



Parent Guide

2021 – 2022 School Year

Silver Spring Location

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

Center Phone Number: (301) 835 2267 ext. 1

Parent Services: (301) 835 2267 ext. 0

Email: shine@campsonshine.org

Director: Mike Nail

m nail@campsonshine.org



Welcome to SHINE!

We are so incredibly excited to have you as part of our program! Our hope for your student is for them to grow in every area of their life while they are here. Our staff are committed and excited to be a part of their lives and we can't thank you enough for allowing us the opportunity to do so. We have seen proven success in guided, relational interaction and mentored learning and we're excited for the opportunity to live that out this school year here at SHINE. We believe in an intentional style of staff involvement and mentorship that we are excited to live out this fall. We believe in fun ways to instruct on impactful, lifelong social skills to help kids fulfill their greatest potentials. I can only hope that this will be as life-changing of an experience for your family as it has been for myself and my family. We look forward to supporting your family this year.

Thank you again, and welcome home!

Sincerely,

Mike Nail, Director of SHINE Before and After School



Getting Ready!

- [Contact Info](#)

SHINE Leadership Team

<p>Mike Nail Director of SHINE m nail@campsonshine.org</p>	<p>Kim Gebhardtsbauer Assistant Director k gebhardtsbauer@campsonshine.org</p>	<p>Michael Barber Assistant Director m barber@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>	<p>program quality and logistics, Calming Tent, pertinent parent communication, program design</p>

Additional Contacts

- **David Black** – Founding Director of Camp Sonshine International, Pastor of Sonshine Church – david.black@campsonshine.org
- **Taylor Kairos** - Director of Administration, Camp Family Relations - tkairos@campsonshine.org
- **Anita Wansley** – Licensing and Compliance Manager – awansley@campsonshine.org

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

<p>Normal Operating Hours PM SHINE: 3:00pm – 6:30pm</p>	<p>Early Dismissal Hours PM SHINE: 12:00pm – 6:30pm**</p>
<p>Full Day Hours 8:30am – 6:30pm</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 out specific hours that could change due to extenuating circumstances

- Staffing

- Quality staff is very important to us. We always maintain the state standard of 1:14, staff to camper ratio
- Every staff member 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 specified 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 each and every time their child is seen by First Aid Personnel

- Tuition & Fees

Monthly Tuition Pricing

Attendance Pattern	Monthly Cost	Payment Due Date
5 Days/Week (Full-Time)	\$495	1 st of each month
4 Days/Week	\$395	
3 Days/Week	\$330	
2 Days/Week	\$225	
1 Day/Week	\$115	
Drop-In	\$65	Prior to day of Drop-In
*Please note that all commitments are monthly and all fees are charged on a monthly basis on the 1 st of each month.		

- **Late Fee:** if a student is picked up after 6:30pm, a Late Fee of **\$1.00/student for every minute of additional care by our staff members.** (ex. a late pick-up at 6:42pm, for one student would result in a Late Fee of \$12.00) Late Fees must be paid in **either cash or a check** made out to the staff member on duty immediately. Failure to pay late fees or recurring instances of tardiness may result in dismissal from the program and barring from 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 mmail@campsonshine.org to open a line of communication and to see how we can help.

● Calendar

- o SHINE Before and After Care loosely follows the Montgomery County Public School schedule for dates such as Federal Holidays, closings and the like.
- o SHINE will be **closed** on all Federal Holidays and on days when the Federal Government is closed
- o SHINE will be **open** on days that schools are closed but the Federal Government is open

	Date:	Event:	Hours:
2021	August 30th	First Day of SHINE!	Normal Hours
	September 6th	Labor Day	SHINE Closed
	September 7th	SHINE Full Day!	8:30am – 6:30pm
	September 16th	SHINE Full Day!	8:30am – 6:30pm
	October 8th	SHINE Half Day!	PM: 12:00 – 6:30pm
	November 4th	SHINE Full Day!	8:30am – 6:30pm
	November 22nd	SHINE Half Day!	PM: 12:00 – 6:30pm
	November 23rd	SHINE Half Day!	PM: 12:00 – 6:30pm
	November 24th	SHINE Half Day!	PM: 12:00 – 6:30pm
	November 25th & 26th	Thanksgiving Break!	SHINE Closed
	December 22nd	SHINE Christmas Movie Night!	Normal Hours
	December 23rd – 31st	Winter Break	SHINE Closed

