



Parent Guide

2023 – 2024 School Year

Silver Spring Location

Located at Living Word International Christian Church
16819 New Hampshire Avenue
Silver Spring, MD 20905

Center Phone Number (During SHINE Hours): (202) 505 0537

Outside of SHINE Hours: (301) 835 2267 ext. 1

Parent Services: (301) 835 2267 ext. 0

Email: shine@campsonshine.org

Director: Michael Barber

mbarber@campsonshine.org



Getting Ready!

- [Contact Info](#)

The SHINE Leadership Team

<p>Michael Barber Director mbarber@campsonshine.org</p>	<p>Alex Graham Teacher/Assistant Director agraham@campsonshine.org</p>
<p>Staffing and Parent communication, behavior concerns and escalation, overall program quality and logistics, registration, billing & schedule changes</p>	<p>Calming Tent, pertinent parent communication, program scheduling, and logistics</p>

Additional Contacts

- **Josiah Black** – Executive Director of Camp Sonshine International – jblack@campsonshine.org
- **Camp Sonshine Parent Services** – info@campsonshine.org

- [Hours \(Subject to Change\)](#)

<p>Normal Operating Hours PM SHINE: 3:00 p.m. – 6:30 p.m.</p>	<p>Early Dismissal Hours PM SHINE: 12:00 p.m. – 6:30 p.m.**</p>
<p>Full Day Hours 8:30 a.m. – 6:30 p.m.</p>	<p>Snow Day Hours <i>Hours dependent on the status of the building and parking**</i></p>

*** Parents will receive an email that details specific hours that could change due to extenuating circumstances*

- Staffing

- Quality staff is critical to our program. We always maintain the state standard of a 1:14 staff-to-camper ratio
- Staff members must meet the Maryland State Department of Education standards, including a criminal background check, specified training, experience working with school-age students as well as specific standards curated by our Leadership Team
- Each center will always have a CPR & First Aid certified staff person. Parents should receive a phone call, text message, or email every time their child is seen by First Aid Personnel

- Volunteers

- SHINE utilizes volunteers who serve in addition to our trained, certified, and background-checked staff members
- Every volunteer must meet the Maryland State Department of Education standards including a criminal background check
- Volunteers will remain in the presence of the staff while your students are in admittance of the program

- Tuition & Fees

Monthly Tuition Pricing

Attendance Pattern	Monthly Cost	Payment Due Date
5 Days/Week (Full-Time)	\$335	1 st of each month
4 Days/Week	\$290	
3 Days/Week	\$230	
2 Days/Week	\$165	
1 Day/Week	\$115	
Drop-In	\$65	Before the day of Drop-In
*Please note that all commitments are monthly and all fees incur on the 1 st of each month.		

- **Late Fee:** When parents pick up a student after 6:30 p.m., a Late Fee of **\$1.00/student for every minute of additional care by our staff members.** (ex. A late pick-up at 6:42 p.m. for one student would result in a Late Fee of \$12.00) You must pay late fees in **either cash or a check** made out to the staff member on duty immediately. Failure to pay late fees or recurring instances of lateness may result in dismissal from the program and barred registration in any Camp Sonshine Programs.

- **Holiday & Absence Policy:** to continue to pay our staff for a well-deserved break, we employ a monthly payment plan based on enrollment, not attendance. Our Holiday Break, Sick Days, and other absences will not be refunded. We understand that some families may be experiencing financial hardship during this confusing time. We would like to work through this with you. Please contact the Director at mbarber@campsonshine.org to open a line of communication to see how we can help.
- **Howard County/Private School Emergency Closures:** If a school is closed due to an emergency, we may be able to provide care. If staff are available outside of normal operating hours (This includes scheduled half-days and full-days), we will be able to provide care and transportation at these rates: If your student typically attends that day of the week, it would be a cost of \$10/hr for the additional hours needed outside of operating hours. If your student does not attend SHINE that day, it would cost \$65 (drop-in rate) and \$10/hr for the additional hours needed outside normal operating hours. Normal operating hours: 3:00 p.m. – 6:30 p.m.

