

# ST. MATTHEW'S

## Early Education Center



PARENT HANDBOOK

2017-2018



# St. Matthew's

## United Methodist Church

### Early Education Center

14900 Annapolis Road  
Bowie, MD 20715

[www.stmatthewseec.org](http://www.stmatthewseec.org)

#### Telephone Numbers

Main Office 301-464-1813  
Fax Number 301-262-2148

#### Administration

Director	Leah Tipton	directoreec@gmail.com
Assistant Director	Christin Vare	christinvare@gmail.com
Business Manager	Stephanie White-Hartford	eecbilling@gmail.com
Volunteer Coordinator	Carmie Naleski	carmienaleskieec@gmail.com

#### School Hours

Morning Classes	8:45 - 11:45
All Day Pre-K	9:00 - 2:30
Afternoon Pre-K	12:30 - 3:30
Kindergarten	9:00 - 3:15
Child Care Hours	7:00 - 6:00

Like us on



at: St Matthews Early Education Center

## The Best Learning Center in Bowie



Many thanks to our loyal families! Your dedication and support mean the world to us! It has been our pleasure to serve you!

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Fall 2017

**Dear Parents,**

Welcome to **St. Matthew's Early Education Center!** As you have perhaps heard me say before, **the EEC is a family.** Parents and staff are partners in this early childhood education experience. Together we form a safe, loving and supportive network for your children at home, in school and in the community.

Since the EEC family is a diverse and dynamic group, it is helpful if everyone understands our common routines and procedures. Our parent handbook was written with this idea in mind: clear goals and expectations form the foundation of a strong family and an enriching partnership. When these conditions exist, we work together to grow happy, confident children.

In this parent handbook, you will not only discover basic information about the EEC but also resources for your family. You will learn how to pay your bill and when to register for the coming school year. You will also find suggestions on how to participate in your child's classroom and what to bring on your child's birthday. You will see who to contact if you would like to volunteer. You will discover who sits on the board that governs the EEC, and at the back of the handbook, you will find a list of community resources and contact information for state-wide child care networks.

Open communication is the companion piece to this handbook, so please do not hesitate to stop by my office or send me an email with your questions, concerns or complements!

I look forward to hearing from you!

Leah Tipton

Director

# St. Matthew's UMC Early Education Center

## Leadership Board

The EEC Board is an oversight committee formed of church members, church staff, school parents and school staff. The board is responsible for overseeing the operation of the school and for setting general policies and teaching philosophy. On an annual basis, the school board evaluates the EEC Director and develops the annual budget, including tuition charges, salary scales and finances. Most importantly, the EEC Board advises the Director and supports the staff as they carry out the mission of the school charter.

### Current Board Members 2017-2018

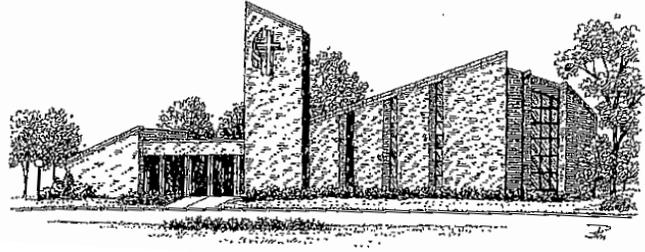
Mary Margaret King	Chair, Church Member
Michelle Balfe	EEC Parent
Moira Ballard	EEC Parent
Leticia Gay	EEC Parent
Lisa Klein	Church Member
Paul Kraus	Church Member
Deanna Lesche	Church Member
Daniel Mejia	Pastor
Lois Schuliger	Church Member
Leah Tipton	Director
Stephanie White-Hartford	Business Mgr

- If you would be interested in serving on the EEC Board for a three-year term, please stop by the school office to find out more.

# St. Matthew's Early Education Center

## History

Since its inception in 1965, St. Matthew's United Methodist Nursery School and Kindergarten has been an important resource for young families in the Bowie area. Developed as a community outreach ministry, church members created a program to enrich the emotional, social, physical, and intellectual lives of young children.



In the Methodist tradition of *providing opportunities for spiritual and intellectual growth ...for people from all faiths and walks of life*, St. Matthew's EEC welcomes children, families, and staff of all races, religions, national and ethnic origins, sexual orientations and disabilities.

In 1989, in response to the changing demographics of our community, St. Matthew's added child care to its preschool classes and became St. Matthew's United Methodist Early Education Center. Today, our dedicated and caring staff have the great joy of serving 220 enthusiastic children and families. Together, we form a warm and welcoming community of learners.

## Program Philosophy

Our program provides a happy, enriching, and productive first school experience for young children. It is our firm belief that positive attitudes formed in the crucial first years will continue throughout our students' lives, and that well-planned learning experiences in the early years will benefit not only the individual child, but the community and country as well.

The EEC's program is developmental in approach with emphasis placed on the child learning and achieving at an individually appropriate level. Within our predictable daily schedule, there is moderate structure, flexibility in attitudes and methods, and the belief that each child must be free to gain confidence in his/her abilities. There is a time for structured activities when the teacher can present an interactive lesson to a small group. There is order and routine as children clean up, get ready for different activities, follow directions, and recognize the needs and rights of others. There is also a time for "free play" when a wide variety of materials and experiences are available for children to make choices. In the words of James Hymes, "free play is thinking time for young children" but in the words of young children, "free play is fun!"

