

# **BAR-T FAMILY HANDBOOK AND CALENDAR**

**2017-2018 SCHOOL YEAR**



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

**BAR-T.COM**

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## 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 Laytonsville Elementary with the goal of providing them with choices, interesting activities, and an opportunity to grow and discover their true potential. 30 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 KENSINGTON PARKWOOD ES

Bar-T's Early Childhood program at Kensington Parkwood Elementary School gives area families a safe and educational environment for infants (6 weeks old) through 2 year olds.

### 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).

### BAR-T RESTON

Bar-T Reston is a full-time facility with year-round programming for infants through children entering fifth grade. With flexible scheduling options and a convenient location, Bar-T is a great choice for Virginia residents.

# 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-Laytonsville 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.

## EXCURSION TEAM

Each day our Excursion Team heads out to new and exciting destinations. This camp, for campers 10 years old and older, visits amusement parks, ropes courses, water parks, and much more. The Excursion Team takes the great Bar-T staff you already know and the convenience you love and gives you the most exciting travel camp around.

## RIDING CAMP

Bar-T Riding Camp, located in Laytonsville, is designed for grades 2-8 and combines Bar-T's reputation for excellence with over 70 years of equestrian camp experience. Campers will spend the majority of each day riding and doing stable crafts and also have time to visit Waredaca's other popular areas including the lake and zip line.

