

BAR-T FAMILY HANDBOOK AND CALENDAR

UPDATED AUGUST 2024



**SCHOOL AGE PROGRAMS
EARLY CHILDHOOD
SUMMER CAMPS
RETREAT CENTER**

TABLE OF CONTENTS

ABOUT BAR-T.....1

CALENDAR.....7

ATTENDING BAR-T.....9

YOUR ACCOUNT.....13

MEDIA POLICY.....18

KIDS CLUB PROGRAM.....19

EARLY CHILDHOOD PROGRAM.....22

HEALTH & SAFETY.....24

INCLEMENT WEATHER.....29

EMERGENCY RESPONSE PROCEDURES.....30

FAMILY INVOLVEMENT.....31

COMMUNICATION.....32

BEHAVIOR GUIDELINES.....33

FOOD & CELEBRATIONS.....35

BAR-T PROGRAM LOCATIONS.....37

OUR MISSION

THE MISSION OF BAR-T IS TO PROVIDE A UNIQUE EXPERIENCE IN ALL OF THE PROGRAMS THAT WE OFFER. WE STRIVE TO TREAT ALL CHILDREN AND ADULTS AS INDIVIDUALS. WE PROVIDE CHOICES AND WE LISTEN, SHOW RESPECT, AND KEEP EVERYONE SAFE. WE HELP PEOPLE REMEMBER THEY ARE OF GREAT WORTH.



HISTORY OF BAR-T

Bar-T opened its doors in 1985 to nine boys from Laytonville Elementary with the goal of providing them with choices, interesting activities, and an opportunity to grow and discover their true potential. Nearly 40 years later, our family owned and operated business has over 3,600 children walk through our doors and each night they leave enlightened, excited, and enriched.

Our mission, our philosophy, and the Bar-T culture all guide our staff to respect each of the children and adults that participates in our programs as individuals. We work to provide meaningful choices throughout all aspects of our programs. We go beyond creating environments that help to ensure both physical and emotional safety by listening, showing respect and helping each member of our community remember that they are of great worth.

We recognize that we live in a diverse community, and as such, in everything we do, we reflect acceptance and inclusion of the unique individuals in the Bar-T community.

SCHOOL-AGE PROGRAMS

KIDS CLUB

We believe that children should have choices, and we provide a variety of them each day. The club model, which we pioneered, directly addresses the needs of each child to be engaged in something interesting to them. In a given month a Bar-T kid can learn how to play basketball, bake a cake, work with clay, and perform a magic trick. At Bar-T Kids Club we allow our children to choose which clubs, games, sports leagues, and special events they would most enjoy.

For more information about our Kids Club Curriculum, please see page 19.

EARLY CHILDHOOD PROGRAMS

PRE-KINDERGARTEN

Pre-Kindergarten at Bar-T is designed to provide a high quality, creative, hands-on, child-centered learning environment for children. Our teachers and assistants are committed and experienced professionals who provide children with a caring and stimulating atmosphere. They listen carefully and respond quickly to the needs of each child. Our teachers are certified in Early Childhood Instruction and each class also has one assistant who is trained to aid children in their learning experiences. We are dedicated to positively contributing to a child's life.

EARLY CHILDHOOD AT THURGOOD MARSHALL ES

Bar-T's Early Childhood program at Thurgood Marshall Elementary School gives area families a safe and educational environment for infants (6 weeks old) through school-aged children. There are separate classrooms for infants (6 weeks -12 months old), toddlers (12-24 months old), 2 year olds, 3 year olds, and Pre-Kindergarten (4 year olds).

SUMMER CAMPS

RANCH

Bar-T Ranch has something for every child whether it's sports, arts & crafts, music & drama, cruising down our 600 foot zip line or just hanging out by the pool. The Bar-T Ranch is a spacious 12-acre farm located on Olney-Laytonville Rd. in Gaithersburg, MD. Bar-T Ranch is a summer camp with programming that includes swimming, a splash pad, sports & games, music & dance, crafts, zip line, lakefront activities, climbing tower, and more.

MOUNTAINSIDE

Every day at Mountainside is different and each day is its own adventure. Campers will find themselves swimming one minute, shooting archery the next, and climbing our 50-foot rock wall all before lunch. We believe in giving our campers choices and provide them with a variety of unique experiences that they can only find at Mountainside.

Bar-T Mountainside is located on 115 acres in Urbana, MD.

This exceptional facility offers zip lines, both a high and low ropes course, hockey rink, basketball courts, wooded hiking trails, a 50 ft. climbing tower, giant dual swing, outdoor amphitheatre, and more.

KIDS CAMPS

Bar-T Kids Camps are based on fun-filled themes. Each week, kids will enjoy swimming, arts & crafts, music & drama, field trips, sports and games and loads of entertainment. Kids Camps are conveniently located at multiple Montgomery County Elementary Schools.

SPECIALTY CAMPS

Bar-T Specialty Camps mesh seamlessly with our traditional day camps, including access to transportation, swimming, and other camp activities. Specialty camps provide a full day of fun and are taught by outstanding local coaches and experts.

BAR-T CALENDAR

Programs in Montgomery County, MD follow the Montgomery County Public Schools Calendar (available online, also pictured to the right).

Programs in Frederick County, MD (Mountainside After School Club) follow the Montgomery County Public Schools Calendar (available online).

Bar-T is open on most professional days and school breaks

(Spring Break and Winter Break) for full-days of fun.

To find out when schools and Bar-T are open or closed, please visit:

<https://www.bar-t.com/school-programs/calendar/>

This page is updated regularly to reflect important dates and hours.

