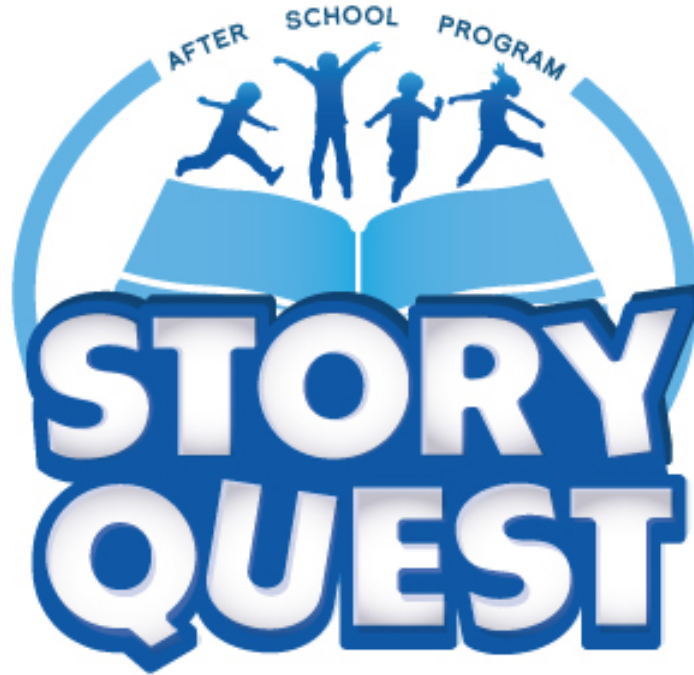


Parent Handbook



2018-2019

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Admission Procedures

Registration

Kindergarten through Sixth Grade students must be pre-registered in the Story Quest After School Before and After School Program.

- The program is not designed to accommodate children on a “drop-in” or occasional basis.

Beginning of School Registration

- All forms must be completed and returned to Story Quest.
- A \$40 non-refundable registration fee.
- A \$100 non-refundable deposit applied to the 1st months payment.

Mid School Year Registration

- All forms must be completed and returned to Story Quest.
- A \$40 non-refundable registration fee.
- First month’s tuition before a child will be enrolled.

Registration Process

1. Meet with the Director and receive daycare packet including all required forms. *(Certain forms are required by Maryland State Government Office of Childcare for your child to be enrolled in any childcare program.)*
2. Registration Form – To be completed by parents/guardians to register your child for the school year.
3. Emergency Contact Form 1214 – To be completed parents/guardians
4. Maryland Health Inventory Form 1215 – To be filled out by your child’s healthcare provider. Included on Health Inventory Part II: Immunization Certificate & Lead addendum are to be filled out by your child’s health provider.
5. Medical Authorization Form 1216 – This form only needs to be completed if your child is to be given medication during the after school hours.
6. Immunization Records – You must provide a copy of your immunizations from the doctor.
7. Automated Payment Processing Form – Monthly payment agreement.
8. Receive handbook
9. Pay \$40.00 non-refundable Registration Fee and \$100.00 Deposit (if Applicable).

Financial Policies

Tuition Costs

(All costs are based on a per child basis)

After School Care	\$200 per month
Before School Care	\$160 per month
Before and After School Care	\$350 per month
2 hour delay Before Care Drop-in	\$10 per occurrence
Full Day Care	\$45 per day

Tuition Payment

- Tuition is due on the first of each month and is considered late on the 5th day of the month.
- The tuition will be automatically withdrawn from your checking account or credit card on the first day of each month.
- There will be a \$30 fee for any returned payment methods.
- There will be a \$30 late fee if the tuition is not paid by the end of business on the 5th day of each month.
- Any tuition not paid by the 7th of the month will result in a suspension of services until the tuition and late fee is paid. If the tuition is not paid by the 30th of the month, your child will be un-enrolled from the program.
- Tuition is prorated for the month of June.

Before School Drop-Off Procedures

- Before Care doors open at 7:00 a.m.
- Final drop-off time is 8:20 a.m.
- Parents must sign in using our check-in system

After School Pick-Up Procedures

- Children must be signed out from Story Quest by 6:30 PM each day.
- There will be a \$10 fine for every 10 minutes late, or portion of time thereof, after 6:30 PM.
- Parents must sign out using the Story Quest computer system.
- For the child to be released, individuals signing children out must show a photo ID until the staff knows those individuals.
- Children will only be released to individuals listed on the “Emergency Contact and Health Card.”
- If you will be past 6:30 p.m., you must notify the Story Quest Staff by 6:15 PM. Otherwise, an emergency contact will be called to pick-up your children.

Hours and Schedule of Operations

Center Hours

- Operates during the Baltimore County Public School year.
- Before Care: Monday – Friday from 7:00 a.m. – 9:00 a.m.
- After Care: Monday – Friday from end of school to 6:30 p.m.

Early Dismissal

When Baltimore County Public Schools have an early release Story Quest will be open. This service is covered as part of the monthly tuition.

Two Hour Delay

When school opens on a delay, it is generally a two hour delay. Story Quest will do its best to open Before Care at our normal 7:00 a.m. The Director Story Quest reserves the right to delay the opening based on weather.

When BCPS calls for a delay, students that attend that day will not be charged an additional fee. If you are not a part of before care, and are registered for after care, we will take drop-ins for a charge of \$10 per child per day, per occurrence.

BCPS Teacher In-Service Days

When Baltimore County Public Schools are closed Story Quest will be open except on the following Holiday Closings. There is an additional \$45 per day/per child fee.