## 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.

## MONTGOMERY COUNTY CALENDAR

### SEPTEMBER 2017

5th: First Day of School

21st: Schools Closed, Bar-T Open 6:30am-6:30pm

### OCTOBER 2017

6th: Early Release, Bar-T Open at Dismissal

### NOVEMBER 2017

9th: Early Release, Bar-T Open at Dismissal

10th: Early Release, Bar-T Open at Dismissal

17th: Early Release, Bar-T Open at Dismissal

22nd: Early Release, Bar-T Open at Dismissal

23rd & 24th: Schools Closed, Bar-T Closed

24th: Bar-T Summer Camp Enrollment Begins

### DECEMBER 2017

25th: Schools Closed, Bar-T Closed

26th - 29th: Schools Closed, Bar-T Open 6:30am-6:30pm

### JANUARY 2018

1st: Schools Closed, Bar-T Closed

15th: Schools Closed, Bar-T Closed

25th: Early Release, Bar-T Open at Dismissal

26th: Schools Closed, Bar-T Open 6:30am-6:30pm

### FEBRUARY 2018

19th: Schools Closed, Bar-T Closed

### MARCH 2018

2nd: Early Release, Bar-T Open at Dismissal

26th - 29th: Schools Closed, Bar-T Open 6:30am-6:30pm

30th: Schools Closed, Bar-T Closed

### APRIL 2018

2nd: Schools Closed, Bar-T Closed

9th: Early Release, Bar-T Open at Dismissal

### MAY 2018

28th: Schools Closed, Bar-T Closed

### JUNE 2018

12th: Last Day of School

## FREDERICK COUNTY CALENDAR

### SEPTEMBER 2017

5th: First Day of School

21st: Schools Closed, Bar-T Open 6:30am-6:30pm

### OCTOBER 2017

6th: Early Release, Bar-T Open at Dismissal

20th: Schools Closed, Bar-T Open 6:30am-6:30pm

### NOVEMBER 2017

10th: Schools Closed, Bar-T Open 6:30am-6:30pm

17th: Early Release, Bar-T Open at Dismissal

20th: Delayed Opening, Bar-T Open Until School Begins

21st: Early Release, Bar-T Open at Dismissal

22nd: Schools Closed, Bar-T Open 6:30am-6:30pm

23rd & 24th: Schools Closed, Bar-T Closed

24th: Bar-T Summer Camp Enrollment Begins

### DECEMBER 2017

15th: Early Release, Bar-T Open at Dismissal

25th: Schools Closed, Bar-T Closed

26th - 29th: Schools Closed, Bar-T Open 6:30am-6:30pm

### JANUARY 2018

1st: Schools Closed, Bar-T Closed

15th: Schools Closed, Bar-T Closed

26th: Early Release, Bar-T Open at Dismissal

29th: Schools Closed, Bar-T Open 6:30am-6:30pm

### FEBRUARY 2018

16th: Early Dismissal, Bar-T Open at Dismissal

19th: Schools Closed, Bar-T Closed

### MARCH 2018

2nd: Early Release, Bar-T Open at Dismissal

30th: Schools Closed, Bar-T Closed

### APRIL 2018

2nd: Schools Closed, Bar-T Closed

10th: Schools Closed, Bar-T Open 6:30am-6:30pm

### MAY 2018

11th: Early Release, Bar-T Open at Dismissal

28th: Schools Closed, Bar-T Closed

### JUNE 2018

15th: Last Day of School

# 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](mailto:Help@Bar-T.com). In the event of a waitlist for your program, please email [Help@Bar-T.com](mailto:Help@Bar-T.com) to be placed on the waitlist.

## REQUEST FOR ACCOMODATIONS

If your child has any disability or other special needs that could affect his/her participation in our program in any way, it is your responsibility to contact Mark Orens, Bar-T's Special Needs liaison, prior to completing the registration process. Bar-T will make reasonable modifications in policies, practices, or procedures when such modifications will facilitate safety and your child's equal enjoyment of Bar-T's program.

Mark Orens                      [morens@Bar-T.com](mailto:morens@Bar-T.com)                      301-212-1207

## 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:

<http://www.bar-t.com/school-year/forms-downloads/>

# ATTENDING BAR-T

## HOURS OF OPERATION

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

6:30 AM - School Opening; School Dismissal - 6:30 PM

### **Bar-T Kids Club at Clearview ES (Fairfax County, VA)**

7:00 AM - School Opening; School Dismissal - 6:15 PM

### **Bar-T Pre-Kindergarten and Early Childhood Programs**

6:30 AM - 6:30 PM

## DATES OF OPERATION

Pages 7-8 of this handbook include a calendar of important dates for Bar-T families.

# DAILY ROUTINES

## DROPPING OFF & PICKING UP YOUR CHILD

All children must be escorted into the center and be signed in and out each day using the Tadpoles system on the Bar-T iPad. 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 6:30am 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: 6:30am - 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 first weekday 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 August through May. 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 <http://www.bar-t.com/school-year/forms-downloads/dates-of-service/>.**

Additionally, if you would like to spread out the cost of summer camp in your monthly tuition, please email [help@bar-t.com](mailto:help@bar-t.com) to make arrangements.

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 10th 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.

### DISCOUNTS

If you pay by cash or check, instead of credit card, you will receive a \$10 (per child) discount on your monthly tuition.

Families who wish to pay the full 10 months of tuition up front will receive a 5% discount.

**BAR-T TAX ID # 75-3252930**

# MAKING PAYMENTS

## PLEASE MAIL PAYMENTS TO:

**Bar-T**  
**18753 North Frederick Ave. Suite 203**  
**Gaithersburg, MD 20879**

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](mailto:help@bar-t.com).

You can also make payments online by going to [registration.bar-t.com](http://registration.bar-t.com) and logging into your account. For user name and password info, please email [help@bar-t.com](mailto: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. 6:30 Kids Club, 1:00 Pre-K.

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 must reach out to Working Parents Assistance (WPA) and Department of Social Services (POC) directly at 866-243-8796 to apply for vouchers. Parents are responsible for the difference between the tuition and the voucher amount. Anyone using vouchers must receive authorization from our Accounts Receivable Department before enrolling.

## 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](mailto: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](mailto: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

Please complete a Change Form (available from your Director) when you need to change the number of days or times that your child will need care, phone numbers or address information. This form must be completed before any changes can be made. Please allow two weeks for the change to become effective.

### 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.

## 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. These include:

- MCPS Curriculum 2.0 Thinking and Academic Success Skills
- 21st Century Skills
- Common Core Reading and Math
- Gardner's Theory of Multiple Intelligences
- Piaget's Theory of Cognitive Development
- Erickson's Stages of Personality Development

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 align with 21st Century Skills and 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 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 supplement homework time with hands-on activities, story time with staff, and other activities.

