

# PARENT HANDBOOK



## The Children's Center

*A journey towards learning*

7533 Old Alexandria Ferry Road, Clinton, MD 20735

Phone: (301) 856-1680  
email: [www.thechildrensctr.com](http://www.thechildrensctr.com)

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## **I The Children’s Center Open Door Policy**

We encourage parents to take an active part in the Center’s activities. We encourage parents to come in at any time.

## **II Philosophy & Inclusion**

The Children’s Center, Inc. is dedicated to the concept of meeting the needs of the young child. It is a child care facility that accepts the responsibility for the care and education of the young child this includes the needs of children with disabilities or special health care needs. We believe that “play is children’s work”; therefore, all endeavors of teaching are from an informal, relaxed perspective. We emphasize that learning ought to be fun and that care on a daily basis should instill the adventure of discovery and the delight of leaning in a nurturing environment. We will work with families and special service providers to meet the needs of all children.

## **III Objectives**

### **Intellectual Development**

We strive to present children with a rich opportunity to be their age, cognitively, emotionally, socially, and physically.

### **Group Interaction**

We strive to present children with the opportunity to interact with each other on a regular and supervised basis.

### **Self-Awareness**

We strive to present children with the opportunity to become aware of themselves both as a member of a group and as an individual.

### **Environment**

We strive to present children with the opportunity to explore their community and their natural surroundings.

## **IV Licensing**

The Children’s Center is licensed by the State of Maryland Department of Human Resources.

## V Schedule

- a. The Center opens at 6:30 a.m. and closes at 6:30 p.m.
- b. To maintain continuity of the class program, it is imperative that your child arrives before the 9:30 am cutoff time. Exceptions will only be extended to children with doctor's note or to children accompanied with other form of written explanation.
- c. The maximum hours a child may attend per day is 10.
- d. Each child must be checked in & out of the Center. Please notify the office upon arrival and departure.
- e. A late fee will be charged when arriving to pick your child up after the designated 10 hours.
- f. You will be required to pay the late fee of \$25.00 after 6:35 pm and \$1.00 per minute upon arrival.
- g. Please notify us if you anticipate being late.
- h. The Center is closed on all Federal holidays. Please see our list of scheduled closings posted in the front office.
- i. If the Federal government is closed, the Center will be closed. If the Federal government has liberal leave or unscheduled leave, we will open at 9 a.m. If none of these two conditions occur the Center still retains the right to close based on our local weather conditions.
- j. If the Center closes early please arrive on time to pick up your child so that no one is placed in a dangerous position.

### **Tuition**

The tuition for 2-year-olds is	\$180 per week.
The tuition for 3-year-olds is	\$170 per week.
The tuition for 4-year-olds is	\$165 per week.
The tuition for school age B/A is	\$115 per week.
The tuition for part time is	\$110 per week.
The Drop-In rate is	\$30 per day.

### ***Tuition is due on Monday morning.***

- Non-refundable registration fee of **\$50.00** will be required.
- Effective immediately, a one week's deposit is required for all new enrollments.
- There is a **\$20.00** late fee for tuition paid after Monday.
- 2 weeks of notice is requested upon withdrawal of your child.
- A **\$20.00** fee must be charged for all returned checks. Future payments must be made in cash or money order.
- In our effort to provide the best possible care for your child, we implement a great deal of planning and organizing. This is essential for the growth and stability of our center; therefore tuition is based on enrollment and not attendance. Tuition must be paid even if your child is not in attendance.

## VI Late Fee

Please note that the fee is due before the services are provided or on Monday of the week of services.

- If the tuition is late by a week, the center will notify parent/guardians
- If tuition is late by two weeks, the center will initiate a suspension notice and the child can only return upon full payment.
- At the end of the third week of no tuition payment, a Termination notice will be issued. A child will only be allowed to return upon complete payments, space availability and the registration fee at that time.

## **VII Lunch and Snack**

A healthy diet can make a world of difference in a young child. Good eating habits are not something we are born with, but rather something we learn. The Center emphasizes foods with less sugar, preservatives, fat, and sodium and we encourage the children to try a variety of healthy foods.