Programs in Montgomery County, MD follow the Montgomery County Public Schools Calendar

Monday, August 26, 2024: First Day Of School - Bar-T Open

Monday, September 2, 2024: Schools & Administrative Offices Closed, Bar-T Closed

Friday, September 27, 2024: Early Release Day, Bar-T Open at Dismissal

Thursday, October 3, 2024: Schools Closed, Bar-T Open from 7am – 6:30pm

Friday, October 18, 2024: Schools Closed, Bar-T Open from 7am – 6:30pm

Monday, November 4, 2024: Schools Closed, Bar-T Open from 7am – 6:30pm

Tuesday, November 5, 2024: Schools Closed – Election Day Bar-T Closed

Monday, November 25, 2024: Early Release Day, Bar-T Open at Dismissal

Tuesday, November 26, 2024: Early Release Day, Bar-T Open at Dismissal

Wednesday, November 27, 2024: Schools Closed, Bar-T Closed for an In-Service Learning Day for Bar-T employees

Thursday, November 28, 2024: Schools & Administrative Offices Closed, Bar-T Closed – Happy Thanksgiving

Friday, November 29, 2024: Schools & Administrative Offices Closed, Bar-T Closed

Monday, December 23, 2024: Schools Closed, Bar-T Open from 7am – 6:30pm

Tuesday, December 24, 2024: Schools Closed – WINTER BREAK, Bar-T Closed

Wednesday, December 25, 2024: Schools Closed – WINTER BREAK, Bar-T Closed

Thursday, December 26, 2024: Schools Closed – WINTER BREAK, Bar-T Open from 7am – 6:30pm

Friday, December 27, 2024: Schools Closed – WINTER BREAK, Bar-T Open from 7am – 6:30pm

Monday, December 30, 2024: Schools & Administrative Offices Closed, Bar-T Closed

Tuesday, December 31, 2024: Schools & Administrative Offices Closed, Bar-T Closed

Wednesday, January 1, 2025: Schools Closed, Bar-T Closed

Monday, January 20, 2025: Schools & Administrative Offices Closed, Bar-T Closed – MLK Jr. Day

Wednesday, January 29, 2025: Schools Closed, Bar-T Open from 7am – 6:30pm

Monday, February 17, 2025: Schools & Administrative Offices Closed, Bar-T Closed: Presidents' Day

Friday, February 28, 2025: MCPS Early Release, Bar-T Open at Dismissal

Monday, March 31, 2025: Schools Closed, Bar-T Open from 7am – 6:30pm

Monday, April 14, 2025: Schools Closed – SPRING BREAK, Bar-T Open from 7am – 6:30pm

Tuesday, April 15, 2025: Schools Closed – SPRING BREAK, Bar-T Open from 7am – 6:30pm

Wednesday, April 16, 2025: Schools Closed – SPRING BREAK, Bar-T Open from 7am – 6:30pm

Thursday, April 17, 2025: Schools Closed – SPRING BREAK, Bar-T Open from 7am – 6:30pm

Friday, April 18, 2025: Schools & Administrative Offices Closed, Bar-T Closed: Good Friday

Monday, April 21, 2025: Schools & Administrative Offices Closed, Bar-T Closed: Easter Monday

Monday, May 26, 2025: Schools & Administrative Offices Closed, Bar-T Closed – Memorial Day

Friday, June 6, 2025: Schools Closed, Bar-T Open from 7am – 6:30pm

Friday, June 13, 2025: Last Day Of School - Bar-T Open

BEFORE YOU ATTEND BAR-T

REGISTRATION

Enrollment for all Bar-T programs is online at <http://registration.bar-t.com>. For questions about registration, or about your account, please call us at 301-948-3172 or email us at Help@Bar-T.com. In the event of a waitlist for your program, please email Help@Bar-T.com to be placed on the waitlist.

REQUEST FOR ACCOMMODATIONS

Bar-T works with each family to provide quality summer and school-year opportunities to the children entrusted to our care. Our programs are built around an inclusionary group environment with staffing ratios of approximately one staff member for each fifteen children (school year) and one staff member for each ten children (summer camp). If you believe that your child has any special needs requiring accommodation, auxiliary aids/services, or other assistance that would help them succeed in our program, including with respect to dietary issues, allergies, physical or mental disabilities or limitations, medical conditions, emotional/cognitive issues, behavioral issues or any other diagnosis, limitation or issue that could affect his/her participation in our program, please contact COO Mark Orens for assistance (at morens@Bar-T.com or 301-212-1207) as early as possible during the registration process. This will help to provide us with ample time to make the necessary arrangements for your requested accommodations and develop specific strategies to support the success and safety of your child.

If we do not receive enough advance notice, we will do our best to provide the requested accommodation, equipment and/or services, but they will not be guaranteed. While we do not require information about the extent of your child's disability, the more information we have, the better we will meet their specific needs. The information you provide will assist us, so far as is reasonably possible, in catering for any special needs your child may have. *(Continued on the next page)*

ATTENDING BAR-T

REQUEST FOR ACCOMMODATIONS (Continued)

Similarly, please let us know if you, or anyone who will visit our program on your child's behalf, require any special accommodations. In those cases, we will also do our best to make reasonable accommodations.

REQUIRED PAPERWORK

Before your child's first day, we require that all the necessary paperwork is submitted. As the year goes on, we're required to maintain updated information on your child and will inquire about these additions when necessary. If there's a failure to update your child's paperwork, Bar-T may withhold child care until the necessary items are submitted. Required forms include:

- **Health Inventory**
- **Emergency Card**
- **Immunization Form**
- Medication Authorization Form - If your child needs to receive medication while in our care.
- **Parent Handbook Signature Page**

All of these forms can be found on our website at:

<https://www.bar-t.com/preparing-for-school-programs/health-forms-permission-slips/>

HOURS OF OPERATION

Bar-T Kids Club in Montgomery County Public Schools and Mountainside Afterschool Club (MAC)

7:00 AM - School Opening; School Dismissal - 6:30pm

Bar-T Pre-Kindergarten and Early Childhood Programs

7:00 AM - 6:30pm

DAILY ROUTINES

DROPPING OFF & PICKING UP YOUR CHILD

All children must be escorted into the center and be signed in and out each day. We realize that this is not always convenient, especially in the morning on the way to work, but please understand that this is a state mandated licensing requirement that we must follow. Daily failure to sign in and out may result in dismissal from the program.

