



SHINE Silver Spring
16819 New Hampshire Ave.
Silver Spring, MD 20905
shine@campsonshine.org

Center Phone: (301) 476-8283
Center Phone: (301) 989-2267
Fax: (301) 989-7116



Dear Parents,

We are glad that you have chosen to send your children to SHINE! Our staff are excited to work with your family to provide a fun, safe, enriching, and exciting before and after school experience.

This year is our 22nd year serving parents and children in the community around Living Word International Church. Each year brings new and exciting activities and people that make SHINE the family that it is.

The SHINE parent guide has been created to inform you of our typical daily schedule, some special events, program policies and procedures. Please keep these in a convenient place for reference throughout the school year.

Please review the parent guide in its entirety, and **note the form on the last page of this packet that should be completed within the first week of school.** Feel free to call with any questions you have or come by for a visit to experience SHINE first hand!



Warm Regards,
The SHINE Directors

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Contact Information and Staffing

Daily Center Hours: 6:30AM—9:30AM
3:00 PM—6:30 PM

Silver Spring

Phone: (301) 476-8283
shine@campsonshine.org

SHINE Silver Spring Director

Office Hours: 10:30AM-2:30PM
(301) 989-2267

Quality staff is very important to SHINE, as it ensures the safety and general well-being of your child. SHINE always maintains the state standard of a 1:15 staff to child ratio and typically upholds a 1:10 ratio. Every staff member must meet the high Maryland State Department of Education

standards including a criminal background check, previous training, and experience working with school-age children in addition to our specific SHINE standards. Several staff members are certified in CPR and First Aid, others are currently earning degrees in education or child development, and most have been summer staff at Camp Sonshine.

To speak with a staff member, you can call or stop by during center hours, however staff will be with their groups and may not be immediately available. Outside of our center hours, please call before stopping by to be sure someone is present to answer questions and show you around.



SHINE Before & After Care 2019-2020 Calendar

Dates subject to change based on MCPS Calendar

2019	
Tues. September 3	First Day of SHINE and MCPS
Mon. September 30	MCPS Closed—SHINE open 6:30am—6:30pm
Fri. October 4	MCPS Early Release—SHINE open at 12:30pm
Weds. October 9	MCPS Closed—SHINE open 6:30am—6:30pm
Fri. November 8	MCPS Early Release—SHINE open at 12:30pm
Mon. November 11	MCPS Early Release—SHINE open at 12:30pm
Tues. November 12	MCPS Early Release—SHINE open at 12:30pm
Weds. November 27	MCPS Early Release—SHINE open at 12:30pm
Thurs. November 28— Fri. November 29	Thanksgiving—SHINE CLOSED
Mon. December 23— Mon. January 1	Winter Break—SHINE CLOSED

2020	
Thurs. January 2	First Day Back of 2020
Mon. January 20	MLK Jr.—SHINE CLOSED
Fri. January 24	MCPS Early Release—SHINE open at 12:30pm
Mon. January 27	MCPS Closed—SHINE open 6:30am—6:30pm
Mon. February 17	President’s Day—SHINE CLOSED
Fri. February 28	MCPS Early Release—SHINE open at 12:30pm
Fri. March 27	MCPS Early Release—SHINE open at 12:30pm
Mon. April 6— Mon. April 13	Spring Break—SHINE CLOSED
Tues. April 28	MCPS Closed—SHINE open 6:30am—6:30pm
Mon. May 25	Memorial Day —SHINE CLOSED
Fri. June 12	Last Day of SHINE
Mon. Jun 15	Last Day of MCPS—SHINE CLOSED

Elementary Daily Schedule

AM SCHEDULE

6:30am—9:30am Arrival/Breakfast/Morning Activities: Students can arrive beginning at 6:30am. Breakfast will be provided each morning and students will have the opportunity to participate in many morning activities—including team games, crafts, reading, or board games. Extra homework help can also be provided if requested. Students will leave SHINE at their AM departure time to get to school on time.