## Program Goals

St. Matthew's Early Education Center has well-established goals that help each child to:

- Develop a positive self-concept about himself and his ability to learn.
- Develop confidence and competency through successful social, emotional, intellectual, and physical experiences.
- Develop skills and form concepts in areas of language, mathematics, science, social studies, art, music, physical education, health, and safety.
- Develop thinking skills through opportunities to form conclusions based on reasoning and logical progression.
- Understand and cope with feelings and emotions.
- Appreciate differences in others.
- Demonstrate independence in decision-making, self-care, and self-evaluation.

- Express herself creatively and imaginatively in her use of ideas and emotions.
- Experience success and cope constructively with frustration.
- Feel secure and comfortable in a happy and relaxed atmosphere.

## School Life

St. Matthew's Early Education Center is mandated by the Maryland State Department of Education to provide 170 days of school for our kindergarten class. Our school calendar provides additional days for unpredictable emergencies such as weather-related closings. Should closings cause the number of school days to fall below 170, we will add days to the kindergarten school year only. We are not mandated to meet a specific number of days for other age groups.

### School & Child Care Hours

Child Care: 7 am to 6 pm  
 AM School: 8:45 am to 11:45 am  
 PM School: 12:30 pm to 3:30 pm  
 All Day Pre-K: 9:00 am to 2:30 pm  
 Kindergarten: 9:00 am to 3:15 pm

### Child Care

Child care is available for our current students as an addition to their school day. Before-care begins at 7 A.M. and after-care is available until 6 P.M.. Child care teachers supplement our school programs through planned activities and routines that reinforce academic, social, emotional, and physical growth and development. St. Matthew's EEC provides two snacks daily, one in the morning and the other in mid-afternoon. Parents provide lunch. Child care is open during many holidays and vacations.

### Drop-off and Pick-up

Drop-off and Pick-up take place in the classroom. Please accompany your child to his/her classroom door where the teacher will greet you. At the end of the session, please return to the classroom and wait for your child to be dismissed.

If someone other than yourself is to pick up your child, the teacher must be notified prior to that specific "pick-up". The person designated to pick-up your child will need to provide the school with identification, preferably a driver's license.

Children enrolled in our child care program may be dropped off in the morning child care room any time after 7 a.m. Anyone regularly picking up a child must be noted on that child's emergency card. No one under the age of 16 will be permitted to pick up a St. Matthew's student.

### School Supplies

We do not charge families an additional fee for supplies. However, teachers will occasionally request additional supplies for a classroom project or party. This is generally a volunteer opportunity and not a mandatory requirement.

For Playschool children who are not potty-trained, parents are asked to provide diapers and wipes. All other children should be potty-trained.

## Attendance

When your child is unable to attend school, please notify the office and lead teacher by phone or email. If your child is out sick, it is helpful to share symptoms with us so we may track illnesses and address any localized issues with additional cleaning/disinfecting.

## Snack and Lunch

Our child care students and all-day classes eat lunch that is brought from home. We provide a morning and an afternoon snack following a published monthly menu. The monthly menu includes foods that are sensitive to the allergy needs of current students, provides fresh fruits and vegetables twice a week, and includes snacks that limit fat, sugar and salt intake. Water and milk are provided at each meal, and seconds are available. Children are encouraged to participate in snack and lunch, but never forced or made to feel bad. Likewise, hungry children are provided with additional food. Child care students eat lunch that is brought from home. *Please include a cold pack in your child's insulated lunchbox to keep food fresh. We cannot heat or refrigerate food.*

## Naptime Routines

Our Playschool and Preschool child care classrooms nap from 12:30 to 2:30 each day. Pre-K classes nap based on the needs of the children in each class. Half-day Pre-K children begin with a two-hour nap which gets shortened over the year to prepare them for all-day kindergarten. All-Day Pre-K students begin with about a 45-minute nap depending on their developmental needs. This nap will also be reduced incrementally over the course of the year.

If your child is in a napping room, please send in a SMALL blanket that can easily fit into a 3 gallon zip-lock bag. We will send home all napping materials on Fridays for you to launder. You may purchase a cot sheet in the office for \$10.

## Classroom Management

Young children need help expressing emotions appropriately and successfully navigating the social world of the classroom and playground. As caring professionals, we will help children gain control of their emotions by building self-esteem, providing an environment and atmosphere designed to encourage success, and acknowledging that everyone makes mistakes.

Caring professionals respond to a frustrated child in the following ways:

- Laughing a lot - easing tension through humor
- Reinforcing good behavior
- Deliberately ignoring inappropriate behavior that can be tolerated
- Providing physical outlets and alternatives
- Showing affection
- Expressing interest in the child's activities
- Explaining situations
- Teaching respect for one another

In our small community, staff members strive to apply these principles in an equitable and individually appropriate manner.

# Parking Procedures

The parking lot at St. Matthew's is a very busy place. Please be conscientious as you drive through the parking lot because children and church members are present and can be unpredictable. The following guidelines are designed to keep you and your children safe.

1. Park only in designated spots. Parking along curbs is strictly prohibited and is a ticketable offense.
2. Do not park in spots marked for the handicapped.
3. If you arrive and there are no parking spots available, please be patient. One will open up shortly.
4. It is illegal to leave children in the car unattended.
5. You must use the appropriate child safety seat. It's the law.
6. On days when the church has a special event, you will be told ahead of time and provided with an alternative drop-off or pick-up procedure.