We only release your child to the person(s) listed on the Emergency Card, therefore, it must be kept up to date. If your child is being picked up by someone other than the person(s) listed on the Emergency Card, please send in a written note stating who will be picking him/her up. Please prepare the person(s) picking up your child by having them bring their driver's license or photo ID with them to show to the staff. If a last minute situation occurs, please call the Center. Your child(ren) will NOT be released to anyone under any circumstances without prior authorization by a parent or guardian. If there is a problem involving the legal custody of your child, please provide the Director and/or Pre-K Teacher with written documentation that may apply.

CHILDREN'S ABSENCE FROM CENTER

If your child is absent due to illness, vacation, etc., please call the center or leave a message on the answering machine. You are still expected to pay a normal tuition in order to hold your space in the program. If your child is absent for more than 3 days due to illness, you must provide a note from your doctor stating that he/she is healthy enough to return to the program.

For more information, please see our Health Policy on page 24.

VISITORS

At Bar-T, we have an open door policy that allows parents to come and visit whenever they would like. If there will be any visitors stopping by to see your child, please inform us of their visit ahead of time. Upon arrival, they will be required to present photo identification.

THE BAR-T TEAM

We pride ourselves on the quality of our staff members. Bar-T employs qualified, enthusiastic, dedicated and caring staff. Our team is carefully selected and professionally trained. Each year, they are trained in safety techniques as well as taking refresher courses to keep them knowledgeable of Bar-T policies and procedures. Our staff will deliver fun, creative, exciting and innovative choices for your child.

How might you recognize our staff?

- Bar-T Staff Shirt
- Bar-T ID Badge
- 1st Aid Pack

EXTRACURRICULAR ACTIVITIES

If your child is involved in extracurricular activities outside of Bar-T that take place on school grounds, please inform us by completing the Before/After School Care Activities Form. See a Staff Person for this form. Even if your child's activity begins immediately after school, he/she must first check in with our staff.

YOUR PLAN & DROP-IN CARE

When you register for Kids Club, you have the ability to select which days and time your child attends our program. Please see below for important information about half days and full days (including Spring Break):

FULL DAY ATTENDANCE

If a full day off falls on a day when your child is registered for AM care only, the hours that they can attend Bar-T are 7:00am until when school usually dismisses. If you need additional care, a drop-in fee will be charged.

If a full day off falls on a day when your child is registered for PM care only, the hours that they can attend Bar-T are from when school usually begins through 6:30pm. If you need additional care, a drop-in fee will be charged.

If a full day off falls on a day that your child is registered for AM & PM care, the hours that they can attend Bar-T are: 7:00 am - 6:30pm.

If a full day off falls on a day when your child is NOT registered for care, you will have to pay a drop-in fee for the full day.

HALF DAY/EARLY DISMISSAL ATTENDANCE

Bar-T will be open from school dismissal until 6:30pm.

EMERGENCY CARE/DROP-IN PROCEDURES

If your child is not scheduled for a time that you need emergency care, there is limited availability for drop-in care. Please call the Director of your program at least 24 hours before the day you need drop-in care to reserve a spot for your child.

Sometimes, due to ratio limitations, we may not be able to accommodate last minute drop-in children; therefore, it is important that you get prior approval.

TUITION PAYMENT POLICY

Total tuition for the school year is averaged into 10 monthly payments that are due on the 15th of each month.

This amount covers the first day of school until the last day of school. The yearly tuition is divided into 10 equal payments beginning August 15th through May 15th. Tuition remains the same regardless of snow days, half days, holidays and partial months. Payments are collected one month in advance. To view the payment schedule, visit <https://www.bar-t.com/preparing-for-school-programs/>.

When you enroll your child in Bar-T, you are buying a space in our program. It is your child's space as long as you continue to pay for it, even if your child is not at the center. Failure to pay tuition by the 15th of every month will result in a late fee that will automatically be charged to your account. If your payment is past due for two months you will lose your space in the program and you will be sent to collections. Bar-T reserves the right to offer your space to another family.

Days missed due to illness or vacation will NOT be discounted.

BAR-T TAX ID # 75-3252930

MAKING PAYMENTS

PLEASE MAIL CHECKS TO:

Bar-T Holding Inc.
P.O. Box 49034
Baltimore, MD 21297-49349

PLEASE NOTE: BAR-T DOES NOT ACCEPT POST DATED CHECKS

RETURNED CHECK FEE

There is a \$40.00 charge for checks or direct deposits returned for insufficient funds. After two returned checks, future payments will need to be paid by money order or cashiers check.

CREDIT CARD PAYMENTS

Families may choose to have their monthly tuition withdrawn from their Visa, Mastercard, or Discover credit card.

To set up automatic credit card charges, complete a credit card request form or email help@bar-t.com.

You can also make payments online by going to registration.bar-t.com and logging into your account. For user name and password info, please email help@bar-t.com.

LATE PICK UP FEES

We love your children, but our staff have other commitments and need to leave work promptly at closing. A late fee of \$1.00 per minute per child will be charged at program end time, i.e. 6:30pm Kids Club.

Failure to pay late fees or recurrent problems with lateness may result in dismissal from the program.

ABOUT YOUR ACCOUNT

SUBSIDIZED FAMILIES

Bar-T Kids Club accepts Working Parents Assistance and Department of Social Services vouchers. Families can reach out to our Bar-T Subsidy Specialist, Joel Antezana, for assistance applying for subsidized child care. Joel is Bilingual (Spanish & English) and can help families receive financial assistance and attend our accredited programs for a discounted cost. Please contact Joel at Vouchers@bar-t.com to start the process today.

