

BAR-T FAMILY HANDBOOK AND CALENDAR

2017-2018 SCHOOL YEAR



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

BAR-T.COM

TABLE OF CONTENTS

ABOUT BAR-T.....	4
2017-2018 CALENDAR.....	10
ATTENDING BAR-T.....	12
YOUR ACCOUNT.....	16
MEDIA POLICY.....	21
KIDS CLUB PROGRAM.....	22
EARLY CHILDHOOD PROGRAM.....	25
HEALTH & SAFETY.....	27
INCLEMENT WEATHER.....	30
EMERGENCY RESPONSE PROCEDURES.....	32
COMMUNICATION.....	33
BEHAVIOR GUIDELINES.....	34
FOOD, FIELD TRIPS, & CELEBRATIONS.....	36
BAR-T PROGRAM LOCATIONS.....	38

MISSION STATEMENT

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 grown into the largest for-profit childcare provider in Montgomery County Maryland. We operate 35 before and aftercare centers, 7 preschool classrooms, an outdoor education facility, and infant through school-aged programs at Thurgood Marshall Elementary School and in Reston, VA. Throughout the year, 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 various cultures that surround us, incorporating bits and pieces of the child's native language and encouraging both parents and children to share practices unique to their culture.

SCHOOL-AGE PROGRAMS

KIDS CLUB

Bar-T Kids Club is the largest private provider of before and after school programs for children in Montgomery County. 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 22.

EARLY CHILDHOOD PROGRAMS

THE SUNRISE SCHOOL at BAR-T (PRE-KINDERGARTEN)

The Sunrise School 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).

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

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.

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.

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. In the event of a waitlist for your program, please email Help@Bar-T.com to be placed on the waitlist.

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.

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

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

If you have any questions about these forms, please reach out to your Director (see pages 38 - 40) or call our Main Office at 301-948-3172.

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 Early Childhood Programs:

Infants - School Age in Reston, VA and Thurgood Marshall ES (Gaithersburg, MD) are **Year-Round Programs**.

Pre-Kindergarten at Belmont ES (Olney, MD), **Lakewood ES** (Rockville, MD), **Matsunaga ES** (Germantown, MD), and **Poolesville Baptist Church** (Poolesville, MD) operate based on the MCPS School Year Calendar.

6:30 AM - 6:30 PM

DATES OF OPERATION

Pages 10-11 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. 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.

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.

YOUR 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 new safety techniques as well as taking refresher courses to keep them knowledgeable of Bar-T policies and procedures. We guarantee that our staff will deliver fun, creative, exciting and innovative choices for your child.

How might you recognize our staff?

- Bar-T staff polo shirt
- Bar-T ID Badge
- 1st Aid Fannie 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 which time of days, 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 - School Dismissal. 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: Start of School Day - 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 48 hours before the day you need drop-in care to reserve a spot for your child.

Sometimes, due to ratio limitations, you may not be able to get that extra care; 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 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.

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 after closing must be paid to the staff member on duty immediately. Late fees start 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. Checks must be made payable to the staff person on duty, not Bar-T.

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 240-777-1155 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.

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 & 2:40 CLUB)

If it becomes necessary for you to withdraw your child from the program, we require 2 weeks written notice by completing a Withdrawal Form (available from your Director). 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. After two change requests submitted for changing of plans, there will be a \$5.00 processing fee applied to your account.

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 PROGRAMMING

HOMEWORK CLUB

Homework club 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.

AMBASSADOR PROGRAM

Our program for 5th graders is a challenging and rewarding experience during their last year of elementary school. Every center has an Ambassador Program. In some cases where there are less than five 5th graders, 4th graders are often invited to join in some activities. The following elements make up the Ambassador curriculum and each center will vary as to how they choose to present these elements to their kids:

- Responsibility- We will help kids develop responsibility and leadership qualities through special jobs, appointed positions, elected offices and membership in committees.
- Incentives- When kids accept responsibility, show outstanding examples of teamwork and follow the guidelines, they will be rewarded. Kids Night Out, special snacks and theme parties are a few of the incentive celebrations.
- Trips/Special Activities- We will offer trips/activities at least twice a month. These include: amusements, community service, etc. Parents will always be notified of upcoming trips and permission slips will be provided.
- Leadership- The Kids Club team will make a point to provide activities and experiences that will teach the children leadership skills.

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 and at your location). Fill out a separate form for each prescription or non-prescription drug.

Prescription Medication: Prescription medications must be in a 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.

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 lock box and refrigerated as needed. Any medication left behind may be discarded.