PM SCHEDULE

3:00pm—4:30pm Arrival/Snack Time: Students arrive between 3:00pm and 4:30pm daily. During this time, students have the opportunity to participate in playground games, big room games, board games, crafts, and more. Juice and a snack is served everyday when students arrive.

***4:30pm—5:15pm Homework Time:** Students are divided into groups by grade level with a specific leader trained to help maintain a quiet working environment and be available to assist students with questions regarding their assignments. If students do not have homework, they are asked to work quietly on something else such as reading or drawing until their activity time begins. We also have a variety of education resources available.

***5:15pm—6:00pm Activity Time:** Group leaders plan fun and interactive activities for all the students in the group. Activities range from big room games to arts and crafts, team building, cooking, sports, playground time, and much more! STEM, Coding, and Arts Enrichment programs will also be available for students to experience.

6:00pm—6:30pm Departure: Students are given a chance to burn off any more energy they have playing group games or just relaxing in our hang out room until their parents arrive.

**Schedules may vary slightly according to your child's group.*

Friday Clubs and Theme Days

Friday Clubs

On Fridays, our elementary school groups have a chance to participate in Clubs from about 4:30-6:00 PM. Each month, children will have the chance to choose from a new group of activities to participate in during this time. Clubs in the past have included football, science, and campfire; the possibilities are endless! This is a great opportunity for the kids to choose what they want to do regardless of what grade or group they are normally in. It also allows them the chance to be in a group with a different leader. **We do not offer homework time on Fridays. (If you would like your child to have homework time on a Friday please contact your director and we can arrange a quiet place for them to work.)**

Theme Days

Theme days are typically on an early release day. During theme days, children participate in a variety of activities around a central theme or event. In the past, we have had themes such as Olympics, Birthday Party, and Mad Science. Activities are typically geared for kindergarten through fifth grade, however, middle school students may adapt the theme to their activities as well. Homework is not necessarily scheduled on these days and special snacks are usually served.

Special Events for Kids and Parents

Throughout the year, SHINE hosts some special events for kids and parents. Here are a few examples of some of the fun events we have done in the past:

Christmas Movie Night

Students put together a movie night for their parents. Food and drinks will be available for purchase. All the proceeds from our concession stand this night go towards a Camp Sonshine International mission trip.

Spring BBQ

The BBQ is a special event for the parents and kids to enjoy a night at SHINE together, before the summer begins, playing SHINE games and enjoying dinner on us as a thank you for a great year!



Scheduled and Unscheduled Closings

These dates are based on Montgomery County Public Schools Calendar. See SHINE calendar for details.

Early Release Days 12:15 PM—6:30 PM

These are days when Montgomery County Public Schools release students early. Vans/buses will pick up students as soon as school is out. **Children should bring their own lunch if they were not served lunch at school.** Snack will be provided as usual. Special events may be planned and homework time may not be scheduled on these days.

Two-Hour Delay 6:30 AM—11:00AM

****(\$10 drop-in fee for families not registered for AM Care)****

These are days when Montgomery County Public Schools start two hours later. Vans/buses will take students to school two hours later than the normal start time. Breakfast will be served as normal.

School Cancellations* 6:30 AM—6:30 PM

(i.e. snow days, weather related emergencies)

These are days when Montgomery County Public Schools are closed for inclement weather or poor traveling conditions. **SHINE WILL NOT provide transportation on these days.** Activities may include crafts, games, sledding and lots of outdoor play, so dress warm! Children should bring their own sack lunch on these days; breakfast and an afternoon snack will be provided. **Always call the SHINE Center Phone to confirm our hours of operation for the day, prior to dropping off your children.**
NOTE: If the Federal Government is closed, SHINE will also be closed.