PRIMARY CONTACT

It is Bar-T's policy to only discuss information about an account with the primary contact listed on the account. If you would like additional contacts to have access to this information, please submit a written request to help@bar-t.com.

RECEIPTS

We will be happy to issue a receipt for tuition payments so that you may submit them for reimbursement. Receipts must be requested, they are not automatically sent out. You may email help@bar-t.com to request your receipts. For income tax purposes, a summary of payments made to Bar-T during the previous calendar year will be available upon request after January 14th. Please give us 48-72 hours to fulfill your request.

PAYMENTS FOR EXTRA DAYS & FIELD TRIPS

Payments for extra days and field trips should be made payable to Bar-T and given to the Director or Pre-K Teacher at the center. Please put your child's name on each check and label "Drop In Care" or "Field Trip" on each check. Call the center in advance as space may or may not be available for drop in care. Field trips are always optional.

MAKING CHANGES TO YOUR PLAN

WITHDRAWAL POLICY (KIDS CLUB)

If it becomes necessary for you to withdraw your child from the program, we require 2 weeks written notice. Failure to provide the required form within the prescribed time period will result in a charge for one half month's tuition. If no notice is given, you will be responsible for the monthly tuition.

WITHDRAWAL POLICY (PRE-K)

Accepted students become enrolled when the signed enrollment agreement is returned along with the application and the non-refundable registration fee. The agreement to enroll the student represents a commitment to pay the entire annual tuition for the upcoming school year regardless of attendance, personal or life changes. If you need to withdraw for any reason, you are still responsible for tuition unless a replacement student is found.

CHANGES TO ATTENDANCE

If you need to change the number of days or times that your child will need care, phone numbers or address information please email help@bar-t.com. Please allow two weeks for the change to become effective. You may also update your online account at registration.bar-t.com.

SPECIAL ARRANGEMENTS

Any special arrangements, such as split payments, late payments, vouchers, etc. can be authorized with the Accounts receivable department and must be renewed each school year. Arrangements made for previous years are not always honored for upcoming or current school years. Please call and ask to speak to our Accounts Receivable Department or email help@bar-t.com.

MEDIA POLICY

Bar-T students (infant through school age) may visit the media center for story time and book check out. Each student selects one book, which is kept in the classroom for all students to enjoy. Bar-T library books do not go home with the students.

Bar-T classrooms may have computers or media devices (iPads or iPods) available for student use. The use of these devices is limited to educational purposes and is always supervised by a Bar-T staff person.

Bar-T invites parent and community volunteers, as well as other campus staff members, to read to Bar-T children during story time. If you are interested in reading to Bar-T children, please contact your child's teacher or Director.

Viewing television and/or videos are not a part of Bar-T's standard curriculum. Educational videos may be occasionally viewed, but not as routine or scheduled practice.

Children under two years of age have no access to screen time while in our care. This includes iPads, television, cell phone, etc.

For children over the age of two, screen time content is always tied to learning activities scheduled for that day, and staff interact with children during that time. There will be no more than 30 minutes per week of screen time.

For school age children, screen time can also include computers and/or other internet capable devices to aid during homework time.

KIDS CLUB CURRICULUM

Our goal at Bar-T is to expose children to interesting activities and learning opportunities at every turn. The club model, which we first pioneered in 1988, directly addresses the need of each child to be engaged in something they find interesting. Back then, the children enrolled in aftercare usually had nothing more than a few board games or art supplies to occupy them while they wait to be picked up by their parents. We feel that the opportunities available to Kids Club children should be greater than those that are not enrolled. With the variety currently presented to a child at Bar-T, they could run for a touchdown, learn about engineering, plant a tree, or go for a hike all in the same day.

It is our goal that each person in our program be treated as an individual. In our extensive experience working with children, we do not subscribe to a singular theory or curriculum. We train our staff on multiple theories, skill sets, and curriculum goals.

We find our curriculum to be flexible and accommodating to the varied learning styles we have in our programs. This program also provides research-based suggestions to enrich developmental milestones and interactive activities that help children develop a love for learning while they are growing, playing and having fun before and after school.

We address children's individual needs by making sure at least one club, Monday through Thursday, meets their interests. All clubs that Bar-T offers fall into one of the following categories:

1. **STEM:** We take Science, Technology, Engineering, and Math up a notch and explore the worlds of science and math with innovative and creative twists.
2. **CREATIVE ARTS:** Whether we're cooking or creating a new painted masterpiece, exploring our individuality through creative expression is the goal of our Creative Arts clubs. We use both conventional and unconventional materials to express ourselves every time the club meets.
3. **FITNESS & WELLNESS:** We focus on the health and wellness of every individual in our programs. This isn't just getting outside; Fitness & Wellness Clubs give children an opportunity to expand their physical fitness skill set through organized play and sports instruction.
4. **CULTURE & COMMUNITY:** Addressing cultural competence through focusing on diversity awareness is becoming increasingly important in raising global citizens. In addition to learning about social responsibility through community service projects, Culture & Community clubs travel around the globe exploring different cultures and ethnicities in a respectful and fun way!

We are also advocates for fun. Friday afternoons are dedicated to celebrating the end of a school week through escaping to an exciting theme day. From holiday-based themes to exploring under the sea, Fridays are jam-packed with fun and games.

KIDS CLUB HOMEWORK

Homework time is offered an an optional Study Hall Club everyday except Fridays. We pledge to offer:

- A setting that is conducive to studying. We do the best we can with the space that is allotted. Noise is reduced to a minimum, we play relaxing music, and students are spread out to avoid chatter.
- Supplies needed for children to complete their homework. If there is something specific that you find we do not have in our homework kit please let us know and we will do our best to get it.
- Assistance and guidance to ensure kids are working on their homework and that they understand what they are working on.
- Choices that are quiet and educational for kids who do not have homework or for those who finish early.
- Chromebooks to use when needed to complete homework assignments.

We understand that not every child has homework every day, and that homework can be completed before the scheduled time is over, so we have designed our program to offer an optional Study Hall Club that parents (or the children) can elect to join in order to get homework completed while in our care.

