



**2021—2022**  
**Parent Handbook**  
**Daycare & Preschool**

Hampden Christian School  
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## OUR MISSION

Our mission is to develop flourishing children who love God and become strong community builders.

## OUR PHILOSOPHY

Hampden Christian School provides high quality academic education with mastery of the basic subjects in the forefront. Since whole-child development is our goal, we want to educate not only a child's brain, but also nurture the heart, develop character, and involve the body. We believe that this type of discipleship happens best in community. We will do everything possible to nurture a close relationship between child and teacher. Our classes will be kept small (a maximum of 12). Our teachers are committed Christians who exemplify Christian ethics in every aspect of their lives.

Just as the act of teaching is the proof of having learned something, so the act of service is a product of holistic development. We believe this service happens simultaneously with the act of learning. Throughout the school year, we expect our students to be positive contributors within both the community and the classroom. On a monthly basis, students will participate in school-planned community service projects such as community gardening, singing for the elderly in our community, or clean-up projects.

## OUR FAITH

As Christians in the Anabaptist Mennonite tradition, we attempt a humble, joyful obedience to Christ. Our statement of faith is on our website in the "about" section. We accept students from all faiths, including non-religious families.

## PROGRAM

## AGES SERVED

Our daycare is licensed for these ages:

<b>Age</b>	<b>Number children in classroom</b>
Infant	6
Toddler (16-24 mo)	3
2-year-olds	12
3-year-olds	10
4-year-olds (Pre-k)	10

## HOURS OF OPERATION

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

## OPTIONS

- Infants can be enrolled for five days per week only.
- Ages 2 through 4 have these options
  - 2 day: Tuesday & Thursday
  - 3 day: Monday, Wednesday, & Friday
  - 5 day: Monday – Friday
- Full day or half day
  - Full day: 7:00 – 5:30
  - Half day: 7:00 – 12:25
  - For either program, children can be dropped off as late as 9:00.

## TYPICAL DAY

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

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

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

## SAMPLE DAILY SCHEDULE

- 7:00 Center Opens
- 7:45-8:15 Breakfast
- 8:15 Potty
- 9:00 Circle Time – story, finger plays, songs
- 9:10 Activity
- 9:30 Potty, Snack
- 9:50 Learning centers/Free play
- 10:20 Potty
- 10:40 – 10:55 Outside play
- 11:00 Lunch
- 11:30 Potty
- 12:00 – 12:30 Outside play
- 12:15 – 12:25 Dismissal of half-day students
- 12:30 Potty, story, songs
- 1:00 Nap/Quiet Time
- 3:00 Potty, Snack
- 3:30 Free Play inside or outside
- 4:00 Potty
- 5:30 Center closes

## GENERAL INFORMATION AND POLICIES

### ARRIVAL AND DEPARTURE

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

Each day upon arrival and departure, please sign your child in and out at the front desk. Walk with your child to the appropriate classroom so that the teacher knows your child has arrived. If you arrive early, please stay with your child until the correct time. If another person is picking up your child, we must have a note stating who will be picking up your child. Alternatively, this person could be listed on the emergency form that is part of the original application. Picture ID will be requested for anyone other than a parent picking up a child.

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

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

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

Keep your child and any siblings with you at all times when you are here.

### INCLEMENT WEATHER CANCELLATION PROCEDURE

We do not necessarily follow the city school's cancellation or delay decisions. We do try to keep daycare open to accommodate working

parents. You will be notified via email by 6:00 AM if there is to be a delay or cancellation.

## MEALS

Breakfast, snacks, and lunch are provided by the school. Breakfast is served at 7:30 AM. Breakfast will not be served to children who arrive after 8:15. Two snacks are served; one in the morning and one in the afternoon.

