as bugs, leaves, books, or items related to the day's or week's classroom focus.
- (2) Discourage "Super Hero" type toys, guns, and any toys you or your child might be disappointed to have lost or broken at school.
- (3) If your child's class has "Show & Tell," please let your child bring only one item.

Arrival and Dismissal

- (1) The entrance door is locked until 10 minutes before the scheduled arrival/dismissal time and will relock 10 minutes after the scheduled arrival/dismissal time. Classroom doors will open at the start time of 9:00am or 12:45pm and dismissal time of 12:00pm, 3:00pm or 3:30pm. Prompt pick-up is important to teachers who have either afternoon classes to prepare for or their own children to greet at home after school. Please, no early arrivals unless you are a parent helper, as your child's teacher needs time for room and activity preparation. Late arrivals disrupt the flow of the classroom and activities already in progress. Prompt pick up for Lunch Bunch is 1:30pm and M.O.T.S. is

3:00pm. **The cutoff time for signing up for MOTS or Lunch Bunch is 4:30 the day prior to the date of service.**

- (2) Sessions are planned on the basis of children arriving promptly. Your child's teacher will indicate when she is ready to receive children for class by having the classroom door open.
- (3) We ask that good-byes be brief but reassuring to your child. You may wish to help your child find his coat hook and help him place his belongings, especially 2- and 3-year olds or new student 4-year olds. If possible, try to have good-byes at the classroom door. Then, we ask that you **not** linger in the classroom or at the door to chat with other parents, so as not to distract your child or other students.
- (4) Plan to be on call the first couple of weeks if your child is not happy with his/her new situation.
- (5) Unless otherwise instructed by your child's teacher, please do not open the classroom door before dismissal time. To ensure safe dismissal, the teacher will open the classroom door and call individual children as quickly as possible.
- (6) Your child's teacher will dismiss children from the classroom one child at a time. Please do not leave with your child unless the teacher has dismissed them.
- (7) If you are sending a person who is authorized on your emergency list, but the teacher is not familiar with him/her, please have him/her come to the Resource Room to have his/her photo identification copied and a "pick-up" pass will be distributed.
- (8) If someone other than the person indicated on your application will be picking up your child, please notify your child's teacher and give the Resource Room special written permission. Advise your car-pool person to come to the Resource Room to have his/her photo identification copied and a "pick-up" pass will be distributed.
- (9) If you need time to talk with your child's teacher, call or text her on the number she has provided to you; or you may wish to give her a written message at arrival time, especially if there is something she needs to be aware of, such as your whereabouts during school time if not at home. It is helpful to sign the "I'm Off To...." sheet posted on your child's class bulletin board.
- (10) Use the large parking lot on south side of building and south entrance (opposite playground area) to enter and exit the building. NO CURBSIDE PARKING IS ALLOWED as a safety measure for children. DO NOT USE THE EAST ENTRANCE. THIS IS AN EMERGENCY EXIT ONLY. FOR SAFETY AND SECURITY REASONS, THIS DOOR WILL REMAIN CLOSED AT ALL TIMES. The east parking lot is for Salisbury University, and unauthorized cars may be towed at the owner's expense. Please be extremely cautious while driving through the parking lot.
- (11) Please note the bulletin boards by classrooms and the Resource Room at arrival and dismissal times; advise driver, if not the usual one, to do the same. It is important that notices, class projects, etc., are delivered home with the child.

Late Pick-up Policy

It is extremely important that you pick your child up on time. If your child is still at school 10 minutes after the school day has ended, you will be charged the following:

- 1st Notice (written warning)
- 2nd notice (\$10.00)
- 3rd Notice (\$20.00)
- 4th Notice (\$50.00)

These fees will be added to the next month's tuition.