● Calendar

- SHINE After Care follows the Montgomery County Public School schedule for dates such as Federal Holidays, closings, etc.
- SHINE will be **closed** on all Federal Holidays and on days when the Federal Government and MCPS are closed (*except for Columbus Day, Oct. 9th*)
- SHINE will be **open** on days that schools are closed but the Federal Government is open

	Date:	Event:	Hours:
2023	August 28th	First Day of SHINE!	Normal Hours
	September 4th	Labor Day	SHINE Closed
	September 22nd	SHINE Half Day!	12:00 p.m. – 6:30 p.m.
	September 25th	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	October 9th	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	November 1st	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	November 20th	SHINE Half Day!	12:00 p.m. – 6:30 p.m.
	November 21st	SHINE Half Day!	12:00 p.m. – 6:30 p.m.
	November 22nd	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	November 23rd & 24th	Thanksgiving Break!	SHINE Closed
	December 22nd	Christmas Movie Night!	
	December 25th – 31st	Winter Break	SHINE Closed
2024	January 2nd	Winter Break	SHINE Closed
	January 3rd	First Day Back!	Normal Hours

	January 15th	Martin Luther King Jr. Day	SHINE Closed
	January 29th	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	February 19th	President’s Day	SHINE Closed
	March 1st	SHINE Half Day	12:00 p.m. – 6:30 p.m.
	March 25th – 29th	Spring Break	SHINE Closed
	April 1st	Easter Monday	SHINE Closed
	April 10th	SHINE Full Day	8:30 a.m. – 6:30 p.m.
	April 22nd	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	May 14th	SHINE Full Day!	8:30 a.m. – 6:30 p.m.
	May 27th	Memorial Day	SHINE Closed
	June 7th	Last Day of SHINE!	Normal Hours

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 communication keeps our vans and buses on schedule. It also gives the staff peace of mind if someone in their group doesn’t arrive. Please notify the director if your child will be absent for an extended period.

Please provide written notice of your child’s withdrawal from SHINE at least two weeks before their last day. Any tuition refunds must be requested in writing and are subject to director approval.

SHINE Snack

Afternoon snacks following MSDE standards will be provided daily for students. On full days, students should bring a bagged lunch that does not require refrigeration.

Getting to & From SHINE:

- [Drop Off & Pick Up](#)

Afternoon Pick Up:

- SHINE opens at **3:00 p.m.** during Normal Hours and **12:00 p.m.** on Early Release Days
- When you arrive to pick up your camper, park in a spot and remain in your vehicle. Text the center phone departure number **(202-505-0537)** with your student’s name. A SHINE staff member will walk your child outside to their car.

Additional Drop Off & Pick Up Details:

- On Snow Days and Full Days, parents can drop off their campers when convenient for them after SHINE opens (typically, 8:30 a.m.. If SHINE opens any later, we will inform parents accordingly.)
 - On Full Days, parents should keep in mind any departure times of field trips that SHINE will be taking to avoid missing the bus or the van.

● Transportation Details

Schools We Serve:

- Burnt Mills Elementary
- Clarksville Elementary School*
- Cloverly Elementary School
- Dayton Oaks Elementary School*
- Dr. Charles R. Drew Elementary School
- Olney Elementary School
- Pointers Run Elementary School* (**note: we will still follow the Montgomery County Public Schools calendar for our SHINE calendar*)
- Sherwood Elementary School
- Stonegate Elementary School
- William Tyler Page Elementary School

SCHOOLS ON THIS ROUTE	MODE OF TRANSPORTATION	PICKS UP FROM SCHOOL AT...*
● Burnt Mills Elementary School	Camp Sonshine Van	3:25 p.m.
● Clarksville Elementary School	Camp Sonshine Van	3:45 p.m.
● Cloverly Elementary School	MCPS School Bus	
● Dayton Oaks Elementary School	Camp Sonshine Van	3:10 p.m.
● Dr. Charles R. Drew Elementary School	Camp Sonshine Van	3:50 p.m.
● Olney Elementary School	Camp Sonshine Van	3:30 p.m.
● Pointers Run Elementary School	Camp Sonshine Van	3:45 p.m.
● Sherwood Elementary School	Camp Sonshine Van	3:50 p.m.
● Stonegate Elementary School	MCPS School Bus	
● William Tyler Page Elementary School	Camp Sonshine Van	3:25 p.m.

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 contact our director.

We will notify parents through email and phone calls to alert parents of our specific plans. Please keep all email addresses and phone numbers updated to communicate efficiently.

If we must evacuate to another facility, SHINE Silver Spring will go to Washington Christian Academy or First Alliance Church. If we make other arrangements for an unscheduled field trip, we will notify parents of the change. We will transport using 15-passenger vans or a Camp Sonshine bus, depending on the available qualified drivers and what is needed to transport the number of children we have at SHINE.

