

Geneva Day School Parent Handbook 2026 – 2027

Parent Handbook Index – 2026-2027

Mission	3
Philosophy	3
Organization	3
Curriculum	3
Goals	4
Guidelines	4
Diagnostics and Development Screenings	6
Developmental Growth Areas or Learning	6
Assessment	7
School Licensing Information	8
Admissions	9
Financial Policies	13
Programs and Schedules	13
Playground and Garden	15
Field Trips	16
Information About Child Care Facilities	17
Emergency Forms, Illnesses, Allergies, and Medications	18
Behavior Management and Discipline	22
Safety and Welfare	24
Transportation and Carpool System	26
Other General Arrival and Dismissal Information	28
Holidays	30
Weather, Delays, and Closings	30
Nutrition and snacks	32
Emergency Preparedness	33
Parent Participation and Communication	34
Geneva Parents Association (GPA)	36
Photographs.	37
Special School Events.	37
Donations and Recyclables	37
Birthday Books	38
Attachments	39

Geneva Day School Parent Handbook – 2026-2027

Mission

“To encourage a lifelong love of learning.”

Philosophy

Geneva Day School (GDS) provides a developmentally appropriate early childhood education program for young children from age two through kindergarten. Our qualified teaching staff members are trained in child development and education, and understand that children strive to succeed academically and socially while developing positive relationships with teachers, peers, and engaging in educational activities. Teachers also recognize that each child is unique and develops at their own individual pace.

Geneva provides educational experiences that are appropriate to each child’s developmental level in a warm and nurturing environment. It attempts to be inclusive and address the individual learning strengths, needs, and interests of students. Staff members offer guidance, assistance, encouragement, and necessary materials and experiences to promote age-appropriate learning. They foster confidence and help “encourage a lifelong love of learning.”

Organization

Established in 1965, Geneva is a private, independent preschool and kindergarten program. Daily school operation is the responsibility of the director and assistant director, with support from an administrative team. Daily class operations are the responsibility of classroom teachers, who supervise and direct the activities of their teaching assistants. Additional services are provided by an art teacher, music/movement teacher, environmental education teacher, physical education teacher, and mindful exercise instructor.

Curriculum

The curriculum of Geneva includes all instruction and activities that children experience while in school. It addresses developmental growth areas and fosters skills necessary for the maturation of the “whole child.” Goals are established for classes in accordance with recognized educational standards and developmental guidelines, while individual objectives are determined through formal and informal assessments in compliance with applicable educational regulations. Activities are hands-on and multisensory so that all learning modalities are addressed. Environmental and Cultural Education is integrated into each class as planned by the teacher.

Teachers are responsible for assessing students and developing the classroom curriculum to address strengths, needs, interests, and multiple intelligences. A few resources assist in this process:

- *Ages and Stages Questionnaires-3* published by Brookes Publishing,
- *Teaching Strategies GOLD Child Assessment Portfolios* and *The Creative Curriculum System for Preschool* published by Teaching Strategies,

- *Building Language for Literacy* and the *Early Childhood Program* published by Scholastic Books,
- *Alfafriends for Pre-Kindergarten* and *Reading and Math Curriculum for Kindergartners* published by Houghton Mifflin,
- *Learning Without Tears* published by Learning Without Tears,
- *My Big World* by Scholastic Magazine+, simple seasonal nonfiction and fun school-readiness activities for Preschool & PreK, and
- *Let's Find Out* by Scholastic Magazine+, fun nonfiction on seasonal science and social studies themes for Kindergarteners.

Staff members use several resources to plan learning which include observations, developmental checklists, professional texts, training and experiences, and community resources. Each class is unique in that it also features special talents and interests of staff, students, and their families.

Goals

Specific learning goals are developed for individual children, but goals for all children include:

- Making a successful transition from home to school,
- Developing positive self-esteem and self-confidence,
- Becoming cooperative and respecting rules, property, and safety,
- Working and playing independently and in groups,
- Becoming increasingly responsible for oneself, personal belongings, and the class and school environments,
- Learning to make good choices, solve problems, and develop positive social skills,
- Developing large and small motor skills and coordination,
- Developing appropriate early cognitive, language, literacy, and numerical abilities,
- Exploring, observing, questioning, and developing appropriate early science abilities,
- Understanding others and directions, and expressing oneself with language, and through drama, arts, music, and play,
- Developing respect and appreciation for nature and the outdoors environment,
- Acquiring skills so kindergartners will be successful in first grade, and
- Feeling secure and happy in a warm and nurturing atmosphere as each child explores and discovers a “lifelong love of learning.”

Guidelines

Geneva is guided by principles of developmentally appropriate practices in planning early childhood education. Based on observations and assessments of children, and taking into consideration individual differences and backgrounds, teachers implement programs to promote growth for individual and group learning. Strengths, needs, interests, and multiple intelligences direct not only the curricula, but also classroom routines, types of activities offered, and expectations for participation in school. Parents of students with IFSPs, IEPs, or other therapeutic information and evaluations are required by the Maryland State Department of Education (MSDE) to share assessments and program goals with teachers, so that these can be reflected in classroom programs, as well.

Learning takes place throughout the day in large, small, and individual groups and in free-choice play activities, which are designed to help each child make appropriate progress in their learning. Many school activities are offered on an open-ended basis to promote thinking, creativity, and problem-solving.

Repetition is a key element of the curriculum. Young children must frequently experience a concept to understand it, so classes provide children with lots of repetition to help develop understanding.

Inclusion

Without causing undue burden and While Geneva strives to be inclusive of children with various needs and abilities in its admissions and teaching practices, including those who may have disabilities, health, or special learning challenges, admission and continued enrollment decisions will be made based on the school's ability to reasonably accommodate each student's needs while maintaining program quality for all students. The school reserves the right to determine whether it can appropriately meet a student's needs. The curriculum and activities reflect the diversity of children, their families, and culture, and the school community. Teachers collaborate closely with parents to meet the age-appropriate and developmental needs of individual learners in six growth areas that also reflect special interests.

Parents of children with IFSPs or IEPs, or who are receiving therapy services or evaluations, are required to provide a copy for teachers to better understand how a child learns. Teachers use the information to incorporate individual goals and objectives into daily lessons and provide accommodations or modifications as the school can provide. Upon written parental consent, teachers may collaborate with authorized external service providers to incorporate recommended educational and therapeutic activities into classroom programming, subject to the school's resources and capabilities.

Geneva requests that families complete a Teacher Information Form, which also includes the *Ages and Stages Questionnaire-3*, at the beginning of each school year to share information about their child's unique background and development. In addition, through observations, documentation, and early screening, teachers collect classroom information to share with parents and make referrals for more information or therapies as appropriate. These may include screening and/or programming from Montgomery County Public Schools (MCPS) Infants and Toddlers or Child Find Programs. It may also include referrals for services with local private practitioners such as speech/language pathologists, occupational or physical therapists, developmental pediatricians, psychologists, counselors, and/or social workers, among others.

Geneva desires to be open and welcoming to as many students as it can appropriately serve. Part of the admission process for new students includes a classroom visit on site, a visit to their current school or camp, and/or reaching out to their former school/day care to understand their abilities better. New students are placed into available classes with consideration given to a balance of age, gender, numbers, and needs.

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public

and publicly funded schools and programs may not:

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Community Resources

Geneva has long been committed to meeting individual student needs. As part of the service provided to support families, it collects and maintains an extensive listing of local community resources. These include:

- Montgomery County Public Schools Infants and Toddlers and Child Find Programs,
- Other county resources such as Resource and Referral Centers, ChildLink (Early Childhood Services), Department of Health and Human Services, and Maryland Health Connection, among others,
- Local private child development consultants of various specialties,
- Local private direct-service practitioners such as speech and language pathologists, occupational and physical therapists, behavioral therapists, psychologists, and developmental pediatricians, among others, and
- Local private programs for various therapies, plus social skills groups, tutoring and counseling centers, evaluations, and parent support groups.

Geneva annually contracts with a private child development consultation firm on a limited basis. Child Development Consultants (CDC) work directly with the school and families to observe challenging students, provide recommendations for effective teaching at home and school, and make referrals to local resources for further support.

Diagnostic and Developmental Screenings

Free developmental screenings may be requested from MCPS. Parents may initiate this process, or your child's teacher may make a referral for you to initiate this process with your local public elementary school. Areas for screening are language, motor, cognition, and overall development. An on-site private itinerant speech/language pathologist and occupational therapist at Geneva may also be scheduled for screenings, evaluations, and direct therapy. In addition, vision and hearing screenings are offered each year at Geneva for children aged 3 and older for a nominal fee.

Developmental Growth Areas or Learning Domains

Identifying a child's strengths, needs, and interests is important in planning any curriculum. Teachers and teaching assistants are involved in this ongoing process and are knowledgeable about what skills are age-appropriate for their students to acquire during a school year. Geneva uses developmental

checklists to identify competencies in various growth areas at different chronological ages. These include:

Gross, Fine, and Perceptual Motor Skills: These skills are enjoyable for their own sake and include the use of large or gross motor skills for balance and coordination, such as jumping, hopping, galloping, and skipping. Small or fine motor skills include such tasks as drawing, cutting, zipping, buttoning, and using small toys such as Legos and puzzles. Perceptual motor skills include the body and mind working together for pre-reading and pre-writing activities.

Social-Emotional Skills: Social skills involve the ability to make and maintain friends, cooperate, take turns, exhibit appropriate manners and social graces, and solve social problems. Emotional skills include developing self-awareness and positive self-esteem, feeling safe and secure, being flexible, making good choices, and exercising self-control.

Self-Help or Life Skills: As children mature, they acquire self-help or life skills to learn to take care of themselves and their belongings, the classroom, the school, and the natural environment. Taking responsibility for getting dressed, eating neatly, using manners, cleaning up, performing specific class jobs, and working independently are examples of appropriate self-help skills for young learners.

Language Skills: Expressive and receptive language skills are critical for learning in all growth areas. The acquisition of language is an active process that staff members support in many ways, especially in conversation and interactions. Understanding and following directions, listening to stories, and answering questions are examples of receptive language. Using language to share ideas, ask and answer questions, or use new vocabulary and concepts appropriately are examples of expressive language. Both are important for developing cognition and early literacy skills.

Cognitive Skills: Cognitive skills involve “thinking skills” to know, understand abstract concepts, perceive information, and remember. Children use cognitive skills when they understand concepts and make connections with objects, people, and mental representations, or transfer information to use appropriately in new situations.

Creativity: Children need time and opportunity to explore and experiment with a variety of multi-sensory materials and various arts. Staff support this development by responding enthusiastically and with interest when a child makes a discovery, especially if a child finds a new way or a new answer.

In addition to daily class art and music activities, all classes participate in specialized weekly music/movement and mindful exercise classes. Students, ages 3-6, also participate in a specialized weekly art class.

Assessment

To understand the strengths and needs of individual children, it is necessary to observe and informally assess students in developmental growth areas. All teaching staff are involved in this important, systematic, and ongoing process, which serves as the basis for planning curricula. Parents, too, are included in this process by completing an *Ages and Stages Questionnaire-3* at the beginning of each school year. Teachers discuss results, goals, and progress at fall Parent-Teacher Conferences and annual

progress at spring Parent-Teacher Conferences. Other conferences may be scheduled at any time as requested by parents or teachers.

Assessment information of strengths, needs, and interests is collected, which paints a picture of how a child is developing and is used to plan appropriate early education programs for individual and group learning. It guides staff in meeting educational needs and preparing students for the next level of their education.

School Licensing Information

Licensing

Geneva's preschool is licensed by the Maryland State Department of Education (MSDE), Office of Child Care, Baltimore, Maryland, as a Private Educational Institution. It is inspected annually each fall. The kindergarten program is also licensed by MSDE.

Staff Qualifications

All Geneva staff members meet or exceed state licensing requirements for working in a preschool or kindergarten.

- Geneva requires lead teachers to have a bachelor's degree or equivalency, with coursework in early childhood, elementary or special education, or child development from an accredited university or college. Several teaching staff also have master's degrees in education.
- Teaching assistants are required to be high school graduates and have completed 90 hours of basic coursework in early childhood growth and development, plus curriculum planning, resulting in the Early Childhood Education 90-Hour Certificate, or have completed the Child Care Aide Orientation course. Many have college degrees, as well.
- All staff members have experience working with young children in a supervised program.
- All staff members complete 6 - 12 hours of continuing education annually.
- All lead teachers are credentialed by the MSDE Credentialing Office for EXCELS.
- All teaching staff members hold current certifications in pediatric CPR and first aid.

Statement of Class Size

Geneva strives to provide more than the required number of trained staff in each of its classrooms. Fully enrolled classes for 2s have an average of twelve children with three adults, and classes for 3s and 4s have an average of eighteen children with three adults. Kindergarten may have up to twenty-two students with two co-teachers and one teaching assistant.

Required Medical and Emergency Forms

MSDE, Office of Child Care, requires that medical forms be updated and on file for each child every academic year. These forms are available on the school's website and must be completed, signed, and returned to the office before the start of school. These forms include the Health Inventory Form and the Immunization Certificate. If parents object to immunizations, they must comply with Maryland state Immunization requirements and exemption procedures. Religious and medical exemptions may be permitted in accordance with state law, but must be properly documented with official forms and physician certification as required by Maryland regulations. The school reserves the right to exclude non-immunized students during disease outbreaks.

In addition, an Emergency Form must be completed and submitted to the office prior to the start of the school year. It is important that Geneva has accurate emergency information and contact numbers beginning on the first day children attend classes, and that it be updated as appropriate.

The school reserves the right to refuse to administer any medication if proper documentation is not provided or if staff determines they cannot safely administer the medication. Staff members do not administer medications at school, except for emergency medications such as epinephrine auto-injectors, asthma inhalers, anti-seizure medications, and/or topical medications, in accordance with Maryland state regulations and with proper documentation. These medicines require parents and the child's physician to sign a Medication Administration Authorization Form providing specific medicine and treatment information. Emergency medicines must be checked and reviewed by the school office staff, so that it is very clear what emergency procedures are to be followed when certain symptoms occur, what the proper dosage is, and what the side effects are. Medicines must also be in the original container labeled by the pharmacist or prescriber to include the child's name and expiration date, and must not be expired. Should it be necessary to administer any emergency medications, parents are notified immediately.

Daily Attendance Verification Policy

In accordance with the Maryland Office of Child Care (OCC) and applicable COMAR licensing requirements, Geneva Day School is required to maintain accurate daily attendance records for each enrolled child and obtain parent or guardian verification of those records.

To meet this requirement, Geneva Day School uses a Google Attendance Form for parent/guardian verification. A form must be completed for each child individually, with families having the option to verify attendance daily or weekly, according to the procedures established by the school.

Parents and guardians are responsible for ensuring that attendance information is submitted accurately and in a timely manner. This verification is an important part of Geneva Day School's compliance with Maryland child care licensing regulations.

Additional information, including the Google Form link, submission procedures, and instructions, will be provided to families before the start of the school year.

We appreciate the cooperation and partnership of our families in helping Geneva Day School maintain accurate records and meet all Maryland licensing requirements.