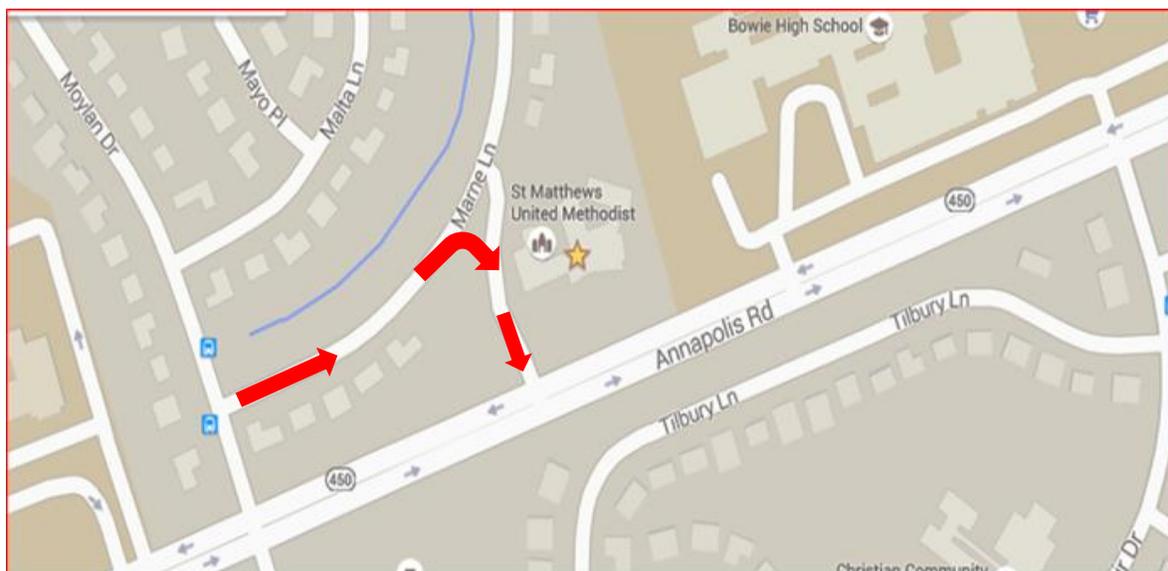
Patience is a virtue - particularly in our parking lot!



## Alternative Pick-Up Plan

On days when the church has a special event and parking is limited, we will ask you to use “The Alternative Pick-Up Plan”. Instead of parking in the parking lot, you will line up on the right side of Marne Lane and enter the parking lot through the back entrance. Pull up along the sidewalk next to the playground and your child's teacher will deliver your child to you. Please do not park in line and get out to find your child. If everyone follows the same pattern, this process works well.

This map shoes the movement of cars.



# Summer @ St. Matthew's

## Summer Session

Over the summer, we continue our child care program from 7 A.M. to 6 P.M for children ages 2 to 6. Using weekly themes as our inspiration, teachers plan special art projects, games, songs, books, snacks, activities and visiting entertainers. Our schedule is more flexible during the summer, but the underlying structure of the school day provides the continuity and security our children have come to expect.

**Summer session is only open to students from St. Matthew's.**

## Summer Enrichment Program

The Summer Enrichment Program is the latest addition to our comprehensive child care program. Children in grades 1 through 3 participate in 2 to 3 field trips per week to such places as Belair Swim and Racquet Club, Pirate Adventures, Pump It Up, the National Zoo, Bowie Baysox and more. In addition, the Summer Enrichment Program follows the same weekly themes as the Summer Session and participates in a variety of thematic academic, artistic, and athletic activities. Our Summer Enrichment Program strives to find the right balance between structure and adventure for our independent school-aged friends.

## Parents as Partners

Educating young children takes a village, so the daily involvement of our families is an essential factor in our success. Parents, grandparents, aunts & uncles, babysitters, nannies, and friends participate in a variety of **COMMUNITY OPPORTUNITIES**. We call on active members of our community to govern on our school board, to organize as room parents, and to assist us with fundraising. Parents share special talents such as photography, music, and art. Other parents provide special snacks and classroom items. We thrive on the energy and talents of those around us!

The EEC Community is also a part of **St. Matthew's United Methodist Church**. While we do not participate in worship services, our teachers, students, and families contribute to several church missions. In the last few years, EEC families have given food to the Bowie Interfaith Food Pantry, filled Christmas stockings for children whose parents are incarcerated, and purchased sweatshirts for disadvantaged children in Prince George's County. We are very proud of the generosity of our families!

St. Matthew's UMC also encourages EEC families to attend their functions throughout the year. EEC students love the church's Trunk-or-Treat Halloween Festival, Vacation Bible School, and Family Movie Nights. Likewise, church members support the school by participating in fundraisers like Claire's Gourmet and our monthly restaurant nights.

Together, St. Matthew's United Methodist Church and the Early Education Center have created an inclusive community of lifelong learners and doers!

# How Can I Help?

We encourage parents to be involved in our school. Please let your child's teacher know your area of interest or expertise - whether it's accompanying a class on a field trip, sharing your professional skills or hobbies, helping in the classroom with a special project, working with an individual child or a small group of children, assisting on "work" days, "subbing" to enable staff to attend professional meetings and workshops, etc.