## 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 to 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 nit-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](http://bar-t.com) and at your location). A separate form is needed for each prescription or non-prescription medication.

**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. Medication will be stored in a secure container accessible only to staff and refrigerated as needed. Any medication left behind may be discarded.

## 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 SPECIAL NEEDS

## AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Bar-T does not discriminate against any individual on the basis of disability with regard to the full and equal enjoyment of the goods and services of Bar-T. We also do not discriminate against any individual because of the known disability of an individual with whom the individual is known to have a relationship or association.

Bar-T makes reasonable modifications to its policies, practices, or procedures when necessary to afford its goods and services to individuals with disabilities, including children with developmental disabilities, unless we demonstrate that making the modifications would fundamentally alter the nature of our goods and services.

Bar-T does not exclude individuals on the basis that they pose a direct threat to the health or safety of others unless that risk is significant and cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services.

Bar-T takes steps that may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the entity can demonstrate that taking such steps would fundamentally alter the nature of the good, service, facility, privilege, advantage, or accommodation being offered or would result in an undue burden, i.e., significant difficulty or expense.

## CHILDREN WITH SPECIAL NEEDS

Our goal is for every child to be successful at Bar-T and we recognize that, at times, this will require us to be flexible and accommodating with our policies, practices, and procedures. In that regard, Bar-T is committed to achieving equal opportunities for childcare and participation in its programs for children with qualified disabilities in a manner consistent with the American with Disabilities Act and other applicable laws.

If your child has a qualifying disability and requires modification to the Bar-T program, you must notify, in writing, either your Center Director (whose contact information can be found in the back of this handbook) or Mark Orens, Special Needs Liaison. They will, in turn, arrange a personal consultation to better understand your child's needs while at Bar-T. During this process, Bar-T may request additional information from other professionals (such as educators or health care professionals) who work with your child in this context to get a better understanding of your child's need. Such information will be kept confidential.

Bar-T will promptly consider all requests for reasonable modification of policies, practices, or procedures with respect to childcare services and will make every effort to make reasonable accommodations for children with qualifying needs. Should Bar-T be unable to accommodate requested modifications, you will be provided with documentation identifying any and all reasons why such modification was denied within 15 business days. We will make reasonable modifications in policies, practices, or procedures when such modifications will facilitate safety and your child's equal enjoyment of Bar-T's program.

Mark Orens	morens@Bar-T.com	301-212-1207
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If your child has a disability that may impact behavior, please contact Bar-T prior to your child's first day so that we may discuss what reasonable modifications, auxiliary aids, or other services would mitigate the behavioral concerns. If a child's behavior poses a danger to themselves or others, or causes us to modify the fundamental nature of Bar-T's program, and reasonable modifications cannot be agreed upon that will mitigate the behavioral concerns, the child may be suspended or expelled from the program.

In such instances, Bar-T may be unable to provide advanced notice prior to a suspension or dismissal from the program.



# INCLEMENT WEATHER

## KIDS CLUB

If schools close due to inclement weather, we will make a decision and alert staff by 5:45am 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, entranceways, 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 families, we currently have several ways to notify parents and staff of any changes to our opening or closing status:

- We will list our opening status on local news channels (FOX, NBC, CBS and ABC news)
- The Bar-T Kids Club Facebook page ([facebook.com/bartkidsclub](https://facebook.com/bartkidsclub)) will be updated
- Bar-T website ([www.bar-t.com](http://www.bar-t.com))
- Phone message will be changed on our land line and cell phone to reflect our status.
- A text message can be sent to your phone. Just text "@BARTALERTS" to (443) 219-5164 (or go to [remind.com/join/bartalerts](https://remind.com/join/bartalerts)) to sign up. Standard text messaging rates apply.

## PRE-K (9-1 or 9-3 CLASSES)

2 Hour Delay– Bar-T Pre-K children who do not attend before school care arrive at 11:00 and will have Pre-K class until 3:00.

