



# HANDBOOK

# **CCBC CHILDREN'S CENTER**

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## **PARENTS' HANDBOOK 2021-2022 SCHOOL YEAR**

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### **TEACHERS**

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### **CLASSROOM ASSISTANTS**

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### **RESOURCE TEACHERS**

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## PURPOSE

The purpose of this Parents' Handbook is to provide parents with a clear understanding of the operating procedures and policies of CCBC Children's Center. During the small group visits or class meetings at the beginning of the year, the teachers will review details that are important to their respective classes. We hope that you will read the handbook for yourself and that it will help to make your child's year at CCBC a time of fun and growth.

Each year we review and revise the handbook, so we do welcome suggestions for clarity, additional information, and deletions. We feel strongly that CCBC has become the school that it is because of the spirit and support of our families.

The contents of this handbook are for informational purposes only and should not be used for other organizations, solicitations, or commercial use. Please respect the privacy of our families. The handbook is not and shall not be construed as a contract. The policies and procedures contained herein are subject to change without notice.



*Explorer Class Art*

# School Year 2021-2022 Coronavirus Protocols



## CCBC Children's Center Coronavirus Protocols:

On June 25th, OSSE updated the health and safety guidelines for child care facilities. The protocols below reflect the latest updates in guidelines from DC Health and OSSE. CCBC's primary focus is the health and well-being of all staff, students and their families. As health and safety guidelines are updated, we will update our protocols.

### Classes:

1. Classes will observe physical distancing inside as much as possible
2. Classes will remain the same for the entire morning, staff will also remain the same
3. Classes will not mix with other classes inside or outside. Hallways usage will be restricted to one class at a time.
4. There will be no large group gatherings of more than one class
5. Each class will have an assigned bathroom
6. CCBC staff will encourage good hand hygiene and clean, disinfect the classroom and toys regularly throughout the day

7. The classes will be sanitized every Wednesday after school
8. Classes will all use air purifiers and ensure good air circulation
9. As parents cannot yet enter the building, teachers will email pictures to parents in their weekly updates

**Lunch, snack and other items:**

10. Children come to school with a peanut-free lunch, water bottle and snack
11. Children will also need a helmet, mask, and change of clothes (diapers and wipes should be sent if child is not toilet trained)
12. Physical distancing and barriers will be used to separate children during snack and lunch
13. Each child will have their own individual bin containing art supplies, play dough etc.
14. All staff will wear masks all day except when eating or drinking
15. All children over 2 will wear masks except when eating or drinking or in active play outside

**Drop-off and Pick-up:**

16. All drop-offs and pick-ups take place outside and all adults must be masked during drop-off and pick-up. **All drive up drop-offs will take place on Belt Road** and will begin at 8:55 and end at 9:15am. **Walk-ups should use the Western Avenue door from 8:55-9:15am.** Each class will have an assigned pick-up location for the end of the school day.
17. No adults, other than staff, will be allowed in the building during the school day
18. Daily health checks will be conducted at drop-off, questions will be:
  - 1- Has the child had any contact with someone known to have COVID?
  - 2- Does the child have any symptoms of COVID-19?\*Children who have been exposed, or have symptoms will not be admitted to school
19. CCBC staff will maintain a health log with results of health checks

20. Hands will be washed upon arrival at school and at several other times during the day
21. Pick-ups will be staggered- - **Flowers, Butterflies, Bumblebees, Kangaroos, and Explorers will dismiss at 12:30pm. Grasshoppers, Rainbows, Circus and Adventurers will dismiss at 12:40pm.**

**Outdoor:**

22. Hi-touch areas of the Playground will be cleaned daily
23. Classes will have a separate time to play on the playground and courtyard. Class will not mix in the play spaces outside