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

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

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

## APPROPRIATE CLOTHING

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

## REST TIME

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

## PERSONAL BELONGINGS

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

## MEDICATION

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

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

## SICK CHILD POLICY

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

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

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

## BEHAVIOR POLICY

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

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

Good behavior will be recognized and praised. If a child displays challenging behavior, the staff will converse with the child about acceptable/unacceptable behavior and give a warning. If a child is disruptive, the child may be given a time-out of approximately the same number of minutes as the child is years old. The child will be asked to explain why the behavior was unacceptable (in his own words) and apologize (when appropriate). Staff may use additional approaches, including logical or natural consequences. In cases where the child does not respond favorably or the infraction is serious, the director will handle the situation by talking with the child and possibly calling the parent. No child will receive corporal discipline at the school.

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

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

## BITING

Children biting other children are unavoidable occurrences of group childcare, especially with toddlers. It is a common happening in any infant and toddler program, and even in 2 and 3-year-old classrooms. When it happens, and sometimes continues, it can be scary, frustrating, and stressful for children, parents, and staff. Every child in this age range could potentially bite or be bitten. It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad" or that the parents of the child who bites are "bad" parents or that they are not doing their job as parents to make this stop happening. Biting is a developmental phenomenon – it often happens at predictable times for predictable reasons tied to children's development.

Why do they bite? Every child is different. Some bite often, and some may not bite at all. The group care setting is where the biting derives its significance. If a child has not been around other children very much, he probably will not bite because neither the cause for biting or opportunities to bite have presented themselves. Group care presents challenges and opportunities that are unique from home. The children are surrounded by many others for hours at a time. Even though there are plenty of toys and materials available for all the children, two or three children may want that one particular toy. The children are learning how to live in a community setting. Sometimes that is not easy. There are many possible reasons as to why an infant or toddler may bite, including:

### 1. Teething

2. Impulsiveness and lack of control: Babies sometimes bite just because there is something there to bite. It is not to cause pain intentionally; rather, they are exploring their world.

3. Making an impact: Sometimes children will bite to see what reactions take place.

4. Seeking sensory input

5. Excitement and overstimulation: Simply being very excited, even happily so, can be a reason a child may bite. Very young children do not have the same control over their emotions and behaviors as preschoolers do.

6. Frustration: Frustrations can be over a variety of reasons – wanting a toy someone else has, not having the skills needed to do something, or wanting a caregiver's attention. Infants and toddlers are simply lacking the language and social skills necessary to express all their needs, desires, and problems. Biting will often be the quickest and easiest way of communicating.

What do teachers do in response to children who bite? It is our job to provide a safe setting in which no child needs to hurt another to achieve his or her ends and in which the normal range of behavior is managed.

Confidentiality is practiced. We cannot tell a parent who bit their child. The name of the child who bites will not be released because it serves no useful purpose and can make a difficult situation even more difficult. Teachers try to minimize the behavior by:

- Letting the biting child know in words and manner that biting is unacceptable.
- Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The teachers will tell the child that “biting hurts,” and the focus of caring attention is on the bitten child. The child who is biting is talked to on a level that she can understand. The teacher will help the child who is biting work on resolving conflict or frustration in a more appropriate manner, including using language if the child is able.
- Examining the context in which the biting occurred and looking for patterns. Was it crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?

- Including more sensory experiences in the classroom and suggesting that parents send in a chewy necklace/toy that the child may bite
- Not causally attributing willfulness or maliciousness to the child. Infants explore anything that interests them with their mouths, and that includes others' bodies and limbs! When biting changes from a relatively unusual occurrence (a couple times a week) to a frequent and expected occurrence, it will be addressed with added precautions of recording location, time, participants, and circumstances of each occurrence.
- "Shadowing" children who indicate a tendency to bite. This technique involves having a teacher with a child who bites. This teacher would be able to then anticipate biting situations and to teach non-biting responses to situations.

### BITING IN 3S AND 4S

Teachers will record all bites and attempted bites, including a note about the situation surrounding the bite, and share that information with the administrator and the parents of the child who is biting. Any bite that leaves a mark or breaks the skin will be reported to both the parents of the child who bit and the parents of the child who was bitten.