If school closes early– Pre-K students will be dismissed at their regular scheduled times unless they are currently enrolled in a plan that ends at 6:30pm.

The Pre-K Teachers will attempt to contact all parents of children who are being dismissed early, but it is each parent's responsibility to be aware of early closings (via email, website, etc.) on these questionable days, and to make arrangements for your child to be picked up at school dismissal.

Please be sure to provide your child with a lunch on all school days including 1/2 days and late openings. Field trips may be cancelled due to inclement weather.

## 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 pre-determined 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.

The other type is a Code Red. A scenario that would require this type of action might be an intruder in the building. This requires all children and staff to shelter in the room they are occupying. The staff will lock all doors, cover all windows, turn off all lights, and move the children to a safe corner of the room away from windows and doors. The Director will alert all staff when this situation is over and will also keep in close contact with MCPS during either of these 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.

## COMMUNICATION FROM BAR-T

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 in the following ways:

### 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.

### TEXT MESSAGES

Bar-T also offers a text message service that will notify you of any unexpected delays or closures. You can text "@BARTALERTS" to (443) 219-5164 to sign up. Standard text messaging rates apply.

### 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](http://www.Facebook.com/BarTKidsClub)**

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

**Twitter: [@Bar\\_T\\_Tweets](https://twitter.com/Bar_T_Tweets)**

### 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 & CELEBRATIONS

### 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.

### 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.

## FIELD TRIPS

### FIELD TRIPS AND TRANSPORTATION

We like to give your kids choices in what they do at Bar-T and one of their choices is often a field trip. Throughout the year Bar-T offers club-related trips (bowling, pottery, sports league, theater, restaurant, hospital, etc.), center-wide trips to places like the movie theater or parks, Kids Night Out events, and field trips during Winter and Spring breaks, professional days, and half-days. When choosing a field trip, we ask the children directly for feedback as to where they would like to go. This, combined with parent input, has led us to some of our most exciting destinations.

### BUSSING

Bar-T currently owns activity buses, including a handicap accessible bus. All of our vehicles meet NTSB standards and regulations. Before driving for Bar-T, bus drivers are tested on the road, their driving record is checked for clearance and they are tested for substance abuse. For field trips that include a large number of children, Bar-T contracts with an established bus company. Each and every trip begins and ends with safety.

Cost of the field trips are additional to tuition costs and we will strive to keep the amounts reasonable and will give you sufficient notice for budgeting purposes. You may pay by check or with a credit card. All field trips are non-refundable. No exceptions.

# BAR-T PROGRAM LOCATIONS

## **BAR-T MAIN OFFICE**

18753 N Frederick Ave  
Suite 203  
Gaithersburg, MD 20879  
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

## **RESTON**

11480 Sunset Hills Rd  
Suite 100  
Reston, VA 20190  
Phone # 571-442-3360  
Email: Reston@Bar-T.com

## **BANNOCKBURN ES**

6520 Dalroy Lane  
Bethesda, MD 20817  
Bar-T Landline # 301-320-3389  
Bar-T Cell # 301-928-8313  
Email: bannockburn@bar-t.com

## **BELLS MILL ES**

8225 Bells Mill Road  
Potomac, MD 20854  
Bar-T Landline # 301-765-2060  
Bar-T Cell # 240-654-2960  
Email: bellsmill@bar-t.com

## **BELMONT ES**

19528 Olney Mill Road  
Olney, MD 20832  
Bar-T Landline# 301-570-9192  
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 Landline # 301-320-8544  
Bar-T Cell # 240-372-7547  
Email: burningtree@bar-t.com

## **CASHELL ES**

17101 Cashell Road  
Rockville, MD 20853  
Bar-T Landline # 301-570-1524  
Bar-T Cell # 240-205-9204  
E-mail: cashell@bar-t.com

## **S. CHRISTA McAULIFFE ES**

12500 Wisteria Drive  
Germantown, MD 20874  
Bar-T Landline# 301-972-0873  
Bar-T Cell # 240-793-3371  
Email: mcauliffe@bar-t.com

