



EDUCARE HANDBOOK

2024-2025

Cardinal Hickey Academy

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"Let the little children come to me because the kingdom of heaven belongs to people like these." Matthew 19:14

Rev. 01/10/2024

Cardinal Hickey Academy is a Preschool through Grade 8 Catholic Elementary and Middle School under the Archdiocese of Washington Catholic Schools Office.

Mission of the Educare Program

Cardinal Hickey Academy’s Educare Program is a vital part of the mission of Cardinal Hickey Academy extending its mission to provide a Christ-centered Catholic educational experience that will help to develop the whole child—spiritually, academically, and socially.

Philosophy of the Educare Program

As an extension of Cardinal Hickey Academy, the Educare Program maintains the same high standards for our children. It is our intention to reinforce the values and priorities taught in the school and by Catholic Church traditions, while building self-esteem and increasing their awareness of the dignity inherent to us all.

Structured and safely supervised, we provide the following daily: snack, activities, play, and homework time. We offer a warm and loving environment where students may grow, have fun, learn, play, pray, foster relationships outside of the comprehensive classroom, and continue to learn with Christ as the foundation.

Program Description

PM registrants will assemble in a designated area of the gymnasium at dismissal. The Educare staff signs in the students. Students will have a snack, time for homework, and a recess/activity time.

Note: on early dismissal days when Educare is open, students must pack a lunch. **Educare does not provide lunch.**

All students must be signed out of the Educare Room prior to departure each day.

Admission Requirements

Educare will accept children until the program fills. At such a time, students will be placed on a waiting list and accepted as openings become available. The following priorities will be used to accept students to the Educare Program:

1. Students enrolled for a 5-day Educare Program
2. Students enrolled with siblings currently enrolled in Educare Program
3. Pre-arranged Drop-Ins based on availability

According to the State of MD Compliance Codes, each child must have on file documentation of their paid registration fee of \$35, completed Educare Registration/Emergency Form, and the following completed forms on TADS in order to comply with MD State Regulations:

- Health Records
- Immunization Records
- Birth Certificate (original)
- Record of IEP
- Emergency Form
- Medical Release Form

All new students will be given a trial period of not less than one quarter. If, during this trial period there are any problems, a student may be asked to withdraw his/her attendance in the Educare Program. The recommendation and decision of the Director, in collaboration with the Principal, is final.

Admission Policy of Nondiscrimination

Cardinal Hickey Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Attendance

Students who are absent or sent home during the school day because of illness will not be allowed to return to school to participate in Educare.

1. Reserved Registration

Reserved registration is perfect for students who will be attending the SAME days per week.

- Reserve your child's space and pay for these days monthly
- Reserved registrants are charged at a reduced daily rate
- Should your needs change during the school year, changes must be made at the beginning of each month
- Children in the Reserved Program may attend additional days (**24-hour notice required**) at the Drop-in Rate

Students enrolled in Reserved Registration Educare will be charged for the days for which they are enrolled. Example: a student enrolled for attendance on Monday, Wednesday, and Friday will be charged for those three days of attendance, even if the student does not attend. The only exception to this would be in the event of Educare being cancelled or school closing due to inclement weather or other unforeseen circumstances. Once the schedule is chosen, substitute days may not be taken. If a student comes on a day not reserved, he/she will be charged as a drop-in.

2. Drop-In Registration

Drop-In registration provides flexibility for students that will attend the Educare Program on different days each week or as needed

- Pay only the days students are in attendance
- 24-hours written notice is required
- Exceptions will be made for emergencies. Parents must call the school office and request Educare be notified

Allergy Policy

Cardinal Hickey Academy's Educare Program recognizes that an allergy is an important condition affecting many schoolchildren and positively welcomes all pupils with allergies to participate in the program.

All Educare staff who are exposed to children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated annually and as needed.