EARLY CHILDHOOD PROGRAMMING

Bar-T's Early Childhood Program is designed to provide a high quality, creative, hands-on, child-centered learning environment for children.

The Bar-T staff are committed and experienced professionals who provide children with a caring and stimulating atmosphere. They listen carefully and respond quickly to the needs of each child. Our teachers are certified in Early Childhood Instruction. Each class has one assistant who is trained to aid children in their learning experiences. We are dedicated to positively contributing to a child's life.

The rooms at our sites are safe, inviting, attractive and well equipped with a wide variety of multisensory materials. We provide opportunities for each child to have new and unique educational experiences, think and problem-solve, dream and imagine. We always strive to create a spontaneous classroom where children have opportunities for activity and choice. We believe a child will learn best as he or she interacts with others, using concrete objects, and sharing real experiences.

Our curriculum, based on the guidelines of the Creative Curriculum, include the following developmental domains:

- Personal and Social
- Language and Literacy
- Mathematical Thinking
- Scientific Thinking
- Social Studies
- The Arts
- Physical Development and Health

Children are assessed 3 times a year: November, January, and May, and teachers hold parent conferences twice a year.

EARLY CHILDHOOD: WHAT TO BRING

We ask parents to provide the following for their children upon enrollment:

- Crib sheet for children of all ages
- Blanket for children over 1 year old
- Sleep sack for children under 1 year old
- An extra set of weather-appropriate clothes
- Bibs for bottle-fed children
- Diapers
- Wipes
- Diaper cream
- Sunscreen
- Bug spray
- Lunch

In order for them to be applied while at Bar-T, please be sure to complete the appropriate forms for the diaper cream, sunscreen, and bug spray.

We ask that you please keep your child stocked with the items they need. It becomes difficult to have spare clothes for the range of children we have. If your child does not have something that is a necessity for the rest of the day, we will contact you to bring them what they need.

We ask that you do not bring extra items from home to Bar-T, especially toys. We will have toys and fun activities planned for your child to do every day. Toys from home create a distraction from these learning opportunities and we want to provide every child with the opportunity to thrive to the fullest extent.

HEALTH POLICY

For the health of all children and staff, we ask that if your child is sick they remain home until healthy. Children who have the following symptoms, but not limited to, are asked to stay home until they're better:

- Temperature of 100 or higher in the ear
- Any undiagnosed rash
- Diarrhea
- Vomiting
- Discharge in, or redness of, the eye
- Profuse nose discharge
- Head lice or nits
- Change in behavior

Please keep your child home if you know they are not in good health. If they are showing any of the above symptoms, or otherwise appear ill, we will contact you immediately. This will require the child to be picked up within 1 hour of contact. The symptoms shown may require a doctor's note to return to group care. If you are not informed, a doctor's note is not required.

Your child needs to be symptom free for 24-hours before returning to Bar-T. If your child has lice, they are asked to be not-free in order to return to the center. This will allow your child and the program to be treated and prevent the nits from spreading.

If your child contracts a contagious disease such as, but not limited to, chicken pox, strep throat, or swine flu, please keep them home and contact us within 24-hours of diagnosis. This allows staff to notify other families and take appropriate steps in sanitation.

Additionally, please inform the Director if your child, or anyone in your household, has contracted and been diagnosed with a communicable disease. Any life-threatening diseases must be reported immediately.

MEDICATION & SAFETY

MEDICATION

Maryland Health Department regulations permit child care providers to give prescription and non-prescription medication to children in our care under certain conditions. Prior written permission from the child's parent for prescription medication is a requirement (we have forms available online at bar-t.com and at your location). A separate form is needed for each prescription or non-prescription medication. Medication will be stored in a secure container accessible only to staff and refrigerated as needed. Any medication left behind may be discarded.

Prescription Medication: Prescription medications must be in the original container labeled by the pharmacy or physician with the child's name, dosage and expiration date. The child may receive medication only according to the written instruction of the health practitioner or the instruction on the medication label. Prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.

Non-Prescription Medication: Upon parent request, a child may receive only one dose per illness, except acetaminophen (Tylenol) and topical medication. A licensed health practitioner must approve the medication and dosage for the child to receive more than one dose.

*All medications must be picked up by a parent or legal guardian on or before the last day your child attends our program.

EMERGENCY CARDS

Please keep the information on this form up to date. State licensing requires that Emergency Cards are updated annually and in the event of any changes. In the event of an emergency, this card provides us with necessary information to contact you. Please let us know of any changes in address and phone numbers immediately. Children may not attend the program without a completed emergency card on file.

SAFETY

Our primary concern is your child's safety and welfare. Children will always be supervised and every precaution will be taken to prevent any accidents from happening. However, children are active and accidents do occur. In the event of an accident, the Director or Teacher will determine the severity of the circumstance and you will be notified at their discretion. Incident reports are filled out for most accidents. If you receive an incident report, sign it, keep one copy and return the remaining 2 copies. In case of an emergency, we have an excellent Health Consultant on call for us at all times.

CHILDREN WITH DISABILITIES & SPECIAL NEEDS

CHILDREN WITH DISABILITIES AND SPECIAL NEEDS

Bar-T is committed to achieving equal opportunities for participation in its programs for children with qualified disabilities in a manner consistent with the Americans with Disabilities Act and other applicable laws. Bar-T does not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of its services. Bar-T provides auxiliary aids and services and makes reasonable modifications to its policies, practices, or procedures when necessary to afford its services to individuals with disabilities, including children with developmental disabilities, unless the auxiliary aids/services or modifications would fundamentally alter the nature of Bar-T's services programs or facilities, or would result in an undue burden.