**Exposure or positive COVID-19 cases:**

24. If a child or staff member tests positive for COVID-19, CCBC will report to DC Health and follow their guidance on class quarantine and closure. CCBC will communicate to the class and to the school community regarding positive COVID case and steps to be taken.
25. For families that travel to places other than Maryland or Virginia- all unvaccinated family members that travelled must be tested 3-5 days upon return home and children cannot attend school while they are waiting to be tested or waiting for results. If the whole family is negative, children can return to school.  
\*Family members that have been fully vaccinated and have NO COVID-19 symptoms do not need to quarantine or be tested post travel. If a fully vaccinated family member has COVID symptoms after travel, that family member would need to be tested or isolate for 10 days. Children can return to school once the family has received a negative COVID PCR test or have isolated for 10 days.
26. For children that develop COVID-19 symptoms at school, parents or caregivers will be contacted to come and pick up child and the child will be isolated while waiting for pick-up. The child's class will be cleaned and disinfected. CCBC recommends contacting the child's pediatrician for guidance on testing. If the child is positive for COVID-19, CCBC will

report to DC Health and follow their guidance regarding the class and quarantine. CCBC will communicate to the class and the school community regarding positive COVID-19 cases and steps to be taken.

27. CCBC will follow the DC Health's "Return to Care" Criteria for children who have missed school due to illness.



*Adventurer Class Art*

## **MISSION STATEMENT**

The CCBC mission is to provide a stimulating, fun and safe environment for young children where they can develop to their fullest potential.

## **PHILOSOPHY AND CURRICULUM**

We believe children learn best through play. It is through play children learn to problem solve, make choices, develop social skills, foster curiosity and language, develop confidence, be creative, take turns, and accept responsibility. Our CCBC children also develop a healthy sense of identity and self esteem.

We are guided by “The Creative Curriculum” in developing our daily plans, activities, schedules and lay-out of our classrooms. By using this as our inspiration, we are able to provide a developmentally appropriate and stimulating classroom and outdoor environment for all the CCBC children. Our curriculum helps us establish and achieve goals and objectives for children’s development in the physical, cognitive, social/emotional, and language areas of development.

We are also inspired by the Emergent Curriculum in that we seek to identify and focus on areas of interest to the children as another way to provide an engaging learning environment.

## **ORGANIZATION**

CCBC Children's Center was organized in 1971 by community parents. It is governed by a Board of Directors composed of parents, the school director, assistant director and a teacher representative. The Board of Directors meets the second Thursday of every month and determines the policies of the Center, hires the director, and approves the budget. The current year's members are named in this handbook. Parents are invited and encouraged to become members of the Board of Directors; new members are chosen in May of each year for the following

school year. **All Board of Directors meetings are open to everyone.**

CCBC Children's Center is licensed as a tax-exempt institution by the Government of the District of Columbia. It serves the needs of the local community and does not discriminate on the basis of race, national and/or ethnic origin, or creed in the admission of students, the hiring of faculty and staff, or the administration of its educational policies. CCBC Children's Center is funded exclusively through tuition, parent fundraisers, and gifts to the Center.

The Children's Center is open Monday through Friday from 8:55 am until 2:45 pm. We enroll children starting at 15 months through 5 years.

## **ENROLLMENT POLICY**

Pre-registration for the following year for children currently in school and their siblings occurs in mid-January. Applications for new children are due in early February. Notices of acceptance for current and sibling families are mailed at the beginning of February. New families will be notified in mid-February. Progression through the school is at the discretion of the director.

The order of consideration for acceptance, at the discretion of the director, is: 1) siblings of present students, 2) children of current CCBC staff and teachers, 3) siblings of former students, and 4) the community at large. A balance of boys and girls is sought in each class.

CCBC Children's Center admits students of any race, color, national origin and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CCBC Children's Center does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## **DISCIPLINE AND GUIDANCE**

The goal of discipline is to give children skills for making decisions, gradually gaining self-control, and being responsible for their own behavior. Discipline sets limits, makes rules, is consistent, gives positive attention, recognizes good behavior, provides alternatives, makes observation statements about a child's inappropriate behavior, teaches what is expected, and helps children develop empathy and peace making skills. Discipline DOES NOT use threats, spank, nag, yell, lecture, scold, use shame, or force an apology.

