

PETERS DEVELOPMENT CENTER INFORMATION PACKET



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Address: 6303 Riggs Road, Hyattsville, MD 20783

Welcome

Peters Development Center (PDC) is here to serve you and enrich the lives of your child, family and the community. We provide a safe, warm environment for him/her to learn and grow. The curriculum is centered on Biblical truths and promotes spiritual, academic, physical, and social development.

The Peters Development Center incorporates the following early childhood developmental standards:

- ✓ **Spiritual Development**
- ✓ **Physical and Health**
- ✓ **Social-Emotional**
- ✓ **Language/Communication**
- ✓ **Cognitive Development**

All children should be three (3) or four (4) years old by September 30th and potty-trained to be accepted in the program. For registration, the parent/guardian must provide their child's birth certificate and immunization record. Before admittance to class, a physical examination is required.

Care and safety of the children are our utmost concern. Children enrolled in the program should be dropped off by 9:00 am and picked up before 6:00 pm. A late fee of \$1.00 per minute will be charged for children left in PDC after closing (6:00 pm Monday-Thursday/ 4:00 pm on Fridays).



Tuition

There is a **\$35.00** non-refundable Application Fee and a one-time, non-refundable Registration Fee of **\$400.00**.

The PDC tuition is payable through SMART Financial Management Company.

The tuition is **\$7,900.00** annually and billed **\$790.00** per month for ten (10) months. It will be due on the 20th of each month.

A late fee of **\$25.00** will be assessed if the tuition is paid after the 30th of the month.



Daily Uniform Traditional Girls

Burgundy Plaid Skort

White Oxford Shirt

Burgundy Crew Neck Cardigan w/Logo

Burgundy V-Neck Cardigan w/Logo

Gray Twill Uniform Pants/Shorts

Traditional Boys

Gray Twill Uniform Pants/Shorts

White Oxford Shirt

Burgundy V-Neck Cardigan w/Logo

Burgundy Cardigan Sweater w/Logo



Meals

PDC will provide a nutritious morning and afternoon snack for each child. Delicious, hot, vegetarian lunches are available and may be ordered at an additional cost on a weekly/monthly basis. A menu is provided monthly for selection purposes.

**We will adhere to
COVID-19 regulations for
birthday celebrations.**

Field Trips

Virtual field trips will be incorporated into our education program while under COVID-19 restrictions. When conditions are safe, trips to nearby points of interest will be planned throughout the year. Parents will be notified and your permission must be given for your child to participate. In addition, a parent/guardian will be required to chaperone their child(ren) on most field trips. Parents who are accompanying the students **MUST** complete the Verified Volunteer course.



GENERAL PROCEDURES FOR ARRIVAL AND DISMISSAL

Arrival Procedures

- ✓ Hours of operation for PDC: 7:00 am to 6:00 pm Monday through Thursday and 7:00 am to 4:00 pm on Fridays only.
- ✓ Before Care is from 7:00 am - 8:00 am.
- ✓ Daily instruction begins at 8:30 am.
- ✓ Parents/guardians should ring the doorbell at Main Entrance when arriving after 8:30am.
- ✓ Parents must sign in their child(ren) upon arrival and departure; then release them to their classroom teacher or assigned personnel for Before School Care supervision.
- ✓ At 8:30 am, students will transition to their daily instruction schedule.

Before School Care Procedures

- ✓ Before School Care is provided between 7:00 am and 8:00 am.
- ✓ Students for Before School Care must not arrive before 7:00 am.
- ✓ Students must listen, obey, and follow the directions of the teacher or assigned personnel.
- ✓ Students must be respectful at all times.



Dismissal Procedures

- ✓ Parents can sign their children out at 3:30pm when picking up their older siblings.
- ✓ All PDC students must be hand delivered to their parent/guardian.
- ✓ PDC officially closes at 6:00 pm Monday - Thursday. When the clock springs forward, aftercare will close at 3 pm. When the clock goes back, aftercare will end at 4pm on Fridays only.



After School Care

- ✓ After School Care begins at 4:00 pm.
- ✓ After 6:01 pm, a late fee charge of \$1.00 per minute must be paid to the supervising teacher the time the student is picked up.
- ✓ A student will only be released to the parent/guardian who is documented on file.
- ✓ After dismissal, students will not be allowed to return to the classroom for his/her supplies.



DISCIPLINE & DISMISSAL POLICIES

Discipline

The following actions will be taken to correct student(s)' behavior as needed:

1. The child will be moved to a different activity, allowing the teacher the time to fully assess the situation and act accordingly.
2. The teacher will speak with the student about his/her inappropriate behavior.
3. The teacher may give the child a 4-5 minute "time-out." Time-outs provide the child the opportunity for the teacher to explore why the child behaved or acted inappropriately, and provides the teacher and student the opportunity to discuss, and develop proper behavior and actions.
4. At no point in time does a teacher exhibit or demonstrate corporal punishment (i.e. spanking, hitting, etc.) of any student.

Dismissal From PDC

When it is determined by the teachers and administration that a child's behavior and actions are uncontrollable, a meeting with the child's parents will be scheduled.

During this meeting, the parents, administration, and teacher will discuss his/her undesirable behavior and will work to develop strategies that ensure that the child exhibits correct behaviors and actions at the PDC. If the child continues to exhibit the same undesirable behaviors and actions following the meeting, the parents will be given one week's written notice of the child's dismissal from the center.



DISPENSING MEDICATION/ SICK CARE PROCEDURES

Medication

The Peters Development Center will not assume responsibility for the administration of medication to students. Parents are urged to give medication at home. Teachers will not diagnose a health condition or give any internal medications, including aspirin except as indicated below:

Any student who is required to take medications prescribed by a physician during the regular school day hours may be assisted by the school nurse or designated school personnel if the school receives the following:



1. A written statement from the physician detailing the time schedules, amount and method by which the medications are to be taken.
2. A written statement from the parent or guardian of the student requesting the school to assist the student in meds outlined in the physician's statement.
3. The medications will be delivered to the school in the original container bearing the pharmacy label. This label must contain the following:
 - a. Name and the place of the business of the seller
 - b. The serial number and date of the prescription
 - c. Name of the person for whom such drug is prescribed
 - d. Name of the member of the medical profession who prescribed the prescription
 - e. Directions for use as prescribed by a member of the medical profession



THANK YOU

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