Parent Participation

- (1) On your registration form, you have committed to spend some sessions with us. It will be helpful to the teacher and fun for you to watch your child interact with other children. In accordance with our Registration Brochure and the parent-helper contract you signed on the application, parents should sign-up on calendars posted on the bulletin board outside their child's classroom:

- 2's (2) sessions/week 6-7 times/year
- 2's (3) sessions/week 9-10 times/year
- 3's (2) sessions/week 5-6 times/year
- 3's (3) sessions/week 7 times/year
- 4's (3) sessions/week 7 times/year
- 4's (5) sessions/week 11 times/year
- Kindergarten 1 time/month

PLEASE DO NOT SIGN UP FOR ALL YOUR TIMES IN ONE MONTH – SPREAD PARTICIPATION THROUGHOUT THE YEAR. If something comes up on the date for which you are signed up to help and you simply cannot make it, please call another parent – perhaps they will be willing to switch dates with you. Also, advise your child's teacher of the change. Spouses, grandparents, or other relatives are welcome as helpers. If it appears that some parents are not signing up as parent-helper, the child's teacher will assign a date on the calendar for that parent.

Please remember: Being a parent helper is your responsibility. If you cannot make it, you are responsible for finding a replacement, not the teacher. Teachers greatly appreciate the help parents provide in the classroom.

- (2) Parent helpers are required to sign the **volunteer book** located outside the Resource Room each time they help. By signing in, ACDC will be able to identify parents who are non-compliant with respect to volunteering and take the appropriate action when needed.
- (3) Please refrain from using or taking pictures during class with your cellphone unless it is discussed with the teacher prior to class. We especially ask that you do not post any pictures of classmates to social media as you may be in violation of the Children's Online Privacy Protection Act of 1998 (COPPA) and could be held liable. Remember, this is a special time to share with your child as well as being an extra set of hands for the teacher.
- (4) Become familiar with the PARENT HELPER GUIDELINES (see pages 10-11 in this handbook). During the sessions for which you have signed up to be present in the classroom, these instructions will be a guideline for you to know what to do. Teachers greatly appreciate the help parents provide in the classroom.
- (5) PARTIES & SPECIAL SNACKS - Let the teacher know if you plan to send in a treat for your child's birthday, or a special snack any other time. Keep plans for refreshments simple. Special cookies are preferable to cake, which usually ends up being messy and often uneaten. If you wish to supply a favor to be taken home by children (hat or balloon, for instance), please provide only one such item for each child. If you are planning to invite classmates to a party outside of school, please do not pass out invitations at school unless all class members are invited.
- (6) Parents are asked to provide healthy snacks. On the day you have signed up to help, we need you to provide the snack and a bottle of juice for your child's class. PLEASE BRING ONLY 100% JUICE (NO JUICE DRINKS, LIKE HI-C OR FROZEN/POWDERED JUICES) or low-fat milk. Please be sure no home-canned goods are used for snack/beverage. Parents who miss their assigned snack day will be asked to replenish the snack provided by ACDC. Please bring only a non-perishable healthy snack and 100% juice to replace the snack provided by ACDC.

- (7) With the increasing number of children developing allergic reactions to peanuts and peanut products, we find the number of children attending ACDC with peanut allergies increasing as well. This allergic reaction to peanuts and peanut products can be *very serious*. Therefore, we ask all parents from any class where there is a known peanut allergy (you will be informed at the beginning of the year) to double check package labeling on any snack brought in to make sure it neither contains peanuts/traces of peanuts, nor has it been manufactured in a plant processing peanut products. We appreciate your efforts for the safety of our children.
- (8) Your child's class may go on several field trips throughout the school year. You signed a general field trip permission slip on the registration form. Check the bulletin board for dates of these trips. Parents may be welcome to accompany the class on such dates. These trips are possible only with your volunteering efforts. **NO SIBLINGS PLEASE IF YOU ARE RESPONSIBLE FOR TRANSPORTING AND CHAPERONING CHILDREN IN CLASS.**
- (9) CHILD SAFETY SEATS – If you are not driving your child on field trip day, you must send an approved child car seat to school (labeled with child's name). For all ACDC students, "It is Maryland State Law that all children under age 8 will have to ride in a booster seat or other appropriate child safety seat, unless the child is 4'9" or taller." If a parent chooses not to use a car seat for his/her own child, that child may not accompany the class on field trips unless driven by their own parent. Unless there is written parental permission, a child is not to ride in the front passenger seat of vehicles with air bags.
- (10) Parent-Teacher Conferences are scheduled as needed and requested by parent or teacher.
- (11) Family Fun night for the entire school is held at least once a year and ACDC families are encouraged to attend.
- (12) DISCIPLINE POLICY FOR PARENT HELPERS - Parents are urged to respond in a cooperative effort to support consistent discipline measures, i.e. review class rules, redirect play, and supervise time-out as directed by a teacher. Children should receive the same message from parents as they do from the teacher. Children who behave in aggressive ways need an adult's close supervision, and parents must actively engage in firm but positive intervention when helping in the classroom. We accept the right of each parent to discipline his/her children in his/her own way; however, we ask that parents not shout at nor spank children in the classroom (including their own children). Shouting and demeaning remarks lower self-esteem, and hitting disrupts and frightens the other children. Should there be a conflict with parents' disciplinary philosophy, a teacher-parent conference may be necessary. If appropriate measures taken in the classroom are ineffective, conferences will be held to determine the next course of action that will most benefit all concerned.
- (13) INCLUSION - Parents are asked to be tolerant and cooperative in meeting the needs of all the students in our center, some of whom may be developmentally impaired or handicapped. Our center is a church-based ministry and welcoming to all students. Parents and teachers alike are urged to help our children understand that differences in one another can be accepted and that all children have special gifts. They are all students in pre-school, and they are all here to learn and develop socially at their own pace and in a manner that helps prepare them for life.