The staff will help children gain self-control, learn to respect the rights of others, and learn rules by which our world operates. Specific discipline guidelines implemented are as follows:

1. Children will be given understandable guidelines for their behavior so that they develop internal control of their actions.
2. Children will be allowed to express all of their feelings, both positive and negative. Staff will focus their efforts on showing children acceptable ways of expressing their feelings.
3. Simple, clear rules will be established. These will include rules of safety as well as rules protecting the rights of others.
4. Children will not be subjected to verbal abuse or derogatory remarks.
5. Children will not be subjected to corporal punishment including spanking, hitting, slapping of hands, pulling of hair or ears, twisting of arms, pinching, or any other inappropriate behavior. Staff found guilty of corporal punishment will be terminated immediately.
6. Children will not be deprived of a meal or part of a meal or of clean, sanitary conditions.
7. Positive behavior will be modeled by staff.

8. Natural or logical consequences will be used as the result of inappropriate behavior and will be administered immediately by the staff member responsible for the child.

Staff will work cooperatively with parents, keeping them informed of behavioral problems and methods used to encourage the children to modify the behavior. However, the director may determine the needs of a child can not be met in this school setting and it is not in the child's best interest to remain at CCBC. In this case, a pro-rated portion of the tuition will be refunded.

## CLASS PLACEMENTS

In general, children move through CCBC as follows:

T/Th Flowers become MWF Grasshoppers or Bumblebees  
MWF Flowers become MWF Grasshoppers or Bumblebees

T/Th Butterflies become MWF or 5- day  
MWF Butterflies become MWF or 5- day

T/Th Bumblebees become MWF or 5-day  
MWF Bumblebees become 5-day Kangaroos

T/Th Grasshoppers become Rainbows, Circus or Kangaroos  
MWF Grasshoppers become 5-day Kangaroos

Rainbows become Adventurers

Circus become Adventurers or Explorers

Kangaroos and Adventurers become Explorers

**NOTE:** All Rainbows and MWF Bumblebees go five days the following year. Other placements vary from year to year depending on number of returning students, age considerations, etc. We will try to accommodate the number of days requested.

\*A 5 day Grasshopper option is available

**Final class placement is at the discretion of the director.**

# **CHILDREN'S CENTER PROGRAMS**

## **MORNING PROGRAMS**

EARLY MORNING DROP-OFF (*SY 2021-2022 – please schedule in advance*)

Early morning runs from 8:00 am to 8:55 am and is available on a regular basis for any child by prior arrangement through the office.

## **MORNING CLASSES**

For the school year 2021-2022, there will be staggered dismissals. Please see CCBC's Coronavirus protocols for more information on drop-off and pick-up. The morning program operates from 9:00am-12:30pm.

## **AFTERNOON PROGRAMS**

DISCOVERY CLUB: (*SY 2021-2022 – please call the office for information on signing up*) Children enrolled in the Explorer and Adventurer classes are eligible for Discovery Club. The Discoverers prepare for kindergarten by getting used to a longer day, and being exposed to a curriculum focusing on scientific observation, exploration and expanded number and letter recognition. Discovery Club tuition is non-refundable.

STAY AND PLAY: (*SY 2021-2022 – please call the office for information on signing up*) Stay and Play will run from Mondays through Fridays from 12:30 to 2:45pm. Children can attend daily or a few times per week but sign up in advance. At this time, we cannot accommodate drop-ins for this program.

## **OTHER PROGRAMS**

**SUMMER CAMP:** Is offered to two, three, four and five year olds. Sessions are available in June, July, and August and the hours are 9:00 am to 1:00 pm. Applications are available about mid-February. In the event that Camp must close due to an emergency, a message will be left on the school phone and the school website. Camp does not follow DC school closures or delays. No refunds or make-ups will be made for days missed through illness, vacations, or any other reasons.



*Grasshopper Class Art*

# **PARENTAL INVOLVEMENT AND COMMUNICATION**

We welcome parents at CCBC but have to limit the amount of people in the building this year. We will look for and let parents know of other ways to be involved this year.

Each classroom has a weekly sheet highlighting the class's activities that will be emailed each Friday.

The CCBCCC email will be used for sending out all announcements, such as emergency closings, school events, and fundraising information.

CCBC office staff and administration are available for all questions ([ccbc@ccbccc.org](mailto:ccbc@ccbccc.org) or [emma@ccbccc.org](mailto:emma@ccbccc.org)) but to notify CCBC of any absences due to illness, vacations or change in pick-up arrangements, please send an email to Suceth Godinez at [ccbc@ccbccc.org](mailto:ccbc@ccbccc.org). For tuition or billing questions, email Lys Litmans at [lys@ccbccc.org](mailto:lys@ccbccc.org).