1. Let your child know that school is an opportunity for more people to love them! Their teachers will love them, their friends will love them, and they in turn will love school.
2. Practice spending time away from your child. Let your child adjust to your church nursery, your gym daycare or a neighbor's house.
3. Encourage your child to feed himself, dress himself, tie his shoes and button his buttons. Success with self-care tasks leads to self-confidence and independence!
4. Encourage your child to speak distinctly and correctly. Practice asking questions like, "Would you take me to the potty?" "Can you help me with my shoes?" "Please and Thank you!"
5. Let your child know that you are interested in what he is doing in school. When they bring home a drawing, let them tell you about it. Encourage them with statements such as, "Tell me about your picture - I really like the colors you used. I can tell you had fun doing it."
6. Read to your child daily and let them see you read for your own enjoyment.
7. Let your child play outside and get dirty. Learning is a messy process and they will come home covered in dirt, wood chips or glitter!
8. Establish a schedule that can be consistent and predictable. Predictability creates safety and security in the mind of a preschooler!
9. Come and share a morning with us when your child is in class. (Please schedule a visit with your child's teacher.) Parents can learn so much about their own children just by seeing them perform in a new and different situation.
10. Relax and Laugh. A lot! The preschool years are funny!

# Policies & Procedures

## Communication

The EEC believes that strong communication between parents, teachers, and the EEC community is the key to providing a smooth and enriching experience for your child. Quick greetings and warm wishes at the classroom door, emails, notes, newsletters, reading the daily notes outside the classroom, and volunteering are the best ways to stay informed and become involved. The Director also welcomes any questions or concerns you may have. You may reach her in the office, by phone, or by email. You may also place suggestions in the box on the wall outside of the office.

## Registration and Admissions

St. Matthew's Early Education Center encourages your admissions inquiries throughout the year. Please call the school with questions or to make an appointment to tour our facility. We begin enrollment for the next school year in February. At the time of registration, a non-refundable fee will be required to officially enroll a student. As classes fill, a waiting list will be maintained in chronological order so that as vacancies arise, spaces may be filled in an orderly and equitable manner. The registration fee will be due when the child is officially placed in a class.

St. Matthew's EEC accepts children with special needs that can be adequately addressed within our classrooms. If your child has a diagnosed special need, we request that parents share this information and a complete IEP with the director and the teacher so that we have the knowledge to provide the best care possible.

### Registration for the 2018-2019 School Year

- **In-House Registration** for all attending students, siblings, & St. Matthew's UMC families will open at  
7 am Wednesday, February 7, 2018
- **New Student Registration**  
7 am Wednesday, February 14, 2018
- **Registration for the Summer Session:** *We are re-evaluating how we do summer registration, so these dates will be announced before February Registration.*

## Requisite Paperwork

Prior to the first day of school, parents or guardians must provide us with the following paperwork:

1. Evidence of a physical examination. Health Inventory and form signed by a physician or nurse practitioner.
2. Evidence of required immunizations.
3. Evidence of Blood-Lead testing.
4. An Emergency Contact form.
5. Birth Certificate or Passport

## Tuition

Tuition is paid monthly beginning August 1 and ending May 1. For anyone registering after August 1, tuition will be prorated to cover monthly tuition costs. Tuition may be paid by check or credit card in the office or online. You may also register for automated payments through the business office. Checks should be made payable to ST. MATTHEW'S EEC. Please write your child's name on the memo line of your check to prevent confusion, and bring checks to the school office.

## **ALL PREPAID TUITION IS NON-REFUNDABLE.**

### **Late Fees for Tuition**

1. If tuition is not paid by the 5<sup>th</sup> of the month, a late fee of \$5 will be assessed on the 6<sup>th</sup> and an additional \$5 for every day thereafter.
2. If payment is not received by the end of the month, your child will not be able to attend until payment is made.
3. There is a returned check fee of \$25.00. If a check is returned for a second time, payment must be made by certified check or credit card.

If you are experiencing temporary financial difficulties, please see the Director or Business Manager before tuition is due and we will attempt to work out a solution in confidence.

### **Fees for Late Pick-up at School & Child Care**

A late pick-up fee of \$10.00 per child will be charged for each 15 minutes parents are late to pick up from school or child care. This fee doubles to \$20.00 per 15 minutes after 6:30 pm. This fee will be charged to your account and must be paid with the next tuition payment.

### **Pupil Records**

The EEC protects the right to privacy for pupils and their parents. Therefore, no one other than the teacher, administrative staff, and the director shall have access to the records of individual students. Parents and legal guardians may have access to their child's records at any time under the supervision of a school employee. Anyone other than parents wishing to investigate individual files may do so only if the school has received written permission from the parent(s) prior to the visit.

### **Report Cards and Child Assessment**

Parents will receive periodic reports on their child's progress over the course of the school year. Prior to Parent Conferences in October, teachers will send home a brief "Progress Report" focusing on each child's adjustment to the new school year. October conferences provide parents with the opportunity to share insights into their child's learning styles and to share concerns and expectations.

At the end of January and at the end of the school year, teachers will send home a more formal evaluation of each child's progress. Assessments are conducted throughout the school year to identify strengths and weaknesses across learning domains. Teachers will use these assessments to choose developmentally appropriate activities for the class and to differentiate their daily lessons for each child. A second parent conference takes place in early February. Meetings with teachers can also be arranged upon request.

### **Recommendations**

If you are interested in applying to another private or parochial school for your child, we are more than willing to complete recommendations for you. Please ask the teacher to complete the paperwork for you, and provide her with the recommendation form AND an addressed, stamped envelope. Recommendations are confidential and will be forwarded directly to the other school.