Parent Helper Guidelines

Because this is a special time for you to watch and interact with your child and other children in class, **WE ASK THAT YOU DO NOT BRING SIBLINGS TO CLASS** on the day that you are a parent-helper. Sign up early on the calendar found on your teacher's bulletin board so that you have plenty of time to make arrangements for siblings.

The following are guidelines to help you be more comfortable as a Parent-Helper. Most of these things will come naturally. These suggestions are your authorization to dig in and be a "Teachers' Assistant."

- (1) Please refrain from using or taking pictures during class with your cellphone unless it is discussed with the teacher prior to class. We especially ask that you do not post any pictures of classmates to social media as you may be in violation of the Children's Online Privacy Protection Act of 1998 (COPPA) and could be held liable. Remember, this is a special time to share with your child as well as being an extra set of hands for his/her teacher.
- (2) Become informed of teacher's plans for the day and where/how she can best use you.
- (3) Assist in final steps of room preparation and help welcome children into classroom—especially those who are obviously not comfortable.
- (4) Follow through with stated themes and goals whenever possible in conversation and free play.
- (5) Assist in group activities by encouraging all children to come to the group, helping direct their attention to the activity, and taking part in finger plays, songs, etc.
- (6) Be flexible and free to pursue whatever spontaneous opportunities present themselves during playtime or informal conversations.
- (7) Inform teacher of immediate concerns of children.
- (8) Respond to individual children.
- (9) Facilitate interaction.
- (10) Reinforce positive behavior. (See Discipline Procedures and Policies, page 6-7 in this handbook).
- (11) If painting, HELP CHILDREN HELP THEMSELVES to put on and take off paint smocks, place paintings in designated place when finished, wash their hands, and put away smocks.
- (12) When creative activity time is finished, take responsibility for cleaning up table, wiping with sponge and cleaner if necessary and putting materials away. Do initial clean up of sticky spills on floor, so that during this time, the teacher may be free to be involved with children.
- (13) Help in setting up snack - children may be assigned snack duties and they may need your guidance. The same goes for cleaning up snack.
- (14) Help see that the room is in order toward the end of the session.
- (15) Watch for signals from your child's teacher.
- (16) Be aware of telephones or nearby help for emergencies as well as Emergency Exits.
- (17) Turn off or silence cell phones during class time unless you anticipate an emergency call.

Parent Code of Conduct

Asbury Child Development Center has adopted the following standards of conduct to ensure positive relationships between parents and staff members that benefit each child's learning, development, and sense of security, as well as ensure mutual respect between staff and parents is maintained at all times.

Asbury Child Development Center requires that parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times. One of our most important goals is to provide an appropriate and secure environment for children, one that encourages growth, learning, and development. Achieving this ideal environment is not only the responsibility of employees and board members at Asbury Child Development Center, but it is also the responsibility of each and every parent or adult who enters the school.