Admissions

Eligibility

Children begin school at Geneva when they are chronologically two years old. Parents may pre-register a student turning two and pay for a particular class to hold a space that a child can join after celebrating a second birthday. Children enrolling in a 3s and 4s class must be three or four years of age respectively by September 1. Children enrolling in the kindergarten program must be five years of age by September 1.

If a parent requests early admission of a child with a fall birthday, however, admission may be granted under the following conditions:

- An advanced to superior rating on the Wechsler Pre-School and Primary Scale of Intelligence – Third Addition (WPPSI-III) or similar evaluation,
- An assessment of social and emotional readiness for the age group requested, an interview with the classroom teacher or director,
- Positive recommendation from the previous year's teacher, or
- Observation by GDS or camp staff.

Placement of Pupils in Classes

Geneva provides a wide range of educational and enrichment services to support families and their children. The assistant director works with every family to carefully craft the program that meets student and family needs. Class composition is based on criteria for eligibility and the selection process, as stated in the admissions section above, and is generally on a first-come, first-served basis. Vacancies are filled from a waitlist, with consideration given to age, gender, number, and needs.

Parents may enroll their children in part-time classes for 2s, 3s, and 4s, and full-time classes for 2.5s-4s, and kindergarten students. Extended Care is available for Geneva students, both before and after the program day. Enrichment Classes are offered at the end of each program session. As families desire, they can design a school day for their child beginning in Before Care at 8:00 a.m., through a morning session and After Care until 5:00 p.m., with Enrichment classes offered periodically at 12:30 p.m. and 3:00 p.m. By breaking down various program possibilities, Geneva allows families to create the early childhood experience that works best for them.

Registration Packets are distributed to families in December. By January of each year, parents apply or register for the class setting that best meets the chronological and developmental needs of their children. Personal tours of classes are arranged at the convenience of parents from inside and outside of school to help them make the best decision for their child. Parents also consult teachers for their recommendations.

Geneva uses a spiraling curriculum, so all classes offer developmentally appropriate programs for various ages while also recognizing the end goal of successful public-school entry by the time a student is going to be chronologically five or six years of age. Geneva is very successful in preparing students for transition into public or other private educational settings.

At the end of the school year, teachers share transition information with parents and the following year's teacher, including information from conference reports and county IFSPs or IEPs. New families share this information with their child's teachers, as well.

Other Guidelines

Twins and triplets are often assigned to the same classroom when they begin school at Geneva unless requested otherwise by parents or as recommended by teachers.

Toilet Training

Children in the 2s and 3s classes do not need to be toilet trained to attend Geneva. Students in the pre-kindergarten and kindergarten classes, plus Enrichment and Extended Care should be trained, however.

Reasonable accommodations will be made for children who are not yet toilet trained due to documented medical conditions or disabilities, in accordance with applicable state and federal laws.

Procedures for New Applications and Selection

1. Applications for new Geneva students for the current school year are accepted at any time and are processed on a rolling admissions basis as space allows.
2. Applications for new Geneva students for the following school year are accepted beginning on the first day of school. Parents/guardians of a pupil fill out an application form, which is available on the school's website, submit a non-refundable application fee, and mail or deliver the form and fee to the school office. Applications are dated and held until the formal registration period which begins in January. Applications are date-stamped and processed in the order of receipt within each of the priority categories listed.
3. Priority is given to applicants in the following order:
 - a. Children whose families are active members of the Geneva Presbyterian Church
 - b. Children of current GDS staff
 - c. Children who are currently enrolled
 - d. Siblings of current or former Geneva students
 - e. Children of Geneva alumni
 - f. New Applicants
4. A Letter of Acceptance and a Tuition and Reservation Agreement are mailed to each family accepted by the school. Applicants have until the deadline specified to submit the appropriate non-refundable registration fee. This registration fee is not part of the annual tuition. If the registration fee is not submitted on or before the deadline, then the school assumes the parties are no longer interested.
5. Families are asked to sign and return the Tuition and Reservation Agreement and pay the non-refundable Registration Fee. Once the Agreement is signed, parents or guardians are financially responsible for paying the full academic year's tuition fee. In extraordinary circumstances beyond their control, the parent or guardian may submit a written appeal to the GDS Board of Directors for consideration of partial tuition forgiveness. The Board's decision shall be final and binding.
6. The school strives to maintain a reasonable gender balance in all classes.
7. The school does not discriminate against any applicant because of race, color, creed, national origin, sex, sexual orientation, gender identity, familial status, marital status, ancestry, age, disability, or any other characteristics protected by applicable Maryland and federal law.
8. Medical, Immunization, and Emergency Release Forms must be submitted to the school office prior to attendance.
9. After a class is filled, a waiting list is maintained. Placement on the waiting list is determined by the application date and other factors at Geneva's sole discretion.
10. Tuition discounts are given as follows:
 - a. When full tuition is received by May 1, a 4% discount will be applied.
 - b. If one-half of tuition is received by May 1, and the second half is received by December 1, then a 2% discount will be applied.
 - c. Active members of Geneva Presbyterian Church receive a 25% discount on tuition. If a family receives the 25% church discount, they are not eligible for the additional 10% sibling discount and must be active members of the church.

- d. Active members of the U. S. military and First Responders receive a 10% discount.
 - e. When registering more than one child from the same family, the older child will be charged full tuition. Each child thereafter will receive a 10% discount on tuition when enrolled simultaneously.
11. A monthly late charge of \$30.00 is imposed if payment is fifteen days past due from the deadline date.
 12. Upon written notice, if parents fail to pay their tuition or fees within 60 days of the due date, the school reserves the right to dismiss the child and pursue all legal remedies to collect the outstanding balance, including referral to collections, reporting to credit bureaus, and recovering reasonable attorneys' fees and costs of collection. The financial responsibility for the full year's tuition remains with the parents. Geneva may, at its sole discretion, work with parents to establish alternative payment arrangements, but is not obligated to do so.
 13. A child entering school on or after October 1st will have his/her tuition prorated. Tuition will be computed by dividing the annual tuition by nine and then subtracting the unused portion.

Procedures for Registration of Returning Students

1. Registration information is disseminated to families of returning Geneva students each year in December.
2. Registration for returning students and the designated registration fee must be mailed to the school office and postmarked by a specific date in early January.
3. Priority registration is given to applicants in the following order:
 - a. Children whose families are active members of Geneva Presbyterian Church
 - b. Children of current GDS staff
 - c. Children who are currently enrolled
4. A Letter of Acceptance and a Tuition and Reservation Agreement are mailed to each family accepted by the school. Applicants have until the deadline specified to submit the appropriate non-refundable registration fee. This registration fee is not part of the annual tuition. If the registration fee is not submitted on or before the deadline, then the school assumes the parties are no longer interested.
5. Families are asked to sign and return the Tuition and Reservation Agreement and pay the non-refundable Registration Fee. Once the Agreement is signed, parents or guardians are financially responsible for paying the tuition fee for the **full** academic year.
6. The school strives to maintain a reasonable gender balance in all classes.
7. The school does not discriminate against any applicant because of race, color, creed, national origin, sex, sexual orientation, gender identity, familial status, marital status, ancestry, age, disability, or any other characteristics protected by applicable law.
8. Medical, immunization, and emergency release forms must be submitted to the school's office prior to attendance.
9. Tuition discounts also apply as indicated in #10 above.

Yearly Progression of Pupils

A child's progress through school is based on age, developmental readiness, parent requests, and teacher recommendations. As appropriate, the director may call a meeting with teachers, parents, and other specialists to consult about the appropriate placement for a child. The school makes the final placement decision.

Financial Policies

Tuition Payments

The first tuition payment is made by May 1 or at the time the contract is signed, whichever date is earlier. This first payment is applied to the May tuition for the following year. All subsequent payments are due on the first of the month, beginning in September and ending in April. Payments received after the fifteenth of the month are assessed as a late fee of \$30.00. If checks are not accepted by the school's bank for any reason (including insufficient funds or stop payment), an administrative fee is assessed. After two returned checks, the school may require future payments to be made by certified funds, cash, or credit card only; families will be charged a \$35 processing fee per returned check, plus any additional fees charged by the bank. For a schedule of discounts available, please read the fee admission section of this handbook.

Tuition payments may be made by cash, check, credit card (with a 4% fee), or money order payable to Geneva Day School. Payments may be mailed or given directly to the assistant director. Geneva may, at its sole discretion, work with families to establish alternative payment plans when circumstances warrant. Geneva reserves the right to terminate the enrollment of any student should an account become overdue for more than two months with no attempt made to reconcile the debt.

Parents who have signed the Tuition and Reservation Agreement are financially responsible for paying the tuition fee for the **full** school year as stated in the Agreement.

Application Fee

All new families wishing to attend Geneva must pay a non-refundable application fee. If the fee is paid and space is not available, it will be applied to subsequent applications for that child.

Registration Fee

To hold a confirmed space in a specific class, a non-refundable registration fee is due at the time the Tuition and Reservation Agreement is signed and returned.

Activity Fee

An activity fee to help cover the cost of supplies, special projects, special on-site visits, and field trips is due at the time that the first tuition payment is made.

Financial Aid

There is a limited amount of financial aid available for eligible students, which varies each year. Applications for aid are submitted at the same time as the enrollment application or registration. For further information, please contact the school office.

Programs and Schedules

Regular School Hours

Please honor the hours that the school is in operation. Thank you in advance for bringing your child on time, for not disrupting class, and for picking your child up on time from each session, lunch, or enrichment class. A fee will be assessed for those who are picked up late. The following are the regular school hours for all classes:

Before Care Program	8:00 a.m. to 8:50 a.m.
Morning Classes	9:00 a.m. to 12:30 p.m.
Kindergarten	9:00 a.m. to 2:45 p.m.
All-Day Class & Full-Day Programs	9:00 a.m. to 2:45 p.m.
AM Enrichment Programs	12:30 p.m. to 1:15 p.m.
PM Enrichment Programs	3:00 p.m. to 3:45 p.m.
After Care Program	3:00 p.m. to 5:00 p.m.

Extended Care

For Geneva students who require additional care before school, from 8:00-8:50 a.m., or after school, from 3:00-5:00 p.m., Extended Care is available upon request. Supervised by experienced and trained staff, youngsters have opportunities for inside seasonal activities, crafts, and games, plus outside playtime. Children are registered in advance with the office and pay additional fees. Exceptions for emergency situations may be granted at the sole discretion of the director or assistant director, and any such exceptions must be requested and approved in advance whenever possible. There is no provision for napping children, however. A late pickup fee of \$35.00 is charged for any child picked up after 5:00 p.m. This fee must be paid within 72 hours of the late pickup. Families who repeatedly fail to pick up their child by 5:00 p.m. may be suspended or terminated from the After Care Program at the School's discretion.

Enrichment Classes

Geneva offers many after-school enrichment programs, after both the morning and afternoon sessions. Classes may include a foreign language, music, art, cooking, or sports classes, among others. Children who are between the ages of 3 and 6 and who are toilet-trained are eligible to register for these programs. Registration forms are sent home twice a year. Though children from other area schools are welcome to attend, Geneva students are given priority.

Parent-Child Visitations and/or Mini-Classes

Before the school year begins, your children are scheduled to visit their classrooms for parent-child visits and/or mini-classes during the last week of August. Children have the opportunity to meet their teaching team, explore the new room, have a picture taken, and may also be scheduled for a shorter day of class. These visits and/or mini-classes help children make a more comfortable adjustment on the first full days of school. August visit dates and times in your child's class were included in the summer mailing to each family.

Enrolling children new to Geneva in Geneva's Summer Camp Program is highly recommended to help prepare them for a successful transition to school in the fall. You and your family are always invited to visit the school playground or children's garden after camp or school and on weekends to help excite your children about spending time outside at school.

Screen Time Policy

Geneva Day School strictly adheres to Maryland state regulations regarding screen time in early childhood education. All screen time used at Geneva is educational. The following guidelines outline our policy:

1. **General Use of Videos and DVDs:** Videos and DVDs are not generally utilized in the classroom settings. The primary focus during school hours is on direct interactions between staff and students, fostering a rich learning environment through personal engagement and hands-on activities.
2. **Use of Tablets and Monitors:** The use of tablets, monitors connected to staff computers, or devices such as Apple TV/Roku is strictly limited to no more than 30 minutes per week per age group (2 years and older only). These technologies are used selectively for educational purposes, such as research, supporting lesson content, or short educational videos. Staff maintains a weekly log of screen time usage to ensure compliance with state regulations.
3. **Interactive Learning with Interactive Whiteboards:** In preparation for the use of interactive whiteboards in elementary grades, an interactive whiteboard is available in the Kindergarten classroom. It is used strategically for attendance, skill practice, motor breaks, and research activities, aligning with educational goals and enhancing student engagement.
4. **Special Projects and Studies:** Unique activities, such as animal studies or other thematic units, utilize technology like live webcams to observe natural behaviors. These projects involve reading and writing assignments and engage students in an in-depth exploration of the topic, sparking interest and deeper understanding.
5. **Limitations:** Geneva does not allow (1) passive or interactive technology during meal or snack breaks; (2) media with brand placement or advertising for unhealthy or sugary food or beverages; and (3) children 2 years old or older to view more than 30 minutes of age-appropriate, educational passive technology per week.
6. **Staff Interaction:** Staff members prioritize direct contact with students during the school day, emphasizing personal interaction and experiential learning. This approach is designed to maximize the educational benefits and support the development of social and cognitive skills.

By adhering to this policy, Geneva aims to provide a learning environment that effectively incorporates technology while maintaining the essential elements of personal interaction and active engagement in the classroom.

Playground and Garden

Geneva is proud of its two playgrounds, which students visit nearly every day. We ask that you dress your child appropriately for the weather, season, and time of day that s/he will be outside in the elements. We experience nature throughout the year in all kinds of weather, so light clothing and a sun hat when it is hot, and heavier clothing (with hats, mittens/gloves, scarves, boots) when it is cold are appropriate and expected. Please label all items, as many new items, such as coats, can look alike and sometimes are the same style. Please help your child look for his or her name on belongings, too.

Because most youngsters like to run, jump, and use climbing equipment, Geneva requests that children come to school in closed-toe, rubber-sole shoes that fit. These keep sand and mulch out while protecting toes. Flip-flops and Crocs are fun, but not safe, and tennis shoes that are too big come off. An extra pair of appropriate “playground shoes” can always be put in a tote bag for recess.

The playground equipment is fun to use, but most pieces have rules about use. Teachers review these rules with children so that everyone uses the equipment properly. Slides, for example, are one-way (down only), and swings are for sitting (not standing) or forward-facing. Sand is for digging (not

throwing), and sand toys should stay in the sandbox. Thank you for observing these rules when you use our playground in the evenings or at weekends.

Classes also have a chance to visit the garden and woods areas to observe plants and insects, especially butterflies. There are tree discs and stumps for sitting and walking, lots of benches, and a garden deck and teepees for mini-classes, science activities, stories, and dramatic play. We encourage youngsters to draw or write about what they observe. Something is always happening in the garden!