## **CLEARVIEW ES (FAIRFAX)**

12635 Builders Road  
Herndon, VA 20170  
Bar-T Landline # 703-435-2026  
Bar-T Cell # 571-992-2082  
Email: clearview@bar-t.com

## **CLOPPER MILL ES**

18501 Cinnamon Drive  
Germantown, MD 20874  
Bar-T Landline # 301-972-9029  
Bar-T Cell # 240-805-4571  
Email: clopperMill@bar-t.com

## **COLLEGE GARDENS ES**

1700 Yale Place  
Rockville, MD 20850  
Bar-T Landline # 301-217-0878  
Bar-T Cell # 301-674-3202  
Email: collegegardens@bar-t.com

## **DARNESTOWN ES**

15030 Turkey Foot Road  
Darnestown, MD 20878  
Bar-T Landline # 301-987-9140  
Bar-T Cell # 240-654-7686  
Email: darnestown@bar-t.com

## **DIAMOND ES**

4 Marquis Drive  
Gaithersburg, MD 20878  
Bar-T Landline # 301-963-9478  
Bar-T Cell # 240-388-6151  
Email: diamond@bar-t.com

## **FIELDS ROAD ES**

1 School Drive  
Gaithersburg, MD 20878  
Bar- T Landline # 301-527-6038  
Bar-T Cell # 240-780-1415  
Email: fieldsroad@bar-t.com

## **GERMANTOWN ES**

19110 Liberty Mill Road  
Germantown, MD 20874  
Bar-T Landline # 301-916-1608  
Bar-T Cell # 301-674-3188  
Email: germantown@bar-t.com

## **GOSHEN ES**

8701 Warfield Road  
Gaithersburg, MD 20882  
Bar-T Landline # 301-926-2838  
Bar-T Cell # 301-674-3189  
Email: goshen@bar-t.com

## **GREAT SENECA CREEK ES**

13010 Dairymaid Drive  
Germantown, MD 20874  
Bar-T Landline # 301-515-5304  
Bar-T Cell # 301-252-4545  
Email: greatseneca@bar-t.com

## **KENSINGTON PARKWOOD ES**

4710 Saul Road  
Kensington, MD 20895  
Bar-T Landline# 301-571-1260  
Bar-T Cell # 301-674-2896  
Email: kensington@bar-t.com  
Early Childhood Cell #  
301-366-6819  
EC Email: KCrutchfield@bar-t.com

# BAR-T PROGRAM LOCATIONS

## **LAKWOOD ES**

2534 Lindley Terrace  
Rockville, MD 20850  
Bar-T Landline# 240-314-7146  
Bar-T Cell# 240-372-2300  
PreK Phone # 240-314-7150  
Pre-K Cell # 240-449-5925  
Email: lakewood@bar-t.com

## **LAYTONSVILLE ES**

21401 Laytonsville Road  
Laytonsville, MD 20882  
Bar-T Landline # 301-990-9399  
Bar-T Cell # 240-780-1414  
Email: laytonsville@bar-t.com

## **MATSUNAGA ES**

13900 Bromfield Road  
Germantown, MD 20874  
Bar-T Landline # 301-972-4302  
Bar-T Cell # 240-780-1416  
Pre-K Cell # 240-751-3392  
Email: matsunaga@bar-t.com

## **RONALD McNAIR ES**

13881 Hopkins Road  
Germantown, MD 20874  
Bar-T Landline # 301-972-5836  
Bar-T Cell # 301-674-3186  
Email: mcnair@bar-t.com

## **MILL CREEK TOWNE ES**

17700 Park Mill Drive  
Rockville, MD 20855  
Bar-T Landline # 301-330-2585  
Bar-T Cell# 301-674-3192  
Email: millcreek@bar-t.com