SHINE Discipline Policy

- SHINE FUNDamentals

1. Be Kind
2. Keep Your Hands, Feet, and Everything else to yourself.
3. Be Respectful of Others.
4. Keep a Positive Attitude.
5. Have Fun!

- SHINE Procedure

When a child's behavior creates a risk for the emotional or physical health and safety of themselves, another child, or the staff repeatedly each day, SHINE will follow these procedures:

1. Specific Verbal warning.
2. 3-minute time-out and debrief with a staff member
3. 5-minute time-out and debrief with a staff member. Phone call to parents
4. Debrief with a staff member and the director. Conference with parents is required
5. The student misses a day of SHINE.
6. The student may not attend SHINE. Discussions with the director will determine further attendance.

Time-outs are not punitive. They only exist to give students time without judgment or embarrassment to pause, regroup, regulate, and refocus. The staff members will monitor and sit with the students. The procedure cannot escalate unless the staff give students a specific and understandable verbal warning for an undesired behavior. No

timeout will occur unless paired with a debrief with a staff member. The conversations are used for opportunity to learn from choices and actions. SHINE utilizes debriefs to understand what the students are feeling, learn why they chose the specific behavior, remind and reset expectations, ask if they need help, and redirect them to safer, positive choices.

The staff understands that majority of children's undesired behavior will be minor and inconsequential. They are also trained on characteristics based on the varied ages of SHINE's students. The program's FUNdamentals and procedures are posted throughout our facility visibly to remind everyone of the program's expectations. The escalation of the discipline policy enacts for extreme measures and only exists to ensure the safety of the child, their peers, and the staff members. The staff must tell students about any consequences within each step in the policy.

Additional Guidelines

1. Always ask first.
2. Use please and thank you.
3. Keep valuables at home**

** This includes but is not limited to cell phones, CD players, MP3 players, iPods, video games, trading cards, and other electronics. Toys, games, and other personal items brought to SHINE is the responsibility of the owner. SHINE staff reserve the right to determine the appropriateness of personal items and how and when student use them. Please do not ask your child to practice their musical instrument at SHINE. Although we encourage musical talent, these budding artists should practice at home to respect students sensitive to noise. We do provide an area for safe safekeeping of cased instruments brought home from school. Please remind your child to take their instruments home at the end of the day.

Medication Information

We recommend that you administer medications at home or school. 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 regulation permits 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. Please complete this form if your child will need to take prescription medication at any time while in our care. For students who need to have medication continuously administered throughout the school year (including emergency medications such as bee sting kits, inhalers, diabetic conditions, epi-pens, etc.), medication must be left at the SHINE facility rather than travel back home each night. Some pharmacies will prepare medication specifically for you if you explain that your child needs to have medication left at SHINE. If you send enough medication for multiple months, SHINE will take responsibility for storing it properly. To ensure the safety of your child, the students, and the staff members, we cannot make exceptions to the aforementioned guidelines.

Non-Prescription Drugs

SHINE can only administer non-prescription drugs if we receive a physician-signed drug authorization form. The center uses Benadryl in emergencies, and notifies parents prior to administration, if possible.

Health and Safety at SHINE:

All Health and Safety protocols for SHINE refer to Montgomery County and Maryland State guidance for child care centers, including additional COVID-19 guidelines.

Guidelines are subject to updates based on County and State changes.

The following guidelines are per [COVID-19 Guidance for Child Care Facilities](#) as of July 22, 2022.

Health and safety expectations are subject to change based on revolving county and school guidelines.

Parent Agreement to Keep

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!

2023-2024 Parent Guide:

I have read the SHINE Parent Guide and agree to abide by its statements and policies. I acknowledge failure to adhere to these policies may result in dismissal from the program.

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.

Non-Prescription Drugs:

I authorize SHINE to administer Benadryl in case of an emergency allergic reaction if the program cannot reach me. 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 the center cannot reach me in an emergency, I hereby give permission to the physician or dentist selected by SHINE to hospitalize, secure proper treatment for, and 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 their office should receive notice 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 childcare program that best suits your needs. The pamphlet also informs you about your rights and responsibilities as a childcare consumer. Please go to the link below, look through the flyers distributed by SHINE at departure, or print a copy to review this information.

https://earlychildhood.marylandpublicschools.org/system/files/filedepot/2/guide_to_regulated_child_care.pdf

Parent Agreement (Please Return)

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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: _____
