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WELCOME

We welcome your family to our program, and we hope that working together, we will provide a variety of meaningful learning experiences for your child. The staff of Providence Child Care & Learning Center strives to provide a happy, healthy, safe environment where children can learn and grow together. Our developmentally appropriate curriculum nurtures and enriches children's physical, social, emotional, and intellectual growth. Our goal for all children is to establish a strong self-image while interacting in a social setting. We look forward to working in cooperation with parents to meet the needs of all children.

GOALS

Our program is designed to provide quality child care as a service to our community. We provide a nurturing environment for children away from home. It is our purpose to help each child develop to the best of his/her individual ability.

PROGRAM

Our daily activity provides for a full day child care, as well as a morning preschool program. The full day care program includes a balance of structured activities and time for socialization with other children.

The morning learning program focuses on themes integrating music, art, math, science, language, cooking and role playing. The children always have the opportunity to choose from a variety of activities, materials and equipment, and the time to explore thorough active involvement.

PROGRAMS AVAILABLE

A. Full Day (Child care and Preschool)

Ages	2 to 5 years
Hours	7:30 a.m. to 5:30 p.m.
Schedule	12 month program

B. Half Day (Preschool program only)

Ages	2 to 5 years
Hours	9:00 a.m. to 1:00 p.m.
Schedule	offered 2, 3 and 5 days per week 10 month program (September to June)

C. Before and After School Care

Ages	5 to 12 years
Hours	1. 7:30 a.m. until school starts 2. After school until 5:30 p.m.
Schedule	School year (September to June)

D. Summer Camp Program

Ages	5 to 12 years
Hours	7:30 a.m. to 5:30 p.m.
Schedule	mid-June through August

POLICY

A. Admission

- Enrollment is open to all children regardless of race, color, religion, or national origin.
- Prior to admission, each child must submit the report by his/her own physician of a physical examination performed within three months prior to entry into the program.
- Each child will be accepted on a 60-day probationary period.
- Prior to a child's enrollment, a signed registration form is required.
- A Parent Compliance Form from receipt of this Parent Handbook is required.
- A two-week written notice is requested if the child is to be withdrawn from our program.
- Vacancies that occur during the school year are filled on a first come, first serve basis.

B. Registration and Waiting List

1) Fees

- a) The annual registration fee and one week's tuition is required with a completed registration form.
- b) A schedule of fees for various programs is available from the Director.

2) Waiting List

- a) When no openings are immediately available, upon payment of a non-refundable registration fee, the child's name will be placed on the waiting list.
- b) Children will be accepted according to their place on the waiting list as openings occur.

C. Tuition

- 1) Tuition is due on the first day of each month.
- 2) The following penalties will be imposed for late payment.
 - a) If tuition is not received by the 10th of the month, a \$50 late fee will be imposed.
 - b) If there are two late payments in any one school year, the Director reserves the right to dismiss the child after notice is given to the parents.
- 3) Checks are to be made payable to Providence Child Care & Learning Center. The canceled check will be your receipt.
- 4) Checks are to be brought to the Center's office at 1318 Providence Road, Towson, Maryland, 21286, or mailed. **Do not send checks to the classroom with your child.**
- 5) A \$75 fee will be imposed for each and every returned check.
- 6) No credit will be given for absence due to illness. These days may not be credited towards vacation.
- 7) After six months of attendance, one week of vacation without responsibility of tuition is permitted within the year.

D. Arrivals and Departures

- 1) We have a key code access system for which you establish a 4-digit pass code. The child must be brought into the classroom and received by the teacher or assistant. Parents are expected to sign in on the daily log. No child may be left at the door. When leaving the Center, the children must be dismissed by one of the staff, and parents are expected to sign their child out on the daily log. Children are actively supervised until they are dismissed to parental supervision.
- 2) The Center closes at 5:30 p.m. If a child is picked up after this time, there will be an additional charge of \$3 for each 1 minute per child. This fee is to be paid directly to the staff person who remains on duty.
- 3) If parents have not contacted the Center by 5:35 p.m., a staff member will begin to telephone emergency numbers in order to have the child picked up as soon as possible.