Requests for school records from other schools will only be granted when a Release of Information Consent Form is signed by the parent(s) **and** all tuition payments are current at the time of the request.

## **Dismissal**

The school retains the right to dismiss a child if the child's or the parent's behavior is unacceptable. This could take place after conferences with parents and/or a trial period that would allow time for improvement. If after a fair trial period the school chooses to dismiss the child, *prepaid* tuition will be refunded. There will be no tuition refunds after May 1 for the school year or after August 1 for the Summer Session. If a child's or parent's behavior is considered to be a threat to the safety of the community, dismissal can be immediate.

## **Bullying**

Bullying will not be tolerated in our classrooms. Physical aggression, social exclusion, and verbal assault conducted in a deliberate and systematic manner constitute bullying behavior. While some of this behavior is a natural part of a young child's development, bullying has a detrimental impact on the victim, the bully, and classroom dynamics. Teachers have learned to distinguish this behavior from others, act quickly to set clear expectations, and teach new reactions to trigger situations. Parents are encouraged to bring concerns to the teachers' attention. Teachers bring concerns to the Director immediately. If bullying behavior is determined by the Director to be irremediable, the student could be dismissed.

## **Babysitting**

Staff members at St. Matthew's Early Education Center are not allowed to babysit for families with students currently enrolled in our school. While it is natural to turn to our trusted employees for this service, such relationships often lead to a conflict of interest, breaches of confidentiality and the perception of privilege. Please do not place our staff in the position of having to reject such an offer.

## **Birthday Celebrations**

We like to help children celebrate their birthdays in school, and sometimes parents wish to send a treat for the class. You may provide a simple treat and napkins for the class. Appropriate treats include cookies, small cupcakes, or individual ice cream treats. Please, no cake, party favors, candles, or clowns.

Parents who wish to invite their child's classmates to parties and special functions are encouraged to mail invitations. Please do not ask our staff to distribute notices and invitations. This request is out of sensitivity to those children not invited and who could easily have their feelings hurt.

## **Clothing**

Your child's clothing should be loose and comfortable, preferably the kind they can manage themselves. Please put names on all clothing and be sure to dress your child for the weather. All children go outside to play daily, weather permitting. In most cases, if a child is too ill to go outside, he is too ill to be in school.

All children must bring in an extra complete set of clothing (underwear, socks, shirt, and pants) bearing your child's name. These should be in a labeled, Ziploc bag. If your child attends school *and* child care, you will need a bag for both rooms. Please remember to provide seasonally appropriate clothes.

## **Drop-in Child Care**

Child care is available on a drop-in basis IF we have room in the appropriately aged classroom. It is only available to current students. Please check with the office for availability and to discuss payment. Fees are \$10 per hour up to \$50 for the day and are due upon pick-up. We also do Holiday Child Care for older siblings during Christmas and Easter vacations.

## Field Trips

Private cars are often used to transport children on field trips. Parents will be notified in writing, prior to each field trip. The notice will include the date, time, place and means of transportation. Parents (and guardians) must give their permission for transporting their child on field trips and outings by way of private vehicles and/or mass transit.

To reduce the cost to parents, we rely on parent volunteers to transport children to and from field trips. Transporting other people's children is an important responsibility. If you agree to do so, please understand and abide by the following guidelines.

1. Siblings are not allowed on field trips even if parents are transporting them themselves.
2. Each child must be belted in approved safety seats.
3. No smoking.
4. You must follow the route provided by the teacher.
5. Additional stops are not acceptable.
6. Remember that children in your care could have food allergies. Please only serve snacks provided by the school.
7. You are responsible for the safety and behavior of the children in your group. Please do not allow your cell phone to become a distraction while performing this important task.
8. If, on the morning of the field trip, we do not have enough drivers and car seats for each child in the class, we will cancel the field trip and parents will lose their money.

## FUNDRAISERS

While tuition covers the majority of our yearly budget, we often have a gap that needs to be filled. This is where our fundraisers become essential. While some schools have mandatory volunteer hours, supply fees, or fundraising quotas, we prefer to provide a variety of opportunities for families to become involved in raising money for our school. We understand that while one family may be able to contribute money, another family might only feel comfortable donating time or talent. We support your need to make those decisions for yourself.

## Health & Safety

A complete physical examination, lead screening and record of all immunizations for each child shall be turned in to the school office prior to the first day of school. The immunization record at school should be updated yearly.

State requirements on this topic have changed and are quite stringent. If a parent does not submit the Health Inventory (OCC 1215) AND appropriate evidence of lead screening and immunizations WITHIN 30 DAYS of the child's admission to school, we cannot allow the child to remain in our care. The EEC may provide "Temporary Admission to Care" but only if the child is homeless or if the parent provides evidence of the child's appointment with a health care provider to receive the proper medical evaluation. The appointment MAY NOT BE ANY LATER THAN 20 DAYS after the child is temporarily admitted to care. Lastly, the EEC must EXCLUDE a child whose parent fails to provide evidence of the required health-related information within the required time frame.

### EMERGENCY AND MEDICAL PROCEDURES

1. If your child has a medical condition such as allergies, asthma, or seizures, you will be asked to fill out a health action plan. If this condition requires that an emergency medication be administered or kept at school, parents must have a Medication Authorization Form filled out by the child's pediatrician. *See explanation below*
2. In case of illness or injury, the parent will be called and must pick up the child within a reasonably short time. (This is a licensing requirement.)