Bar-T does not exclude or deny services to individuals on the basis that they pose a direct threat to the health or safety of others unless that risk cannot be eliminated by a reasonable modification of policies, practices, and/or procedures or the provision of auxiliary aids or services. Reasonable modifications will be made by Bar-T provided that they would not fundamentally alter the nature of our services, programs or facilities. Likewise, necessary auxiliary aids and services will be provided by Bar-T provided that they would not result in an undue burden for Bar-T. If a child's behavior poses a danger to themselves or others and no reasonable modifications or auxiliary aids or services can be agreed upon, or if it is determined that no such measures exist or are effective in curbing the child's undesired behavior to prevent recurrence and eliminate the danger posed by the child's behavior, then the child may be suspended or dismissed from the program. In such instances, Bar-T may be unable to provide advance notice prior to a suspension or dismissal from the program. However, Bar-T will make an individualized assessment in determining whether an individual poses a direct threat to the health or safety of others in each instance.

Bar-T will promptly consider all requests for auxiliary aids and services and reasonable modifications of policies, practices, or procedures with respect to its services and will make every effort to provide necessary auxiliary aids/services and make reasonable accommodations for children with qualifying needs. Please note that while Bar-T will do its best to reasonably accommodate all special needs, not all requests may be able to be accommodated. Bar-T makes determinations about reasonable modifications on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

INCLEMENT WEATHER

ALL BAR-T PROGRAMS

If schools close due to inclement weather, we will make a decision and alert staff by 6:00am as to the status of our opening. Parents are asked to call the center for an opening time. The time we open is determined by several factors. We consider the severity of the roads, the sidewalks, parking lots of the schools, entrance ways, and the forecast for the day. Please keep in mind, you and your child's safety, and our staff's safety, are paramount in this decision.

In addition to emailing all families, you can also visit our website or Facebook page to check our opening or closing status:

- The Bar-T School Year Programs Facebook page (facebook.com/bartkidsclub) will be updated
- Bar-T website (www.bar-t.com) the header will be updated

EVACUATIONS

If an evacuation of the school premise is necessary, we will call and inform parents where we have transported their child. Children will be transported by Bar-T bus to the nearest center. A note will be posted on the door of the school notifying families where their child has been taken.

An Emergency Transportation Permission Slip is located at the end of the Parent Resource Guide, and must be signed and returned to each center, where we will keep it on file for use in the event of this type of emergency. Examples of emergencies include: Pipe burst, no heat, loss of power.

EMERGENCY RESPONSE PROCEDURES

During the course of the year, there are many types of emergencies that could occur. We believe that your child's safety is very important and want you to know some of the many types of emergencies we are prepared for.

The event most likely to take place at one of our sites is evacuation. In the event that we need to remove the children and staff from the center, we will relocate them to their predetermined evacuation site. The children will be transported by bus, or on foot and remain with the staff until they are picked up by a parent/guardian or taken back to their location, if deemed safe.

Another type of emergency that may take place is a Code Blue/Red lockdown. If there was a situation in the vicinity of the school, i.e. fire in the neighborhood, police activity, etc., the school will be put on a Code Blue lockdown. This requires all exterior doors to be locked and be monitored either by MCPS staff or our own Bar-T staff. Children will continue with their daily activities, however; they will not be permitted outdoors.

In case of another type of emergency, we follow MCPS guidelines and our trained Directors are responsible for making decisions based upon the information provided. The Director will alert all staff when the situation is over and will also keep in close contact with MCPS during any of these emergency situations.

In all types of emergencies, parents will be notified by an email and on our website. If you have any questions regarding our Emergency Response Plan, please see your Director or Pre-K Teacher.

FAMILY INVOLVEMENT

SURVEY FEEDBACK

Twice a year, in December and April, we will send out a survey asking for feedback on your Bar-T experience. We take these surveys very seriously and directly modify our program based on your feedback. You can always give feedback or share more immediate concerns by calling or emailing the Kids Club Leadership team directly. You will receive a response within one business day.

At Bar-T, we believe in an open door communication policy. We share information in an effort to maintain the success of your child. We will regularly communicate with you.

VISTING

At Bar-T, we have an open door policy that allows parents to come and visit whenever they would like. If there will be any visitors stopping by to see your child, please inform us of their visit ahead of time. Upon arrival, they will be required to present photo identification.

We also offer numerous opportunities every year for parents to come to special events to support family involvement. This could range from attending our 'Light the Stars Shine' student run talent show, enjoying the occasional 'Pastries with Parents' breakfast during before care, or even playing in a 'Parents vs Kids' basketball game one afternoon.

COMMUNICATION FROM BAR-T

EMAIL

You will receive an email communication twice a month with important information about your Bar-T program. An email will be sent to the primary contact on your account twice a month. In addition, any other important updates or notices will be email to you as necessary.

Please reach out to your Director if you do not receive these emails as it is our main form of getting important information to you.

SOCIAL MEDIA

Bar-T utilizes social media outlets to share additional photos and news to our families. We can be found online at:

Facebook: www.Facebook.com/BarTKidsClub

Instagram: [@BarTPictures](https://www.instagram.com/BarTPictures)

FAMILY CONFERENCES (EARLY CHILDHOOD & PRE-KINDERGARTEN)

Early Childhood and Pre-Kindergarten programs schedule family conferences twice each year, during the fall and spring, to discuss your child's progress.

DISCIPLINE POLICY

Bar-T's philosophy on discipline is an important component in how we support the growth and development of the children in our care. Our goal at Bar-T is to help children gain self-control and a greater awareness of the impact that their behavior has on those around them. Our rules are consistent with school policies and reinforced regularly.

Although it is impossible to identify every aspect of discipline, the following is the foundation of Bar-T's progressive discipline approach:

- Bar-T staff model respect for each individual and look for opportunities to teach respectful behavior.
- In the event that a child cannot be successful in a particular activity or situation, our staff will redirect the child to an alternate activity.
- During times when more challenging behaviors are demonstrated and redirection is not an appropriate response, Bar-T staff will communicate with the children involved. Our goals are to provide an opportunity for the child(ren) to practice putting their feelings into words, to accept responsibility for their actions, to reflect on why certain behaviors are not appropriate, and to discuss what alternate choices could be made when a similar situation comes up in the future.
- Challenging behaviors will be communicated with parents or guardians. Documentation will be provided indicating what the undesirable behaviors were, and what the follow up was on Bar-T's behalf.