- 4) Children may not be picked up by any other person other than a parent without prior written notice from the parent. If the child is to be picked up by someone other than a parent, the parent should inform the teacher in-charge upon arrival, in addition to putting that information on the sign-in sheet.
- 5) If your child will be absent or late, please call the Center at 410.494.9690.

E. Contact Persons

Parents are required to keep the Center informed of current telephone numbers and locations where they can be reached during the hours their child is in the Center. Emergency contact persons and their telephone numbers must be current.

F. Illness of Children

- 1) The Center is not equipped or licensed to accept care for sick children. State Health Department regulations specify that a child should not return to school for 24 hours **after** a fever, vomiting, diarrhea or discolored nasal discharge has occurred. Teachers and assistants may not permit a child who is ill to attend the daily session. As soon as health problems become evident, the Center will call the parent and request that the child be taken home.
- 2) The Licensing Department requires that the parent provide a doctor's statement verifying that the child is healthy enough to return to school after an absence of 5 consecutive days.
- 3) Director or director-designate will administer medication only under written direction of a child's physician and a note from a parent giving permission to do so. The first dose must always be given at home.
- 4) Always hand carry medicine to an adult in-charge. Under no circumstances should medicine of any kind be sent to the Center in Children's lunches.
- 5) Your child's allergies and history of any previous medical condition requiring medical treatment must be noted on the health form which is kept on file in the Director's office and be reported to your child's teacher. This knowledge is essential to providing the best possible care of your child while he/she is in the Center's care. This information must be updated annually.
- 6) It is Baltimore County Health Department regulation that each child must go outside and play daily. A child must not be left alone inside the Center. Therefore, if a child is not well enough to go outdoors, he/she is not well enough to be at the Center.

- 7) Please let the Director know of anything your child experiences physically or emotionally which may affect his/her behavior at school.

G. Medical Emergencies

In the event of an accident, appropriate first aid will be administered. If necessary, emergency medical services will be called, and if deemed necessary, the child will be transported to the hospital by ambulance. The parent will be notified as soon as possible.

H. Emergency Closings

The Center follows the Baltimore County Public School System for inclement weather closing **in the morning only**. Once the Center is open in the morning, we do not follow the Baltimore County School System and inclement weather closing is determined by the Director. Parents are contacted as appropriate, and once notified, they must make every effort to pick their child up or make arrangements for their child to be picked up.

I. Holiday Closings

All Center programs will be closed for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve Day
- Christmas Day and the following day

J. Parking

Parking is available in the large lot between the Church and the education building. **NO ONE IS ALLOWED TO USE THE PRIVATE DRIVEWAY ON THE SOUTH SIDE OF THE CENTER.** Drive carefully and watch for children at play.

K. Fire Regulations

Our building meets all fire safety regulations. Smoking is forbidden in any area of the building, playground or parking lot. Fire drills are practiced monthly.

L. Toys

Children should not bring toys from home. The Center cannot be responsible for loss or breakage. No weapon like toys (guns, knives, or swords) are permitted at any time. Children should not bring money, candy or chewing gum to the Center. Books and CDs, clearly labeled with the child's name may be brought to share with the group. Each teacher will advise parents of the class "Show and Tell" policy.

M. Birthdays

Birthdays are special and exciting days for children. We encourage parents to bring in a special snack (cupcakes, etc.) for their child's birthday. If you wish to celebrate your child's birthday, please let the Director know in advance so that it can be placed on the snack calendar.