We are a close family-like community here at Asbury Child Development Center and are aware that staff and parents may be friends outside of the classroom setting. It is the responsibility of both parents and staff members to ensure that personal conflicts or disagreements are kept outside of the classroom. Any concerns that a parent may have regarding a staff member will be listened to outside of the classroom and acted upon when needed. The preschool should be a calm and positive place for children at all times.

Swearing/Cursing: No parent or adult shall be permitted to curse or use any other inappropriate language when working in the classroom or on the playground. Such language will NOT be tolerated in the presence of the children, preschool staff, or church staff members.

Threats and Confrontation: Threats of any kind toward Asbury Child Development Center staff, board members, other parents or children will not be tolerated. While it is understood that all parents may not agree with the staff of Asbury Child Development Center or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Social Media:

If it is deemed that a parent is acting in an inappropriate manner toward a staff member or other parent, the following steps will be taken:

- Step 1: A meeting with the parent, the Director, and the Assistant Director will be held to find a resolution to the problem.
- Step 2: A meeting with the Director, Assistant Director, Pastor of Asbury UMC, staff, and parent will be held to find a resolution.
- Step 3: If no resolution has been found and the parent continues to act in a manner that is inappropriate to these guidelines, the decision may be made to have the child leave the preschool.

With these policies in place we hope to provide your child and family with a comfortable and safe environment as we help set the stage for a lifetime full of learning. We can only truly provide this with the help of each parent and adult who walks into our preschool. Asbury Child Development Center promises to continue to work in partnership with parents to make learning fun.

Special Education Services

The Wicomico County Board of Education can provide special education services, birth through age twenty. The services include diagnostic assessment and special education programming.

BIRTH TO FIVE:

Contact Coordinator, Patti Adkins (410) 677-5250) or Padkins@wcboe.org

General

- (1) RESOURCE ROOM LIBRARY - With your help through the donations of books, we would like to further develop our library. We accept donations as follows: children's books, teacher resource books, and parenting books in good condition. Parents may borrow parenting books (indicated by an orange sticker) - come in, browse, ask, and borrow.
- (2) To help develop dramatic play areas in our classrooms, parents can donate items for such areas. (Examples: doctor, nurse, or hospital area; grocery store; post office; camping; woodworking shop; beauty or barber shop, etc.)
- (3) Keep your child's teacher and the school office informed of any changes that make information on your application no longer pertinent.
- (4) Feel free to contact your teacher at the phone number or email address provided at orientation.

Tuition Payments and Enrollment for 2018-2019 School Year

Sessions/ Week	Sessions/ Year	Emergency Closing Allowance	Cost per Month	Cost per Year
2	63-65	2	\$165	\$1485
3	93-95	2	\$205	\$1845
3 P.M.	93-95	2	\$190	\$1710
5	156-160	4	\$265	\$2385
5 P.M.	156-160	4	\$250	\$2250
5 Kindergarten	170	Per School Calendar	\$315/\$380	\$2835/\$3420

Each child is assessed a one-time, non-refundable materials/maintenance fee due by July 1 each year, according to the following schedule:

- 2 Sessions/week - \$90
- 3 Sessions/week - \$125
- 5 Sessions/week - \$200
- Kindergarten - \$210

Tuition payments can be paid monthly, semi-annually, or annually. Please make checks payable to Asbury Child Development Center (ACDC) and mail or bring check to the School or Church Office. Write the teacher's name and your child's name in the memo space on the check. **Payments are due the first day of each month. We do not send out statements unless you are delinquent in payments. A past due payment of \$20.00 will be applied to the regular tuition payment received after the 10th of the month. If, by the end of the month, tuition and the applied late fee have not been received, your child will be considered withdrawn from ACDC.** Payment schedules can be worked out with our school office if there is a temporary or special financial need. **A \$30.00 CHARGE WILL BE ASSESSED FOR EACH RETURNED CHECK (In addition, a \$20 late fee will be added if NSF status is not cleared before tuition due date for a total of \$50.00).**

Tuition checks should be put in the brown payment box on table in Resource Room. Checks also may be mailed to ACDC, 1401 Camden Avenue, Salisbury, MD 21801 in the envelopes provided to you. Please do not leave cash in the brown payment box. Take cash to the Resource Room and receive a receipt.