3. In case of simple injury: (abrasions, skinned knees, splinters) the staff will perform routine hygienic measures of washing with soap and water and applying adhesive strips. Ice will be applied to bumps. No topical medication, ointments, etc. may be used (according to licensing guidelines).
4. When a simple injury occurs at the school, the parent will be informed and asked to sign a form acknowledging that (s)he has been notified of school accidents/incidents.
5. In case of a medical emergency, parents will be called immediately. If circumstances require, emergency medical services will be called. The school staff will respond as necessary until rescue arrives. There is a first aid trained staff member on site at all times. In the event that hospitalization is required (Emergency Room Services), the child will be taken to the closest hospital unless the child's emergency card indicates otherwise. Parents assume financial responsibility for such services



## When is a child too ill to be at school?

1. When the child has a severe cold or cough.
2. When the child has had a fever within 24 hours.
3. When the child has diarrhea or has vomited within the last 24 hours.

Please keep children at home when they exhibit symptoms of illness. If your child has been diagnosed with a communicable disease or virus, please notify the school immediately. The school is required to follow applicable regulations and will notify other parents as needed. A child will be sent home by the school if signs of illness are detected. Do not send a child to school unless he may participate in all activities. If you feel that an exception should be made, consult with the Director.

### Medication Authorization

St. Matthew's EEC does not have a certified nurse on staff. In order to administer medication to your child, you are required to fill out the MSDE Medication Authorization form (OCC 1216). If your child needs a prescription medication, you must have this form signed by the prescriber and you must provide the medication in a container labeled by the pharmacist or prescriber. If your child needs a non-prescription medication, you must fill out this form AND provide the medicine in its original packaging with dosing directions and dosage cup/spoon. Please bring the form and medicine to the office; we will then distribute to the teacher. **ALL FORMS MUST BE SIGNED BY THE PRESCRIBER.**

### Child Safety Seats

Effective October 1, 2013, Maryland's child safety seat law requires that ***all children younger than eight years of age be secured in a federally approved child safety seat according to the safety seat and vehicle manufacturers' instructions, unless the child is 4 feet, 9 inches or taller. The child restraint must be right for the child's size, age, and weight.*** If you cannot accompany your child on a field trip, you must provide a child safety seat to be used in another vehicle.

**Please Note: Child care providers and teachers are considered “mandated reporters”. This means that if we see young children left unattended in cars at pick-up or drop-off, or children coming/going without car seats, or if we suspect abuse and neglect, it is our PROFESSIONAL OBLIGATION to report the incident to child protective services.**

### CHILD ABUSE and NEGLECT

St. Matthew's Early Education Center believes child safety and security is its number one priority. As trusted caretakers, we are alert to the impact that adults can have on children, both in school and out. We are trained in the signs of abuse and neglect and take seriously our pledge to report our suspicions.

According to Article 27, Section 35 A, Annotated Code of Maryland, regarding child abuse, *it is the responsibility of each staff member to report to the Director any suspected case of child abuse.* Any such case shall be reported both orally and in writing to the Department of Social Services, Prince George's County, by the Director of St. Matthew's United Methodist Early Education Center. The written report shall be made within 48 hours of the contact. The oral report shall be made by telephone to the Dept. of Social Services. Both reports will contain the information required under (d) Form and Contents of Report, Article 27, Section 35 A, pg.2.

## INCLEMENT WEATHER & EMERGENCY RESPONSE PLAN

It is impossible to cover all potential problems and emergencies, so the following is a general policy reflecting our decision-making process. We must deal with any incident on a case-by-case basis and of course this may change as events unfold. ***In any situation, it is ALWAYS the parent's right to decide what is best for the child.***



1. In the case of an emergency or inclement weather, we will notify parents through email, Facebook, and the message on our answering machine
2. The EEC follows Prince George's County Public Schools (PGCPS) policy for closing **SCHOOL** due to inclement weather.
3. **CHILD CARE** closings will be assessed by the school director, but generally follows the federal government.
4. If schools are delayed, we will open child care **ONE HOUR** late (8 am) and school will start on time. (8:45 am)
5. If county schools close early, there are **NO** afternoon classes and Kindergarten will dismiss as soon as possible. Our child care program will remain open, but we ask that you pick up your child A.S.A.P. because our staff needs to get home safely as well.
6. If PGCPS close for any reason other than inclement weather, the EEC program will operate normally as long as we are not impacted by this problem. (i.e.: bomb threats, shootings, tornadoes, earthquakes)

7. If outdoor safety is ever in question, all outside activities will be canceled, including field trips. All outside doors will remain closed and locked. People will be allowed in on a case-by-case basis.
8. As is our policy at all times, children will only be released to adults listed on the emergency information card, unless we receive a telephone call from the parent stating otherwise. If we do, a picture ID will be required.
9. If necessary, we will take direction from our local civil authority if any unusual situation arises.

*Whether the EEC is open or not, parents must evaluate all situations and make the best decision for their family. We will certainly do our best to provide a safe environment for all children.*

**Payment for Snow/Emergency Days**

Tuition payments do not change based on inclement weather and school closing. No refund in tuition will be given.