If a child inflicts a bite that leaves a mark or breaks the skin more than twice in a two-week period, a problem-solving conference will be held. The conference will include the parent(s) of the child who is biting, the administrator, at least one of the child's teachers, and the head daycare teacher. The purpose of the conference will be to examine patterns and possible contributing factors of the biting behavior and partner together to provide the support the child needs. If shadowing when possible, documenting details surrounding incidents, and following the plan developed together with the child's parents does not improve the situation, HCS may ask the family to seek professional help. The child who is biting or the child who is being bitten may be moved to the next classroom if it is developmentally appropriate and space is available in that classroom. Sometimes a change in environment can help a child who is stuck in a behavior pattern. If the behavior appears to be outside the range of normal

development, we will require that the family seek professional help. Termination of enrollment will only be considered after feasible options (shadowing, problem solving, seeking professional help) have been exhausted or if the family is not cooperating to address the behavior.

### TOILET TRAINING

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

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

In addition, as long as a child is in a diaper, they would need to be placed in the 2-year-old room, since this is the only room with diapering facilities.

### BATHROOM USAGE

HCS expects children to use group bathrooms corresponding to their sex at birth or unisex single person bathrooms.

### CONFERENCES

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

### EVACUATION EMERGENCIES

In the event of an emergency requiring evacuation, the parent/guardian will be contacted immediately. We will place a sign on the main entrance

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

## PARENT INVOLVEMENT

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

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

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

## FUND-RAISING

HCS functions under Urban Mennonite Ministries (a 501c3 organization). HCS welcomes any tax-deductible gifts from friends and parents of HCS. Any donors will receive a tax-deductible receipt. Several fundraisers will be planned each year. This fundraising helps keep tuition more affordable and helps provide financial aid to those who may have difficulty affording an education at HCS.

## ROOM PARENTS

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

## ENROLLMENT & FINANCIAL POLICIES

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

## ADMISSIONS PROCEDURE

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

## TUITION, FEES, AND ENROLLMENT

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### INITIAL PAYMENTS

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

1. one month payment (first month's service)
2. \$300 security deposit
3. \$50 enrollment fee

The security deposit will be applied to your child's last week(s) at HCS. We do not issue security deposit refunds.

The registration fee and first month's payment are nonrefundable. If you pay to secure a spot, no tuition will be refunded.

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## LATE PICKUP FEE

Transfer of care must happen by 12:25 (for half-day), and 5:30 (for full-day). This means that parents need to retrieve the child from the teacher's care and leave the classroom by the relevant time. If teachers need to care for your child beyond those times, the teacher will record the late pickup and the office will bill you accordingly.

The late pickup fee is \$15 for every 15 minutes.

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## RETURNED CHECKS

If a check is returned to us by your bank for insufficient funds, you will have five days to get cash to us to replace the bad check or discontinue enrollment until the balance of your account is taken care of. There will also be a service charge of \$35 for each bad check given.

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## PAYMENT DUE DATE

All payments are made for the following month's service and are due the 29th. Customers will be charged a late fee of \$15 on the first business day after the bill is due.

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## PAYMENT OPTIONS

- Pay each invoice online via the link that is emailed to you each month. You can use ACH (eCheck) to pay online.
- Bring a personal check to the office.
- Pay with credit card at the office. A fee of 2% will be charged.

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## RE-ENROLLMENT

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

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

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## DISCONTINUE ENROLLMENT

Children may discontinue enrollment at any time, with required written notification to the office two weeks in advance. Failure to inform the office two weeks in advance will result in the loss of your deposit.

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## SICK DAYS

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

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## EXTENDED TIME

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

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## VACATIONS

Full-time/Part-time children who are here for the full 9-month school year are allowed two weeks of vacation free of charge per school year (after 3 full months of enrollment). Vacations are to be taken in one/two-week blocks with two weeks written notification to the office. A maximum of two weeks vacation credit may be taken at one time. Vacations may not be carried over from one year to the next.