Field Trips

Field trips are an integral part of a child's learning experience at Geneva. While parent volunteers assist with transportation, the school reserves the right to cancel or modify field trips based on availability of adequate transportation and supervision. A permission form must be signed and returned to the teacher or office before a child may participate in any field trip. The school requires separate written permission for each individual field trip.

Teachers will provide written notice of planned trips at least one week in advance through email, monthly newsletters, weekly class news, or posted sign-up sheets. The School reserves the right to cancel or modify any field trip at its discretion. You may notify the teacher of your availability to drive or chaperone by email or note. On the day of a field trip, no child will be allowed to take a trip without a signed permission form or a parent's hand-written signed permission. Whenever possible, a chaperone is assigned to ride with the driver. Field trip drivers must maintain current collision and liability auto insurance with minimum coverage limits of \$100,000/\$300,000 and provide proof of insurance to the school office prior to transporting any students.

Teachers prepare field trip carpool assignments in advance, considering several factors, so please honor these assignments and do not request any last-minute changes.

The primary responsibility of drivers and chaperones is to provide safe transportation and educational support to assigned students. Social conversations with other parents should be reserved for lunch periods. Instead, parents interact directly with children, talking with them, asking open-ended questions, calling attention to various items, and helping their assigned students benefit as much as possible from the field trip experience.

Parent Responsibilities for Field Trips

Geneva thanks parents for their gracious support and willingness to drive or chaperone on field trips and help children benefit from the experience. A listing of "Responsibilities of Parents" is found in **Attachment 1**.

Maryland's Child Passenger Safety Law (effective October 1, 2022) requires that children under eight years old ride in an appropriate child safety seat according to the vehicle and child restraint instructions unless the child is 4.9" or taller. Children must ride rear-facing until at least age two. All seat belts must be fastened, and car seats or booster seats must be used as appropriate for each child. The School assumes no responsibility for the installation or adequacy of any child safety seat. Parents must install their child's safety seat in the driver's car and are solely responsible for ensuring proper installation in compliance with all applicable safety regulations.

Under no circumstances should a driver put or keep a vehicle in motion if a child is not properly secured in a car seat. No child may ride in a front seat or be unbuckled at any time. These rules are strictly enforced.

Children will be assigned to groups to ride together and be supervised by an adult. Please be sure that the teacher has your cell phone number in case there is a need to reach you during the trip. Due to food allergies, NO snacks are offered to children by parent volunteers.

Children are assigned to a parent for supervision during a field trip and will be that parent's responsibility. Knowing the location of each child in a group, monitoring bathroom visits, and keeping children under control is always part of this responsibility. If the trip is at an indoor site, remind children to use "inside voices." Walk and stay together, **always** holding the children's hands when crossing a street or parking lot. Children may also hold a partner's hand to help keep a group together.

Teachers must be available to monitor children's behaviors and handle emergencies during field trips, so they are generally not assigned children to directly supervise. They keep a list of all groups and carry a First Aid Kit, emergency information, tissues, and a bag for trash. They are in charge, can respond to incidents as appropriate, and are mindful of the schedule to make sure that the trip concludes on time to return to school before dismissal.

All children wear a Geneva T-shirt on field trips.

Information About Child Care Facilities

Parent's Guide to Regulated/Licensed Child Care

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch. The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care;
- Taking enforcement action when necessary; and
- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the Maryland State Department of Education (MSDE) fall under COMAR Title 13A. Regulations that govern child care facilities and other information about the Office of Child Care may be found at: earlychildhood.marylandpublicschools.org/childcare-providers/licensing.

For more information, the *Parent's Guide to Regulated/Licensed Child Care* can be found in **Attachment 2**.

Emergency Forms, Illnesses, Allergies, and Medications

Forms

Geneva must have proper means of always reaching at least two adults who are or can be responsible for each student. The school provides Emergency Information Forms to parents upon enrollment. These forms must be completed and returned to the office before the child's first day of class. Please help the school by keeping emergency contact information up to date. Should your child become sick at school, we want to be able to contact you right away.

The emergency form includes the name and telephone number of the child's local physician, which the school will contact in case of an emergency. Parents, other emergency contacts, and 911 are contacted when appropriate. Copies of emergency forms are taken on field trips so that you can be contacted as necessary.

Illnesses

Geneva takes additional measures to minimize the spread of seasonal viruses and other respiratory infections. The onset of flu symptoms can be rapid, and young children and pregnant women are particularly vulnerable to these types of infections.

Germes can spread quickly in a school environment, so all children and adults stay healthier when sick individuals stay home. If a child develops symptoms of illness while in class, parents are contacted, and the child is relocated to the lobby to be supervised. Parents pick-up their youngsters as soon as possible or arrange for an emergency contact to do so.

For the health and safety of all students and staff, children who are ill or showing signs of illness may not attend school. Any child who has shown signs of illness or has been ill in the previous 24 hours may **not** attend class. If a child has had a fever, rash, cough, diarrhea, vomiting, or other conditions, **s/he must be free of symptoms without medication for 24 hours before returning to school.** **The School reserves the right to require a doctor's written clearance before any child may return to school following an illness. This determination shall be made at the School's sole discretion.** We strictly observe this Health Department regulation to protect the health of children and staff. If in doubt, after a child has been brought to class, the staff will ask the director or assistant director to observe the child and/or contact a parent to ask questions about the child's condition. Common sense must prevail in the case of colds and allergies, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.

Geneva implements practices to minimize the spread of germs. Staff wash their hands once they arrive at school, just as children do after putting away their coats and totes. If a fever is detected, it is checked by class staff, as every class has its own thermometer, and then rechecked in the office. Parents are contacted to pick-up their child if a fever is registered or if the child displays symptoms of not feeling well.

Teachers review good hygiene measures with students, especially at the start of the school year, and use appropriate cleaning measures, such as using a diluted bleach or vinegar solution or wipes on table surfaces and doorknobs. Parents are encouraged to send in extra tissue boxes and containers of disinfecting wipes. Volunteers and visitors are also asked to wash hands or use foam hand sanitizers located throughout the school.

Parents must notify the school immediately, but no later than 24 hours, if their child is diagnosed with or exposed to a communicable disease. Failure to promptly notify the school may result in temporary suspension or termination of enrollment. Geneva, in turn, is required to report reportable communicable diseases as defined by Maryland Department of Health regulations to the Health Department and to notify other parents in a class of suspected exposure. The school reserves the right to request a physician's note when there is any doubt about contagious symptoms being transmittable to others.

Geneva expects every child to participate in outdoor play, which is scheduled daily unless it is raining. If your child is recovering from illness and cannot go outside, please pick him/her up early from school. We do not have enough staff to supervise children inside.

All teachers and teaching assistants have current CPR and First Aid Certifications. In case of a serious injury or accident, Geneva staff will: (1) administer appropriate first aid or CPR; (2) contact emergency medical services (911) if needed; (3) immediately notify parents/emergency contacts; and (4) if emergency transport is required, have a staff member accompany the child until a parent/guardian arrives. By enrolling your child, parents/guardians expressly authorize Geneva Day School, its staff, and representatives to seek and consent to emergency medical treatment for their child if parents/guardians agree to assume all financial responsibility for such emergency medical treatment. cannot be reached immediately.

Signs of Illnesses

If one or more of the following symptoms is present in your child, you will be contacted and must arrange for your child to be picked up from school within one hour of notification. Failure to pick up your child within this timeframe may result in additional fees and/or impact continued enrollment:

- Temperature higher than 100.4° F
- Loss of appetite
- Nausea or vomiting
- Red, pink or crusted eyes
- Stomachache
- Earache,
- Diarrhea
- Rash/infection of skin
- Pale or flushed face
- Headache
- Thick or greenish mucus from nose
- Cough
- Loss of energy/decrease in activity/lethargy
- Sore throat
- Crying and not acting like regular self

COVID-19 Guidelines

As of May 13, 2024, subject to change.

There are many actions you can take to help protect you, your household, and your community from COVID-19. CDC's Respiratory Virus Guidance provides actions you can take to help protect yourself

and others from health risks caused by respiratory viruses, including COVID-19. These actions include steps you can take to lower the risk of COVID-19 transmission (catching and spreading COVID-19) and lower the risk of severe illness if you get sick.

CDC recommends that you:

- Stay up to date with COVID-19 vaccines
- Practice good hygiene (practices that improve cleanliness)
- Take steps for cleaner air
- Stay home when sick
- Seek health care promptly for testing and treatment when you are sick if you have risk factors for severe illness. Treatment may help lower your risk of severe illness.

Masks, physical distancing, and tests can provide additional layers of protection.

Additional Prevention Strategies

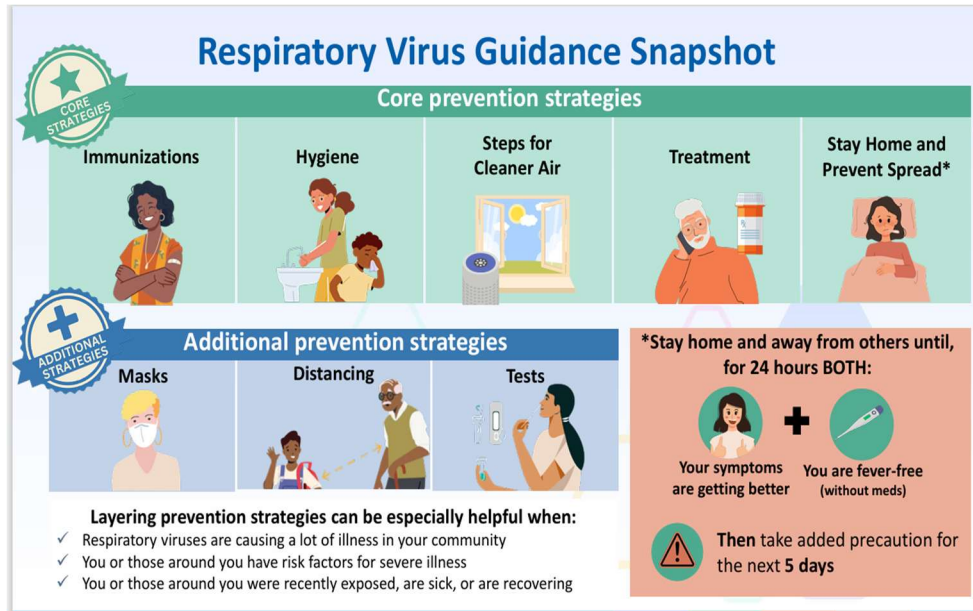
The CDC outlines additional prevention strategies that can be taken to protect yourself further and others, including masks, physical distancing, and tests. Preventing the spread of respiratory viruses when you are sick is a core prevention strategy to lower the risk of respiratory viruses.

Updated CDC guidance on when people may have a respiratory virus is as follows:

- Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause.
- You can go back to your normal activities **when, for at least 24 hours, both are true:**
 - Your symptoms are getting better overall, **and**
 - You have not had a fever (and are not using fever-reducing medication).
- When you go back to your normal activities, **take added precautions over the next 5 days**, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when you will be around other people indoors. These additional precautions are especially important to protect people with factors that increase their risk of severe illness from respiratory viruses.

Communication Regarding Any COVID-19 Situation:

Parents will be promptly notified of any positive COVID-19 cases while maintaining appropriate confidentiality as required by law. All parties must strictly adhere to the above guidelines. The school reserves the right to modify these protocols based on updated CDC, state, or local guidance.



For information on *Respiratory Virus Guidance*, please visit the CDC website.

Lice

Children identified as having live adult lice or nits (eggs) may not return to school until they are “adult-free and nit-free.” They should be treated with special lice shampoo at home, have their hair carefully and thoroughly combed out, and be monitored throughout the 21-day life cycle of lice. Upon return to school, which can be the next day if treated, a staff member must check the head of a previously affected student to be certain that no adults or nits remain before parents can leave the premises. Heads will also be periodically checked during the 21-day cycle to ensure the condition is no longer present.

Additional measures taken at school, which should also be followed at home, are to wash and dry (in high-heat clothes dryer) dress-up clothes, pillows, soft toys, and blankets, among other items. Recently worn clothing should be laundered and dried, too. Other soft items recently used can be placed in a tightly closed plastic bag and stored for two weeks to kill adults and eggs. Carpets are thoroughly vacuumed, and the bag is discarded.

Other information is available from pediatricians, such as “Potomac Lice Lady” at **240-390-6487**.

Allergies and Dietary Considerations

Parents identify any allergies, suspected allergies, and dietary considerations for their children. A list of food allergies is posted in appropriate classrooms and the kitchen.

Sunscreen Lotion and Bug Spray

With parent permission, staff may be authorized to apply sunscreen lotion/spray or bug spray to full-time students who will be outside for playground or other activities on hot, sunny days; please see **Attachment 3**. Parents must provide sunscreen lotion/spray or bug spray as they desire.

Emergency Medications

Geneva staff shall not administer any medications to students, with the sole exceptions of: (1) sunscreen or bug spray when specifically requested by parents in writing, and (2) emergency medications when medically necessary. Parents must administer all medications to their children before or after arriving home from school.

As required by the Maryland State Department of Education (MSDE) Office of Child Care, all emergency medications including but not limited to epinephrine auto-injectors, asthma medications, seizure/epilepsy medications, and topical medications must be properly registered with Geneva using the required documentation described below. A “Medication Administration Authorization Form,” **Attachment 4**, must be completed and signed by parents and the child’s physician, describing how and when to administer emergency medications, dosage, side effects, and any subsequent treatment if necessary. Any medicine administered is recorded on the “Medication Administration Log” which is attached to the authorization form and securely stored in the classroom.

Emergency medicines must be checked in with the school office at the start of the school year or when the child’s physician provides a directive. Instructions are reviewed, and the form is examined to ensure that both the parents and the physician properly complete it. Medications must be in the original container from the pharmacy labeled with the child’s name, instructions for dosage, and a current expiration date. If medications expire during the school year, they will be sent home for immediate replacement.

Only authorized and trained Geneva staff may administer medicine according to the instructions on the label and the parents' and licensed health practitioners' written instructions. If a second dose of medicine is to be administered, then this instruction will be specifically spelled out on the Medication Authorization Form. When an emergency EpiPen or seizure convulsion Epilepsy medication is administered, 911 and parents are immediately notified.

Behavior Management and Discipline

The following information, which explains Geneva’s philosophy, is also found in the GDS Staff Handbook:

Geneva Day School understands that young children may not yet have acquired preferred social or emotional skills. To foster positive skills, teaching staff establish classroom and playground rules and routines. They communicate and reinforce these with a caring approach on a regular basis. Common positive reinforcement techniques used include giving choices, recognizing a child's accomplishments, encouraging a child's efforts, and rewarding a child for appropriate and positive behavior.

Teachers endeavor to create a low-stress environment in which positive social behaviors are taught, as well as the types of behavior that are not acceptable. When a child does misbehave, staff use redirection, distraction, and, when age-appropriate, guidance in problem-solving techniques. They encourage and model cooperation with peers, so essential for early socialization. The focus is on helping each child learn what behaviors are appropriate and in making “a good choice.” The goal is to teach children to respect themselves and others, and to encourage the development of self-control and problem-solving strategies.