● [Calendar \(cont.\)](#)

	Date:	Event:	Hours:
2022	January 3rd	First Day Back!	Normal Hours
	January 17th	Martin Luther King Jr. Day	SHINE Closed
	January 24th	SHINE Full Day!	8:30am – 6:30pm
	February 1st	SHINE Full Day!	8:30am – 6:30pm
	February 21st	President’s Day	SHINE Closed
	March 11th	SHINE Half Day	PM: 12:00 – 6:30pm
	April 1st	SHINE Full Day!	8:30am – 6:30pm
	April 11th – 15th	Spring Break	SHINE Closed
	April 18th	Easter Monday	SHINE Closed
	May 2nd	SHINE Full Day!	8:30am – 6:30pm
	May 30th	Memorial Day	SHINE Closed
	Jun 10th	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 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 your child’s withdrawal from SHINE at least two weeks prior to their last day. Any tuition refunds must be requested in writing and are subject to director approval.

SHINE Snack

Afternoon snacks will be provided daily for students after school.

On full days, students should bring their own bagged lunch that does not require refrigeration.

Getting to & From SHINE:

● Drop Off & Pick Up

Afternoon Pick Up:

- SHINE opens at **3:00pm** during Normal Hours and **12:00pm** on Early Release Days
- When you arrive to pick up your camper, park in a spot and remain in your vehicle. A SHINE staff member will greet you at your car. They will contact the staff via walkie talkie to let them know that it is time for your child to go.

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 (normally, 8:30am. If SHINE opens any later, parents will be communicated to accordingly.)
 - On Full Days, parents should keep in mind any departure times of field trips that SHINE will be taking so as to avoid missing the bus or the van.

● Transportation Details

Schools We Serve:

- Cashell Elementary School
- Cloverly Elementary School
- Dr. Charles R. Drew Elementary School
- Greenwood 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

SCHOOLS ON THIS ROUTE	MODE OF TRANSPORTATION	PICKS UP FROM SCHOOL AT...*
● Cashell Elementary School	Camp Sonshine Van	3:25 pm
● Cloverly Elementary School	MCPS School Bus	
● Dr. Charles R. Drew Elementary School	Camp Sonshine Van	3:50 pm
● Greenwood Elementary School	Camp Sonshine Van	3:25pm
● Olney Elementary School	Camp Sonshine Van	3:50 pm
● Pointers Run Elementary School	Camp Sonshine Van	3:55 pm
● Sherwood Elementary School	Camp Sonshine Van	3:50 pm

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 throughout 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 First Alliance Church. 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 Sunshine bus, depending on the qualified drivers we have available and what is needed to transport the number of children we have at SHINE.

Medication Information

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 pharmacies will prepare medication especially 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 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.

Health and Safety at SHINE:

All Health and Safety protocols for SHINE are based on 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 Jul 1, 2021.](#)

Considerations for Persons at Increased Risk

Child care staff and parents of children in child care should seek guidance from their health care providers regarding recommendations for working or attending child care during the COVID-19 pandemic, especially if the staff person, a child, or a household member is at increased risk for severe illness from COVID-19. Older adults and people of all ages with certain underlying medical conditions or disabilities may be safest staying home or may need extra precautions to protect themselves from getting COVID-19.

Hand Hygiene and Respiratory Etiquette

SHINE will follow the hygiene practices below:

- Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices;
- Teach and model good hygiene practices, including covering coughs and sneezes with an elbow or tissue and washing hands with soap and water for at least 20 seconds;
- Hand washing should take place frequently throughout the day
- If soap and water are not available, and the hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol can be used. This should only be used by a child under adult supervision and following the manufacturer's instructions.

Face Coverings

All students and staff will be required to wear a face covering at all times while indoors at SHINE. Face coverings will not be required during outdoor activities.

