



St. Paul UMC Child Care Development Center

2601 Colston Drive
Chevy Chase, MD 20815
Tel: 301 562 8001
Email: stpaulumccdc@gmail.com
Web: www.saintpaulcdc.org
License #132914

Welcome

We welcome you and your child to St. Paul United Methodist Church Child Development Center, and we hope that our program will help both of you enjoy the exciting world of early childhood education. We hope that you will be with us for a while, and that when you are ready to move on, you will feel confident that your child is well prepared, well nurtured, and well adjusted to enter the world of continued learning. By then, we will have helped your child develop appropriate social and language skills to head happily into the next step in learning and growing.

The Center is licensed and regulated by the Maryland State Department of Education, Office of Child Care Administration, which reviews its operation annually to ensure that all standards are met.

Special needs children will be evaluated individually and enrollment will be determined by the Center's ability to meet the child's needs. It is the parent's responsibility to inform the Center when inquiring for enrollment whether the child requires special care.

From: Management and Staff
Revised: 10/13/2022

Parent Handbook



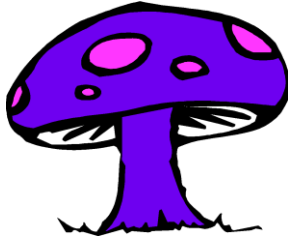
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Philosophy and Goals

The mission of St. Paul United Methodist Church Child Development Center is to meet the developmental needs of the children in a safe, nurturing, and productive environment.

Central to our program is respect for the ways children learn; we believe that they learn best through play. Children are exposed to curriculum activities and opportunities in the domains of personal and social development, language and literacy, math concepts, science, social studies, the arts, and physical development. The Center aims to serve and meet the needs of families by providing an enriching, educational, and developmentally appropriate learning environment which has been carefully designed, providing rich opportunities for learning through exploration and creative play. The children will be surrounded by color and a variety of materials. The large enclosed playground provides a variety of gross motor experiences and equipment, as does the spacious indoor play space.



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Hours of Operation: Arrival and Departure

The Center is open from 7:30 a.m. to 6:30 p.m. Monday through Friday. It operates coinciding with employee schedules. All children are to be dropped off to their designated teacher in the Center. All children must be taken to their classroom directly. If your child will be absent, we request that you call the Center.

For the safety and protection of children, each child **must** be signed in upon arrival by the accompanying adult, and signed out at the end of the day. The sign-in, sign-out sheets are found in the classrooms. If a child is to be picked up by someone other than a custodial parent, legal guardian, or a regularly assigned person, the Center must be informed in writing in advance and proper identification will be required. All persons authorized to pick up a child must be at least eighteen (18) years old. This is done to ensure your child's safety. **NO** exceptions will be made. There must be a signed permission letter from the parent, designating the person providing substitute care. This letter must give permission for release and must be dated on the day this is to take place.

Eligibility, Age and Enrollment Procedures

We accept children regardless of race, sex, color, nationality, religious beliefs, or abilities. Eligible children are between the ages of six (6) weeks for infants and preschool, and up to twelve (12) years of age for the before and after school program and summer program. Enrollment requires a deposit of one week's tuition, and a non-refundable registration fee of one hundred fifty (\$150.00) dollars. Prior to admission, parents will be given a welcome packet of required forms and information containing the State's requirements. Parents must provide a current child health certificate (annual physical examination, immunization, and lead screening results).

Holidays and Center Closing Policy

The Center will honor the following holidays-:

New Year's Day

Martin Luther King Jr. Day

President's Day

Good Friday

Juneteenth

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day



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Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas
Day after Christmas

The Center will be closed for one week in July for Professional Development, and any or all structural repairs needed. Parents will be notified in advance of the dates we will be closed. Please be advised that your obligation to pay the full week's tuition stands.



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Inclement Weather Policy

INCLEMENT WEATHER: The center will follow the closings and delays of Montgomery County Public Schools (MCPS) during weather emergencies.