**Days schools close early due to poor weather, SHINE may provide transportation based on road conditions, and will notify parents of the appropriate closing time.*

Field Trips

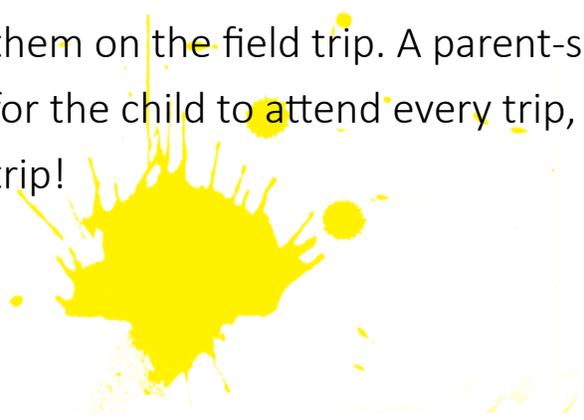
School Holidays 6:30 AM—6:30 PM

These are scheduled days when Montgomery County Public Schools are closed for reasons besides a federal holiday. SHINE **will not** provide transportation to or from schools on these days. Children will participate in all day field trips and other group activities such as going to the zoo, parks, bowling, putt-putt, skating and more.

Breakfast and afternoon snack will be provided and children should bring their own sack lunch for the day. The cost of the field trip is covered by SHINE for these days. Additional money may be sent for children on trips to buy souvenirs, snacks, or lunch depending on the field trip location. We suggest sending no more than \$5-\$10 with your child. Field trips are typically from 9:00 AM to 2:00 PM .

Permission Slips

Before each field trip a permission slip will be emailed and copies will be available at the sign out table giving details of dates, times, destinations, phone numbers, and what children should bring with them on the field trip. A parent-signed permission slip is required for the child to attend every trip, including every middle school field trip!



Middle School Only Information

The Middle School program is almost entirely separate from the rest of SHINE. Their program is geared towards increasing responsibility as well as giving them some special 'middle school perks'. Middle school students are with everyone for part of arrival/departure, some full-day trips, special events and departure.

Day to Day

The afternoon activities may vary, but are always fun for middle school students. Some days they have crazy, messy, and wild, big group games, while other days they have more intentional times discussing school, friends, and life for middle school students. Here is their basic daily schedule:

Arrival/Snack: 3:00pm—4:00pm

Homework Time: 4:00pm—5:00pm

Activity Time: 5:00pm—6:00pm

Departure: 6:00pm—6:30pm

Friday Field Trips

Another perk to our middle school program is that every Friday they go on a field trip. The group is typically gone from 4PM—6:15PM. Some places they might go are: Coldstone, Starbucks, laser tag, or bowling. A permission slip must be signed for your child to attend each trip; these will be available at the sign out table and emailed to parents the week of the trip. SHINE will cover the main cost of the trip. If students want to bring extra money, we encourage students to bring no more than \$10 per trip.

Special Events/Forms for Middle School

Included with this packet are some additional forms just for middle school students that you will need to complete prior to some activities your children may do at SHINE. Below is a description of some of the activities and forms.

Service Friday

Leaders may choose a service project for the kids to do on a Friday instead of a field trip. They can receive SSL hours for their time on these days.

Conduct Agreement

This form must be signed by the child and parent agreeing to the details and policies stated on the conduct agreement found with this packet. Please sign and return this by the end of the first week of SHINE. Feel free to call the office if you have any questions regarding this policy.



Details for Parents

SHINE Silver Spring

When arriving at SHINE, drive around the back of the church and park next to the overhang. Proceed through the center doors. The first floor rotunda area is our welcome area where children will be signed in and out every day.

Each child will be signed in by a leader upon arrival and a parent or other authorized pick up person **must sign the child out with the time of departure and a signature of the person picking up or enter the 4-digit pin code on our tablet.** Please contact us if someone other than you or your authorized pickup person will be picking up your child. *If there may be a problem involving the legal custody of your child, please contact the directors with further details.*

On the sign-out table are permission slips, reminders, the tuition drop off box, and more.