3. Asthma Medication

Immediate access to rescue inhalers is vital. Children who may need access to a rescue inhaler are required to have a completed Asthma Action Plan as well as an Inhaled Authorization Form completed by the physician and parents. If the child is authorized to carry and administer their inhaler independently, this must be noted on the Authorization Form. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers, both carried and with the school, must be labeled with the child's name by the parent. If the child is not authorized to carry medication independently, medication will be available via the Educare teacher or during school hours, in the health room. Please be sure to check the expiration dates on inhalers prior to sending them to school.

4. Record Keeping

At the beginning of each school year, or when a child joins Cardinal Hickey Academy, parents are asked to submit a child's medical record. From this information, the school keeps its asthma register, which is available for all school and Educare staff. If medication changes in between times, parents are required to inform the school and the Educare Director.

5. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in the Educare Program that are potential triggers for children with asthma. Be advised that no school or extended-day program can guarantee that a child will not come into contact with a substance that may trigger an attack.

6. Allergic Reaction/Emergency

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

A parent or guardian of a student with diagnosed food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with disinfectant wipes following any food related events held in the Educare Room.

Proper hand-cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Birthday Observances

Please do not send a special treat for the students in the Educare Program on that day due to potential allergic reactions.

Buckley Amendment

Cardinal Hickey Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) concerning student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal. It is extremely important that this same information is shared with the Director of the Educare Program so that the student(s) is released to the custodial parent or guardian.

Bullying and Cyberbullying

Cardinal Hickey Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Cell Phones, iPads, and other Electronic Devices

Cell phones will be collected at the beginning of each Educare day. They will not be returned to the student until they are signed-out and dismissed to go home. Students participating in the Educare Program are at no time allowed to be making calls, texting, taking photographs, playing games, listening to music, or watching non-educational videos on any electronic devices. This includes, but

is not limited to cell phones, iPads®, iPods®, E-readers, Chromebooks, etc. Items taken away from students for misuse will be returned to the parent(s)/guardian(s) on the **last day of the school year**.

Child Abuse Laws

Cardinal Hickey Academy abides by the Child Abuse laws of the State of Maryland. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Educare Director, in collaboration with the Principal or Assistant Principal, reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, e-cigarettes, toys, trading cards, laser lights, CDs, iPads®, or cameras are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items by a student. Items taken away from students will be returned to the parent(s)/guardian(s) on the **last day of the school year**.

Crisis Plan

Cardinal Hickey Academy has implemented a "crisis plan" in case of an emergency. All teachers and Educare staff are aware of the procedure to follow to keep your children safe. In the event of an evacuation emergency, circumstances permitting, the building will be evacuated and students may be moved to Mount Harmony Elementary School.

Discipline Policy

Educare requires all students to adhere to all of the rules, regulations, policies, and procedures set forth in the school's Parent/Student Handbook.

We wish to have a positive program based on encouraging pleasant and cooperative behavior. On the occasion when a child does misbehave, the staff member will speak to him/her. If the behavior continues, a timeout period will follow. During this time, the child must sit apart from the group. If a child is repeatedly misbehaving, parents will be notified verbally, and then by letter. If the behavior continues and is disruptive to the other children, withdrawal from the program may be necessary. Any act causing injury to another student will result in immediate suspension from the program.

Emergency Drills

State Law requires that fire drills be held monthly during Educare Programs. Tornado Drills are held twice during the year.

Financial Obligations

Registration Fee is \$35.00 per child

NO child will be permitted into the Educare Program without a **completed** *Educare Registration / Emergency Form* and *Educare Handbook Signature Page* (see attachments). Please make registration checks payable to **Cardinal Hickey Academy**.

Reserved Registration Rates

You must commit to specific days of the week. If your student comes on a day for which he/she is not registered, you will be charged the Drop-In rate that day.

5 days/week

PM: Daily Rate \$21 (\$105/week)

4 days/week

PM: Daily Rate \$24 (\$96/week)

3 days/week

PM: Daily Rate \$27 (\$81/week)

2 days/week

PM: Daily Rate \$30 (\$60/week)

1 day/week

PM: Daily Rate \$33 (\$33/week)

Drop-In Registration Rates

PM: Daily Rate \$36

There is no financial assistance for Educare. If your family experiences a change in your financial situation during the school year, please speak with the Principal. The cost includes a nutritious snack and milk.