Teachers draw on their training and experience to identify behaviors that indicate when a child may be unhappy, angry, or feeling stressed. These behaviors require patience, understanding, and gentle intervention.

Several strategies are used to support a child's social-emotional skill development, including:

- *Providing a variety of activities and materials for the children that are developmentally appropriate and highly interesting for each child.*
- *Planning activities and using group management techniques to minimize waiting time for children.*
- *Using an appropriate ratio of adults to children.*
- *Using positive language and perhaps items or tokens to reward appropriate behavior.*
- *Using instructional language and cues to remind or correct inappropriate behavior.*
- *Being always aware of individual students and groups, especially monitoring those locations when children may not be visible.*
- *Being flexible and willing to change plans if activities are not capturing the children's attention.*
- *Teaching children about a conflict resolution process and facilitating their participation in the process as much as is appropriate.*
- *Offering options.*
- *Following through on strategies consistently.*

When these measures are not effective and problem-solving or redirection do not work, a child may be separated temporarily from a group to a quiet or cozy corner until s/he is ready to rejoin regular class activities.

Aggressive or disruptive behaviors, especially behaviors that cause injury or are extremely intense, are cause for concern and intervention. Teachers discuss situations of concern with the director and parents who converse or meet to jointly devise a plan to improve behavior. As appropriate, Geneva may require parents to seek additional professional assessment or support as a condition of continued enrollment. Failure to comply with such requests within a reasonable timeframe may result in termination of enrollment.

Staff members work cooperatively with parents and any support personnel arranged by the parents to accommodate a child. Specialists may include MCPS Infant and Toddler or Child Find Program Specialists, other educational consultants, speech/language pathologists, occupational and physical therapists, developmental pediatricians, or psychologists, among others. It is expected that parents will work with school staff to provide appropriate support and be involved in the development of individual learning plans for their child. If a child already has an IFSP or IEP, or any progress reports or goals from educational or therapeutic programs, they are required by the Maryland State Department of Education (MSDE) to share them with the child's teacher.

While Geneva makes reasonable efforts to accommodate all children, the school reserves the right, in its sole discretion, to terminate enrollment if: (1) the school determines it cannot adequately meet a child's needs; (2) the child's behavior poses a risk to the safety or well-being of other students, staff, or themselves; (3) continued enrollment would require fundamental alteration of the school's programs or create an undue burden; or (4) the parents or guardians of the child

become materially disruptive to the operations of Geneva. Prior to any termination, Geneva will meet with parents to discuss concerns and possible solutions, except in cases of immediate safety risks. The school is available to work with families to locate a more appropriate placement as requested.

Biting Policy

Geneva is committed to ensuring a safe and nurturing environment for all children. Geneva is dedicated to working collaboratively with families to address biting behavior and support the healthy development of all children in our care. Recognizing that biting can be a common behavior among young children as they develop self-control and communication skills, we have established the following policy to address biting incidents effectively and consistently:

1. **Immediate Response:** If a biting incident occurs, the staff member witnessing the event will immediately attend to the bitten child, providing comfort and necessary first aid. The child who has bitten will be calmly removed from the situation and redirected to another activity.
2. **Documentation and Communication:** The incident will be documented in detail, including the time, location, and context of the biting, as well as any preceding behaviors or contributing factors. Parents of both the child who has bitten and the bitten child will be informed of the incident on the same day. Confidentiality will be maintained, and specific details about the other child involved will not be disclosed.
3. **Behavioral Assessment and Plan:** The staff will assess the biting behavior to identify any patterns or triggers. This may involve observing the child over time and consulting with parents to gather additional insights. In collaboration with parents, an individualized behavior plan will be developed, focusing on positive reinforcement strategies, alternative communication methods, and conflict resolution skills.
4. **Support and Education:** Geneva will provide parents with resources and guidance on managing biting behavior at home, including recommended reading materials and workshops on child development and effective discipline techniques.
5. **Monitoring and Follow-up:** The staff will closely monitor the child's progress and adjust the behavior plan as necessary. Regular updates will be provided to the parents to ensure ongoing communication and support. In cases where biting persists despite interventions, Geneva may seek the involvement of external child development professionals to provide additional support and recommendations.
6. **Safety Measures:** Continuous vigilance and appropriate staff-to-child ratios will be maintained to prevent and promptly address biting incidents. All staff members are trained in conflict resolution and behavior management techniques to foster a positive and safe learning environment.
7. After documented attempts to address an individual child's needs through our established intervention process, Geneva may discharge a child.

Safety and Welfare

Geneva is always concerned about the safety and welfare of students and staff, and every precaution is taken to ensure their safety, both indoors and outdoors.

Child Abuse and Neglect Policy

Geneva is committed to the safety and well-being of all children in its care. As a licensed child care provider in the state of Maryland, Geneva adheres to all state laws and regulations regarding the reporting and handling of child abuse and neglect. This policy outlines the procedures and responsibilities of staff members in identifying and reporting suspected cases of child abuse or neglect.

1. Definitions

- **Child Abuse:** As defined by Maryland law, child abuse includes the physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.
- **Child Neglect:** Child neglect is defined as the failure to give proper care and attention to a child, including the provision of adequate food, clothing, shelter, medical care, and supervision, under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm.

2. Mandatory Reporting Requirements

- All staff members of Geneva are mandated reporters under Maryland law. This means any staff member who has reason to believe that a child has been subjected to abuse or neglect is required to report such suspicions to the appropriate authorities immediately. Reports must be made to the local Department of Social Services or law enforcement agency immediately, and in all cases within 24 hours of having reason to believe abuse or neglect occurred. Oral reports must be followed by a written report within 48 hours of the oral report.

3. Procedures for Reporting

- While staff members should notify the School Director or Assistant Director, each staff member retains their individual legal obligation as a mandated reporter to ensure a report is made to authorities.
- The School Director or Assistant Director will assist in making the required report to the local Department of Social Services or the appropriate law enforcement agency.
- The report should include all relevant information, such as the child's name, age, address, and the nature of the suspected abuse or neglect.

4. Confidentiality

- All reports and records concerning suspected child abuse or neglect are confidential. Information is only shared with individuals and agencies as required by law or as necessary to ensure the safety and welfare of the child.

5. Training and Awareness

- Geneva will provide annual training to all staff members on recognizing and reporting child abuse and neglect. This training will cover state laws, reporting procedures, and the importance of early intervention.

6. Non-Retaliation

- Geneva prohibits any form of retaliation against staff members who report suspected child abuse or neglect in good faith. Any staff member who engages in retaliation will be subject to disciplinary action.

7. Cooperation with Authorities

- Geneva will fully cooperate with any investigations conducted by the Department of Social Services or law enforcement agencies concerning child abuse or neglect.

8. Review and Amendment

- This policy will be reviewed annually and updated as necessary to ensure compliance with state laws and best practices.

By adhering to this policy, Geneva aims to provide a safe and nurturing environment for all children and to take proactive steps to prevent and address child abuse and neglect.

Visitors

All doors are locked, except for a door to carpool during arrival and dismissal times through which all students enter and/or exit. Anyone wishing to gain entrance through another door will be asked to go to the lobby. All visitors must sign in and out at the front desk and wear a “Visitor” sticker while visiting the school.

Doors

Doors to the outside of the building are closed and remain locked so that unwanted “visitors” (including animals) may not gain entrance. Staff members may enter and exit through their classroom doors using keypad codes for entry. If a classroom door is opened during class for a short time, a staff member will monitor activity outside the door area while it is open.

Class Welfare

Geneva staff members understand that children adjust to a school environment and develop social skills at their own individual rate. If a child has difficulty assimilating into a group setting, teachers and teaching assistants work with the child and the family to try to resolve transition difficulties. They try to serve each child’s needs in the class setting with patience and reasonable accommodation.

Geneva reserves the right to seek a more appropriate placement for a child if it is deemed necessary by the director and teacher, after following appropriate procedures, including documented attempts at reasonable accommodation and written notice to parents. After documented attempts to address an individual child’s needs through our established intervention process, Geneva may discharge a child if: (1) the child's presence is detrimental to the group, (2) the child demonstrates an inability to benefit from the program offered, or (3) the child requires accommodations that would fundamentally alter the nature of our services or impose an undue burden on the school. Further, if the school believes that more information is required to understand a child’s development and to program for a child appropriately, and the parents refuse to seek such information, then Geneva may also discharge or refuse to re-enroll a child in its program. Geneva takes these positions in the best interests of all children and staff. The school is always available to work with families to find more appropriate placements and provide referrals for screenings and evaluations.

Student Dismissal

A child’s acceptance to Geneva is conditional on his/her adjustment to the school program. There may be occasions, however, when it is determined that a placement is not in the best interests of the individual child or a classroom. Possible causes for dismissal may include, but are not limited to:

- Unable to separate from the primary caretaker within a reasonable time,

- High level of activity that interferes with the normal functioning of a class,
- Hostile attitudes or harmful behaviors directed at other children or adults,
- Disruptive behavior in the classroom that interferes with the normal functioning of the class,
- Displayed learning challenges and behaviors that can be better met in a smaller, more specialized, or therapeutic program,
- Failure to pay tuition in a timely manner, or
- Failure of parents to consistently follow Geneva guidelines as outlined in the Parent Handbook.
- In the event a parent(s) becomes disruptive in Geneva or with staff, their child may also be dismissed or not be allowed to re-enroll for subsequent classes.
- Excessive tardiness or absenteeism in our Kindergarten Program. Under Maryland law, a truant student is one who is “unlawfully absent/tardy” from school for more than: 8 days in any quarter, 15 days in any semester, or 20 days in a school year. When children are absent from school, they miss out on consistent instruction that is needed to develop basic skills. Children in early grades are particularly susceptible to falling behind in fundamental reading skills, which can have a snowball effect that impacts future learning.

Custody Issues

Geneva abides by all legally served court orders relating to custody and visitation, and requires that parents/guardians immediately provide the school with certified copies of any new or modified court orders affecting custody or visitation rights. Parents/guardians must provide the school with complete, current copies of all relevant court orders. The school reserves the right to suspend a child's attendance if current court orders are not provided or if custody disputes create disruption to school operations. To follow such orders, the school must have current copies on file regarding parental custody matters. Custody disputes may not be addressed on school property. If such a dispute occurs, Geneva staff will follow established safety protocols, attempt to de-escalate the situation away from other children, and contact law enforcement if staff determine there is a safety risk.

Items Not Allowed in School

A number of items are not permitted at Geneva. Toy weapons are not allowed for philosophical and safety reasons. Pacifiers, Sippy cups, and bottles are also not allowed because they are not developmentally appropriate and may be “shared” and become a source of germs.

Geneva staff members realize, however, that sometimes at the beginning of a school year, a child may need a security blanket or object to help with the transition. After children are comfortable, it is generally preferred that personal toys are not brought to school, as these are often difficult to share and may be broken. The school does not wish to have responsibility for the whereabouts and condition of personal toys. These items are gently removed and stored in a child's tote bag.

Chewing gum is not generally allowed because the abdominal thrust maneuver cannot dislodge gum if a child chokes. In very rare and special circumstances, however, and with parent and director permission only, gum may be permitted to assist an older child to remain calm and focused on a task. Rules for using and disposing of gum are clearly discussed, and the privilege is taken away if they are not observed.

Transportation and Carpool System

Geneva does not provide transportation for its students; however, class lists are distributed to families to assist in the formation of carpools.

Geneva does encourage families to use the “Geneva carpool system” for drop-off and pick-up purposes. This helps children transition to school and adjust more readily, minimizing separation concerns, and is more convenient for parents. If someone other than a parent picks up your child, please be sure that an authorization note is on file in the office.

As parents prefer, they may drop-off their child(ren) using the school lobby during arrival and dismissal times. An office staff member will escort the child directly to and from their classroom.

Parents notify the school or child's teacher in writing or email if someone other than the parents will be picking up a child. If a childcare provider, grandparent, or friend will be picking up a child on a regular basis, a letter of authorization must be given to the office, or a copy of the child's carpool number. No child will be released to anyone other than a parent/legal guardian or individuals specifically authorized on the Emergency Release Form. Any temporary authorization must be provided in writing with verification of the parent/guardian's identity, and the authorized person must present valid government-issued photo identification at pickup when necessary.

The drop-off and pick-up schedules are as follows:

8:50 – 9:15 a.m.	Morning drop-off
12:30 – 12:45 p.m.	Preschool Half-Day Classes & Kindergarten Half-Day pick-up
2:45 – 3:00 p.m.	Afternoon pick-up

Carpool System

The carpool line begins from the Seven Locks Road entrance and begins at the back door of the school at the green awning for both arrival and pick-up. Please turn off your car engine, and please do not idle while waiting in line in accordance with Maryland State Law. Once the line starts moving, please conclude all cell phone conversations and turn off your phone. You do not need to get out of your car, as a staff member will escort your child to or from the car.

When dropping off your child, a staff member opens the car door, unbuckles (if appropriate), and helps the child out of the car and to the stairs. Staff are positioned throughout the building to help escort children to class. The colored luggage tag (which your child's teacher will give you should be affixed to the tote bag) helps in this process, so please keep it attached.

A carpool number is assigned to each child and must be displayed when dropping off or picking up your child. Again, enter from the Seven Locks Road entrance, and show your number when you turn the last corner of the building for staff to read. By the time you arrive at the steps, your child is ready at the steps to be escorted to your car.

We respectfully request that parents not buckle in their children while in line, as this greatly slows the line, and it is for the safety of everyone. If your child needs help to buckle in, please drive to a parking space on the far side of the parking lot to provide assistance before leaving the property. We request that you not park on the driveway to buckle in children as this affects the 2-way traffic using the driveway to enter or leave the school.

Maryland's Child Passenger Safety Law (effective October 1, 2022) requires that children eight years old or younger ride in an appropriate child safety seat according to the vehicle and child restraint instructions unless the child is 4'9" or taller. Under no circumstances shall a driver put or keep a vehicle in motion if a child is not properly restrained in a safety seat, as doing so violates Maryland law and school policy. The school does not want to place a child in a car without appropriate seating.

Should you or a family member forget to have a safety seat in your car, the school will ask you to secure a safety seat first and come back or come to the office and sign a "Statement Regarding Transporting a Child Without a Safety Seat" before picking up and transporting the child home.

Please see **Attachment 5** for Geneva Day School Carpool Instructions Guide.

Walking In for Arrival or Dismissal

Some parents prefer to drop-off or pick-up their child directly from the school building. If you are not using the carpool line, please enter the school property from the Goya Drive entrance, park in the parking lot section closest to the wooded garden area, hold your child's hand when walking across the parking lot, and enter the lobby.

You may drop-off and/or pick-up your child by entering the lobby and showing your number to one of the office staff. They will escort them to and/or from their classroom to the lobby. This practice allows staff to focus on assisting students during arrival and dismissal.

Carpool numbers must always be used for drop-off and pick-up purposes, not only in carpool but also when coming into the building.

Other General Arrival and Dismissal Information

Arrival

Parents walking their children into the classroom may wait outside on the playground or in the school lobby until the scheduled time for class begins. Students should arrive in class no earlier than 8:50 a.m.