- Certain behaviors may result in suspension or dismissal from the program, either as a result of progressive disciplinary action or as a result of a singular event. These behaviors include, but are not limited to: bullying, physical or emotional harm dealt to self or others, sexual conduct, leaving Bar-T without permission, use of profanity, theft, refusal to follow directions, destruction of property, or possession of prohibited items (e.g. weapons, drugs, inappropriate material, etc.).

Children may also be dismissed from our program if a parent or guardian displays inappropriate behavior with Bar-T staff, program participants, or other members of the Bar-T community.

FOOD POLICY

SNACK POLICIES AND MENU

All staff members wash hands before prepping food and are required to wear plastic gloves while handling food. We strive to create a varied and nutritional menu that the children will enjoy. Children with restricted diets are always accommodated. Food allergies are addressed on an individual basis, but Bar-T's snack is entirely peanut free. All staff are trained and informed of all allergies that exist at the center. Special orders to our food distributor or special trips to the grocery store are offered to families to ensure that our snack is safe and enjoyable for each child. We avoid any added sugars, salts and fats whenever possible. We serve a variety of fresh fruits and vegetables daily, and seek out whole grain alternatives.

For Early Childhood programs, Bar-T provides a morning and afternoon snack each day.

Staff will monitor meals provided from home and supplement as needed to ensure that children are receiving nutritious, balanced meals and snacks.

CELEBRATIONS

HOLIDAYS & CELEBRATIONS

We will be celebrating various holidays during the year. We will inform parents of our plans in advance so that they can be a part of the celebrations. We invite parents to celebrate their child's birthday with any type of special treat or snack as long as it meets the following requirements:

Food allergies present in the building, along with Health Department regulations, require the food to meet the following guidelines:

1. All food must be store bought and sealed. No home made food will be served at Bar-T.
2. Food must be labeled with all ingredients listed.
3. No food containing nuts, or processed in a factory with nuts, will be allowed or served in the building.

BAR-T PROGRAM LOCATIONS

BAR-T MAIN OFFICE

177 Kentlands Blvd
Suite 300
Gaithersburg, MD 20878
Phone # 301-948-3172
Fax # 301-948-6871

RANCH

6530 Olney Laytonsville Road
Gaithersburg, MD 20882
Phone # 301-948-3189
Fax # 301-948-1602

MOUNTAINSIDE

2914 Roderick Road
Urbana, MD 21704
Phone # 301-874-4657
Fax # 301-874-4659

BANNOCKBURN ES

6520 Dalroy Lane
Bethesda, MD 20817
Bar-T Cell # 301-928-8313
Email: bannockburn@bar-t.com

BELLS MILL ES

8225 Bells Mill Road
Potomac, MD 20854
Bar-T Cell # 240-654-2960
Email: bellsmill@bar-t.com

BELMONT ES

19528 Olney Mill Road
Olney, MD 20832
Bar-T Cell # 301-674-4086
Pre-K Cell # 240-654-7795
Kids Club: belmont@bar-t.com

BURNING TREE ES

7900 Beech Tree Road
Bethesda, MD 20817
Bar-T Cell # 240-372-7547
Email: burningtree@bar-t.com

S. CHRISTA McAULIFFE ES

12500 Wisteria Drive
Germantown, MD 20874
Bar-T Cell # 240-205-9202
Email: mcauliffe@bar-t.com

CLOPPER MILL ES

18501 Cinnamon Drive
Germantown, MD 20874
Bar-T Cell # 240-805-4571
Email: ClopperMill@bar-t.com

COLLEGE GARDENS ES

1700 Yale Place
Rockville, MD 20850
Bar-T Cell # 301-674-3202
Email: collegegardens@bar-t.com

DARNESTOWN ES

15030 Turkey Foot Road
Darnestown, MD 20878
Bar-T Cell # 240-654-7686
Email: darnestown@bar-t.com

DIAMOND ES

4 Marquis Drive
Gaithersburg, MD 20878
Bar-T Cell # 240-388-6151
Email: diamond@bar-t.com

FIELDS ROAD ES

1 School Drive
Gaithersburg, MD 20878
Bar-T Cell # 240-780-1415
Email: fieldsroad@bar-t.com

GERMANTOWN ES

19110 Liberty Mill Road
Germantown, MD 20874
Bar-T Cell # 301-674-3188
Email: germantown@bar-t.com

GOSHEN ES

8701 Warfield Road
Gaithersburg, MD 20882
Bar-T Cell # 301-674-3189
Email: goshen@bar-t.com

GREAT SENECA CREEK ES

13010 Dairymaid Drive
Germantown, MD 20874
Bar-T Cell # 301-252-4545
Email: greatseneca@bar-t.com

KENSINGTON PARKWOOD ES

4710 Saul Road
Kensington, MD 20895
Bar-T Cell # 301-674-2896
Email: kensington@bar-t.com

LAKEWOOD ES

2534 Lindley Terrace
Rockville, MD 20850
Bar-T Cell # 240-372-2300

LAYTONSVILLE ES

21401 Laytonsville Road
Laytonsville, MD 20882
Bar-T Cell # 240-780-1414
Email: laytonsville@bar-t.com

BAR-T PROGRAM LOCATIONS

MATSUNAGA ES

13900 Bromfield Road
Germantown, MD 20874
Bar-T Cell # 240-780-1416
Pre-K Cell # 240-751-3392
Email: matsunaga@bar-t.com

DR. RONALD E McNAIR ES

13881 Hopkins Road
Germantown, MD 20874
Bar-T Cell # 301-674-3186
Email: mcnair@bar-t.com

MILL CREEK TOWNE ES

17700 Park Mill Drive
Rockville, MD 20855
Bar-T Cell # 301-674-3192
Email: millcreek@bar-t.com

MOUNTAINSIDE AFTER SCHOOL CLUB (MAC)