## **MOUNTAINSIDE AFTER SCHOOL CLUB (MAC)**

2914 Roderick Road  
Urbana, MD 21704  
Bar-T Landline # 301-874-4657  
Bar-T Cell # 240-654-7739  
Email: MAC@bar-t.com

## **POOLESVILLE BAPTIST CHURCH**

17550 West Willard Road  
Poolesville, MD 20837  
Bar-T Landline # 301- 407-0132  
Bar-T Cell # 301-674-3194  
Pre-K Cell # 240-205-5254  
Email: poolesville@bar-t.com

## **POTOMAC ES**

10311 River Road  
Potomac, MD 20854  
Bar-T Landline # 301-299-1929  
Bar-T Cell # 240-205-9202  
Email: potomac@bar-t.com

## **RACHEL CARSON ES**

100 Tschiffely Square Road  
Gaithersburg, MD 20878  
Bar-T Landline # 301-417-0486  
Bar-T Cell # 240-205-9292  
Email: rachel@bar-t.com

## **RITCHIE PARK ES**

1514 Dunster Road  
Rockville, MD 20854  
Bar-T Landline # 301-251-0665  
Bar-T Cell # 240-477-9887  
Email: ritchie@bar-t.com

## **ROCK CREEK FOREST ES**

8330 Grubb Road  
Chevy Chase, MD 20815  
Bar-T Landline # 301-585-3417  
Bar-T Cell # 240-805-4568  
Email: RockCreekForest@bar-t.com

## **ROCK CREEK VALLEY ES**

5121 Russett Road  
Rockville, MD 20853  
Bar-T Landline # 301-460-0280  
Bar-T Cell # 240-751-6084  
Email: rcvalley@bar-t.com

## **SALLY K. RIDE ES**

21301 Seneca Crossing Drive  
Germantown, MD 20876  
Bar-T Landline # 301-972-3507  
Bar-T Cell # 301-370-0273  
Email: sallyride@bar-t.com

## **STEDWICK ES**

10631 Stedwick Road  
Montgomery Village, MD 20886  
Bar-T Landline # 301-948-0607  
Bar-T Cell # 301-674-3200  
Email: stedwick@bar-t.com

## **THURGOOD MARSHALL ES**

12260 McDonald Chapel Drive  
Gaithersburg, MD 20878  
Bar-T Landline # 301-963-6019  
Bar-T Cell # 240-205-4498  
Email: tmarshall@bar-t.com  
Early Childhood # 301-212-1340  
EC Cell # 301-370-7731  
EC Email: KDavis@bar-t.com

## **TRAVILAH ES**

13801 Dufief Mill Road  
Gaithersburg, MD 20878  
Bar-T Landline # 301-869-8586  
Bar-T Cell # 240-205-5253  
Email: travilah@bar-t.com

## **WATKINS MILL ES**

19001 Watkins Mill Road  
Gaithersburg, MD 20886  
Bar-T Landline # 240-632-1210  
Bar-T Cell # 301-674-3193  
Email: watkinsmill@bar-t.com

## **WHETSTONE ES**

19201 Thomas Farm Road  
Gaithersburg, MD 20879  
Bar-T Landline # 301-527-8447  
Bar-T Cell # 301-674-3203  
Email: whetstone@bar-t.com

## **WOOD ACRES ES**

5800 Cromwell Drive  
Bethesda, MD 20816  
Bar-T Landline # 301-320-8298  
Bar-T Cell # 301-366-6869  
Email: woodacres@bar-t.com

## **WOODFIELD ES**

24200 Woodfield Road  
Gaithersburg, MD 20882  
Bar-T Landline # 301-391-6120  
Bar-T Cell # 240-780-1413  
Email: woodfield@bar-t.com

AMAZING  
C A R I N G  
SMILES  
TEAM INDIVIDUALITY CHOICES  
FRIENDS KIDS CLUB  
QUALITY EXCEPTIONAL  
ENERGY LOVE  
AWESOME  
EXCEPTIONAL  
STAFF PRE-K  
UNITY FAMILY  
DEDICATION

# BAR-T

**MAIN OFFICE**  
18753 North Frederick Ave.  
Suite 203  
Gaithersburg, MD 20879  
Tel: 301.948.3172

**WWW.BAR-T.COM**