Holiday Closings (See Attached Calendar)

We are closed the following holidays

- Labor Day
- Thanksgiving Day
- Presidents Day
- Thanksgiving Friday
- Christmas Break
- Memorial Day
- MLK Birthday
- Spring Break

Weather Closings

- If BCPS is closed due to weather, Story Quest will determine if we will be open or closed.
- If BCPS has a 2 hour delay, Story Quest Before Care will be open if weather permits. It is the discretion of the Story Quest Director if the program will open on time or will be delayed.
- If BCPS closes early, Story Quest will be open. If the director feels the weather is not safe for transportation, we will close. The Director also has the choice to close early due to severe weather.

Building Facilities Emergency

Should the Story Quest Facility not be useable due to loss of water or electricity, Story Quest will be closed.

- If the building is deemed not useable, parents will be called for an immediate pick up.

Withdraw Policies

Withdraw from the Program

- The director should be notified thirty days in advance of the date a child is to be withdrawn. Failure to do so may result in additional tuition being charged.
- A child may withdraw and re-enroll only one time per school year without paying another enrollment fee.

- Re-enrollment cannot be within 30 days of withdrawal date.

Refunds

If a credit balance exists on a family's account after a child withdraws from Story Quest, the director will verify the overpayment and submit a refund within 30 days.

If a child is withdrawn in the middle of the month Story Quest will not refund the remaining part of that month's tuition.

Attendance Policies

Absences

Parents should contact the program director by 2:00 p.m., by phone or email, if a child will not attend Story Quest on a regularly scheduled day.

Illness

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Social Services.

General Policies

Snacks

Snacks are provided by Story Quest. If your child needs special snacks, please consult with the program director.

Transporting Children

Story Quest will provide transportation to school for before school care and to Story Quest for after school care.

Homework

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of Story Quest to ensure that a child's homework is completed or correct. Teachers will provide assistance, when possible, but we do not offer tutoring.

Field Trips

Story Quest does do field trips that during normal school days. During full day care and early release we may go on a field trip. You will be given advanced notice of any trip and you will be required to sign a permission slip.

Discipline Policies

Behavior and Discipline Policies

Story Quest strives to provide a warm and welcoming environment for students and families. Our expectation is that everyone in our community will behave in a respectful, responsible and caring manner toward one another. The following behavior and discipline guidelines have therefore been established.

Any form of lewd behavior, bullying, aggression, violence, disrespect or foul language will not be tolerated. Clothing, toys, books or any other objects depicting, displaying or supporting any of the aforementioned will not be allowed.

Infractions will be dealt with as follows:

- First Infraction: Student will receive a warning.
- Second and Third Infractions: Student will be separated from other students and parents will be notified.
- Fourth Infraction: Student will be suspended from the program for a period of one week. No tuition will be refunded.
- If unacceptable behavior continues after the period of suspension, the student will be dismissed from the After School Care. No tuition will be refunded.

Child Safety Policies

Medical Emergencies

In the event of a medical emergency that cannot be handled by the director, EMT personnel will be called followed by the parents/guardians.

Reporting Suspected Child Abuse

After School Program staff are trained to recognize and report suspected child abuse. We are required by law to report suspected child abuse. If a staff member suspects child abuse, the Story Quest Director, the Associate & Lead Pastor will be informed, and a report will be made to the appropriate authorities.

Emergency Drills

Emergency drills will be held as set forth by State Regulations.

Insurance

Story Quest does not provide accident insurance. All students must be covered by a personal policy held by parents.

Parent/Guardian Under the Influence of Drugs or Alcohol

After School Program staff cannot release a child to a person who suspected of being under the influence of drugs or alcohol. The group leader will contact the program director if this occasion arises. The program director will notify emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the after school director will call the proper authorities.

Parent & Staff Relationship

Parents are welcome in our program at any time. Staff will share brief information about a child's day with family members on a regular basis, if this can be done without interrupting supervision of other children.

Story Quest prohibits any private agreements between parents and staff members concerning rides home or after-hours child care arrangements.

Story Quest Calendar

September

Tuesday 4	First Day of School	Schools Open	Story Quest Open
Monday 10	Rosh Hashanah	BCPS Closed	Optional Day *
Wednesday 19	Yom Kippur	BCPS Closed	Optional Day *

October

Friday 19	Professional Development	BCPS Closed	Optional Day*
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November

Tuesday 6	Election Day	BCPS Closed	Optional Day *
Friday 9	Early Release	Early Release	Story Quest Open
Thursday Friday 22-23	Thanksgiving	BCPS Closed	Story Quest Closed
Friday 30	Conference Day	Elem. Closed	Optional Day *

December

Friday 21	Christmas Break Begins	BCPS Closed	Story Quest Closed
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January

Wednesday 2	School Reopens	BCPS Open	Story Quest Reopens
Monday 21	MLK Day	BCPS Closed	Story Quest Closed
Friday 25	Early Release	Early Release	Story Quest Open

February

Monday 18	Presidents Day	BCPS Closed	Story Quest Closed
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April

Friday 5	Early Release	Early Release	Story Quest Open
Friday 18	Spring Break	BCPS Closed	Story Quest Closed
Monday 22	Spring Break	BCPS Closed	Story Quest Closed

May

Monday 27	Memorial Day	BCPS Closed	Story Quest Closed
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June

Wednesday 5	Professional Development	BCPS Closed	Optional Day *
Thursday 13	Early Release	Early Release	Story Quest Open
Friday 14	Early Release	Early Release	Story Quest Open

* Story Quest will be open on these days. It is your choice to use these full day care services. If you do use this service there will be an additional fee.