The Newsletter comes out via email 5 to 6 times a year. The Communications Chair on the parent Board welcomes articles and announcements of community activities to be added to the announcement portion of the blog. Articles or notices should be left in the school office or emailed to [ccbc@ccbccc.org](mailto:ccbc@ccbccc.org), made to the attention of the Communications Chair.

SOCIAL MEDIA – In light of the widespread use of social networking sites such as Facebook, etc. and the privacy and other risks that those sites pose to our staff and school community, we have instituted a policy regarding communications between staff and parents on such sites. To preserve the privacy of our teachers and to encourage communication through less public means, the CCBC teachers have been instructed not to “friend” any parents in the school. Parents should feel free – and are encouraged – to visit with teachers at the school or to contact them by email or phone.

BACK-TO-SCHOOL NIGHT – Back-to-School Night, which is held in October, is your chance to have an inside view of your child’s day at school. This year we will hold a virtual or in-person Back-to-School Night, depending on what the health and safety guidelines are in October.

WORKDAYS – (*Please note, for school year 2021-2022 this program will be on hold*).

CCBC’s workday program is designed to reflect our philosophy and our goal of developing partnerships with parents. The program offers parents the opportunity to explore the inner dynamics of the classroom, to work with our talented staff, and to become acquainted with children at all developmental stages. It also affords you the opportunity to understand “developmentally appropriate practice” in early childhood education and how we meet the needs of children. These are only a few of the valuable goals of our parent participation program. Parents and teachers, working together, will provide the highest quality early childhood experiences.

Workdays are during school hours, 9:00 am to 12:30 pm. Parents who cannot work on scheduled days will be billed \$125 for each missed workday. Work days can be scheduled on the Small Group Visit day in the fall. Each participating family is responsible for four workdays. As required by DC Licensing, all parents participating in the workday program will need to have a DC Health form completed by a physician and turned into the CCBC office. DC Health Certificates are available on the school’s website, [www.ccbccc.org](http://www.ccbccc.org).

The guidelines for workdays are:

- You are needed and expected for the entire morning from 9:00 am to 12:30 pm. **\$125.00 will be charged for No Shows.**
- Do not tell your child that you will be spending time in his or her classroom, because there is no guarantee that you will.
- Children not enrolled may not accompany you.

- It is your obligation to remember your workday. A monthly calendar will be sent home as a helpful reminder.
- If you need to switch days, you are responsible for rescheduling with the office.
- Please phone the school as soon as possible if the sickness of your child or other conflict will prevent you from honoring your workday.
- A fee of \$125 is charged for a missed workday.
- Caregivers and grandparents may not substitute for parents on workdays.
- Families with more than one child enrolled are responsible for four workdays only.

CALENDAR -- The CCBC Children's Center sets its own calendar. Since we have children from the District of Columbia and Montgomery County, we try to coordinate our holidays with both jurisdictions as much as we can. The current year's calendar is available online at [www.ccbccc.org](http://www.ccbccc.org).

### EMERGENCY PROCEDURES

Our primary concern, as always, is the safety and care of your children. In the event of an emergency, we will attempt to get information to parents via a text message, a broadcast email, leaving a message on our phone (202-966-3299), and by posting a note on the school doors.

*If there is an emergency in the Washington DC area:*

1. Please listen to the radio (WTOP 1500 AM, 820 AM, 107.7 FM) and follow the authorities instructions. In certain situations, it may be safer for the children to remain at school than for parents to attempt to immediately collect them. We will not allow the children to leave the building if the authorities advise us to “shelter in place”.
2. If authorities recommend that citizens “shelter in place”, we will bring the children to a safe room in the building. We have stockpiled water, snacks, diapers, and first aid

- supplies. We will plan on sheltering with the children until authorities say it is safe to do otherwise.
3. In the event that the emergency directly affects our school grounds and we are required to evacuate, we will relocate to All Saint's Nursery School at 3 Chevy Chase Circle, 301-654-2488 ext. 233.
  4. If emergency pick-up from school is required or desired, come to the Zoom Room and a runner will bring your child to you. This is for safety reasons and to minimize distress for children whose parents have not yet arrived. If you are unable to collect your child personally, you must send someone authorized to do so.
  5. Members of the CCBC staff will remain with the children until all have been released to parents or authorized individuals.
  6. If parents would like to see it, a copy of the OSSE Emergency Response Plan is available in the office.