A telephone is available for children to use and all phone numbers are always available on and off grounds. In order to keep the phone available to all children, lengthy conversations are discouraged.

Children are not allowed to have or use cell phones while at SHINE.

Tuition

*Automatic monthly tuition
payment options available!*

Tuition Fees are based on enrollment, not attendance, and are due the first of every month prior to attending. Payments may be made by cash, check, Visa, Discover, MasterCard, or money order. You will receive a monthly tuition statement for all unpaid fees and tuition. There is a \$35.00 fee for every returned check. Please check the folder for your statement indicating the month's balance.

Payment Policy

Children may not attend Shine until their monthly balance is paid in full.

Late Fees

If a child is picked up after 6:30 PM, there will be a charge of \$1.00 per child for every minute of additional time that the child stays at SHINE. Late fees must be paid via cash or check to the staff member on duty immediately. Failure to pay late fees or recurrent problems with lateness may result in dismissal from the program. Checks must be made payable to the staff person on duty, not SHINE.

Other Costs

Field Trips: children are encouraged to bring no more than \$5-\$10 of extra money for personal spending on trips. Extra spending money is not required.

Tuition Pricing 2019-2020 Parent Guide 2019-2020 School Year

(Tuition fees are billed monthly)

AM & PM Care	5 days a week	4 days a week	3 days a week	2 days a week
Montgomery County	\$530*	\$460	\$370	\$285
Private Schools	\$505*	\$435	\$345	\$260

Price includes MCPS Early Release Days, Full Days, Snow Days, Two-Hour Delays, Middle School Field Trips & All Transportation

AM Only Care	5 days a week	4 days a week	3 days a week	2 days a week
Montgomery County	\$320*	\$280	\$215	\$160
Private Schools	\$295*	\$255	\$190	\$140

Price includes Full Days, Snow Days, Two-Hour Delays & All Transportation

PM Only Care	5 days a week	4 days a week	3 days a week	2 days a week
Montgomery County	\$435*	\$385	\$320	\$240
Private Schools	\$410*	\$360	\$295	\$220

Price includes MCPS Early Release Days, Full Days, Snow Days, Middle School Field Trips & All Transportation

Drop-in Care <i>(Based on Availability)</i>
\$50 per drop-in

**Sibling Savings Discount of \$35 is applied when 2 or more children are registered.*

Attending SHINE

If your child does not attend school for any reason whether it be an illness or another reason for absence they will not be permitted to attend SHINE that day. This is in accordance with MSDE licensing laws.

Should your child arrive from school ill or become ill/injured while at SHINE, a staff member will notify a parent or emergency contact. Together they will determine whether the child should stay at SHINE or go home. Any child exhibiting the following symptoms will need to be taken home: fever, strep throat, earache, head lice, nausea, vomiting, diarrhea, Chicken Pox, Measles, or other contagious rash, Conjunctivitis (pink eye), an injury requiring physician's care, or an instance when the staff deems it to be in the best interest of the child.

If your child has been kept from SHINE for more than three days due to an illness, a director must receive a signed statement of re-admission from a physician or the parent that gives permission for that child to return to a normal schedule including outdoor play and other activities.

We realize that leaving work to keep an ill child at home may be difficult, however children are not able to attend SHINE if they did not attend school that day. For the protection of your child and others, we ask for your cooperation regarding all SHINE illness and injury policies.

*Please be sure you keep your work, cell phone, and other emergency contact numbers updated!

NOTE: All children must be potty-trained in order to attend SHINE.

Child Absence, Withdrawal, and Dismissal

Please give advance notice to your child's group leader or the director by phone, email, or in person if your child will be absent from the program. This keeps our vans/buses on schedule and gives the staff peace of mind if one of their group members doesn't arrive. If your child will be absent for an extended period of time please notify the director.