EMERGENCIES: (Loss of power, heat, hot water, water main break etc.), St Paul UMC Child Development Center may close earlier, open late, or close for the entire work day in order to ensure the safety of the children and staff. Center management will notify families as soon as possible regarding any change in operating hours. A message will be posted on News Channel 8 (ABC News Channel 7). Families will receive an email from the center. A message will be posted on the St Paul UMC/CDC website to help facilitate communication with families. The 301-562-8001 center phone messages will be changed to reflect operating status.

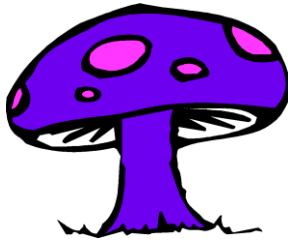
The safety of St Paul UMC/CDC employees, children and families is a priority. St Paul UMC/CDC retains the rights to change our operating hours at our sole discretion.

Fees

Our fees are reviewed annually and any adjustments will be communicated to parents in advance. Upon enrollment, your child will be guaranteed a space in the program. This space is reserved specifically for him/her until he/she is formally withdrawn from the Center. If your child is absent from the Center, you are still obligated to continue to pay tuition in order to maintain the space. Special consideration will be given for severe illness leading to absence from the Center. When a space becomes available, a non-refundable registration fee amounting to one week's tuition will hold the space at the Center for up to fourteen days (see tuition schedule).

Tuition payment by check, cash or money order will be due each Monday or the first day of attendance for the current week. Monthly payments are due by the 5th of each month. A late charge of \$35.00 will be added on if fees are not paid by the 5th. If tuition and late charges are not paid by the 6th of the month, the Center **will not** accept your child the following day until the account is brought up to date. Discounts are available for families with multiple enrollments; see the Director for details.

A returned check fee of \$35.00 will be charged in the event of a check being returned for insufficient funds. Frequently returned checks may result in the child's termination from the Center.



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Delinquent Accounts

The Center reserves the right to suspend or terminate your child if any of the fees are past due for more than two weeks.

Health Issues

The State of Maryland requires that immunization records be provided for enrollment in the Center, and every child in the Center must have a medical record on file. These immunization records should be kept current by providing validated proof as children receive new immunizations or booster shots. The Maryland State Department of Education, Office of Child Care Administration, monitors these records annually.

It is the parent's responsibility to inform the Center of a child's allergic reaction to any foods, plants, animals, or any other substance so that we may appropriately care for the child. For the health and safety of the child, staff, and other children, the Center reserves the right to send your child home or refuse admittance to any child experiencing any of the following symptoms:

A body temperature of 100° F or higher

Conjunctivitis (pink eye)

Discharge from the ears

A persistent runny nose, severe cough, or sore throat

A rash of undetermined cause anywhere on the body

Any symptoms requiring one-on-one care and/or causing severe discomfort

Projectile vomiting

More than two consecutive loose stools, watery diarrhea

Discolored discharge from the nose

Children with any of the above symptoms will be sent home and will not be readmitted to the Center within twenty-four hours without a written note from a doctor. The note should indicate that the child's status is not contagious and therefore will not place other children and staff at risk.

Following any illness of three or more days, a child will not be permitted entry to the Center without a written statement from a doctor or health care provider. Written statements must indicate that the child's condition is no longer contagious and that the child is able to return to a regular schedule. (See Center for Disease Control Fact Sheet on Childhood Diseases and Conditions).

When a child returns to the Center after an illness, parents should remember that:



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- 1. The child must be free from fever, vomiting, and diarrhea for at least twenty-four (24) hours.**
- 2. Any new antibiotic medication must be taken for a twenty-four (24) hour period before returning to the Center.**
- 3. Any contagious illness requires a doctor's statement that the child is not contagious prior to his/her return.**
- 4. The child must be able to participate in all activities, including outdoor.**

The Maryland State Department of Education, Office of Child Care Administration, requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through notices posted at the Center, by a telephone call, or an email. The Center must be informed about any contagious diseases a child becomes infected with, so that families of other children, who may have been exposed, can be notified to take the necessary precautions.