### WEATHER EMERGENCIES AND UNEXPECTED CLOSINGS

The snow policy of CCBC Children's Center is:

- DC schools close -- CCBC closes.
- DC schools open on time or late -- CCBC will make a decision whether to open on time, at 10:00 am, or close. Since many of our teachers commute from Maryland, CCBC may opt to close in inclement weather even if DC schools choose to open. The director will leave a message on the CCBC phone by 7:00 am and send an email and text message to the school community (also by 7:00am). When CCBC opens late, the arrival time is 10:00 am, never later. We do not make up missed snow days.

Important: In the event of unexpected early dismissal because of inclement weather, the Center will attempt to contact all parents by phone, email or text. During bad weather, parents are free to

come and take their children home early. You can also get information about school closings, delayed openings, and early dismissals by calling the school.

ARRIVAL AND DEPARTURE – Please see Coronavirus protocols for 2021-2022 school year for information on arrivals and departures.

Parking is available on neighboring streets and after 9:30 am on Western Avenue. Please do not park in the parking area on Oliver Street reserved for members of the church staff or in front of our neighbors' driveways.

## **HEALTH AND EMERGENCY PROCEDURES AND POLICIES**

PEANUT POLICY-- Due to an increasing number of life-threatening allergies to peanuts, CCBC is a peanut-free school. This means that peanuts, peanut butter, foods cooked in peanut oil, or any processed foods that contain even a trace amount of peanut product must not be brought into the school. Peanuts do not have to be ingested to cause a reaction. Swift and severe anaphylactic shock can occur if a child with a peanut allergy touches another child's fingers or a table with traces of peanut oil.

ALLERGIES-- Please report all of your child's known allergies to the school. For each allergy, we also require information about the signs of the allergic reaction and the prescribed method of treatment. Allergy treatment forms are available in the office and must be completed prior to your child's first day of school. Medication used to treat allergies should also be given to the office, along with specific instructions and information on dosage, route and effects. We require two prescriptions of each medication and instructions. One will be kept in the classroom with your child; the other in the office.

MEDICATIONS-- The Center does not and cannot administer any medication, including cough drops, aspirin, or decongestants, unless we have written consent from the child's parent or guardian and a medical order from a licensed health care practitioner. Also, the Center may administer nonprescription topical ointments, in the original container, with the child's name with written permission from the parent. Topical ointments include, but are not limited to, sun block, petroleum jelly or diaper ointment. Appropriate forms are available in the school office for you to sign. Prescription medication must be in the original container and must be clearly labeled with the child's name, the name of the medication, dosage, and times to be given. Parents may make arrangements with the office if they need to come to school and administer medication.

ILLNESSES OR ABSENCES – (*SY 2021-2022-please also see Coronavirus Protocols above*). The Center's program is an active one. Children will not be able to participate fully in the program if ill. **Please keep sick children home!** All children go outside to play daily, weather permitting. If your child is unable to participate in active outdoor play, please keep him/her home. You are strongly encouraged to notify the Children's Center by phone or email if your child will be absent for any reason. We especially would like to be notified about potentially contagious conditions so that staff and parents of other children in the class can be alerted. Allergies or allergic reactions that children have must be made known to the school office and the child's teachers. Use the Food Allergy Action Plan form, which can be obtained from the school office, to tell us at the beginning of the school year or at any time a condition appears.

Children who become ill during school hours will be isolated, and the school will notify their parents, who must make arrangements for the child to be picked up. In the event of an emergency at the Center, proper first aid will be administered by a qualified adult, and parents will be contacted immediately.

You will be called if your child:

- has a fever
- begins vomiting
- has diarrhea
- has symptoms of possible communicable disease (colds, reddened eyes, sore throat, headache, abdominal pain, or unusually lethargic behavior)
- complains of an earache
- has suffered accidental injury requiring medical attention
- has head lice or nits

If necessary, we will contact your doctor and/or transport your child to the hospital. (See "Emergency Medical Forms" section.)