Please give written notice of child's withdrawal from SHINE at least two week's prior to their last day. Any tuition refunds must be requested in writing and are subject to director approval.

Children are expected to follow certain rules of conduct while at SHINE. If any child chooses repeatedly to disobey these rules, he/she puts himself at risk for suspension and expulsion from the program. Please read over these rules with your child prior to his/her first day at SHINE; a separate Middle School conduct agreement is included.

SHINE Rules...

...for kids to understand and parents be aware of.

SHINE Rules

1. Keep your hands, feet, and everything else to yourself.
2. Be respectful of others.
3. No whining or complaining.
4. No talking when someone else is talking.
5. No cut downs.

SHINE Consequences

When a child's behavior creates a risk for the emotional or physical health and safety of themselves, another child, or the staff, the following procedures shall be followed:

1. Verbal warning.
2. 5 minute time-out.
3. 10 minute time-out.
4. Child misses one activity time.
5. Child misses a day of activities while at SHINE.
6. Child may not attend SHINE one day and discussions with the directors will determine further attendance.

Time outs are not for punishment, but to give students an opportunity to learn from their choices and actions. The staff understand that children misbehave and that the majority will be minor and inconsequential. These rules and consequences are posted through out our facility for everyone to see and be reminded of.

Additional Guidelines...

...for kids to understand and parents be aware of.

Other General Guidelines at SHINE

1. Always ask first.
2. Be kind to everyone.
3. Use please and thank you.
4. Don't bring valuables to SHINE**

** This includes but is not limited to: Cell phones, CD players, MP3 players, iPods, video games, trading cards, and other electronics. *Cell phones are never allowed at SHINE. If you need to contact your child, please call the center phone.*

Toys, games and other personal items brought to SHINE are the responsibility of the owner. SHINE staff reserve the right to determine the appropriateness of personal items, how, and when they can be used.

Please do not ask your child to practice his/her musical instrument at SHINE. Although we encourage musical talent, these budding artists should practice at home. We do provide an area for safe keeping of cased instruments brought home from school. Please remind your child to take their instruments home at the end of the day, as they are not kept next to their other belongings.

Emergency Preparedness Plan

In case of an emergency where the staff and students at SHINE will need to evacuate our building, the following procedures will take place to ensure the safety of everyone. Please read through this information so you will be aware of all the details involving our program. If you have any questions, please see a director.

We will notify parents through email and phone calls as well as change the SHINE voicemail to alert parents of our specific plans. Please keep all ***email addresses and phone numbers up to date*** so we can communicate efficiently.

If we need to evacuate to another facility, SHINE Silver Spring will go to either Washington Christian Academy or Lutheran Church of St. Andrew. If we make other arrangements for an unscheduled field trip, we will contact parents to notify them of the change as well.

To transport children, we will use either 15 passenger vans or a Camp Sonshine bus, depending on the qualified drivers we have available and what is needed to transport the number of children we have at SHINE.



Forms to be completed prior to SHINE

For the safety and welfare of your child, we MUST have all pertinent health information on file prior to your child's first day of SHINE. Our records are held in strict confidence and each form is required by our state licensing. If your child was registered last year these forms are already on file and the emergency form will need to be updated. Please keep the directors informed of any updates and changes to your child's health and emergency information.

Emergency, Health and Immunization Forms

There are two health forms that must be completed and returned before the school year begins in order for each child to attend SHINE.

#1 Emergency Information Form: complete both sides, sign and date; this must be updated every year!

#2 Health Inventory: complete all pages, sign and date them. A doctor must sign and complete one of these pages.

#3 Immunization Certificate: complete all pages, sign and date them. A doctor must sign and complete one of these pages.

Other Important Forms

#4 Registration Form: complete one for each child enrolled.

#5 Medication Form: required if your child will need to take medication at SHINE, this form must accompany each medication for over the counter and prescription medications.

#6 Parent Agreement: signed by parent for both the Parent Guide and Emergency Plan.