Health care providers (with prescriptive authority) must provide a written order for **prescription and over-the-counter medications** which is consistent with all state and federal regulations and must include the following according to COMAR requirements:

- Child's name
- Name of medication
- Current date
- Dosage
- Route (how to administer)
- Time medication needs to be given while in care
- Medication start date and medication end date
- Reason for medication (on occasion, this information may be confidential, and shared with the Director only)
- Side effects which need to be reported
- Expiration date of the medication
- Advice that one dose of medication has been given at home
- Special instructions or storage information

Blanket Permission forms are not acceptable for over-the counter medications or prescription medications. All requests to administer medication must include a written authorization that includes the items previously listed above.

Over-the-counter medications (such as Acetaminophen) administered in the child care setting require a written order from the health care provider with prescriptive authority and parent written authorization when more than one dose is given.



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Over-the-counter ointments and cream used as a **treatment** for a skin condition such as broken skin, eczema, burn, or bleeding or severe diaper rash **require a written order from the health care provider and written parental**



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Authorization.

“Medication may not be administered to a child unless:
parental permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the Office, which is received at the Center before the medication is administered; if the medication is by prescription, it is labeled by the pharmacy or physician with the child’s name and dosage; an expiration date that indicates that the medication is still useable; and If the medication is a prescription, at least one dose of the medication has been given to the child at home. **Emergency** injectables such as the EpiPen® are administered during a severe and life threatening allergic reaction and 911 is called immediately after administration. A written health care plan is necessary for children needing this type of management. **Cold remedies:** Combinations of antihistamines and decongestants can have side effects such as hyperactivity, sleeplessness, and/or irritability. Giving the child more than one cold medicine to treat different symptoms can be dangerous. Many cold preparations contain acetaminophen. If the child is already receiving acetaminophen, this can lead to an overdose. **Expired or Discontinued Medications:** These will be returned to the parent or guardian and will no longer be used. Medications will not be sent home in a child’s backpack or stored within reach of children. In case of an emergency requiring medical care, we will call 911 and notify you immediately. Please make sure that we have the necessary information on where to reach you at all times. We must be able to get past your voice-mail. Please keep the phone numbers on your child’s emergency card up-to-date. We request that you complete an Emergency Medical Treatment authorization form in case we are unable to reach you. All of our staff has been certified in Infant CPR and First Aid. We maintain complete first aid supplies in our Center. **Sanitation** Preventive pest control is conducted periodically, and the Center is cleaned daily. High standards of sanitation are maintained by the staff. We promote cleanliness and good hygiene with the children by practicing frequent hand washing before eating and after toileting. The staff cleans and disinfects changing tables after each diaper change, and all toys and equipment are disinfected on a regular basis.



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Emergency Procedures

The Center has developed an emergency evacuation system and plans are posted by every exit in the Center. Monthly fire drills are held to ensure that children and staff are familiar with evacuation procedures in case of an emergency. Each child is also required to have a completed emergency form with the names, phone numbers, and addresses of parents/guardians and emergency contacts. All forms as required by the Maryland State Department of Education, Office of Child Care Administration, will be kept in their file. These forms must be kept current and updated as needed.

Nap/quiet time

Young children are expected to take a nap, rest quietly or engage in quiet activities at a designated time each day. No more than three hours of rest is required for children six years and under. The Maryland State Department of Education, Office of Child Care Administration, requires that all children be provided with their own sleeping space. Each child will have a cot marked with his/her name and will have an opportunity to take a rest every day. Parents are expected to provide sheets and blankets. These will be sent home weekly to be laundered.

Toilet Training

A child's individual readiness for toilet training will be the key which begins this process. We will work with you by supporting the routine followed at home to the best of our ability.



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Change of Clothing

It is a requirement that a change of clothing **MUST** be kept at the Center for your child. No child should be left in wet or soiled clothing and feel humiliated. During toilet training, please send several pairs of underwear for your child. A complete change of clothing consists of shirt and pants, underwear, and socks. Your child will have a designated cubby for his or her personal belongings. Parents must provide a blanket for nap/quiet time.