Half-Day Educare runs from 11:30 a.m. to 2:30 p.m.

For an extra \$20, students may remain until 4 p.m.

No Pre-K students on half days.

Payments

- Student accounts will be charged monthly via TADS
- All Registration Fees are **NON-REFUNDABLE** and must be paid by check.
- Returning students must reserve their spot by paying the Registration Fee by check by the date designated
- The school reserves the right to hold report cards and other academic records for students with an outstanding balance for Educare

Gum

Students are not allowed to chew gum at school at any time; this includes during the Educare Program. Disciplinary action will occur for students who are chewing gum.

Harassment

Harassment of any type is not tolerated. The Director of the Educare Program in collaboration with the Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Hours of Operation

PM (3:00 p.m.–6:00 p.m.) when school is open for a full day. Registrants will assemble in a designated area of the gymnasium at dismissal.

Students are signed into Educare. Educare is closed on snow days, teacher workdays, scheduled holidays, and other days when the school is not open. Please refer to the CHA Newsletter and school calendar for any exceptions to this schedule.

All students must be picked up NO LATER than 6:00 p.m. sharp each day. Students who are not picked up by 6:00 p.m. will incur additional charges of \$5 per minute. If students have not been picked up by 6:15 p.m. and a parent or guardian has not communicated with the Director, then the Director will call the Calvert County Sheriff's Department to pick up the children and transport them home. Be advised that this action may result in a parent being reported for child neglect. Parents are strongly encouraged to have an emergency pick-up plan in place should they be detained from getting their child from Educare by 6:00 p.m.

Parents need to provide lunch for half-day Educare. Half-Day Educare runs from 11:30 a.m. to 2:30 p.m. For an extra \$20, students may remain until 4 p.m. No Pre-K students on half days.

Licensure

Cardinal Hickey Academy Educare Program is licensed through the Maryland State Department of Education.

Medication

No medication is given during the Educare Program. Students who need medication between 3:00 p.m. and 6:00 p.m. should have made arrangements with the nurse prior to coming to Educare.

Office Records

Since the Educare Program utilizes the school database, parents/guardians must notify the school office and the Educare Director in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Schedule

The Educare Program schedule includes the following:

Monday through Friday Afternoon Session

3:00 p.m.--3:30 p.m.: Restroom Break, Snack and Drink Time

3:30 p.m.–4:20 p.m.: Outside Play (weather permitting)

4:20 p.m.–5:00 p.m.: Homework/Study Hall

All students will be involved in study, reading, or review. Students in Grades 5-8 may utilize a longer period of time for study if needed.

All students are expected to have a book to read in case they finish homework early.

5:00 p.m.–6:00 p.m.: Inside Free Play

Uniforms

Students in the Educare Program are to wear their school uniform at all times. Students are not allowed to change into play clothes. When students are coming from school-organized sports programs to Educare, they need not change; however, no cleats are allowed in the gym. These students must change into sneakers or school shoes.

Weather Emergencies

We follow Calvert County Public Schools for all school closings. If school closes because of weather conditions, a message will be sent to the home phone, cell phone, and e-mail account on record on a student's file via Rediker's Notification system. The Educare Program will be CLOSED if school closes due to inclement weather.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawing from the Educare Program.

Right to Amend

Cardinal Hickey Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

Educare Handbook Parent Signature Page

I have read the 2024-2025 Cardinal Hickey Academy Educare Handbook and agree to follow the policies and procedures as stated.

In lieu of completing the attached medical forms on pages, I release all medical records completed for admission to Cardinal Hickey Academy to the Educare program.