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## SUMMER ENROLLMENT

Students may enroll for full days during the summer months. You may also take additional tuition-free vacation weeks during the summer (with two

weeks written notification to the office). Summer enrollment is finalized in February during the re-enrollment period.

**PRICING 2021-2022**

	<b>Monthly</b>	Per 4.5 month semester (2% discount)	Per 9 month school year (4% Discount)
<b>Elementary k-8th</b>	<b>\$ 840</b>	\$ 3,704	\$ 7,258
lunch fee	<b>\$ 70</b>	\$ 309	\$ 605
extended care	<b>\$ 350</b>	\$ 1,544	\$ 3,024
<b>FULL DAY DAYCARE</b>			
Infant/Toddler (5 day)	<b>\$ 1,809</b>	\$ 7,977	\$ 15,628
Ages 2-4 (5 DAY)	<b>\$ 1,360</b>	\$ 5,998	\$ 11,750
Ages 2-4 (3 Day)	<b>\$ 952</b>	\$ 4,198	\$ 8,225
Ages 2-4 (2 Day)	<b>\$ 680</b>	\$ 2,999	\$ 5,875
<b>HALF DAY DAYCARE</b>			
Infant/Toddler (5 day)	<b>\$ 1,085</b>	\$ 4,786	\$ 9,377
Ages 2-4 (5 DAY)	<b>\$ 816</b>	\$ 3,599	\$ 7,050
Ages 2-4 (3 Day)	<b>\$ 571</b>	\$ 2,519	\$ 4,935
Ages 2-4 (2 Day)	<b>\$ 408</b>	\$ 1,799	\$ 3,525
<b>SUMMER:</b>			
	<b>Weekly</b>		
Infant/Toddler (5 day)	<b>\$ 452</b>		
Ages 2-4 (5 DAY)	<b>\$ 340</b>		
Ages 2-4 (3 Day)	<b>\$ 238</b>		
Ages 2-4 (2 Day)	<b>\$ 170</b>		

Sibling discount: 20% for 2nd child, 50% for 3rd child, no charge for 4th child. Discount will be applied to least expensive child.

**2021-2022 CALENDAR**

- Aug 25 - 27, 2021 HCS Closed
- Aug 27, 2021 Back to School Night
- Aug 30, 2021 First Day of School - Elementary dismisses at 12:00
- Sep 6, 2021 HCS closed for Labor Day

Oct 8, 2021	Elementary dismisses at 12:00 for professional development
Oct 21 - 22, 2021	Elementary closed for professional development
Oct 22, 2021	HCS closed for professional development
Nov 2, 2021	First quarter ends
Nov 2, 2021	Donor Banquet in Lancaster; HCS Closes 3 PM
Nov 9, 2021	Parent Teacher Conferences: no aftercare available, daycare closes at 3:00 PM
Nov 25 - 26, 2021	HCS closed for Thanksgiving
Dec 23, 2021	Elementary dismisses at 12:00, Daycare dismisses at 12:15
Dec 24 - 31, 2021	HCS closed for Christmas
Jan 14, 2022	Second quarter ends
Jan 17, 2022	Elementary closed for MLK Day
Feb 21, 2022	Elementary closed for President's Day
Mar 17, 2022	Daycare closed for professional development
Mar 18, 2022	HCS closed for professional development
Mar 22, 2022	Third quarter ends
Mar 29, 2022	Parent Teacher Conferences - No aftercare available, daycare closes at 3:00 PM
Apr 15, 2022	HCS closed for Easter
Apr 18, 2022	Elementary closed for Easter
May 27, 2022	Last day of school - HCS closes at 12:15 PM
May 30, 2022	HCS closed for Memorial Day
Jun 18, 2022	HCS closed for Juneteenth

## HAMPDENC.S.ORG WEBSITE

To find updated information, including menus, the calendar, and commonly used forms, see the parents tab on the hampdens.org website.