## Faculty and Staff

Our faculty and staff are the reason our school is so successful and our students are so happy. Currently, our faculty and staff have been with St. Matthew's for an average of seven years. They are certified through the Office of Child Care and background checks are processed through the FBI and Maryland's Criminal Justice Information System. Lead teachers in the nursery school and kindergarten classes have at least a bachelor's degree, while teaching assistants have at least their 90-Hour Preschool certification, and many of our child care aides are senior staff qualified by the Office of Child Care and the Maryland State Department of Education. In addition, teachers and aides are certified in First Aid and CPR and complete professional development classes each year. St. Matthew's EEC program is highly respected because our staff is experienced, well-educated and devoted to their students.

<p><b>Carrie Ahearn</b>, Lead Teacher &amp; K Art          Since 2011          B.A., Bowie State University          A.A., Anne Arundel Community College          Credential: Level 6</p>	<p><b>Diamond Graves</b>, Aide          Since 2016          Bowie HS          Attending PGCC</p>
<p><b>Melanie Alcala</b>, Lead Teacher &amp; Spanish          Since 2007          B.S., Bowie State University          Credential: Level 6</p>	<p><b>Sheree Hagger</b>, Teacher          Since 2005          B.A., Michigan State University          Credential: Level 5</p>
<p><b>Angela Aquino</b>, Lead Teacher          Since 2016          B.S., University of Maryland</p>	<p><b>Debby Hoffman</b>, Substitute          Since 2002          Credential: Level 4</p>
<p><b>Erin Becraft</b>, Lead Teacher          Since 2006          Eleanor Roosevelt HS          Credential: Level 3</p>	<p><b>Edie Kramer</b>, Teacher          Since 1993          Spotswood Senior HS          Credential: Level 3</p>
<p><b>Alexis Briscoe</b>, Lead Teacher          Since 2015          B.S., Coppin State University          Credential: Level 6</p>	<p><b>Bonnie Krum</b>, Sign Language &amp; Publicity          Since 1988          Bowie HS          Credential: Level 4</p>
<p><b>Maria Calabrese</b>, Lead Teacher          Since 2013          B.S., Frostburg State University          Credential: Level 3</p>	<p><b>Kristen Lair</b>, Assistant          Since 2014          B.A., UMBC</p>
<p><b>Andrea Christiansen</b>, P.E. Teacher          Since 2014          B.A., Boston College</p>	<p><b>Shatana McMahon</b>, Lead Teacher          Since 2017          B.S., Family Studies          MSDE, Conditional Degree: Special Ed Grades 1-8</p>
<p><b>Gigi DiViccaro</b>, Teacher          Since 2015          B.S., University of Maryland</p>	<p><b>Falon McNeely</b>, Teacher          Since 2013          A.A., AACC          Attending Towson University</p>
<p><b>Maureen Dominiski</b>, Teacher          Since 2005          B.A., University of Maryland          Credential: Level 6</p>	<p><b>Jackie Mowrey</b>, Lead Teacher          Since 2012          B.A., Cabrini College          Credential: Level 6</p>
<p><b>Lisa Fitzgerald</b>, Teacher          Since 2005          High Point HS          Credential: Level 4</p>	<p><b>Alison Musante</b>, Teacher          Since 2016          Bowie HS</p>
<p><b>Brenda Galvin Ramirez</b>, Teacher          Since 2011          Bladensburg HS          Credential: Level 4          Attending PGCC</p>	<p><b>Carmie Naleski</b>, Volunteer Coordinator          Since 2017          B.S., Salisbury University          M.S., Towson</p>

<p><b>Kemi Olupona, Teacher</b>  Since 2013  Bladensburg H.S.  Attending PGCC  Credential Level: 3</p>	<p><b>Leah Tipton, Director</b>  Since 2009  M.A.T., College of New Jersey  B.A., University of New Hampshire  Credential: Level 6</p>
<p><b>Julieann Painter, Aide</b>  2008 – 2011  Since 2016</p>	<p><b>Tammy Tipton, Assistant</b>  Since 2017  DuVal HS</p>
<p><b>Hannah Pierson, Aide</b>  Since 2017  Attending Bowie HS</p>	<p><b>Sarah Truitt, Teacher</b>  Since 2001  L'Anse Creause North HS  Credential: Level 4</p>
<p><b>Sue Schiek, Teacher</b>  Since 2005  A.A., PGCC  Credential: Level 4</p>	<p><b>Erica Turner, Teacher</b>  Since 2009  Patuxent H.S.  Credential: Level 3</p>
<p><b>Kiarra Simon, Assistant</b>  Since 2017  Bowie HS  Attending PGCC</p>	<p><b>Christin Vare, Assistant Director &amp; Music</b>  Since 2007  B.A., Ithaca College  Attending UMUC  Credential: Level 4</p>
<p><b>Miracle Simon, Aide</b>  Since 2017  Attending Bowie HS</p>	<p><b>Laura Vasquez, Teacher</b>  Since 2008  Bowie HS  Credential: Level 4</p>
<p><b>Colleen Simpson, Lead Teacher</b>  Since 2013  M.S., Western Maryland  B.S., North Adams State  Credential: Level 6</p>	<p><b>Stephanie White, Business Manager</b>  Since 2005  Glen Burnie HS</p>
<p><b>Tiffany Smith, Teacher</b>  Since 2016  Parkdale HS  Credential: Level 3</p>	<p><b>Cierra Williams, Aide</b>  Since 2015  DuVal HS  Attending PGCC</p>
<p><b>Jeni-Lyn Sullivan, Teacher</b>  Since 2006  Bowie HS  Attending AACC  Credential: Level 3</p>	<p><b>Melanie Wooldridge, Lead Teacher</b>  2006-2015  Since 2017  B.S., Grand Canyon University  Credential Level: 6</p>