Dismissal

If you are not using the carpool line for pick-up at 12:30 p.m. or 2:45 p.m., please enter the building through the school lobby. Persons not recognized by school personnel will be asked to show personal identification, such as a driver's license, before a child is released.

The school is required to track the dismissal of each child each day. No child is released from class or the playground in advance of dismissal unless the parent signs a child out from the office. If a carpool number is forgotten, please request a temporary number from the office.

Kindergarten Carpool

Parents of kindergarten students who are dropped off in the morning drive onto the property from the Seven Locks Road entrance. Keep left as you drive past the church and join the line, which begins in front of the steps to the Kindergarten Learning Cottage. A teacher will assist children out the left side of the car and guide them up the steps to enter the cottage.

Afternoon dismissal from kindergarten also involves entry from Seven Locks Road. After going around the corner, bear left again, stop in front of the cottage steps, and show your carpool number. Children are called from inside the classroom, and a staff member opens the left-side car door for students to enter.

If your kindergarten student has a younger sibling from a different Geneva classroom, please merge right to join the Preschool carpool line to pick-up your child from the Preschool building.

Important Note: If your child is to be picked up by someone other than a parent, the carpool driver, or the person(s) authorized to pick-up your child daily (listed on your child's Emergency Information form), you must provide written notification to Geneva in each instance with the person's full legal name and contact information, submitted through the school's designated authorization form or email system.

Inform this person that we will require proof of identification before releasing your child. **Geneva will not release your child to a stranger without written consent from a parent, no matter how well the child seems to know that person.** If an unexpected event causes a last-minute change in plans, call the school, speak to a staff member, or leave a message. Children or siblings under 16 years of age may not pick-up Geneva students.

Parking Lot Reminders

Thank you for always driving slowly and carefully in the parking lot. Cautious driving can truly be a lifesaver. Please hold the hands of children as you walk to and from the building or onto the parking lot. Our children are short and cannot be seen between or behind cars, and are quick to scoot away. We had a few close calls because children were not holding an adult's hand, so thank you for continuing this practice at Geneva.

Carpool Reminders:

ABC = ALWAYS BE CAREFUL!

- Always drive slowly and carefully as soon as you turn onto the property.
- Keep your child in a safety or booster seat until unbuckled by staff.
- Turn off your car engine if you are waiting in line.
- Conclude all cell phone conversations when the line begins to move. Please do not be distracted!
- Hold up your carpool number so staff can read it. You may have to hold it up again or clip it to your visor.
- Please stay in your car. A staff member will open the car door so your child can climb into his/her safety or booster seat.
- Be sure to buckle in your child on the far side of the parking lot before leaving the school premises as necessary.

Please do not turn left onto Seven Locks Road from Goya Drive. There are too many drivers coming down the hill driving too fast, and there have been accidents at this location. Instead:

- Exit the property and turn **Right** onto Goya Drive,
- **Right** onto Greenleaf Avenue,
- **Left** at the stop sign onto Fontaine Street,
- Immediate **Right** on Gainsborough Road, and

- **Left** onto Seven Locks at the traffic light.

Holidays

Though Geneva is a non-denominational school, it recognizes that holidays are important in a child's life. Teachers incorporate some holiday activities by inviting families to visit and share traditions. Special activities and foods may be a part of the celebrations. Some classes generate sign-up sheets and/or use the SignUpGenius online to notify parents of special occasions as well as to request contributions.

Geneva generally follows the MCPS calendar for holidays and breaks, with an extra week for Winter Break. Geneva may offer a Winter and Spring Break Camp for the convenience of working families if Geneva can provide appropriate staffing to run these programs. Please refer to the school calendar for special days when the school is open (Columbus, Veteran's, or Election Days) or closed for other events (professional days).

Weather, Delays, and Closings

Weather and Daily Outdoor Playtime

As a Maryland Green School, Geneva recognizes the importance of being outside to experience nature, which hopefully can occur every day. Geneva expects that parents will dress their children appropriately for the weather, including heavy coats, gloves/mittens, and hats in very cold weather, or light clothing and hats in hot, sunny weather.

Our pediatric consultant states that children may go outside at any time if properly dressed, even in very cold weather, as germs rather than low temperatures, cause colds. In hot weather, children may be outside in the shade for shorter periods of time. Water is available in all classes and from the outside water fountain.

Remember the time of day and season of the year that your child's class is outdoors, as often it can be before the high temperatures of the day. Staff use their discretion in scheduling daily playground time and may reduce the period outside due to weather conditions or an unhealthy weather code.

Weather Code Days

Weather Code Days are determined by Clean Air Partners (from EnviroFlash of the Metropolitan Washington Council of Governments) from several factors that relate to air quality and the related impact on health. These factors may be considered unhealthy for everyone, especially children who physically exert themselves when out of doors.

The office receives daily e-mail notices identifying the code for the day using five categories:

- Green – good
- Yellow – moderate
- Orange – unhealthy for sensitive groups
- Red – unhealthy

- Purple – very unhealthy

On Code Green and Yellow Days, normally scheduled outside activities are conducted. On Code Orange or Red Days, which generally occur later in the afternoons, the office alerts staff of predicted code conditions. Teachers are encouraged to limit outside time to 15 minutes or so and to direct activities to be less exerting. Instead, quiet outside activities, such as sandbox digging, circle games, singing, reading, or simple art may be planned for shady areas and be more appropriate. Children have access to water before and after being outdoors, and while on the playground from the outdoor water fountain. Depending on the time of the conditions, teachers may also elect to conduct inside rather than outside activities. During Code Purple periods, all classes remain inside.

Please see the Child Care Weather Watch Chart, **Attachment 6** for more information.

Delays and Closings

Please monitor the school's official communication channels (website, social media, text alerts) for announcements concerning school closings due to weather, natural or national emergencies, or other situations. While Geneva may be listed on local news Channels 4 (NBC), 5 (Fox), and 7 (ABC), the school's direct communications should be considered the authoritative source. You may check the status of Montgomery County Public Schools (MCPS) on the Internet at <https://www2.montgomeryschoolsmd.org/emergency/closings/>.

You may also call the school telephone number for a recorded message at 301-340-7704, check the Geneva website at www.genevadayschool.org, or check the school's official social media accounts for postings. A school text message will be sent to all families who sign up for this service.

Please note the following situations during which GDS will be closed or delayed:

- If MCPS is closed for a day, then Geneva is also closed.
- If MCPS opens one or two hours late, Geneva opens only one hour late at **10:00 a.m.** Before Care is canceled on late opening days.
- If Geneva knows in advance that MCPS will close early, Geneva will cancel enrichments and After Care.

Parking Lot Safety during Snow

The driveway and parking lots are scheduled to be plowed early during snowy weather, though sometimes the school experiences shoveling delays. If you decide to park your car and walk in when this happens, please be very careful. Instead, we recommend that you use the carpool line.

Depending on parking lot conditions, we may receive and release children using the school lobby door facing the flagpole. A sign will be posted giving directions. If the driveway is impossible to negotiate, and you wish to walk your child in, you may park on the street and walk up to the building. Please be careful when driving around the building, as the driveway is slippery in icy weather. Please always exercise caution and drive slowly.

Make-Up Days

The kindergarten class is required by the Maryland State Department of Education (MSDE) to meet for a minimum of 170 instructional days. If this requirement is not met due to closures, make-up days will be scheduled. The exact days to be used as make-up days will be decided by the director and could include using professional days, some spring break days, or having a Half-Day be a Full-Day on the last week of the school year after Memorial Day weekend. When choosing the exact combination of make-up days, the director takes into consideration guidelines from state and county officials, with staff and parent input.

Nutrition and Snacks

The school is responsible for serving daily snacks during each program session. Snacks often include fresh fruits or vegetables, crackers, cheese, cereal, popcorn (for children over 3 years), or items baked in class, among others. No peanut products are ever served or permitted in the school. Geneva highlights nutritious and interesting foods and models good eating habits.

A snack record is maintained in case an allergic reaction is noticed or reported. The class teacher can identify for parents what foods were served on any day.

Geneva believes that snack time should be a pleasant experience when appetizing and nutritious foods can be enjoyed. It is a time to socialize, talk, listen, and exchange experiences or stories. It also provides practice in using table manners and in handling utensils. Staff model and help children sit throughout snack and clean up when they finish eating.

All children and adults must, of course, wash their hands thoroughly with soap under running water, or use an instant hand sanitizer before preparing, serving, or eating food. The staff serves snacks using utensils or wearing gloves.

Snacks with 1% low-fat milk or water are offered to all children. If your child is allergic to milk, you may provide a substitute drink. Water is always available to the children in their classrooms and out on the playground water fountain.

For special events, such as birthdays or holidays, a nutritious snack is preferred. Alternative possibilities include fruit kabobs, muffins, yogurt, tea sandwiches, crackers and cheese in special shapes, pretzels, and trail mixes, among others.

Peanut Policy

An increase in extreme, potentially life-threatening allergic reactions to peanut butter and all peanut products (including peanut oil) has necessitated the elimination of these from the school. Peanut butter is not served as a snack, and Geneva asks that **no peanut butter sandwiches, or peanut products be brought into school**. Nut substitutes such as almonds, cashew, or soy nut butter may be used. We realize that this may cause some inconvenience, but we feel that the health of children with these intense allergic reactions must be a high priority.

Allergies and Dietary Considerations

The school reviews all medical forms to identify food allergies and dietary considerations of families and their children. A comprehensive allergy action plan listing is compiled, posted in the kitchen and classrooms, distributed to all staff, and updated regularly throughout the school year as needed. Geneva

honors these considerations when providing snacks, lunches, cooking activities, and birthday parties, plus other special events.

Please notify the school and teacher if your child develops any food allergies or if your family has dietary preferences. If a child has numerous or severe food allergies, please discuss how you would like snacks arranged for your child, which may include sending in special supplies.

Emergency Preparedness

Your children's safety and welfare are of utmost importance. As a result, various emergency plans and procedures are in place should they be necessary to implement. Hopefully, we will never have to use any, though it is prudent to be prepared. Should an unusual situation occur, you will be notified by email, social media postings, the school website, a school telephone recording, and/or a text message (if you sign-up).

Geneva staff members are prepared for emergencies for such events as loss of electricity, telephones, or water, fire, natural (such as tornadoes and earthquakes) or national emergencies, or lockdown situations. School may be dismissed early or closed until such time as it is safe to return. If there is a radio or television announcement about severe weather or other unusual situations in our area, you may come and get your children before dismissal. Staff remain with their classes throughout emergencies. Staff members may only be released to care for their own children when adequate coverage by other Geneva staff is ensured and minimum required staff-to-student ratios are maintained. There will always be school staff available to wait with and supervise children until parents or authorized adults arrive for pick-up.

Emergency Closing

In the unlikely event of a prolonged utility loss, or other event that would jeopardize the health or safety of children, Geneva will close until the situation is corrected. Every reasonable effort will be made to expedite any repair. These closings are non-reimbursable and no credits, refunds or make-up days will be provided for such closures.

Fire Drills

Geneva conducts monthly fire drills during the school year as required by the fire department. Staff and children are notified before the first several drills occur to be prepared.

Lockdown

Please be aware of public notices on radio, television, and the Internet about emergency conditions. If local authorities restrict access to our school, Geneva must comply. Should a lockdown situation occur, parents will be notified. Parents/guardians are required to maintain current emergency contact information with the school at all times and promptly notify the school of any changes to ensure receipt of emergency alerts.

Depending on the nature of the emergency, Geneva will respond and act in the direction of local, county, and/or state safety and health officials. Teachers have activities planned and stay with the children until the lockdown is over. If an emergency of this type does occur, and we need to extend our stay in the building, please be assured that the school has additional food and water for emergencies.

Evacuation

MSDE Regulations require that Geneva practice evacuation procedures annually. As a result, an evacuation drill is held for classes in the main building to evacuate or relocate to the Kindergarten Learning Cottage, and for the kindergarten class to evacuate or relocate to the main building. The provision of water and snacks is available in both locations for such emergencies.

If the entire school needs to evacuate the premises and relocate to a site off-campus, then classes will gather first on the playground and walk as a group to the Seven Locks Baptist Church, located at 11845 Seven Locks Road, Potomac; **301-424-0039**. We will be relocated to meeting rooms in the church basement. If for any reason we cannot use the Seven Locks Baptist Church, students will be evacuated to St. James Children's School, located at 11815 Seven Locks Road, Potomac; **301-762-3541**.

Parents will be contacted to pick their children up at one of these locations, and only parents/legal guardians or adults with carpool numbers or prior written authorization for pick-up will be allowed to take custody of children. The school reserves the right to refuse release of children to any person, even if authorized, if staff have reasonable concerns about the person's ability to safely transport or care for the child. When you show your carpool number or proof of identification, you will be asked by your child's teacher to sign, date, and write the time you left with your child or children on an evacuation form provided by the classroom teacher.

Parent Participation and Communication

Communication

Geneva values parent involvement in the school, as you are important members of your child's education team. We hope that you will have a comfortable dialogue with your child's teacher and share special concerns or information throughout the year. Thank you for not expecting to speak directly with staff while they are conducting the class. Instead, you can leave a message by calling the school, emailing (office@genevadayschool.org) or the teachers' email address, stopping by the office, or by utilizing the "Tote-Bag Express."

To send a note via the "Tote-Bag Express," simply attach a note/envelope addressed to the office or a particular staff member to the outside of your child's bag with the large safety pin. We especially appreciate learning about concerns or events that may affect your child's emotional life, such as a new baby or parents traveling out of town. Thank you for keeping the pin attached to tote bags, so it is convenient to send messages back and forth.

Newsletters

Monthly class newsletters with talk-about calendars from teachers are emailed to parents directly by the first of the month. This information includes summaries of the past month, highlights of the upcoming month, various other messages, and reminders for parents. Hard copies of class newsletters may be requested from the teacher or the office.

Confidentiality

All information regarding a child's development, areas for growth, or family situations, is kept in strict confidence by all Geneva staff members, in accordance with Maryland state privacy laws and FERPA

requirements. Substitutes and volunteers working in classrooms must sign confidentiality agreements and are held to this same standard.

Classroom Visits

Parents are welcome to visit their child's classroom, so please confer with the teacher regarding the best time. Please sign in and sign out in the school lobby when entering and leaving the building and wear a visitor's badge.

Parent-Teacher Conferences

Classroom teachers are always happy to talk with you about your child's progress, behavior, and adjustment after school by e-mail or telephone. In preparation for conferences, staff members complete assessments, and include written comments for spring conferences. Reports are based on ongoing documented observations of individual children during class time. A copy is shared with parents and another copy is placed in each child's file.

School is closed on conference days. Childcare is provided during parent-teacher conferences for children whose parents are attending conferences.

Change of Address/Telephone

Please inform the school office and teacher if you move or change your telephone number, including cell phone numbers. All emergency information, especially cell phone numbers, must be kept always updated, so thank you for your help in this regard.

Extended Vacations

If you are going out of town, please inform your child's teacher as to the length of the trip, who has responsibility for the care of your child, and how to reach responsible adults.

Birthday Celebrations

Home parties: Birthday party invitations may be distributed in school for a home celebration only if every child in the class receives an invitation.