2914 Roderick Road
Urbana, MD 21704
Bar-T Cell # 240-654-7739
Email: MAC@bar-t.com

POTOMAC ES

10311 River Road
Potomac, MD 20854
Bar-T Cell # 301-820-8409
Email: potomac@bar-t.com

POOLESVILLE BAPTIST CHURCH

17550 West Willard Road Poolesville,
MD 20837
Bar-T Cell # 301-674-3194
Email: poolesville@bar-t.com

RACHEL CARSON ES

100 Tschiffely Square Road
Gaithersburg, MD 20878
Bar-T Cell # 240-205-9292
Email: rachel@bar-t.com

RITCHIE PARK ES

1514 Dunster Road
Rockville, MD 20854
Bar-T Cell # 240-477-9887
ritchie@bar-t.com

ROCK CREEK FOREST ES

8330 Grubb Road
Chevy Chase, MD 20815
Bar-T Cell # 240-805-4568
RockCreekForest@bar-t.com

ROCK CREEK VALLEY ES

5121 Russett Road
Rockville, MD 20853
Bar-T Cell # 240-751-6084
Email: rcvalley@bar-t.com

SALLY K. RIDE ES

21301 Seneca Crossing Drive
Germantown, MD 20876
Bar-T Cell # 301-370-0273
Email: sallyride@bar-t.com

SNOWDEN FARM ES

22500 Sweetspire Drive
Clarksburg, MD 20871
Bar-T Cell # 240-937-6556
Email: snowdenfarm@bar-t.com

SOMERSET ES

5811 Warwick Place
Chevy Chase, MD 20815
Bar-T Cell # 240-364-4196
Email: somerset@bar-t.com

STEDWICK ES

10631 Stedwick Road
Montgomery Village, MD 20886
Bar-T Cell # 301-674-3200
Email: stedwick@bar-t.com

THURGOOD MARSHALL ES

12260 McDonald Chapel Drive
Gaithersburg, MD 20878
Bar-T Cell # 240-205-4498
Email: tmarshall@bar-t.com

Early Childhood # 301-212-1340
EC Cell # 301-370-7731
EC Email: Dhanlon@bar-t.com

TRAVILAH ES

13801 Dufief Mill Road
Gaithersburg, MD 20878
Bar-T Cell # 240-205-5253
Email: travilah@bar-t.com

WATKINS MILL ES

19001 Watkins Mill Road
Gaithersburg, MD 20886
Bar-T Cell # 301-674-3193
Email: watkinsmill@bar-t.com

WHETSTONE ES

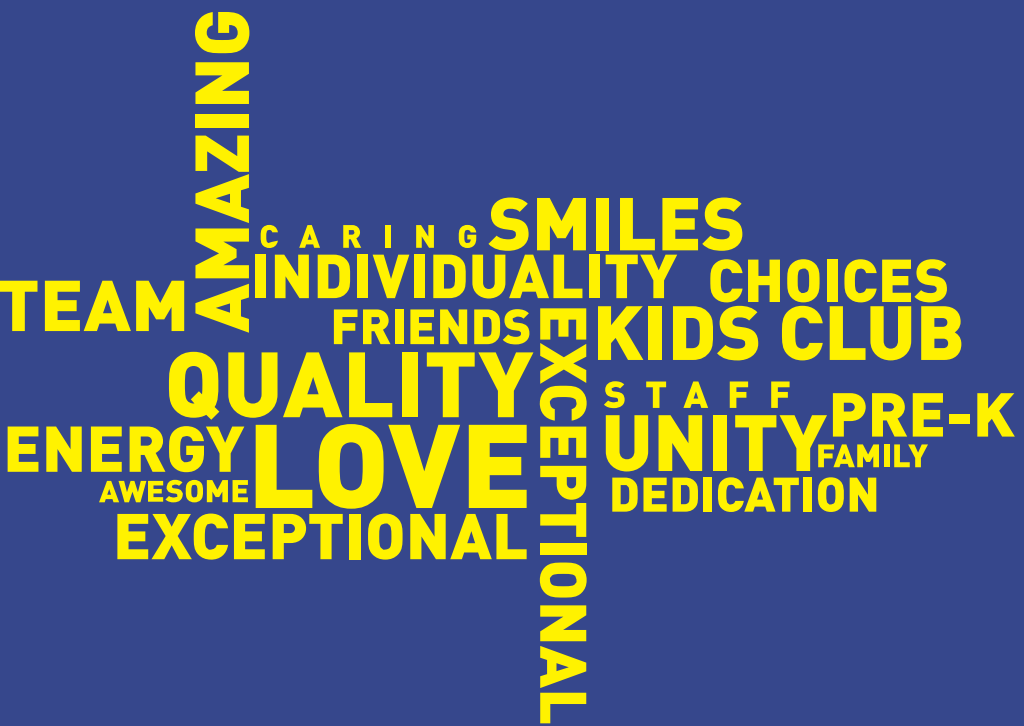
19201 Thomas Farm Road
Gaithersburg, MD 20879
Bar-T Cell # 301-674-3203
Email: whetstone@bar-t.com

WOOD ACRES ES

5800 Cromwell Drive
Bethesda, MD 20816
Bar-T Cell # 301-366-6869
Email: woodacres@bar-t.com

WOODFIELD ES

24200 Woodfield Road
Gaithersburg, MD 20882
Bar-T Cell # 240-780-1413
Email: woodfield@bar-t.com



BAR-T

MAIN OFFICE
177 Kentlands Blvd
Suite 300
Gaithersburg, MD 20878
Tel: 301.948.3172

WWW.BAR-T.COM