**Please do not send your child to school if he or she has had a fever or vomited within the past 24 hours.**

We urge you to inform your child's teacher or the director whenever your family is in the midst of an emergency or unusual change in routine. Changes affect your children in many ways. We can help a child cope with these changes if you tell us about them.

MEDICAL EXAMINATIONS -- Prior to entering the Center, each child must have had a recent medical examination, to be repeated annually. **Children will not be permitted to attend without a current health record on file.** DC Health forms are available on the school's website, [www.ccbccc.org](http://www.ccbccc.org). Immunizations must be current for the child's age. Annual Dental exams are required for children three and older (dental forms available on the school website).

EMERGENCY MEDICAL FORMS -- Before a child enters the program, it is necessary to complete the Emergency Medical Form, so that you or your assigned agent can be notified in case of illness or injury. The "Emergency Medical Treatment" section on the form authorizes a staff member to transport a child to the hospital emergency room in case of emergency. This allows you to meet us there, thus minimizing delay. **Please notify the office any time during the year when there is any**

**change in your emergency telephone numbers, work numbers, addresses, or emergency contacts.**

INSURANCE -- Children and staff are covered by CCBC's general liability insurance during school hours and school events only. In addition, a Special Risk Accident policy (included in tuition) is carried to provide coverage for children while on the premises and on field trips. Inquiries about coverage should be made in the office.

## **OTHER PROGRAM POLICIES AND INFORMATION**

WHAT TO BRING – Your child should have a complete change of clothes at school; please send old clothes only and check periodically to update for size and/or appropriate season. Children will and do get dirty, so please dress your child appropriately for active play.

Diapers and wipes for those children who need them should be provided by their parents. The classroom teachers will let you know when and what quantity to bring initially. This supply should be replenished when the teachers request it. Cloth diapers cannot be used to replace disposable diapers. Studies done in child care centers show that disposable diapers minimize fecal contamination better than other types of diapers. Coliform bacteria are abundant in feces and can cause bouts of diarrhea.

Children do not have to be toilet trained by a certain age or class grouping. The teachers are available for support and ideas about toilet training.

Please send your child to school in comfortable play clothing and rubber-soled shoes, such as sneakers, or some other form of non-skid sole for indoor and outdoor safety. **All clothing must be clearly marked with the child's name.** Colder weather will require warm jackets, pants, mittens, and hats.

HELMETS -- Licensing regulations requires that students wear helmets when using toys with wheels (i.e. tricycles, scooters). Parents are asked to leave/ bring a helmet to school.

SNACKS – Parents are asked to send a snack to school each day.

LUNCH – Parents are to send a peanut-free lunch (including a drink) to school daily. We encourage the use of reusable containers to help us reduce the amount of trash we generate. Lunch can be finger foods such as cheese, fruit, vegetables, cut-up meat, yogurt, and/or sandwiches. Lunch boxes and drink cups must be clearly marked with your child's name. Please keep lunch boxes clean and odor free. Consult your child's teachers for more details or if you have any questions.

FIELD TRIPS --All of our classes go on neighborhood walks as part of their curriculum. Only the four and five year old classes go on field trips beyond the neighborhood but all field trips are cancelled for the school year 2021-2022.

HOME TOYS -- Please do not send toys from home to school with your child. There is always a risk of the toy being broken or lost. Also, it is often difficult for a child to share his own toy with the whole class. However, a favorite stuffed animal, blanket, pacifier, or bottle may be brought by your child to ease him or her through the home/school transition. Children are encouraged to bring educational items from home to share with the class. These include souvenirs from trips, books, and bits of nature such as special leaves, rocks, or flowers. Please do not send anything that goes in or near a child's mouth, such as toy musical instruments, because of the possibility of spreading germs. By prior arrangement with the teacher, a child may bring a pet to school.

BIRTHDAYS – Birthdays are celebrated at snack or lunch time, depending on the class. Muffins, doughnut holes or mini cupcakes are some of the favorite treats. Check with your child's

teacher for more ideas. Please coordinate the date and the details in advance with the teachers.

If you are having a birthday party for your child, please invite all of the children in your child's class or less than half in order to minimize hurt feelings.