Withdrawals

- (1) Parents must submit the ACDC *Intent to Withdraw* Form, available in the Resource Room, a minimum of ten school days prior to the child's withdrawal date. **Two weeks' tuition will be charged for any withdrawals short of ten-day notification.**

*Please note that tuition is based upon your child's enrollment rather than his/her attendance. After your initial/annual registration, your child is automatically enrolled each month during that school year. If you wish to withdraw your child from Asbury Child Development Center, you must complete a withdrawal form to terminate your tuition obligations. Until your withdrawal form is received, your child will remain enrolled, and you will be expected to pay tuition for each month regardless of whether or not your child is in attendance.

- (2) Registration fee, pre-paid tuition, and materials/maintenance fee are non-refundable for 2019-2020 school year withdrawals.
- (3) The Director reserves the right to request withdrawal of a child if after a period of time if he/she seems unable to adjust to the school environment.

Registration Guidelines for School Year 2020-2021

- **Member Registration** - Passed by The ACDC Board of Directors on March 22, 2016, Children and grandchildren of ACDC staff members and children of AUMC church members may register their child the week before priority registration. They do not have to have a child currently enrolled to register at this time. They may also register during any of the other remaining registration events. Fees required at registration include the registration fee and last month's tuition (May 2021). You may pay the materials/maintenance fee at this time or defer payment until July 1. Turn in the completed registration form and required fees to the Resource Room any time during the week of 02/03/20 – 02/07/20. AUMC member status will be verified prior to registration approval.
- **Priority Registration** – Registration for returning students and their siblings. Parents should arrive at ACDC the day of registration, 02/12/20, between 8:45 and 9:00. You are considered a late arrival after 9:00. Late arrivals will be called only after everyone else has registered. You will be given a number for the age group for which you are registering, and numbers will be drawn by age group lottery style. When your number is called please turn in your completed application and a check or cash with the required fees. The minimum amount due is the registration fee and last month's tuition (May 2021). You may pay the materials/maintenance fee at this time or defer payment until July 1, 2020.
- **Open Registration** - Registration for students new to ACDC. Parents should arrive at ACDC the day of registration, 03/11/20, between 8:45 and 9:00. You are considered a late arrival after 9:00. Late arrivals will be called only after everyone else has registered. You will be given a number for the age group you are registering for and numbers will be drawn by age group lottery style. When your number is called please turn in your completed application and a check or cash with the required fees. The minimum amount due is the registration fee and last month's tuition (May 2021). You may pay the materials/maintenance fee at this time or defer payment until July 1, 2020.

Important dates to remember for the 2019-20 school year

- **02/03/20 – 02/07/20:** Member registration for AUMC church members and ACDC staff only.
- **02/12/20:** Priority registration for returning students and siblings of returning students.
- **03/11/20:** Open registration for students new to ACDC.

Parking Lot Etiquette

Vehicles moving to and from the parking lot, especially in areas of parked vehicles:

- Slow your vehicle to one to two miles per hour.
- Open windows (at least four inches) and turn down radio to listen for exterior sounds such as children laughing or parents calling commands, etc.
- Park in designated parking spaces. Do not park along curbs.

Walking Children to and from parking lot and building:

- Caution child not to remove seatbelt or exit vehicle without your guidance.
- Allow children to exit your vehicle from one side only and stand on the same side of the vehicle child is exiting.
- Safest advice is to **always** hold the child's hand, as adults are easier to see due to height.
- Do not let child walk freely! Remember their age; they do not always listen. If you want to talk with other parents with your child present, please do so on the building sidewalk or grass areas and hold child's hand at all times. We prefer conversations take place inside the building or inside fenced playground with the gate closed, remembering that you are still responsible for your child.
- These parking lot safety guidelines apply to all ACDC field trips as well.



July 2019

Notification Letter (AHERA)

Dear Parents:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan that is based upon the finds of the inspection and to outline our intent to control the potential for exposure to asbestos fibers in our school.

Our visual inspection took place on May 10, 2019 and is re-inspected every 6 months. Asbury Child Development Center is in full government compliance.

A copy of the Management Plan is on file in the Building Manager's Office for your review.

Sincerely,

Casey Taylor, Director
Asbury Child Development Center