Children must be dressed in washable, comfortable play clothes which can get dirty. We cannot be responsible for “dress-up” clothes or shoes. During the winter months, please send boots, snow pants, hats, and mittens. It is an unhappy child who has to remain inside while others play in the snow. In the summer, we suggest a hat as protection from the sun and an application of sunscreen before the child arrives at the center. Another application will be done by the staff in the evening.

Communication

We believe that honest, open communication between parents and Center staff fosters a good relationship. As partners in the education of young children, the Center will make itself available to parents.

Parent conferences will be held annually, and parent participation is encouraged.

Announcements, information, center news, and notices of special programs will be placed on the parent information board and on the monthly calendar. Other pertinent and newsworthy information may be placed in your child’s cubby to take home.



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Grievance Procedures

When a parent has concerns regarding the operations of the Center, a grievance policy is in place to deal with the issue. Concerns regarding policy issues, practices, or specific incidents will be handled in a professional manner. The following procedure is open to all. Speak with the Center staff member (if appropriate). If further assistance is needed, and the matter is not resolved, the senior staff or lead teacher is the next step.

It is hoped that, by following this chain of command, any situation or concerns will be resolved as quickly as possible at the most immediate level.

As part of the grievance process, the role of the Director is an important one. If closure is still needed, an appointment should be made with the Director. He/she will objectively collect all of the facts, and report back to the parent and Center staff with recommendations leading to a formal resolution of the concern (s). If the matter is still not resolved, the next step will be to meet with the Church Administrator.

Discipline Policy

Children are regularly praised for appropriate behavior. When inappropriate behavior occurs, techniques are put into action to modify and/or correct the inappropriate behavior. Positive, non-punitive methods of developing self-control and redirection of behavior are the only methods of classroom discipline which are acceptable. These will include but are not limited to:

- Setting rules and limits that are appropriate for the age of the child
- Making requests in a positive way
- Allowing children ways of rectifying mistakes
- Anticipating situations which may cause problems and redirecting inappropriate behavior
- Using distraction, substitution, and a time to calm down.

The following practices are unacceptable and will not be used at the Center by staff or parents:

- Spanking or any form of corporal punishment
- Shaking
- Cruel or humiliating treatment of any kind
- Verbal abuse, including using "shut-up"
- Deprivation of food or meals



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Any violation of these guidelines/policies will result in immediate disciplinary measures, up to and including termination of staff.

Staff will work closely with parents and will discuss any disciplinary issues and methods or resolution. When there is a continuing problem, parent and staff will develop a consistent approach together which will be used both at home and at the Center. Staff will inform, involve, and guide parents in this process. Staff will pay close attention to parents' input regarding these matters.

Children will receive positive encouragement throughout the day. Showing love, appreciation, and affection will encourage trust and security. Our rules, their reinforcement, and all of our procedures will be consistent and fair.

Child Abuse

The Maryland State Department of Education, Office of Child Care Administration, requires that all members of child care institutions be on the lookout for, and report any and all cases of, abuse to a child. St. Paul United Methodist Church Child Development Center is therefore obligated to report any suspected cases of child abuse and/or neglect.

Release of Child to Drugged or Intoxicated Individual

The Center will take all necessary steps to avoid releasing a child to someone in a drugged or intoxicated state. If, in the opinion of the staff member on duty, a parent or authorized person arrives at the Center in a drugged or intoxicated condition, the staff member will offer to contact a person of their choice or call a taxi to provide safe transportation home. If the person in question refuses and insists on taking the child home, the staff person in question must notify the local police department to take necessary action.

If this problem occurs on a consistent basis with the same person, the Center reserves the right to report the matter to Child Protective Services.



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Withdrawals and Terminations

Any parent (s) /guardian (s) wishing to withdraw their child from St. Paul UMC/CDC must provide written notice of withdrawal at least 30 days prior to the withdrawal date. This written notice must be provided to the center director. Parents/Guardians are responsible for payment of a 30 day notice

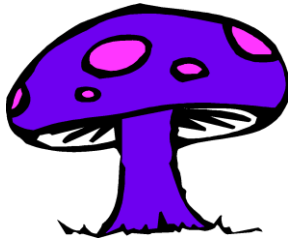
1. Withdrawal period, regardless of whether the parent (s) chooses to withdraw the child upon less than 30 day's notice.