School parties: We are happy to accommodate parents who wish to send in a special activity or snack to celebrate a child's birthday. Please notify your child's teacher in advance, so that you can be aware of any food allergies or dietary considerations in the class. We recommend healthy birthday snacks, which may include fruit kabobs, muffins, yogurt, tea sandwiches, or crackers and cheese in special shapes, pretzels, and trail mixes, among other healthy choices. We prefer that no rubber balloons be displayed.

Parents contact teachers regarding upcoming birthdays to coordinate a special time for a visit, activity, or celebration. We welcome parents who may want to read a favorite story or share a fun craft. If two or more birthdays fall on the same day, parents may choose to celebrate jointly or on another day. Some classes choose to designate a date once a month to celebrate the birthdays of that month.

Volunteers

Geneva encourages and looks forward to family participation in class activities, especially specialized art lessons, and special events. Teachers welcome help in the classroom, especially with small groups or individual activities, and for field trips. Teachers are also pleased to arrange a special time for you

to visit and share information about your family, job, hobby, culture, profession, talent, or recent travel experiences.

If you volunteer for any class event, teachers will provide you with instructions as to your role and what are desired outcomes. Always remember that information about students and the school is privileged information. Please respect the confidentiality of every child, the staff, and the school. If you have concerns or questions, please share them with the teacher, director, or assistant director.

Hopefully, each family can volunteer for some activities in their child's class during the school year, as Geneva wants you to experience some of the fun in school!

Room Parents

Each class has two room parents to share and provide support to the teacher, communicate with families, and help with class events and field trips. They volunteer or recruit parents to attend monthly Geneva Parent Association (GPA) meetings, which this year will be held monthly. Information about upcoming GPA events is discussed and shared. Every family is automatically a member of the GPA, and there are no dues. Thank you for supporting and participating in the parent association!

Outside Visitors

All visitors to Geneva must present valid government-issued photo identification, sign in at the school lobby entrance, obtain and visibly wear a visitor's badge at all times, and be escorted by staff while on premises. Visitors arriving for school tours must additionally complete the Tour Information Form and undergo a brief security assessment.

Prospective students' parents may visit at any time during the school year. Visiting children may be invited to participate in class activities during a tour. Parents must directly supervise their children at all times and assume full responsibility for their children's safety and behavior during the visit.

Parents who wish to enroll new children in Geneva are requested to schedule their child for a visit to a specific classroom or summer camp group. Parents remain on the school premises in the lobby to be available if questions or concerns arise.

Letters of Recommendations to Other Schools

As children prepare to leave Geneva, other schools may require letters of recommendation, school conference reports, or other records. We are happy to supply these letters, which are confidential communications between schools. All requests must be processed through the school office.

Suggestions and Feedback

Geneva wants to hear from you regarding areas of concern, thoughts, or suggestions. If you have questions about your child or a class, please first communicate with the teacher. If the teacher cannot fully address your concerns, please feel free to contact the director or assistant director. We really do value your input to our program, as the only problems we cannot address are those about which we do not know.

Geneva Parents Association (GPA)

The school is fortunate to have a very supportive parent group with which to work on common school projects. All parents are automatically members of the GPA and there are no dues.

The GPA is an independent volunteer organization consisting of parents who meet monthly to discuss school-related matters and plan community-building activities. While the GPA works in cooperation with the school, it operates separately and its actions or statements do not represent official school positions unless explicitly stated. The GPA also serves as a bridge between the school and Geneva Families. We strive to foster a community of parents to encourage lifelong friendships in the years to come.

The GPA is always in need of volunteers. One of many ways to get involved is by becoming a Room Parent. Past Room Parents have found this is a great way to get to know Geneva, meet teachers, and get to know their classroom parents.

Many activities are planned and sponsored during the year by the GPA for the entire school community. These include partnering with the school for the Family Fall Festival, annual Auction, and fundraisers at local community “kid-friendly” restaurants, among others. Funds are used to help defray expenses for GPA-sponsored events, enrich the children’s school experience, provide social events for families, and support the school for a specific purpose, such as for playground equipment or the scholarship fund. Watch for GPA news in weekly Tuesday e-blasts. The school encourages and supports our partnership with the GPA, and hopes that you will, too!

We thank all the Chairs and Volunteers for their help and support in the new school year. Our school is grateful for all your help!

Photographs

Individual and class photographs are taken annually in the fall and in the spring. Details will be announced in advance. Other class events may be photographed by staff for educational purposes, including class displays, teaching activities, internal communications, and website posting, subject to parental consent. Parents must provide explicit written consent on their enrollment contracts for their child's photographs to be used for any purpose. Parents may modify their consent preferences at any time by submitting a written request to the school office. The school will strictly honor all photography restrictions requested by parents.

Special School Events

Planned school and class events may include class dinners or breakfasts, Thanksgiving Feasts, holiday celebrations, Auction, Kindergarten programs, cultural events, Family Picnic, and more! These activities are publicized in advance in school and class newsletters and calendars. Something is always happening at Geneva, and you are always welcome at these and other events! While attendance at these events is voluntary and not mandatory, families are always welcome to participate. While the school maintains its general liability insurance coverage during these events, parents acknowledge and agree that participation in voluntary events is at their own risk and they assume all responsibility for any injuries or damages that may occur during such events. The school shall not be liable for any injuries, damages, or losses occurring during voluntary events except where caused by the school's gross negligence or willful misconduct. The school strongly recommends that families maintain their own medical and accident insurance coverage.

Donations and Recyclables

The school welcomes donations of clean, safe recyclable materials for educational activities. All donated items must be thoroughly cleaned, sanitized, and inspected by school staff to ensure they meet our safety standards. The school reserves the right to refuse any donations that do not meet these standards or may pose safety risks., such as toilet paper and paper towel tubes, foam and cardboard egg cartons and trays, washed yogurt cups, unusual and computer paper, cardboard, buttons, calendars, strawberry baskets, plastic margarine tubs and lids, and whatever items you think could be recycled for arts and crafts. Thank you!

Birthday Books

Books open new worlds for children and are “presents to be opened again and again.” Geneva has established a wonderful tradition of Birthday Books donated by your child on his/her birthday. It can be a favorite story or author, and your child’s class can read the book first. A bookplate is placed in the front of the book showing your child as the donor. By donating a book to the school, you are teaching your child that giving is as important as receiving. Reminders about this program are sent to all students in the month prior to their birthday.



Thank you for reading and reviewing this Parent Handbook!

This Handbook is being sent to you via Constant Contact. A form for your signature will be distributed to you in your child’s class Welcome Package. Please read the Handbook carefully and sign the acknowledgment form, returning it to the school office directly or via your child’s tote bag by Friday, September 12, 2026. Your signature confirms that you have read, understood, and agree to comply with all policies and procedures outlined in this Handbook. The Handbook is also available on the Geneva website for your review, in the office, and as a hard copy should you desire one. Thank you!

Attachments

Geneva Day School Parent Responsibilities on Class Field Trips

Thank you for agreeing to join us on class field trips as either a driver or chaperone. Here are some guidelines to assist you in fulfilling your responsibilities:

1. The role of the teacher is to monitor the behaviors of all the children, follow a schedule for completing the visit, and return to school on time. Generally, the teacher is not assigned to supervise children so he/she may be available for special circumstances and needs.
2. Children assigned to you for supervision during the field trip will be your responsibility, including their whereabouts, bathroom, and lunch needs, and other concerns. You will be responsible for carrying the lunches of the children assigned to you. The special needs of any children will be discussed with you prior to the journey. Please make certain that your children stay with you and display proper manners at all times.
3. Please DO NOT give any snacks to the child/ren who rides with you. Some may have allergies or dietary restrictions to certain foods.
4. All children are to wear a Geneva T-shirt.
5. Children will be assigned to you for riding safely in your car. Please make sure that all children are buckled in seats with the appropriate car or booster seats. No child may sit in the front seat. Whenever possible, a second adult will be assigned to ride with you as a chaperone, especially on trips downtown to Washington, D.C.
6. Please insist your children ride with you quietly so as to not disturb the driver. Quiet music sometimes helps to keep youngsters calm.
7. If the trip involves visiting a site indoors, please remind the children to use inside voices, walk, stay with you or a partner, and stay within sight of you. You must hold the hands or wrists of children in busy locations and always when crossing streets.
8. If a child is lost, immediately inform the teacher or teaching assistant. Someone will stay with your group while you quickly go back to the last places that you were visiting. Children are instructed to stay where they are until you return for them.

9. The teacher will always have a first aid kit, a box of tissues, and a bag for trash. Let him/her know if you need any of these items.
10. All trash is to be picked up and thrown away appropriately or gathered in a bag to be returned to school.
11. Please collect a parking receipt and submit it to the teacher for reimbursement processing.

Suggestions:

- Download the appropriate parking app for meters.
- Teachers have emergency phone numbers for each student. Teachers will provide their cell phone numbers for emergencies.
- Think in advance of the best trip route for you to drive.
- Have enough gas in your car for both going and returning from the trip.

Remember:

- Your primary job is to engage with the children rather than socialize with parents and to ensure the safety and proper behavior of the children. Take charge!
- No cell phone use during the field trip to make or receive personal phone calls.
- Your secondary role is that of an instructor. Please help your children see, hear, feel, and experience as much as they can. Interact with them by asking questions about what they are viewing or doing.

Thank you!

- Your child and his/her friends thank you for taking the time to join them on a special outing. They will remember your involvement and kindness.
- Your child's teachers also thank you! Without you, the class would not be able to have these enriching learning experiences!

For questions, concerns or to file a complaint contact your Regional Office

Regional Offices	Phone
Anne Arundel	410-573-9522
Baltimore City	667-354-5178
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8771
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The Regional Offices investigate complaints to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at [CheckCCMD.org](https://www.checkccmd.org).

For additional help, you may contact the Licensing Branch Chief at 410-767-0120.

Resources

Child Care Scholarship (CCS) - Assists eligible parents and families with child care expenses
1-877-227-0125 money4childcare.com

Maryland EXCELS - Maryland's Quality Rating System for child care programs
marylandexcels.org

Maryland Developmental Disabilities Council - Assistance with ADA issues
md-council.org

Maryland Infants and Toddlers Program - Early intervention services for young children with developmental delays and disabilities and their families
referral.mditp.org

Maryland Family Network - Assists parents in locating child care
1-877-261-0060 marylandfamilynetwork.org

Maryland Child - Information about child development, parenting, community resources, mental health, nutrition, literacy, and more.
Marylandchild.org

Maryland State Department of Education
Division of Early Childhood
200 West Baltimore Street
10th Floor
Baltimore, MD 21201
earlychildhood.marylandpublicschools.org

Wes Moore, Governor

Mohammed Choudhury,
State Superintendent of Schools

OCC 1524 (updated June 2023)

Parent's Guide to Regulated/ Licensed Child Care



Information About Child Care Facilities



Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care;
- Taking enforcement action when necessary; and
- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the Maryland State Department of Education (MSDE) fall under COMAR Title 13A. Regulations that govern child care facilities and other information about the Office of Child Care may be found at:

earlychildhood.marylandpublicschools.org/child-care-providers/licensing

What are the types of Child Care Facilities?

Family Child Care – care in a provider's home for up to eight (8) children with no more than two under the age of two.

Large Family Child Care – care in a provider's home for 9-12 children.

Child Care Center – non-parental care in a group setting for part of a 24 hour day.

Letter of Compliance (LOC) – care in a child care center operated by a religious organization for children who attend their school.

All facilities must meet the following requirements:

- Must obtain the approval of OCC, fire department, and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Must maintain certification in First Aid and CPR;
- Must maintain approved staff and student ratio and provide ACTIVE supervision all times when children are in care;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills, and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury, or injurious treatment.

Did You Know?

- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A qualified teacher must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Parents/guardians may review the public portion of a licensing file; and
- Check Child Care Maryland, CheckCCMD.org, is a resource for parents and families to use to review child care provider's license status, verified complaints, compliance history, and inspection results.

Sunscreen & Bug Spray Policy

Dear Parents:

Appropriate sunscreen and/or bug spray use is important to prevent skin damage and skin cancer in children. Geneva Day School encourages the appropriate use of sunscreen and/or bug spray during outside activities.

At the same time, sunscreen and/or bug spray can cause allergic reactions in a small number of children and parents may wish to be involved in decisions regarding sunscreen/bug spray use for their children.

We encourage you to apply sunscreen and/or bug spray to your child before the child attends school for the day.

Geneva is happy to re-apply sunscreen and/or bug spray to your child **if they attend our full-day programs**. We ask parents/guardians to provide sunscreen and/or bug spray for their child. Please make sure you clearly label your child's sunscreen and/or bug spray with their full name. If you would like a staff member to re-apply sunscreen and/or bug spray, please fill out the bottom of this authorization form and return it to your child's teacher.

Sunscreen/Bug Spray Authorization Form

I authorize Geneva Day School staff members to re-apply sunscreen and/or bug spray to my son/daughter _____ (first and last name of child)

_____ YES _____ NO

*****Sunscreen and/or Bug Spray must be provided by parents in a Ziploc bag clearly labeled with your child's name.***

Parent or Guardian's Signature

Date

Allergy and Anaphylaxis Medication Administration Authorization Plan

This form must be completed fully in order for Child Care Providers/staff to administer the required medication and follow the plan. **This authorization is NOT TO EXCEED 1 YEAR.**

Page 1 to be completed by the Authorized Health Care Provider.

FOR ALLERGY AND ANAPHYLAXIS MEDICATION ONLY - THIS FORM REPLACES OCC 1216

Place Child's Picture
Here (optional)

CHILD'S NAME: _____ Date of Birth: ____/____/____ **Date of plan:** _____
 Child has **Allergy** to _____ ☐ Ingestion/Mouth ☐ Inhalation ☐ Skin Contact ☐ Sting ☐ Other _____
 Child has had anaphylaxis: ☐ Yes ☐ No
 Child has asthma: ☐ Yes ☐ No (If yes, higher chance severe reaction) Child
 may self-carry medication: ☐ Yes ☐ No
 Child may self-administer medication: ☐ Yes ☐ No

Allergy and Anaphylaxis Symptoms	Treatment Order	
If child has ingested a food allergen, been stung by a bee or exposed to an allergy trigger	Antihistamine :Oral /By Mouth ☐ Call Parent ☐ Call 911	Epinephrine(EpiPen) IM Injection in Thigh ☐ Call 911 ☐ Call Parent
is Not exhibiting or complaining of any symptoms, OR		
Exhibits or complains of any symptoms below:		
Mouth: itching, tingling, swelling of lips, tongue ("mouth feels funny")		
Skin: hives, itchy rash, swelling of the face or extremities		
Throat*: difficulty swallowing ("choking feeling"), hoarseness, hacking cough		
Lung*: shortness of breath, repetitive coughing, wheezing		
Heart*: weak or fast pulse, low blood pressure, fainting, pale, blueness		
Gut: nausea, abdominal cramps, vomiting, diarrhea		
Other:		
If reaction is progressing (several of the above areas affected)		

Potentially life threatening. The severity of symptoms can quickly change

Medication	Medication: Brand and Strength	Dose	Route	Frequency
Epinephrine(EpiPen)				
Antihistamine				
Other:				

EMERGENCY Response:

- 1) **Inject epinephrine right away! Note time when epinephrine was administered.**
- 2) Call 911: Ask for ambulance with epinephrine. Advise rescue squad when epinephrine was given. Stay with child.
- 3) Call parents. Advise parent of the time that epinephrine was given and 911 was called.
- 4) Keep child lying on his/her back. If the child vomits or has trouble breathing, place child on his/her side.
- 5) Give other medicine, if prescribed.