I have seen and read the “Guide to Regulated Child Care” and know there are more resources available to me on

<https://earlychildhood.marylandpublicschools.org/child-care-providers>

Family Name: _____

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO EDUCARE DIRECTOR BEFORE A STUDENT MAY ATTEND THE EDUCARE PROGRAM

Educare Emergency Form

MARYLAND STATE DEPARTMENT OF EDUCATION - Office of Child Care

CACFP Enrollment: Yes: ___ No: ___

Meals your child will receive while in care:

BK ___ LN ___ SU ___ AM Snk ___ PM Snk ___ Evng Snk ___

EMERGENCY FORM

INSTRUCTIONS TO PARENTS:

- (1) Complete all items on this side of the form. Sign and date where indicated.
- (2) If your child has a medical condition which might require emergency medical care, complete the back side of the form. If necessary, have your child's health practitioner review that information.

NOTE: THIS ENTIRE FORM MUST BE UPDATED ANNUALLY.

Child's Name _____ Birth Date _____
Last First

Enrollment Date _____ Hours & Days of Expected Attendance _____

Child's Home Address _____
Street/Apt. # City State Zip Code

Parent/Guardian Name(s)	Relationship	Phone Number(s)		
		Place of Employment:	C:	H:
		_____ W:		
		_____ W:		

Name of Person Authorized to Pick up Child (daily) _____
Last First Relationship to Child

Address _____
Street/Apt. # City State Zip Code

Any Changes/Additional Information _____

ANNUAL UPDATES

(Initials/Date) _____ (Initials/Date) _____ (Initials/Date) _____ (Initials/Date) _____

When parents/guardians cannot be reached, list at least one person who may be contacted to pick up the child in an emergency:

1. Name _____ Telephone (H) _____ (W) _____
Last First

Address _____
Street/Apt. # City State Zip Code

2. Name _____ Telephone (H) _____ (W) _____
Last First

Address _____
Street/Apt. # City State Zip Code

3. Name _____ Telephone (H) _____ (W) _____
Last First

Address _____
Street/Apt. # City State Zip Code

Child's Physician or Source of Health Care _____ Telephone _____

Address _____
Street/Apt. # City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

Signature of Parent/Guardian _____ Date _____

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number

Medication Administration Authorization

MARYLAND STATE DEPARTMENT OF EDUCATION
OFFICE OF CHILD CARE
MEDICATION ADMINISTRATION AUTHORIZATION FORM

Child Care Program: _____

This form must be completed fully in order for child care providers and staff to administer the required medication. A new medication administration form must be completed at the beginning of each 12 month period, for each medication, and each time there is a change in dosage or time of administration of a medication.

- Prescription medication must be in a container labeled by the pharmacist or prescriber.
- Non-prescription medication must be in the original container with the label intact.
- Parent/Guardian must bring the medication to the facility.
- Must pick up the medication at the end of authorized period, otherwise it will be discarded.



Child's Picture (Optional)

PRESCRIBER'S AUTHORIZATION

Child's Name: _____ Date of Birth: _____

Condition for which medication is being administered: _____

Medication Name: _____ Dose: _____ Route: _____

Time/frequency of administration: _____ If PRN, frequency: _____
(PRN=as needed)

If PRN, for what symptoms: _____

Possible side effects & special instructions: _____

Medication shall be administered from: _____ to _____

Known Food or Drug: Allergies? Yes No If Yes, please explain _____
Month / Day / Year Month / Day / Year (not to exceed 1 year)

Prescriber's Name/Title: _____
(Type or print)

Telephone: _____ FAX: _____

Address: _____

Prescriber's Signature: _____ Date: _____
(Original signature or signature stamp ONLY)



This space may be used for the Prescriber's Address Stamp

PARENT/GUARDIAN AUTHORIZATION

I/We request authorized child care provider/staff to administer the medication as prescribed by the above prescriber. I attest that I have administered at least one dose of the medication to my child without adverse effects. I/We certify that I/we have legal authority, understand the risk and consent to medical treatment for the child named above, including the administration of medication. I agree to review special instruction and demonstrate medication administration procedure to the child care provider.

Parent/Guardian Signature: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____ Work Phone #: _____

SELF CARRY/SELF ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL
(Only school-aged children may be authorized to self carry/self administer medication.)

Self carry/self administration of **emergency** medication noted above may be authorized by the prescriber.