N. Clothing

A change of clothing should be kept at the Center for you child. If necessary, diapers and wipes must be provided by the parent. Children are encouraged to dress themselves, so their clothing should be manageable. They should be dressed appropriately for outdoor play according to the weather (i.e. hats mittens boots, and snow-gear). The children go out daily. Fancy clothing should be avoided and open-toe shoes and sandals of any kind are prohibited. Tennis shoes or rubber soled shoes are best for active play. Please label all of your child's possessions (coats, hats, jackets, mittens, boots, backpacks, tote bags, lunchboxes, etc.) with your child's name. A "Lost and Found" box will be located at the Center. Articles left at the end of the school year will be donated to charity.

O. Naps

If your child will be at the Center during rest time (1:00 to 3:00 p.m.) provide a cot covering and small blanket to make him/her comfortable. These blankets must be taken home to be laundered every week. A small pillow an/or small stuffed animal is also permitted. All items must be kept in a bag and clearly labeled with your child's name. Children are not permitted to drink from a bottle at naptime.

P. Parent/Guardian Communication

There is a bulletin board that contains current news located in the hall across from the bathrooms. Check the bulletin board daily. Newsletters with information on upcoming events will be sent home. Please check your child's bag every night.

Q. Suspected Child Abuse

State law requires staff members to report any suspected child abuse to Child Protective Services. The Center would be held liable under the law if we did not report any such incident.

R. Children's Projects

Children's work projects reflect the Center's activities. All parents are encouraged to take these projects home on a regular basis and share them with the rest of the child's family.

S. Conferences

- 1) Parent/Teacher conferences will be held once a year, or upon request of either party. The teacher or Director will notify parents of the date, time and place of the conference.
- 2) Emergency Conferences – Staff members are urged to discuss any problems concerning a child with the Director as soon as problems arise. If deemed necessary, parents will be invited to discuss the situation with teacher(s) and the Director. If resolution of the problem is not reached, formal dismissal would occur only after a series of parent conferences with the Director, teacher(s) and/pr other appropriate personnel.

T. Lunch and Snacks

We are a peanut free environment. No peanut products are permitted on the premises.

- 1) Each child brings his/her lunch. Milk or juice will be provided by the Center.
- 2) Nutritious snacks will be served twice daily, in the morning and afternoon.

U. Field Trips

Field trips will be planned throughout the year. For each field trip, parents will receive a permission form and will be notified of the cost of the trip. Permission forms must be signed and returned if the child is to go on a field trip. Parents are encouraged to participate on field trips. However, we require proof of insurance for anyone transporting other children.

POLICY FOR DISCLOSING INFORMATION

The following is a list of items included in the child's cumulative records:

- Registration forms
- Health inventory
- Immunization record
- Child information form
- Medication order forms and records of medication administered
- Student evaluation forms
- Absentee notes

These records are kept in the administrative office under lock and key and are only released to authorized personnel. The following is a list of authorized personnel:

- 1) A child's parents or legal guardians.
- 2) Separated or divorced parents who do not have legal custody – they have access to their child's records unless there is a court order or other legally binding document on file with the Center.
- 3) Center personnel – they may review child's records, but in all cases, such access shall be based on a legitimate need-to-know basis for purposes related to the child's education and care.
- 4) Parties for whom written consent of the parent or guardian has been received by an administrator of Providence Child Care & Learning Center.

Those authorized access may review the child's confidential records in conference with appropriate Center personnel. At the time a child's records are reviewed by an authorized person other than those noted above, the following information will be recorded by Center personnel in a log: date, name of child, name of person examining the file, and the reasons for the examination.

When the child leaves Providence Child Care & Learning Center, his/her parent or guardian may submit a written request to have his/her confidential records transferred to his/her new school. The date, name and address of the school to which the information is to be sent and recorded, and the parent or guardian is notified that the transmittal of the records has been completed. The exception to this procedure is health forms.

Parents are Very Important Partners in our Program

The most important people in a child's life are parents. Parent participation in Center programs is very valuable to parents, children and staff. Parents are always welcome to drop in and eat lunch with their child. They are encouraged to share their interests with their child's class or to accompany them on field trips.

If at any time parents have questions or concerns, they must contact Donna Hayward Lorber or Kerry Hayward at 410.494.9690.