PRESCRIBER'S NAME/TITLE		Place stamp here
TELEPHONE	FAX	
ADDRESS		
PRESCRIBER'S SIGNATURE (Parent/guardian cannot sign here) (original signature or signature stamp only) DATE (mm/dd/yyyy)		

Maryland State Department of Education
Office of Child Care
Allergy and Anaphylaxis
Medication Administration Authorization Plan

Child's Name: _____ Date of Birth: _____

PARENT/GUARDIAN AUTHORIZATION																								
I request the authorized child care staff to administer the medication or to supervise the child in self-administration as prescribed above. I certify that I have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period an authorized individual must pick up the medication; otherwise, it will be discarded. I authorize child care staff and the authorized prescriber indicated on this form to communicate in compliance with HIPAA. I understand that per COMAR 13A.15, 13A.16, 13A.17, and 13A.18, the child care program may revoke the child's authorization to self-carry/self-administer medication.																								
PARENT/GUARDIAN SIGNATURE		DATE (mm/dd/yyyy)	INDIVIDUALS AUTHORIZED TO PICK UP MEDICATION																					
CELL PHONE #	HOME PHONE #		WORK PHONE #																					
Emergency Contact(s)	Name/Relationship	Phone Number to be used in case of Emergency																						
Parent/Guardian 1																								
Parent/Guardian 2																								
Emergency 1																								
Emergency 2																								
Section IV. CHILD CARE STAFF USE ONLY																								
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7. Staff approved to administer medication is available onsite, field trips	☐ Yes	☐ No																						
Reviewed by (printed name and signature):			DATE (mm/dd/yyyy)																					

DOCUMENT MEDICATION ADMINISTRATION HERE

DATE	TIME	MEDICATION	DOSAGE	ROUTE	REACTIONS OBSERVED (IF ANY)	SIGNATURE

ASTHMA ACTION PLAN AND MEDICATION ADMINISTRATION AUTHORIZATION FORM

1. CHILD'S NAME (First Middle Last)	2. DATE OF BIRTH (mm/dd/yyyy) ____/____/____	3. Child's picture (optional)
-------------------------------------	--	-------------------------------

Section I. ASTHMA ACTION PLAN – MUST BE COMPLETED BY THE HEALTH CARE PROVIDER

4. ASTHMA SEVERITY: ☐ Mild Intermittent ☐ Mild Persistent ☐ Moderate Persistent ☐ Severe Persistent ☐ Exercise Induced ☐ Peak Flow Best ____%	
5. ASTHMA TRIGGERS (check all that apply): ☐ Colds ☐ URI ☐ Seasonal Allergies ☐ Pollen ☐ Exercise ☐ Animals ☐ Dust ☐ Smoke ☐ Food ☐ Weather ☐ Other_____	
6. This authorization is NOT TO EXCEED 1 YEAR FROM ____/____/____ TO ____/____/____ FOR ASTHMA MEDICATION ONLY – THIS FORM IS USED WITHOUT OCC 1216	7. SCHOOL AGE ONLY: OK to Self-Carry/Self Administer ☐ Yes ☐ No

GREEN ZONE - DOING WELL: Long Term Control Medication- Use Daily At Home unless otherwise indicated

The Child has <u>ALL</u> of these	Medication Name & Strength	Dose	Route	Time & Frequency	Special Instructions
☐ Breathing is good ☐ No cough or wheeze ☐ Can walk, exercise, & play ☐ Can sleep all night					
If known, peak flow greater than _____ (80% personal best)					

Exercise Zone ☐ CALL 911 ☐ CALL PARENT ☐ OTHER: _____

The Child has <u>ANY</u> of these	Medication Name & Strength	Dose	Route	Time & Frequency	Special Instructions
☐ Prior to all exercise/sports ☐ When the child feels they need it					

YELLOW ZONE - GETTING WORSE ☐ CALL 911 ☐ CALL PARENT ☐ OTHER: _____

The Child has <u>ANY</u> of these	Medication Name & Strength	Dose	Route	Time & Frequency	Special Instructions
☐ Some problems breathing ☐ Wheezing, noisy breathing ☐ Tight chest ☐ Cough or cold symptoms ☐ Shortness of breath ☐ Other: _____					
If known, peak flow between _____ and _____ (50% to 79% personal best)					

RED ZONE - MEDICAL ALERT/DANGER ☐ CALL 911 ☐ CALL PARENT ☐ OTHER: _____

The Child has <u>ANY</u> of these	Medication Name & Strength	Dose	Route	Time & Frequency	Special Instructions
☐ Breathing hard and fast ☐ Lips or fingernails are blue ☐ Trouble walking or talking ☐ Medicine is not helping (15-20 mins?) ☐ Other: _____					
If known, peak flow below _____ (0% to 49% personal best)					

ASTHMA ACTION PLAN AND MEDICATION ADMINISTRATION AUTHORIZATION FORM

CHILD'S NAME (First Middle Last)				DATE OF BIRTH (mm/dd/yyyy) ____/____/____																								
Section II. PRESCRIBER'S AUTHORIZATION – MUST BE COMPLETED BY THE HEALTH CARE PROVIDER																												
8. PRESCRIBER'S NAME/TITLE				Place Stamp Here																								
TELEPHONE		FAX																										
ADDRESS																												
CITY		STATE						ZIP CODE																				
9a. PRESCRIBER'S SIGNATURE (Parent/guardian cannot sign here) (original signature or signature stamp only)						9b. DATE (mm/dd/yyyy)																						
Section III. PARENT/GUARDIAN AUTHORIZATION – MUST BE COMPLETED BY THE PARENT/GUARDIAN																												
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10d. CELL PHONE #			10e. HOME PHONE #			10f. WORK PHONE #																						
Emergency Contact(s)		Name/Relationship			Phone Number to be used in case of Emergency																							
Parent/Guardian 1																												
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7. Staff approved to administer medication is available onsite, field trips		☐ Yes ☐ No																										
Reviewed by (printed name and signature):							DATE (mm/dd/yyyy)																					

ASTHMA ACTION PLAN AND MEDICATION ADMINISTRATION AUTHORIZATION FORM

MEDICATION ADMINISTRATION LOG

Each administration of a medication to the child, whether prescription or non-prescription, including self-administration of medication by a child, shall be noted in the child's record. Keep this form in the child's permanent record as required by COMAR. Print additional copies of this page as needed.

Child's Name:					Date of Birth:	
MEDICATION	DATE	TIME	DOSAGE	ROUTE	REACTIONS OBSERVED (IF ANY)	SIGNATURE

MARYLAND STATE DEPARTMENT OF EDUCATION

Office of Child Care

Individualized Treatment/Care Plan Checklist for Specialized Services

Child's Name: _____ Date of Birth: _____

Condition that requires Specialized Care: _____

Health Care Provider: _____ Phone #: _____

INSTRUCTIONS: Parents and child care providers should review and sign this form when enrolling a child with special health care needs and/or individualized treatment care plans, procedures, or medications. Attach this form to the child's treatment/care plan. The second page can be used for documentation of care, procedures, and/or medications that are not documented on any other form.

IF A MEDICAL TREATMENT PLAN INCLUDES A MEDICATION, IS SIGNED BY THE HEALTH CARE PROVIDER, AND IS ATTACHED TO THIS FORM THEN OCC 1216 IS NOT REQUIRED. For example, for diabetes medications, child care providers may accept the Diabetes Medical Management Plan.

	Items	Received & Reviewed			Parent Initial	Child Care Staff Initial
		Yes	No	N/A		
1	A written individualized care/treatment plan, signed by a certified professional and the parent, has been provided to the child care provider.					
2	Each staff member providing care to a child is trained, by licensed/certified professionals, in the use of specialized health care procedures or equipment. Trainer's Name & Credential: _____ Training Date: _____ Name of all staff who were trained: _____					
3	Provider agrees to allow a parent-approved adult who provides specialized services to a child in care to provide those services on the facility premises as specified in the child's individualized education or healthcare plan.					
4	Updated Emergency Form (OCC 1214).					
5	Updated Health Inventory Form (OCC 1215).					
6	Modified Menu Plan received, if applicable.					
7	Modified Physical Activity Schedule received, if applicable.					
8	Trained staff or parents are available for field trips /off-site activities.					
9	Medical Bracelet /Medical Alert Badge.					
10	Individualized Treatment/Care Plan: medical/behavioral plan/IEP/IFSP.					

PARENT/GUARDIAN AUTHORIZATION: I/We request the child care program to provide the care indicated above. I certify that I have the legal authority, understand the risks, and authorize the trained childcare staff to provide care as per the Instructions for the child named above. I agree to review and demonstrate special procedures and arrange for a certified professional to train the staff for my child's specific care components. I agree to provide the child care program with any significant updates to the child's health care condition or treatment plan. I authorize the childcare staff and the healthcare professional indicated on this form to communicate in compliance with HIPAA.

Parent/Guardian Signature: _____ Date: _____

Phone # _____ Emergency Contact Phone #: _____

Child Care Staff Signature _____ Date: _____

SEE PAGE 2 FOR DOCUMENTATION ON LOG

Office of Child Care

Special Health Condition Medication/Procedure/Behavior Management Documentation Log

[illegible]

*Diabetes Mellitus: Diabetic Medical Management Plan (Blood sugar test, insulin injection-pen/pump, diet)
 *Special Feeding Needs: G Tube Feeding Plan (feeding only approved)
 * Special Breathing Needs: Oxygen Tube (monitor mask/tube in place, no smoking fire hazard nearby)
 *Special Bladder Needs: Emptying urine from the urinary bag is the only procedure approved
 *Autism/ADHD: Medication and/or Behavior Management Plan (quiet room)
 * Other: _____

**Maryland State Department of Education
Office of Child Care
Medication Administration Authorization Form**

This form must be completed fully in order for Child Care Providers/staff to administer the required medication. **This authorization is NOT TO EXCEED 1 YEAR.**
This form is required for both prescription and non-prescription/over-the-counter (OTC) medications.
Prescription medication must be in a container labeled by the pharmacist or prescriber.
Non-prescription/OTC medication must be in the original container with the label intact per COMAR.

Place Child's
Picture Here
(optional)

PRESCRIBER'S AUTHORIZATION

Child's Name: _____ Date of Birth: ____/____/____

Medication and Strength	Dosage	Route/Method	Time & Frequency	Reason for Medication

Medications shall be administered from: ____/____/____ to ____/____/____

If PRN, for what symptoms, how often and how long _____

Possible side effects and special instructions: _____

Known Food or Drug Allergies: ☐ Yes ☐ No If yes, please explain: _____

For School Age children only: The child may self-carry this medication: ☐ Yes ☐ No

The child may self-administer this medication: ☐ Yes ☐ No

PRESCRIBER'S NAME/TITLE

Place Stamp Here (Optional)

TELEPHONE

FAX

ADDRESS

PRESCRIBER'S SIGNATURE (Parent/guardian cannot sign here) (original signature or signature stamp only) DATE (mm/dd/yyyy)

PARENT/GUARDIAN AUTHORIZATION

I authorize the child care staff to administer the medication or to supervise the child in self-administration as prescribed above. I attest that I have administered at least one dose of the medication to my child without adverse effects. I certify that I have the legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period an authorized individual must pick up the medication; otherwise, it will be discarded. I authorize child care staff and the authorized prescriber indicated on this form to communicate in compliance with HIPAA. I understand that per COMAR 13A.15, 13A.16, 13A.17, and 13A.18, the child care program may revoke the child's authorization to self-carry/self-administer medication. **School Age Child Only: OK to Self-Carry/Self-Administer** ☐ Yes ☐ No

PARENT/GUARDIAN SIGNATURE

DATE (mm/dd/yyyy)

INDIVIDUALS AUTHORIZED TO PICK UP
MEDICATION

CELL PHONE #

HOME PHONE #

WORK PHONE #

CHILD CARE STAFF USE ONLY

Child Care Responsibilities:	1. Medication named above was received. Expiration date _____	☐ Yes ☐ No
	2. Medication labeled as required by COMAR.	☐ Yes ☐ No
	3. OCC 1214 Emergency Form updated.	☐ Yes ☐ No ☐ N/A
	4. OCC 1215 Health Inventory updated.	☐ Yes ☐ No ☐ N/A
	5. Individualized Treatment/Care Plan: Medical/Behavioral/IEP/IFSP.	☐ Yes ☐ No ☐ N/A
	6. Staff approved to administer medication is available onsite, field trips	☐ Yes ☐ No

Reviewed by (printed name and signature):

DATE (mm/dd/yyyy)

**Maryland State Department of Education
Office of Child Care**

MEDICATION ADMINISTRATION LOG

Each administration of a medication to the child, whether prescription or non-prescription, including self-administration of medication by a child, shall be noted in the child's record. Keep this form in the child's permanent record as required by COMAR. Print additional copies of this page as needed.

Child's Name:				Date of Birth:	
Medication Name:				Dosage:	
Route:				Time to Administer:	
DATE ADMINISTERED	TIME	DOSAGE	ROUTE	REACTIONS OBSERVED (IF ANY)	SIGNATURE

**MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE
Seizure/Convulsion/Epilepsy Disorder
Medication Administration Authorization Form**

This form must be completed fully in order for Child Care Providers/staff to administer the required medication and follow the plan. **This authorization is NOT TO EXCEED 1 YEAR.**

Page 1 is to be completed by the authorized Health Care Provider.