Emergency Contact Person

Please be certain that you have designated someone in the immediate geographic vicinity who will be free to pick up your child if you are not available. If you have specific instructions in regard to calling you during the day, please call the SHINE office (i.e., call father first, he's easier to reach).

Medication Policy

It is recommended that medications be given at home or school, however in some cases this is not possible. If your child must take medication while at SHINE, please abide by the following procedures:

Prescription Drugs

Local health regulations permit child care centers to administer prescription drugs under the following conditions: prescription drugs must be sent in a properly labeled container provided by a pharmacy and accompanied by a specific written authorization form (ask a director for one). Please complete this form if your child will need to take prescription medication any time while in our care. For children who need to have medication continuously throughout the school year (this includes emergency medications such as bee sting kits, inhalers, diabetic conditions, epi-pens, etc.). Medication must be left at SHINE rather than travel back home each night. Most pharmacy's will prepare medication specially for you if you explain that your child needs to have medication left at SHINE. You may send in enough for several months if you have it available and SHINE will take responsibility for its proper storage. For the safety of your child and others, there can be no exceptions to the above guidelines.

Non-Prescription Drugs

SHINE is permitted to administer non-prescription drugs only if a drug authorization form that is signed by a doctor has been received. Benadryl is used in case of emergencies and parents will be notified prior to administration if at all possible.

Parent Agreement to Keep

Please keep this page for your reference and sign and return the following page to a director at SHINE by the end of the first week. Thank You!

2019-2020 Parent Guide:

I have read the SHINE Parent Guide and I agree to abide by its statements and policies. I understand that failure to abide by these policies may result in dismissal from the program. I also agree to come in and sign out each child daily on the attendance log at the sign out table (pg. 14).

Emergency Preparedness:

I am aware of the Emergency Plan created by SHINE in the event that the facility may have to evacuate to an alternate location. I also then agree to keep all contact information up to date for each child (pg. 21).

Non-Prescription Drugs:

I authorize SHINE to administer Benadryl in case of an emergency allergic reaction if I cannot be reached. I understand that SHINE cannot administer prescription drugs to my child, even with written parental consent, unless the medication is sent in a properly labeled container provided by a pharmacy and accompanied by the signed Drug Authorization Form.

In Case of Emergency:

In the event that I cannot be reached in an emergency, I hereby give permission to the physician or dentist selected by SHINE to hospitalize, secure proper treatment for and to order medical care including, but not limited to injections, anesthesia or surgery for my child (as deemed necessary by licensed staff). My child's physician or his/her office should be contacted, if possible. I also understand that I am financially responsible for the medical care of my child.

Parent's Guide to Regulated Child Care:

This form explains what regulated child care is, why it is important to choose regulated care, and how to find the child care program that best suits your needs. The pamphlet also informs you about your rights and responsibilities as a child care consumer. Please go to the link below, look through the posted flyer above the SHINE sign out table, or print out a copy to review this information.

http://www.msde.md.gov/MSDE/divisions/child_care/licensing_branch/parent_guide

: : :
Parent Agreement (Please Return)

Please sign below and return this page to a director at SHINE by the end of the first week.

2019-2020 Parent Guide:

I have read the SHINE Parent Guide and I agree to abide by its statements and policies. I understand that failure to abide by these policies may result in dismissal from the program. I also agree to come in and sign out each child daily on the attendance log at the sign out table (pg. 14).

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In Case of Emergency:

In the event that I cannot be reached in an emergency, I hereby give permission to the physician or dentist selected by SHINE to hospitalize, secure proper treatment for and to order medical care including, but not limited to injections, anesthesia or surgery for my child (as deemed necessary by licensed staff). My child's physician or his/her office should be contacted, if possible. I also understand that I am financially responsible for the medical care of my child.

Parent's Guide to Regulated Child Care:

I understand where this pamphlet is available for my review.

Parent Signature

Date

Parent Name (Please Print)

Children: _____