Prescriber's authorization: _____
Signature Date

Parental approval: _____
Signature Date

FACILITY RECEIPT AND REVIEW

Medication was received from: _____ Date: _____

Special Health Care Plan Received: YES NO

Medication was received by: _____
Signature of Person Receiving Medication and Reviewing the Form Date

MEDICATION ADMINISTERED

Each administration of a medication to the child shall be noted in the child's record. Each administration of prescription or non-prescription to a child, including self-administration of a medication by a child, shall be noted in the child's record. Basic care items such as: a diaper rash product, sunscreen, or insect repellent, authorized and supplied by the child's parent, may be applied without prior approval of a licensed health practitioner. These products are not required to be recorded on this form, but should be maintained as a part of the child's overall record. Keep this form in the child's permanent record while the child remains in the care of this provider or facility.

Child's Name:			Date of Birth:	
Medication Name:			Dosage:	
Route:			Time(s) to administer:	
DATE	TIME	DOSAGE	REACTIONS OBSERVED (IF ANY)	SIGNATURE

For questions, concerns or to file a complaint contact your regional office

Anne Arundel	410-573-9522
Baltimore City	410-554-8315
Baltimore County	410-583-6200
Prince George's	301-333-6940
Montgomery	240-314-1400
Howard	410-750-8770
Western Maryland, Allegany, Garrett & Washington	301-791-4585
Upper Shore, Kent, Dorchester, Talbot, Queen Anne's & Caroline	410-819-5801
Lower Shore, Wicomico, Somerset & Worcester	410-713-3430
Southern Maryland, Calvert, Charles & St. Mary's	301-475-3770
Harford & Cecil	410-569-2879
Frederick	301-696-9766
Carroll	410-549-6489

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at CheckCCMD.org.

For additional help, you may contact the Program Manager of the Licensing Branch at 410-569-8071.

Resources

- Child Care Subsidy** - Assists parents with cost of childcare
1-866-243-8796
- Consumer Product Safety Commission (CPSC)** - regulates certain products used in childcare
cpsc.org
- Maryland EXCELS** - Maryland's Quality Rating System for Childcare Facilities
marylandexcels.org
- Maryland Developmental Disabilities Council** - May assist with ADA issues
md-council.org
- Maryland Family Network** - Assists parents in locating childcare
Marylandfamilynetwork.org
- PARTNERS Newsletter** - What's happening in the Division of Early Childhood Development
Earlychildhood.Marylandpublicschools.org

To this site to check provider inspection violations
checkccmd.org



Larry Hogan, Governor

Karen B. Salmon, Ph.D.

State Superintendent of Schools

OCC 1524 (8/2016)

Guide to Regulated Child Care



Important Information About Child Care Facilities

Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;
- Investigating complaints against regulated child care facilities;
- Investigating reports of unlicensed (illegal) child care; and
- Taking enforcement action when necessary.

COMAR Regulations and other information about the Office of Child Care may be found at:

earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care



What are the types of Child Care Facilities?

Family Child Care – care in a provider's home for up to eight (8) children

Large Family Child Care– care in a provider's home for 9-12 children

Child Care Center – non-residential care

Letter of Compliance (LOC) – care in a child care center operated by a religious organization for children who attend their school

All facilities must meet the following requirements:

- Must obtain the approval of DCC, fire department and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Family child care providers must maintain certification in First Aid and CPR;
- Child Care Centers must maintain a ratio of one staff certified in first aid and CPR per every twenty (20) children at all times;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury or injurious treatment.

Did You Know?

- Regulations that govern child care facilities may be found at: earlychildhood.marylandpublicschools.org/regulations
- The provider's license or registration must be posted in a conspicuous place in the facility;
- A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility without prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any and all off property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A "Teacher" qualified person must be assigned to each group of children in a child care center;
- Staff:child ratios must be maintained at all times in child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Child care facilities may have policies beyond regulatory requirements;
- OCC should be notified if a provider has violated child care regulations;
- Parents/guardians may review the public portion of a licensing file; and
- The provider's compliance history may be reviewed on CheckCCMD.org.