## IMPORTANT EARLY CHILDHOOD RESOURCES

<p><b>Office of Child Care – Prince George’s County</b> 807 Brightseat Road Landover, MD 20785 Main office phone: (301) 333-6940</p>	<p><b>LOCATE CHILD CARE - MD</b> 1001 Eastern Avenue 2nd Floor Baltimore, Maryland 21202-4325 Tel: (410) 659-7701 Fax: (410) 783-0814</p>
<p><b>Check Child Care</b> <a href="http://www.checkccmd.org">http://www.checkccmd.org</a> The site to check for provider inspection violations.</p>	<p><b>Prince George’s Child Resource Center</b> <a href="http://www.childresource.org">http://www.childresource.org</a></p>
<p><b>Prince George’s County Infants &amp; Toddlers Program</b> 301-925-6627 (For ages 0-2)</p>	<p><b>Child Find - Preschool</b> 2300 Belleview Avenue Cheverly, MD 20785 Phone: 301-925-6600 Fax: 301-925-1994 (For ages 3-4)</p>
<p><b>Child Find for Parentally Placed Students in Religious, Private or Home Schools</b> John Carroll Center 1400 Nalley Terrace Landover, Maryland 20785 Office: 301-618-8300 (For ages 5-21)</p>	<p><b>Child Care Subsidy</b> <b>1-866-243-8796</b> <a href="http://www.earlychildhood.marylandpublicschools.org/child-care-providers/child-care-subsidy-program">www.earlychildhood.marylandpublicschools.org/child-care-providers/child-care-subsidy-program</a> Assists parents with the cost of child care.</p>
<p><b>Maryland Family Network</b> <a href="http://www.Marylandfamilynetwork.org">www.Marylandfamilynetwork.org</a> Assists parents in locating child care</p>	<p><b>Maryland Developmental Disabilities Council</b> <a href="http://www.md-council.org">www.md-council.org</a></p>
<p><b>Consumer Product Safety Commission</b> <a href="http://www.cpsc.org">www.cpsc.org</a></p>	<p><b>Maryland EXCELS</b> Maryland’s quality rating system for child care facilities <a href="http://www.marylandexcels.org">www.marylandexcels.org</a></p>
<p><b>Bowie Youth &amp; Family Services</b> Kenhill Center – Suite 108 2614 Kenhill Dr. Bowie, MD 20715</p>	

## ALPHABETICAL LISTING OF LOCAL SCHOOL AND ACTIVITY RESOURCES

<p><b>Association of Independent Maryland Schools</b>  <a href="http://www.aimsmddc.org/">http://www.aimsmddc.org/</a>            Listing of reliable and accredited private schools</p>	<p><b>Pointer Ridge Elementary</b>            Bowie, MD            Phone: 301-390-0220            Fax: 301-390-0281</p>
<p><b>Bowie Boys and Girls Club</b>            Bowie, MD            Phone: 301-262-6113</p>	<p><b>Prince George's County Department of Family Services</b>            Camp Springs, MD 20748            Phone: 301-262-8401</p>
<p><b>Bowie Center for the Performing Arts</b>            Bowie, MD            Phone: 301-805-6880</p>	
<p><b>Bowie Community Center</b>            Bowie, MD            Phone: 301-464-1737</p>	<p><b>Prince George's County Public Schools</b>            Upper Marlboro, MD            Phone: 301-952-6000</p>
<p><b>Bowie Interfaith Food Pantry and Emergency Aid Fund</b>            Bowie, MD 20715            301-262-6765</p>	<p><b>Rockledge Elementary</b>            Bowie, MD            Phone: 301-805-2720            Fax: 301-805-2718</p>
<p><b>Chapel Forge Special Education Center</b>            Bowie, MD            Phone: 301-805-2740</p>	<p><b>South Bowie Boys and Girls Club</b>            Bowie, MD            Phone: 301-249-5070</p>
<p><b>Grace Christian School</b>            Bowie, MD            Phone: 301-262-0158</p>	<p><b>South Bowie Community Center</b>            Bowie, MD            Phone: 301-249-1622</p>
<p><b>Heather Hills Elementary</b>            Bowie, MD            Phone: 301-805-2730</p>	<p><b>Tulip Grove Elementary</b>            Bowie, MD            Phone: 301-805-2680            Fax: 301-805-6689</p>
<p><b>High Bridge Elementary</b>            Bowie, MD            Phone: 301-805-2690            Fax: 301-805-2693</p>	<p><b>Whitehall Elementary</b>            Bowie, MD            Phone: 301-805-1000            Fax: 301-805-1006</p>
<p><b>Holy Trinity Episcopal Day School</b>            Bowie, MD            Phone: 301-262-5355</p>	<p><b>Yorktown Elementary</b>            Bowie, MD            Phone: 301-805-6610            Fax: 301-805-6626</p>
<p><b>Kenilworth Elementary</b>            Bowie, MD            Phone: 301-805-6600</p>	



**St. Matthew's**  
Early Education Center  
14900 Annapolis Road, Bowie, MD 20715  
[www.stmatthewseec.org](http://www.stmatthewseec.org)