- a. Two nutritious snacks are provided each day. You may pack additional snacks if your wish but remember to keep them healthy.
- b. You have two choices for lunch, you may send a lunch each day for your child, or you can choose to purchase hot lunch from us.
- c. The cost of hot lunch is **\$16.50** per week. Payment is due on Monday, if possible keep payment separate from tuition. Please purchase hot lunch in weekly units, it is impossible to change our lunch counts daily.
- d. The center follows a no heat able policy, so any food brought from home should require no heating.
- e. Open Cereal boxes are not allowed so please make sure cereal is in a plastic container with lid.

## **VIII Program**

Our program is structured but informal, we run a process and development curriculum where we teach language arts, math, science, and social studies in a “hands-on” manner through a variety of ways that are listed as follows:

### **Arts and Crafts**

Your child will paint, color, cut, do Mache’ paper, and participate in a variety of other artistic media that allow for self-expression and will expose your child to the arts of other cultures.

### **Dramatic Play**

Your child will act out stories and poems and participate in role playing.

### **Field Trips**

Your child may take trip to local stores, farms, walks, parks, and other places geared towards the young child. Field trips occur several times a year for children 3-years-old and older. Parent participation is strongly encouraged.

### **Free Play**

Organized free play is one of our best sources of learning. Each classroom is designed in a way that allows your child to choose from block play, water play, housekeeping, a science area, manipulatives, and a variety of other centers of play that encourage learning through self-discovery.

### **Language Development**

Your child will have stories read to them daily and constant adult verbalization, and in this way, gain the ability to communicate verbally. Children are in a print rich environment, where writing and reading are strongly encouraged.

### Music

Your child will sing, dance, and have the chance to play a variety of instruments. They will be exposed to many different types of music from different times and cultures.

### Physical Activities

Your child will be encouraged to climb, jump, run, walk, and ride in appropriate environments.

### Science and Nature

Your child will be exposed to the natural world around them through exposure to various animals, plants, and environments.

### Cooking

Your child will participate in the preparation of a variety of foods such as, popcorn, eggs, salads, etc.

## **IX Clothing**

Comfort, wash ability, and the weather should be your main considerations when dressing your child. Children should not have to be concerned with keeping clean. Dress your child for here as you would dress them at home for play.

- a. A complete change of clothing must always be kept at the center. Make sure all clothing is labeled with your child's name.
- b. Children are required to spend time outdoors. It is important to dress your child with the appropriate attire for outdoor play.

## **X Nap Time**

Your child will rest from 1:00 p.m. to 3:00 p.m. and will need to bring in a small blanket and crib sheet, labeled, and in a container. The blankets should be taken home at the end of every week to be washed and then returned on Monday.

## **XI Health & Safety**

Child's health and safety is the most important part of our care and we take immense efforts to make sure that a child in our care is always safe. We take pride in providing a safe and healthy environment in our center:

- ❖ Adequate supervision with qualified staff is a priority while playing outside or during learning activities inside. we follow all guidelines for fire and disaster safety.
- ❖ We conduct periodic fire-drills
- ❖ We continuously keep our center sanitized with bleach, during and after an activity or before and after using toilet, hand washing procedure is followed by all children and staff.
- ❖ Entrance to the center is always locked and secure. It can only be opened by a key from outside or via the unlock buzzer from inside the center.

Children are required by the Health Department to have outdoor play. If your child is too sick to go outside, then he/she is too sick to be at school. Should your child be too sick to attend school, please send in a note when your child returns stating the reason for his or her absence. Also inform us, if your child is on any type of medication, as it may affect your child's behavior during the day.

If your child gets sick during the day and you are called, please come immediately. If you cannot be reached, one of the other people listed in our files for emergency notification will be contacted to pick up your child.

Please keep your child home if the following occur, also your child may be sent home for the following:

- ❖ They are too ill to play outside.
- ❖ They have a fever.
- ❖ They have a productive cough or a thick yellow or green discharge from their nose.
- ❖ It has been less than 24 hours since an episode of diarrhea or vomiting.
- ❖ They have been treated less than 24 hours ago with antibiotics for an infectious condition.
- ❖ They have been exposed and contracted a communicable disease and the recommended incubation period has not passed.
- ❖ They have any condition that is contagious to others.
- ❖ Standard once a month fire drills are performed to ensure that the staff as well as the children are aware of the evacuation procedures in case of an emergency.

### Medication

Due to insurance specifications, if your child must receive medication during the day you must provide a signed consent form for the staff to administer medication to your child.