FOR SEIZURE/CONVULSION/EPILEPSY MEDICATION ONLY – THIS FORM IS USED WITHOUT OCC 1216

Place Child's
Picture Here
(Optional)

CHILD'S NAME: _____ Date of Birth: ____/____/____ Date of Plan: _____

Significant Medical/Health History: _____

Seizure Triggers or Warning Signs: _____

Allergies: _____

Seizure Care Information

Seizure Type	Length (duration)	Frequency	Description

Seizure Emergency Protocol: How to respond to a seizure (Check all that apply)

☐ First Aid – Stay. Safe. Side (refer to resource document “Seizure First Aid Guide”)

☐ Call 911 for transport to _____ ☐ Notify parent or emergency contact

☐ Notify Health Care Provider _____ ☐ Other _____

☐ Administer emergency medications as indicated below:

Medication Name & Strength	Dosage	Route/Method	Time & Frequency	Special Instructions

Care after seizure: Does the child need to leave the classroom after a seizure? ☐ Yes ☐ No

What type of help is needed? (describe) _____

When can the child return to care/resume regular activity? _____

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

PRESCRIBER'S NAME/TITLE		Place stamp here
TELEPHONE	FAX	
ADDRESS		
PRESCRIBER'S SIGNATURE (original signature or signature stamp only) DATE (mm/dd/yyyy)		

**MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE
Seizure/Convulsion/Epilepsy Disorder
Medication Administration Authorization Form**

Child's Name: _____ Date of Birth: _____

PARENT/GUARDIAN AUTHORIZATION			
I authorize the child care staff to administer the medication as prescribed above. I certify that I have the legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period an authorized individual must pick up the medication; otherwise, it will be discarded. I authorize child care staff and the authorized prescriber indicated on this form to communicate in compliance with HIPAA.			
PARENT/GUARDIAN SIGNATURE		DATE (mm/dd/yyyy)	INDIVIDUALS AUTHORIZED TO PICK UP MEDICATION
CELL PHONE #	HOME PHONE #		WORK PHONE #
Emergency Contact(s)	Name/Relationship	Phone Number to be used in case of Emergency	
Parent/Guardian 1			
Parent/Guardian 2			
Emergency 1			
Emergency 2			
CHILD CARE STAFF USE ONLY			
Child Care Responsibilities:	1. Medication named above was received. Expiration Date _____ 2. Medication labeled as required by COMAR 3. OCC 1214 Emergency Form updated 4. OCC 1215 Health Inventory updated 5. Staff has received additional training to administer the medication If Yes: Trainer Name and Title _____ Date _____ 6. Staff approved to administer medication is available onsite, field trips 7. Modified Diet/Exercise Plan 8. Individualized Treatment/Care Plan: Medical/Behavioral/IEP/IFSP ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ N/A ☐ Yes ☐ No ☐ N/A ☐ Yes ☐ No ☐ N/A		
Reviewed by (printed name and signature):			DATE (mm/dd/yyyy)

DOCUMENT MEDICATION ADMINISTRATION HERE

DATE	TIME	MEDICATION	DOSAGE	ROUTE	REASON MEDICATION WAS GIVEN	SIGNATURE

Maryland State Department of Education
Office of Child Care
**TOPICAL BASIC CARE PRODUCT APPLICATION
AUTHORIZATION FORM**

Topical basic care products such as a diaper rash product, sunscreen, or insect repellent, authorized and supplied by the child's parent, may be applied without prior approval of a licensed health care practitioner. Please document the application of these products on this form. Keep this form in the child's record as required by COMAR. OCC 1216 IS NOT REQUIRED.

CHILD'S NAME: _____ **DOB:** _____

Product Name:

☐ Diaper Rash product: _____ Date Received: _____

☐ Sunscreen: _____ Date Received: _____

☐ Insect Repellent: _____ Date Received: _____

I authorize the child care staff to apply and store the topical basic care product as indicated above per the manufacturers' instructions. I attest that I have administered at least one application of the product to my child without adverse effects. I certify that I have the legal authority to consent to the application and storage of the product(s) for the child named above.

PARENT/GUARDIAN PRINTED NAME	PHONE NUMBER
PARENT/GUARDIAN SIGNATURE	DATE
NAME OF STAFF RECEIVING PRODUCT	SIGNATURE AND DATE

DATE (ONCE PER DAY)	PRODUCT (check box)			REACTIONS OBSERVED (IF ANY)	SIGNATURE
	Diaper	Sunscreen	Insect		

Maryland State Department of Education
Office of Child Care

DATE	PRODUCT			REACTIONS OBSERVED (IF ANY)	SIGNATURE
	Diaper	Sunscreen	Insect		

CARPOOL SAFETY REMINDERS:

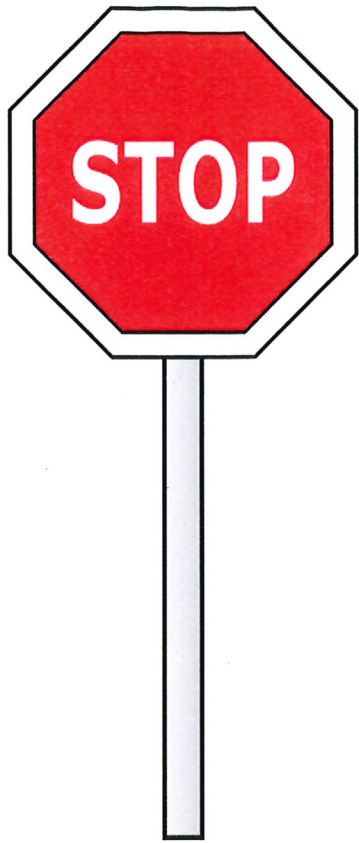
Please find below safety tips while using carpool to prevent any incidents from happening:

- ❖ Please turn off your car engine and please do not idle while waiting in line in accordance with Maryland state law.
- ❖ Once the line starts moving, please conclude all cell phone conversations.
- ❖ When dropping off your child, a staff member opens the car door, unbuckles (if appropriate), and helps the child out of the car and to the stairs. Staff are positioned throughout the building to help escort children to class.
 - **Preschool Carpool:** Please make sure that your child's safety seat is located behind the passenger seat as staff members cannot climb over in your car to unbuckle your child from their safety seat.
 - **Kindergarten:** Safety seats should be located behind the driver's seat as a staff member opens the car door on the driver's side of the car.
- ❖ A carpool number is assigned to each child and must be displayed when dropping off or picking up your child.
- ❖ Maryland's Child Passenger Safety Law (effective October 1, 2022) requires that children eight years old and younger ride in an appropriate child safety seat according to the vehicle and child restraint instructions unless the child is 4'9" or taller. Should you or a family member forget to have a safety seat in your car, the school will ask you to secure a safety seat first and come back or come to the office and sign a "Statement Regarding Transporting a Child Without a Safety Seat" before picking up and transporting the child home.
- ❖ Please make sure that the **car safety locks are on in your cars to prevent children from accidentally opening the car doors while in motion.**
- ❖ Please **SLOW DOWN!**
- ❖ Kindergarten carpool, please observe the **STOP SIGN** before proceeding left out of the parking lot.
- ❖ Our Staff will continue to be vigilant in maintaining safety protocols in place when taking your child in and out of the car, but we need your help. **Please make sure to put your car in PARK when your child is being taken out of the car or putting your child in the car. This will prevent any accidents from happening!**

Thank you for your continued support and cooperation in keeping everyone safe while using carpool!

Regards,

Daisy Lizama
Director



Increase safety!
Reduce stress!
Save time!



**Do not turn left on Seven Locks Road
from Goya Drive after leaving
Geneva's Parking Lot!**

Here's an easier way to make that left turn!

Turn **right** out of the parking lot onto Goya Drive.

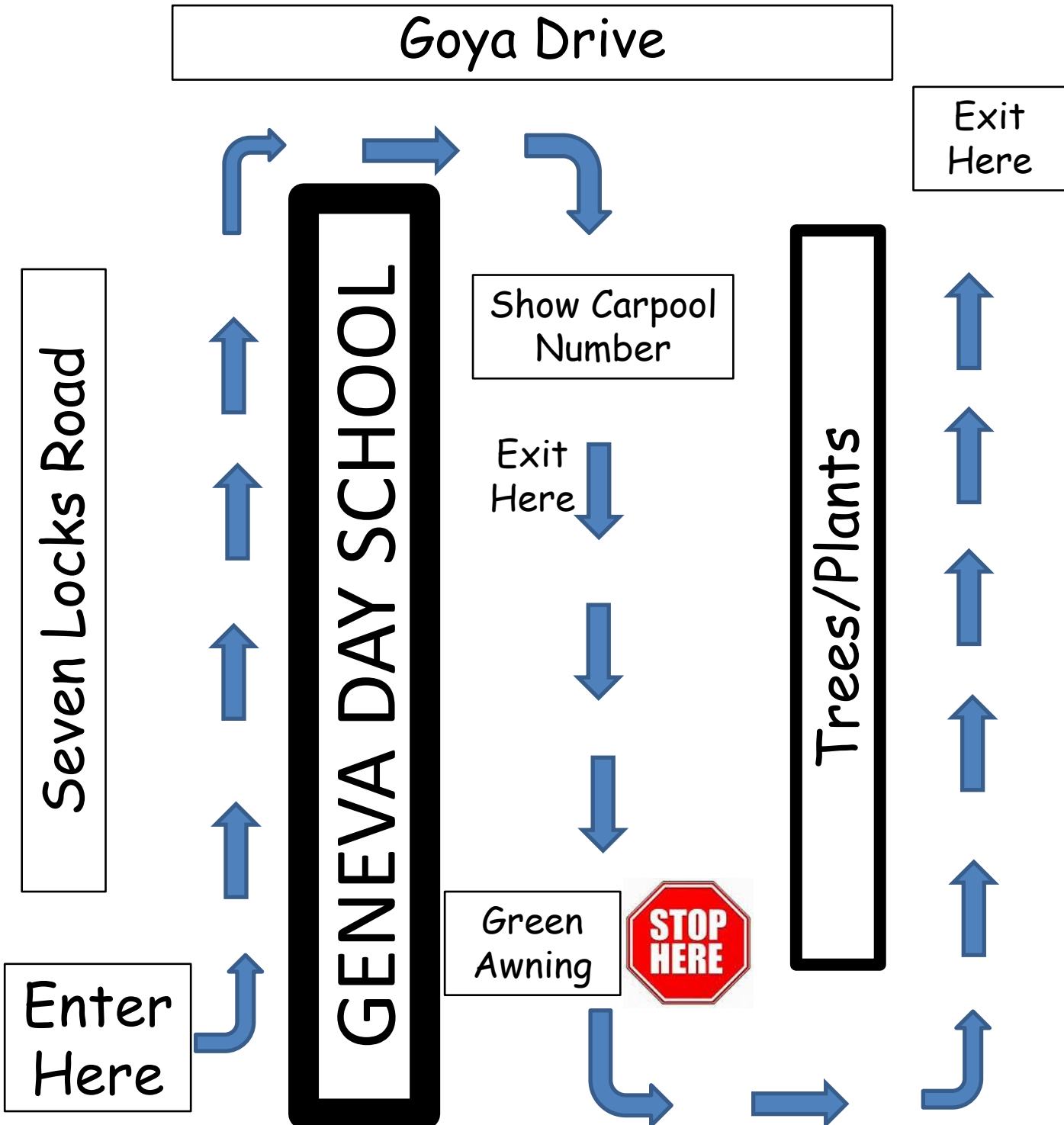
First **right** on Greenleaf Ave.

Left at stop sign onto Fontaine St.

Immediate **right** onto Gainsborough Road.

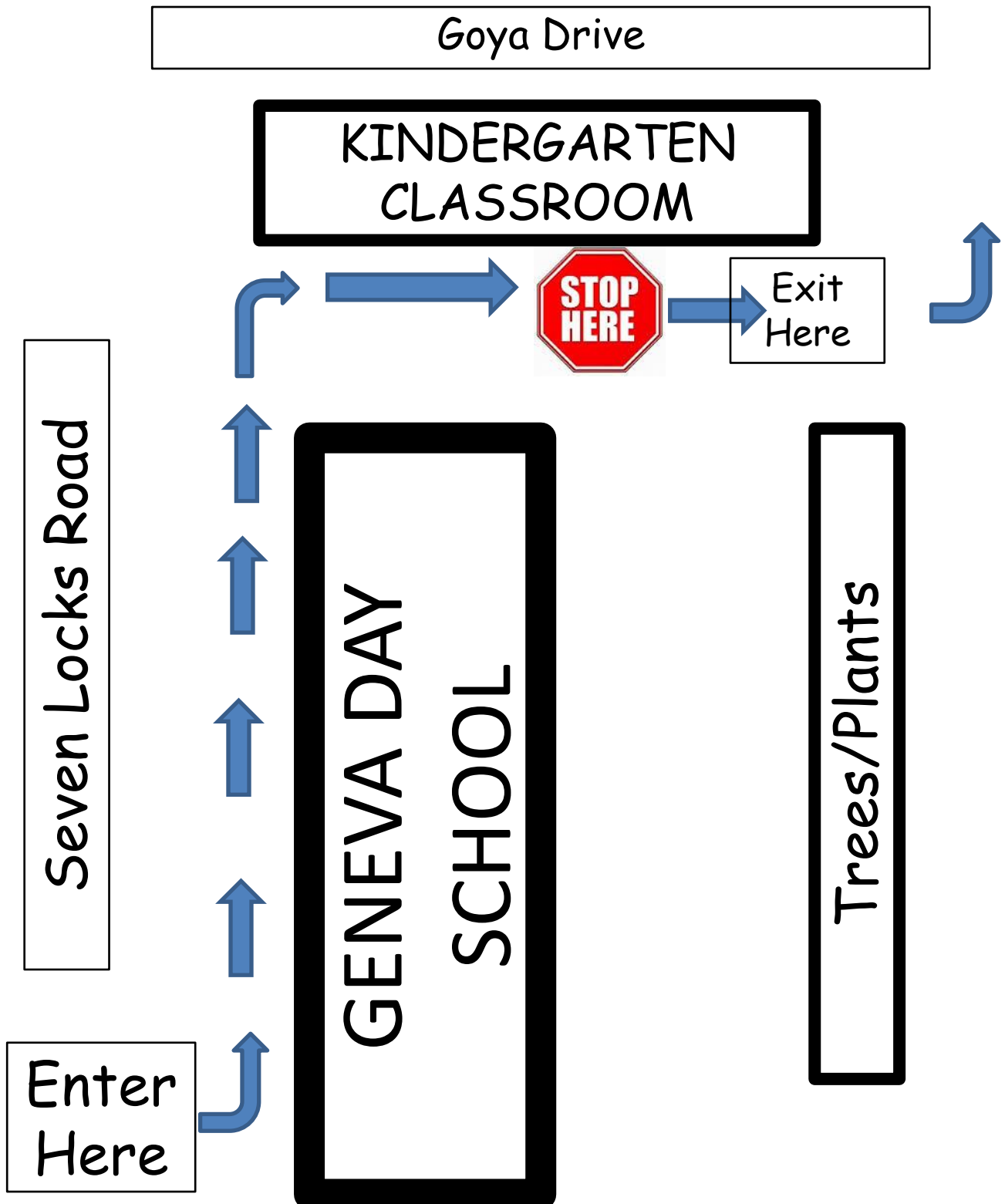
Left on Seven Locks at the traffic light.

PRESCHOOL CARPOOL INSTRUCTIONS



For the safety of others, please do not leave your car idling when you are waiting
AND do not use your cell phone when the carpool line starts moving.

KINDERGARTEN CARPOOL INSTRUCTIONS



For the safety of others, please do not leave your car idling when you are waiting
AND do not use your cell phone when the carpool line starts moving.

Understand the Weather



Wind-Chill

- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *bitter cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute



Heat Index

- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Wind Speed in mph

Air Temperature	Calm	5	10	15	20	25	30	35	40
40°	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play

Caution

Danger

Heat Index Chart (in Fahrenheit %)

Relative Humidity (Percent)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun. &

 Condition **GREEN** - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors. & YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. & OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor & time.

INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. & Child care providers need to structure the length of time for outdoor play for the young child. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors. &

 Condition **RED** - most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather & conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children. &

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words.

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.