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Any parent (s) /guardian(s) wishing to withdraw their child from St/ Paul must provide a written notice of withdrawal at least 30 days prior to withdrawal date. This written notice must be provided to the center director. Your non-refundable deposit will go towards your last month of care. If you choose to leave before that month is over, you will forfeit the deposit. We do not refund the difference in rate.

A child's enrollment may be terminated by the Center if the following conditions arise:

1. In the judgment of the Center, the child's behavior threatens the physical or mental health of other children or staff. If services are terminated due to the child's behavior, you will receive one week's refund or a portion of that part that is prorated on a daily basis for the remainder of the week.
2. A child is ill when brought to the center more than three (3) times within any thirty (30) day period, or failure to promptly pick up a sick child more than three (3) times within a thirty (30) day period.
3. In the judgment of the Center, the program does not or cannot meet the developmentally, social, and/or special needs of the child.
4. Failure to abide by the terms of the Policy Statement, Parent Agreement, and Parent Handbook.

Special Events Birthdays

Birthdays are special! We celebrate all birthdays. Parents may bring a treat (cake and ice cream, cupcakes, cookies, etc.) and paper plates, tablecloth, and if so desired, small favors and/or hats. Our celebrations are at afternoon snack time.

Parents and grandparents are welcome to join us and may take pictures. Please discuss your plans in advance with the classroom teacher.



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Planned Activities

Our daily programs make learning fun! We provide a sense of order in an environment which will increase the child's feelings of security. Activities are chosen to enhance the child's knowledge of everyday life and to introduce new concepts and ideas with teachers serving as enthusiastic facilitators.

Children participate at their own level, choosing activities within a well organized set of options. Programs are geared to meet the physical, social, emotional and educational needs of each child at their developmental level. Our enrichment program consists of activities designed to:

Strengthen and foster the natural growth and development of the child

Meet the needs of each individual child as they progress through the various developmental stages

Address each developmental skill area: social/emotional, physical, and cognitive

Assist each child to maximize his/her growth opportunities during their early years

Create situations to assist children in growing and learning about themselves and the world they live in.

Meals and Snacks

The Center serves nutritious morning and afternoon snacks. These all meet the USDA nutritional guidelines and licensing standards. Parents are required to provide lunch for their child/children. We emphasize healthy foods, and limit the intake of salt, sugar, preservatives, and artificial color additives. Fresh fruit, vegetables, whole grain crackers and bread, and low fat dairy products are served.



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Outdoor Play Policy

The Maryland State Department of Education, Office of Child Care Administration, requires that two (2) hours of outdoor activity be provided on a daily basis. We believe that children should spend time outdoors except when it rains or the temperature is below 35°F. Therefore, the children in our care will go out nearly every morning and afternoon. Children will not be forced to remain outside if they feel uncomfortable. If children are dressed in comfortable clothing, they will become accustomed to most types of weather. In pleasant weather, they may spend several hours outside each day.

In the summertime, the children will be kept indoors if the air quality index is “code red” (hazardous). In “code orange” (unhealthy), we limit their time outside to one hour twice a day. We check the air quality index daily.



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COVID-19

Considering the unique and difficult challenges and concerns posed by the recent COVID-19 public health crisis, effective immediately, St. Paul United Methodist Church CDC is to implement the enclosed policies. We understand that this is a scary time for our community, and we will be making reasonable efforts to ensure the safety of our staff, children, and families, including through the introduction and enforcement of these new policies. We will continue to monitor the situation and may add to, or modify, any St. Paul United Methodist Church CDC policies, including these, as may be necessary and appropriate. As a condition of your child's continued enrollment at St. Paul United Methodist Church CDC, all parents or guardians will be required to sign the enclosed Acknowledgment of Handbook Amendment and COVID-19 Release and Waiver of Liability.