EMERGENCY CARDS

Please keep the information on these cards up to date! 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

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 environment with staffing ratios of one staff member for every ten children. If you believe that your child has any special needs or requirements, including dietary issues, allergies, physical limitations, or emotional/cognitive issues, that could affect his/her participation in our program in any way, please contact us during the application process so that we can discuss the accommodations that would help your child succeed in our program. Please consider sharing a copy of your child's IEP, IFSP or 504 plan with your Program Director. Bar-T will do its best to reasonably accommodate all special needs.

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

INCLEMENT WEATHER

KIDS CLUB & 2:40 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.

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.

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) will be updated
- Bar-T website (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 "@BARTWEATHER" to (443) 219-5164 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.

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 on the 1st and 15th of each 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 "@BARTWEATHER" 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

Instagram: @BarTPictures

Twitter: @Bar_T_Tweets

FAMILY CONFERENCES

Early Childhood 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 teach the children in our care. Our goal at Bar-T is to help each child gain self-control through appropriate behavior. We encourage staff to look for opportunities to allow children to make choices and to accept the responsibility for their own actions and guided through problem solving techniques. Our rules are consistent and simple to remember, reviewed often and revised as necessary with input from the children.. In the event that the child cannot be successful in a particular activity or situation, the staff will redirect the child to an alternate activity. We have found redirection to be a very positive approach to everyday disciplinary problems.

It is impossible to identify every aspect of discipline, as each situation must be dealt with individually. The most worthwhile discipline that we strive for at Bar-T is self-discipline. The basis of our approach is one of respect for the child. Children who are angry or upset will be taken aside to calm down and talk. All parties involved will come to a clear understanding of the situation in question. After any problem situation, staff seek out opportunities to speak with individual children to reflect on what could have been done differently. Staff will talk with children to explain why certain behaviors are not appropriate while attending Bar-T and listen to the child to understand what may be causing the problem. They will work together to decide upon a fair course of action and ways to prevent this from happening in the future.

Some of the behaviors that may result in suspension/dismissal are as follows:

- Bullying/Teasing
- Fighting/Biting/Hitting/Kicking
- Intimidation
- Leaving grounds without permission
- Refusing to follow directions
- Intentional abuse of Bar-T, school or other's personal property
- Verbal abuse
- Disruptive behavior
- Profanity and obscenity
- Theft
- Bringing dangerous items i.e., guns, knives, bullets, drugs, firecrackers, etc.

Children may also be dismissed from the program if their parent/legal guardian displays inappropriate behavior with the Bar-T staff, other children or other parents.

Bar-T enforces a zero-tolerance policy on bullying. Written reports are provided to parents in the event that any inappropriate behaviors are displayed. We train our staff on our discipline techniques at the time of hiring, during an all staff orientation, and through special workshops during the year.

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 homemade 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

LAKESWOOD 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: ritche@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

Mountainside Challenge and Retreat Center

The mission of Bar-T's Mountainside Challenge and Retreat Center is to provide a unique experience to our visitors by combining the best in outdoor education, recreation, and high adventure elements while furthering environmental stewardship in a pristine environment.

OUTDOOR EDUCATION

Our Outdoor Education Program provides your group with activities that are both mentally and physically challenging. We host day programs and overnight programs which can accommodate any group size. Whether catching a trapeze bar 30 feet above the ground, racing your best friend down the dual zip lines, exploring the health and water quality of our streams and ponds, or watching the growth cycle of a crop over a season, the Challenge and Retreat Center provides a unique learning experience that cannot be replicated in a classroom.

CONTACT US

For more information about Mountainside Challenge and Retreat Center, please reach out to Shannon Caraviello at SCaraviello@bar-t.com.



CORPORATE GROUPS

If you are looking for a day of adventure, leisure, training or team building, we have everything you need to plan the perfect day for your office, clients or business associates. Corporate groups have enjoyed our challenge course, poolside lunches, meetings in nature, hiking and fitness, sports facilities and company picnics. Contact us anytime to take a tour and plan your next outing!

SPECIAL EVENTS

Looking for a scenic spot to host your next party, reunion, wedding or other event? Mountainside has everything you need to make it memorable. Our grounds are beautifully maintained and our staff will work diligently to make your day as special as you've imagined it. You can put together your event a la carte by selecting any of our offerings and creating your day the way you want it. We will work with you to bring in the finishing touches to ensure complete satisfaction.

AMAZING
TEAM CARING SMILES
INDIVIDUALITY CHOICES
FRIENDS KIDS CLUB
QUALITY EXCEPTIONAL
ENERGY LOVE STAFF PRE-K
AWESOME UNITY FAMILY
EXCEPTIONAL DEDICATION

BAR-T

MAIN OFFICE

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

WWW.BAR-T.COM