### Health Forms

The Health Department provides us with specific forms which you are required to have filled out and signed by your physician. These forms must be completed before your child may attend. Your emergency numbers are vital to your child's safety, so please keep the Center informed of all changes e.g. phone # etc.

### Potty Training

While The Children's Center encourages parents/guardians to potty train their child before enrollment, the staff at Children Center, at no extra charge, will help your child in the two year classroom with Potty training. Children older than 2 years of age who are not fully potty trained, will not be admitted to the center nor will they be allowed into the 3 years old classroom.

## **XII Newsletter**

Each month you will receive a calendar and newsletter from your child's classroom. This will inform you of important activities and unit topics each month. Please take time to read over the information that is sent home so that you can stay informed and involved in your child's class.

### **XIII Discipline Policy**

The Center operates on the premise that young children cannot be “bad”. The types of inappropriate behavior most often seen in young children (tantrums, refusal to cooperate, hitting other children, and failure to follow rules) are usually the result of the child’s developmental level. For this reason, the Center uses the following guidelines for promoting positive behavior and for responding to problem behavior:

#### **Environment**

Our environment is safely arranged to allow freedom of movement and choice with abundant supplies and duplicates of favorite toys and activities.

#### **Redirection**

With upset toddlers or very young preschoolers, we may offer a substitute toy or engage them in some other activity to quickly resolve problems or conflicts. When in need, children are redirected towards activities that are in line with their needs.

#### **Language**

Children can become frustrated by their lack of verbal skills necessary to problem solve. Children are guided and encouraged to use their words.

#### **Rewarding Positive Behavior**

We all need acknowledgment for a job well done. We encourage positive behavior with a smile, hug, and “Good job!”. We try to catch the children doing something right.

#### **Time Out**

We all need time out from time to time and sometimes we find it necessary to place children in time out. This is used as a last resort and not to humiliate the child. It is a calming down time. Children are made to sit only for a few minutes and are never isolated. We use this time to discuss what has happened and a more appropriate solution to the problem. Discipline is a learning process and not something that should be painful, degrading, or humiliating. It is important that we nurture a positive self-concept in our children! The Center feels that hollering, threatening, or hitting children is emotionally and physically abusive and will not be tolerated. Discipline is a challenge to everyone, if you feel you need help, you can talk to your child’s teacher or to the director & their useful articles & books in the office.

- While the Center respects the right of every parent to discipline his/her own child in a personal way (except where child abuse or neglect is concerned), parents who are in the Center may not hit, spank, belittle, or raise their voices to other people’s children or their own. This is upsetting to everyone and disturbs the peace of the Center.
- The Center will inform parent/guardians once a child has been disruptive. After notification, if the behavior of the child doesn’t improve where the child remains disruptive, the center reserves the right to put the child on probation.
- The Center acknowledges that our program may not meet the needs of every child and therefore reserves the right to terminate the enrollment of a child that remains disruptive and presents a threat and danger to him or herself and/or to other children.

#### **XIV Fundraisers**

Several times a year we sponsor fundraisers to purchase special equipment which we would not be able to purchase otherwise. Your cooperation and enthusiasm in selling the product are what keeps our tuition affordable.

#### **XV Miscellaneous Information**

- a. Please inform us by phone or note if someone else is to pick up your child.
- b. Please accompany your child in and out of the building. Be sure that the office is notified of your child's arrival/departure.
- c. An accident report will be filled out for major scratches, bumps, and bruises. A copy of this will be given to you. If your child suffers a serious injury, you will be notified immediately.
- d. Does your child have special needs? If yes, a copy of your child's IFSP/ IEP is requested.

#### **XVI Conferences and Communications**

Please feel free to discuss any ideas or problems with us at any time. Your child's teacher is available for discussion as well as the owner or director, so please inform us of your suggestions or concerns whenever you need to. In addition to general input we also have the option for parents to schedule formal conferences with senior staff, teachers and/or management. Conferences can be scheduled at the parents request through the main office. Our available conference hours are b/w the hours of 1:00 & 3:00 pm Monday-Friday. Please note that 20 minutes is generally the time allotted for each conference.

Please fill out the following and return this page to the office to be placed with your child's paperwork.

I have read The Children's Center's Handbook and fully understand and agree to abide by The Children's Center's policies and regulations.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_