Public Health Emergency Closures

While we certainly hope that it will not be the case, there may be future instances when it will be necessary for the school close as the result of a public health emergency, such as the COVID-19 outbreak. This may include, but will not necessary be limited to, instances when School is required to close in compliance with a federal, state, or local government order or when the school is required or advised to close to address a confirmed or suspected outbreak amongst staff or children. Please be advised that, if the school must close for any period due to a public health emergency, no refunds will be issued.

COVID-19 Symptoms or Exposure

The Centers for Disease Control and Prevention (CDC) have identified the following as common symptoms of COVID-19 (check CDC.gov for the latest information): - Cough

- Shortness of breath or difficulty breathing

- Fever



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- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Families must promptly notify the school if any member of a child's household(s) (1) has tested positive for COVID-19, (2) is exhibiting symptoms of COVID-19 or (3) is known to have been exposed to someone with COVID-19. In such event, under no circumstances should the child or any other member of the household enter the school until the recommended period of self-isolation has been completed or it has been otherwise confirmed that no members of the household are infected with COVID-19. St. Paul United Methodist Church CDC management will work directly with any affected or potentially affected families to provide direction and guidance as when the child may return to the school. Such requirements may change based on the most recent guidance from the CDC and other authorities. In addition, children may not come to School if they or any member of the household are experiencing fever or symptoms of any contagious illness. Children may return when they (or the member of their household) are fever and symptom free for 24 hours

Child or Family Member Travel

Until further notice, families must promptly notify the school if a child or any member of the child's household(s) will be traveling out of the United States or to any location with many cases such as an area that is on a "lockdown" or a "Stay at Home Order." Depending on the means and destination of travel, St. Paul United Methodist Church CDC may require that the child be kept home for a reasonable period after child, or a member of the household has returned from travel. As this is a rapidly evolving situation, we encourage families to discuss contemplated travel and



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any stay-at-home period that may be required thereafter, with St. Paul United Methodist Church CDC prior to finalizing their travel plans.

Handbook Amendment Acknowledgment and COVID-19 Release and Waiver of Liability

We acknowledge that we received a copy of St. Paul United Methodist Church CDC Parent Handbook and that we understand and agree to abide by these policies, specifically including, of St. Paul United Methodist Church CDC's policy on non-refunds in the event of closures for public health emergencies. In consideration for our family's continued enrollment in of St. Paul United Methodist Church CDC programs and receipt of services from of St. Paul United Methodist Church CDC we further agree as follows:

- We acknowledge that, if we choose to have our child enter of St. Paul United Methodist Church CDC property and/or participate in of St. Paul United Methodist Church CDC programs, we do so voluntarily and at our own risk and that we hereby release, waive, discharge and covenant not to sue of St. Paul United Methodist Church CDC, its officers, agents or employees ("Releases") from and for any and all liability claims, demands, actions and causes of action of any kind or nature, including, but not limited to, claims of negligence, arising out of, or related to any loss or personal injury, including death, that our child or any member of our family may sustain from contracting, or being exposed to COVID-19, as the result of, of in any way related to, our child or any member of our family of St. Paul United Methodist Church CDC property or participating in of St. Paul United Methodist Church CDC programs.

- This release and waiver of liability shall be governed by the laws of the State of Maryland. We agree that if any portion of this release and waiver of liability is found to be void or unenforceable, the remaining portions shall remain in full force and effect.



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Email: stpaulumccdc@gmail.com
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License #132914

- We acknowledge that this release and waiver of liability will be binding on our family members, spouse, heirs, assigns, personal representatives and anyone else entitled to act on our, or our child's, behalf to the extent and that my signature below shall be deemed as a release, waiver, discharge, and covenant not to sue the Releases to the extent set forth above.

- By signing below, we acknowledge that we have read and fully understand the release and waiver of liability as set forth above and have signed voluntarily and under our own free will.

Signatures: Parent / Guardian #1 Parent / Guardian #2 *Please note that both parents/guardians must sign this form except in the case of single parent families. A completed form must be returned to the office prior to your child's return to the school.