Physical Distancing and Cohorts

In child care settings, at least 6 feet physical distancing is recommended as follows:

- Between adults and children when direct care is not being provided;
- When face coverings cannot be worn such as when eating and drinking;
- During activities when increased exhalation occurs, such as singing, shouting, or sports and exercise;
- Between cohorts (ex. at drop off and pick up if unable to stagger by cohort).

At least 3 feet physical distancing is acceptable between children in a cohort (i.e. classroom, family child care home).

Cleaning, Disinfecting and Sanitizing

SHINE programs will:

- Routinely clean and disinfect surfaces and objects that are frequently touched; at a minimum, high-touch surfaces must be cleaned and disinfected daily;
- More frequently clean and disinfect high touch surfaces and objects;
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children;
- Use products on List N: Disinfectants for Coronavirus (COVID-19) and follow instructions for how long a product must be in contact with a surface to be effective. Ensure that there is adequate ventilation when using these products to prevent children or staff from inhaling toxic vapors;
- Choose products with asthma-safer ingredients such as products with hydrogen peroxide (no stronger than 3%) or ethanol (ethyl alcohol) when possible as some cleaning and disinfection products can trigger asthma;
- Ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. This includes soap and water, hand sanitizer with at least 60% alcohol (for your staff and children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, surgical masks (for cleaning and disinfecting areas where someone has been sick) and no touch/foot-pedal trash cans if possible;
- Assign toys, play equipment, and other objects to individual groups to avoid mixing of these items between groups; if this is not possible, the items must be cleaned, disinfected, and when appropriate sanitized prior to use by another group;
- Immediately set aside toys that have been in children's mouths or soiled by bodily secretions to be cleaned and sanitized by a staff member wearing gloves before being used by another child;

When there is a child, staff person, or essential visitor with COVID-19 symptoms or a person who tested positive for COVID-19 and the person was in the building within the past 3 days, programs should:

- Close off all areas used by the person who is sick;
- Open doors and windows and use fans or HVAC settings to increase air circulation in the area if possible;
- Wait as long as possible (at least several hours) before cleaning and
- Clean and disinfect all areas and objects used by the person;
- Wear a surgical mask and gloves while cleaning and disinfecting.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning or disinfecting beyond regular practices) is needed.

Visitors and Field Trips

- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations;

Temperature and Symptom Screening

On school days, SHINE will rely on school-based temperature and symptom screening before students arrive on-site. SHINE staff will be screened daily.

On full days, SHINE staff will perform symptom and temperature screenings for staff and students.

When Someone is Sick or has Confirmed COVID-19

If a child, staff person, or essential visitor develops COVID-19 symptoms or is confirmed to have COVID-19 while at the child care program, the person should be safely isolated in an area away from others with good ventilation and access to a separate bathroom if possible. A child who has been isolated must be supervised by an adult. If it is safe to do so, a person aged 2 years and above not wearing a face covering should be provided one. Arrangements should be made for the person to leave the child care site as soon as possible and instructions given to contact their health care provider for evaluation and COVID-19 testing. Spaces used by the person should be closed off for cleaning and disinfecting. Child care programs should refer to the Decision Aid in Appendix A for additional guidance about when the person can return.

When a child care program is informed of a confirmed or probable case of COVID-19 in a child, staff person, or essential visitor and the person was present in the child care program during their infectious period, the program should:

- Notify the local health department and licensing specialist about the confirmed or probable case;
- Close the classroom and any other spaces that the person may have used in the past 3 days for cleaning and disinfecting;
- Dismiss the person's cohort (i.e. classroom or family child care) and/or any close contacts to quarantine while awaiting further guidance from the local health department;
- Communicate with staff and families regarding the confirmed or probable case of COVID-19 and potential exposures.

NOTE: If the person with confirmed or probable COVID-19 is a parent (or other household member) of a child in care and their only close contact with the child care program staff and/or children was with their own child, the child and other household members should quarantine. However, if the child is asymptomatic, the program should not need to close or quarantine any other persons in the child's cohort.

The licensing specialist should be kept informed of the status of the child care program and consulted prior to reopening.

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!

2020-2021 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.

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 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.

2020-2021 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.

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 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:

I understand where this pamphlet is available for my review.

Parent Signature

Date

Parent Name (Please Print)

Children: _____
