



# Parent Guide

2022 – 2023 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](mailto:shine@campsonshine.org)

**Director:** Michael Barber

[mbarber@campsonshine.org](mailto:mbarber@campsonshine.org)



# Getting Ready!

- [Contact Info](#)

## SHINE Leadership Team

<p style="text-align: center;"><b>Michael Barber</b> Director <a href="mailto:mbarber@campsonshine.org">mbarber@campsonshine.org</a></p>	<p style="text-align: center;"><b>Kim Gebhardtshauer</b> Teacher <a href="mailto:kgebhardtshauer@campsonshine.org">kgebhardtshauer@campsonshine.org</a></p>
<p>Staffing and Parent communication, behavior concerns and escalation, overall program quality and logistics, registration, billing &amp; 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](mailto:jblack@campsonshine.org)
- **Camp Sonshine Parent Services** – [info@campsonshine.org](mailto:info@campsonshine.org)

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

<p style="text-align: center;"><b>Normal Operating Hours</b> PM SHINE: 3:00pm – 6:30pm</p>	<p style="text-align: center;"><b>Early Dismissal Hours</b> PM SHINE: 12:00pm – 6:30pm**</p>
<p style="text-align: center;"><b>Full Day Hours</b> 8:30am – 6:30pm</p>	<p style="text-align: center;"><b>Snow Day Hours</b> <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)	\$295	1 <sup>st</sup> of each month
4 Days/Week	\$250	
3 Days/Week	\$190	
2 Days/Week	\$125	
1 Day/Week	\$75	
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 <sup>st</sup> 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 [mbarber@campsonshine.org](mailto:mbarber@campsonshine.org) to open a line of communication and to see how we can help.

● Calendar

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

	<b>Date:</b>	<b>Event:</b>	<b>Hours:</b>
<b>2022</b>	<b>August 29<sup>th</sup></b>	First Day of SHINE!	Normal Hours
	<b>September 5<sup>th</sup></b>	Labor Day	SHINE Closed
	<b>September 14<sup>th</sup></b>	SHINE Half Day!	PM: 12:00 – 6:30pm
	<b>September 26<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>September 30<sup>th</sup></b>	SHINE Half Day!	PM: 12:00 – 6:30pm
	<b>October 5<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>October 24<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>November 7<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>November 8<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>November 21<sup>nd</sup></b>	SHINE Half Day!	PM: 12:00 – 6:30pm
	<b>November 22<sup>rd</sup></b>	SHINE Half Day!	PM: 12:00 – 6:30pm
	<b>November 23<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>November 24<sup>th</sup> &amp; 25<sup>th</sup></b>	Thanksgiving Break!	SHINE Closed
	<b>December 7<sup>th</sup></b>	SHINE Half Day!	PM: 12:00 – 6:30pm
	<b>December 22<sup>nd</sup></b>	Christmas Movie Night!	
<b>December 23<sup>rd</sup></b>	Winter Break	SHINE Closed	
<b>December 26<sup>th</sup> – 31<sup>st</sup></b>	Winter Break	SHINE Closed	
<b>2023</b>	<b>January 2<sup>nd</sup></b>	Winter Break	SHINE Closed
	<b>January 3<sup>rd</sup></b>	First Day Back!	Normal Hours
	<b>January 16<sup>th</sup></b>	Martin Luther King Jr. Day	SHINE Closed
	<b>January 27<sup>th</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>February 20<sup>th</sup></b>	President's Day	SHINE Closed
	<b>March 3<sup>rd</sup></b>	SHINE Half Day	PM: 12:00 – 6:30pm
	<b>March 15<sup>th</sup></b>	SHINE Half Day	PM: 12:00 – 6:30pm
	<b>March 31<sup>st</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>April 3<sup>rd</sup> – 7<sup>th</sup></b>	Spring Break	SHINE Closed
	<b>April 10<sup>th</sup></b>	Easter Monday	SHINE Closed
	<b>April 21<sup>st</sup></b>	SHINE Full Day!	8:30am – 6:30pm
	<b>May 29<sup>th</sup></b>	Memorial Day	SHINE Closed
<b>June 9<sup>th</sup></b>	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

<b>SCHOOLS ON THIS ROUTE</b>	<b>MODE OF TRANSPORTATION</b>	<b>PICKS UP FROM SCHOOL AT...*</b>
• 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
• Stonegate Elementary School	MCPS School Bus	

## 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 Sonshine 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 pharmacy's 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 July 22, 2022.](#)*

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

# 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!

## 2022-2023 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](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.

## 2022-2023 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: \_\_\_\_\_