HOLIDAYS -- CCBC Children's Center has no religious affiliation and seeks to inspire in children a respect for a wide variety of differences in cultural and religious traditions. Many holidays from various traditions are celebrated in a developmentally appropriate manner. Parents are invited to share family traditions with their child's class.

OUTSIDE CONSULTATION -- CCBC Children's Center has a contract with Child Development Consultants. Specialists in Speech and Language, Occupational Therapy, and Behavior Modification are available to consult with teachers, administration and parents regarding the development of children enrolled in the Center. Parents can request a consultation with Child Development Consultants by emailing the Director, who will forward the required forms that start the process. Teachers will sometimes suggest a consultation to parents and parents, if agreeable to the consult, would email the Director, who would then forward the required forms.

LATE PAYMENTS POLICY -- A \$50.00 late fee is automatically added to the amount of tuition if a payment is 10 days or more overdue. Arrangements must be made with the administrator at the beginning of the school year to request any alternatives to the semester payment plan. If payment checks are returned due to insufficient funds, a \$12.00 fee will be charged.

WITHDRAWAL AND FEES – Deposits paid in March are non-refundable and there will be no refunds for withdrawals after the cancellation date agreed on in the Enrollment Agreement. For current students and their siblings, the Center has registration in January of each year for the following school year. We require a

nonrefundable deposit in March for children accepted for the next year. No refunds will be made for days missed through illness, vacations, or any other reasons.

FINANCIAL AID – The CCBC Children’s Center Board of Directors is committed to assisting families who demonstrate the need for financial assistance in order to meet the tuition obligation of the school. The Board’s goal is to be as generous as possible and to assist as many families as possible. The Financial Aid Committee always has, however a set total amount that they are able to award. If interested in applying for Financial Aid, please contact the school’s Director or visit our website, [www.cbcc.org](http://www.cbcc.org), for more information.

To ensure objectivity, CCBC subscribes to the School and Student Service (SSS). This service requires a small fee and the completion of a Parent’s Financial Statement. For more information visit their website, [www.nais.org/financialaid/sss](http://www.nais.org/financialaid/sss).

Families interested in financial assistance must apply for financial aid each year. Financial Aid applications are due with applications and notifications are sent out with acceptance letters.



*Rainbow Class Art*

## TUITION AND MISCELLANEOUS CHARGES 2021-2022

**Please Note:**

First Quarter payment is due NO LATER THAN JUNE 15, 2021.

Second Quarter payment is due NO LATER THAN OCTOBER 15, 2021.

Third Quarter payment is due NO LATER THAN JANUARY 15, 2022.

Fourth Quarter payment is due NO LATER THAN MARCH 15, 2022.

### **TWO-DAY CLASSES**

Deposit	\$ 600.00
June 15	\$1,150.00
October 15	\$1,150.00
January 1	\$1,150.00
March 15	<u>\$1,150.00</u>

TOTAL \$5,200.00

### **TWO-DAY FLOWER CLASS**

Deposit	\$ 600.00
June 15	\$1,227.50
October 15	\$1,227.50
January 15	\$1,227.50
March 15	<u>\$1,227.50</u>

TOTAL \$5,510.00

### **THREE-DAY CLASS**

Deposit	\$ 700.00
June 15	\$1,687.50
October 15	\$1,687.50
January 15	\$1,687.50
March 15	<u>\$1,687.50</u>

TOTAL \$7,450.00

### **THREE-DAY FLOWER CLASS**

Deposit	\$ 700.00
June 15	\$1,765.00
October 15	\$1,765.00
January 15	\$1,765.00
March 15	<u>\$1,765.00</u>

TOTAL \$7,760.00

### **FIVE-DAY CLASSES**

Deposit	\$ 800.00
June 15	\$2,560.00
October 15	\$2,560.00
January 15	\$2,560.00
March 15	<u>\$2,560.00</u>

TOTAL \$11,040.00

### **MISCELLANEOUS CHARGES AND ADDITIONAL NOTES**

1. If you would like to pay with a credit card, there will be a 3% fee added to your invoice.
2. Monthly payment plans are available by contacting the office.
3. If payment checks are returned due to insufficient funds, a \$12.00 fee will be charged.