

PARENTS' HANDBOOK

All About Children Learning Center
1201 Maple Ave
Arbutus, MD 21227
410-242-6009

PARENT HANDBOOK FOR ALL ABOUT CHILDREN LEARNING CENTER
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ALL ABOUT CHILDREN LEARNING CENTER

POLICY: MISSION STATEMENT

POLICY NO.: 1

ALL ABOUT CHILDREN LEARNING

DATE:

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All About Children Learning Center Mission Statement:

All About Children Learning Center is committed to creating a developmentally appropriate learning environment that allows the staff to easily facilitate a creative, integrated, age-appropriate program for the child. Our goal is to enhance the development of readiness skills, encourage a loving environment for a desire to learn and promote family involvement in the learning process. We want to be recognized leader in providing the best childcare. Childcare is an adventure for you and your child. It is the beginning of an exciting new phase of life. For some of you, this will be your child's first adventure away from home in a group setting. To help in this period of transition, we have designed this handbook to answer some of your questions. After reading through it, please let us know if you have any questions.

Our goals at All About Children Learning Center are:

- Provide a balance program that addresses the whole child (social, emotional, physical and intellectual);
- Create an environment for the children that will be a warm and friendly one that will allow them to feel free to express who they are;
- Teaching staff to provide the necessary amount of interaction, monitoring of development, and individualization of planning for each child to learn;
- Making sure the program uses effective grouping practices that enables each child to grow and develop to the best of his/her ability; and
- Involve parents and families as partners in the education of our young children.

Every effort has been taken to assure that these goals are met, from our curriculum, our highly qualified and well trained staff, state-of-the-art equipment, and the highest standards of cleanliness to our ongoing communication with parents.

Our purpose is to provide the highest quality childcare and preschool education in a secure, nurturing and stimulating environment. Our most important priority is your child, and we strive to assure that your child's experience at All About Children Learning Center is educational, fun and safe.

At All About Children Learning Center we know that children feel more secure and gain more from their childcare experiences when there is a strong connection between home and school. Children are recognized as unique individuals here and we seek to stimulate growth and development through a variety of sensory experiences. Our program is designed to foster this growth by using an integrated curriculum approach that challenges the whole child while providing activities in the areas of social, emotional, physical, and intellectual development. We feel that all of these areas of development are equally important in helping each child reach his/her full potential, and in becoming aware of and appreciative of the world around him/her.

Our door is always open to you, whether it is to visit your child during the day or meet with us for a conference to discuss how your child is doing. Your comments and suggestions are always welcome, and we are here to listen to you. We believe in the family and strive to meet the needs both of the parent and child as well as foster positive family relations. All of the dedicated, caring staff at All About Children Learning Center, want to make certain that your child has the very best childhood experience, and thank you for entrusting us with that responsibility and privilege.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: ABOUT OUR DIRECTOR/WELCOME

POLICY NO.: 2

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

The Director participates in a continuous program of in-service education and studies for professional and advancement in order to remain alert in the ever-changing needs of today's families and to the findings of current research.

All About Children Learning Center is open to all children, regardless of race, nationality, or creed, who may benefit from this type of program.

All that we expect of the children is that they come to All About Children Learning Center, be themselves, and have respect for others. What we expect of parents and guardians is that you read the operating procedures in this handbook and in supplemental notes and newsletters that may be sent to you from time to time; and that you feel free to be a part of All About Children Learning Center, offering suggestions, comments, and constructive criticisms, as well as financial and moral support.

When you enroll your child in All About Children Learning Center, we assume responsibility of giving you assistance with the special needs in relation to your child's school adjustment, growth and development.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

Open communication between parents and staff is essential in order for us to better serve the needs of you and your child(ren). Also, it is necessary for parents and teachers to work together to provide a safe and secure environment for your children.

The Center Director is responsible for:

- Planning (in conjunction with the staff) a balanced program of developmentally appropriate activities
- Supervising the children enrolled in the program, and ensuring their safety and well-being
- Maintaining accurate documentation of attendance for each child and current forms and records on all children enrolled
- Ensuring that parents know and follow the schedule and procedures for enrollment of children
- Maintaining regular and open communication with parents
- All procedures and inquiries regarding registration, enrollment, payment concerns, grievances or any issue that a parent may wish to discuss
- Selection of Senior Staff and Co-Teacher's
- Regular monitoring and evaluation of center

The Parent is responsible for:

- Accurately completing all required forms for the child(ren) and ensuring that these are kept current and on file at the center
- Contacting the Center assistant director or director if the child(ren) will be absent from the program. Letting the Director know as soon as you are aware the child will be absent will be greatly appreciated
- Payment of fees in advance of services and notification to Assistant Director or Director if payment is not made on time
- Entering center when picking up a child and accompanying child(ren) into room at drop-off in the morning.
- Checking in and out at the front desk each day
- Cut-off is 10:00 am – Effective immediately**
- Establishing a back-up plan for child(ren) in the event of illness or late pick-up
- Ensuring that an authorized adult will pick-up the child (ren) no later than 6:00pm daily and notifying the center director or assistant director if the child(ren) will be picked up late
- Picking up child(ren) after 6pm – the late fee must be paid that evening or by the next business morning to the teacher that stayed late. Payment must be cash only
- Providing all that is necessary for your child's day
- Custody Disputes – In order to comply with parent request, we must have a court order on file
- Notifying the center director or assistant director of any changes in the home life that may impact the child(ren)'s behavior in the program
- Making oneself accessible to center director so that regular communication can occur

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: LICENSING INFORMATION

POLICY NO.: 4

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

Maryland State Department of Education
409 Washington Ave LL8
Towson, MD 21204

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: ENROLLMENT

POLICY NO.: 5

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

Enrollment at All About Children Learning Center is open to children from Infant (6 Weeks) to 12 Years of Age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can apply for enrollment of their child in All About Children Learning Center by completing the Enrollment Application and paying the annual \$50 Application Fee. The Application Fee is NON-REFUNDABLE

Initial enrollment is contingent upon receipt of the completed enrollment application:

- Registration Fee
- Deposit
- Immunization Records
- Doctors Health
- Parent Health Side
- Lead Check
- Emergency Card
- Food Program (if applicable)
- Parent Handbook Receipt
- Field Trip Permission Slip
- Video/ Photography Release

You may borrow the school's copy if the Parent Handbook. If lost the cost is \$10.00. If you would like your own copy the cost is \$10.00. You may always reference the handbook at school, which is available to all parents.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

All About Children Learning Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at All About Children Learning Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of All About Children Learning Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify All About Children Learning Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: TUITION

POLICY NO.: 6

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

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All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in All About Children Learning Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed

6.1 Tuition Payment/ Multi-Child Payment

Effective September 1, 2013, the weekly tuition will be due as follows:

Cash, check, money order payments are accepted. All About Children Learning Center accepts checks. All checks should be made payable to: All About Children Learning Center or AACLC. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to Center Director/Owners ONLY. Your canceled check will serve as your receipt for payments made by check. There will be a \$35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order. Tuition does NOT include fees for Field Trips and extracurricular activities such as Parent Night Out, which is always due day before event.

There is a family discount of 10% for the second child. The 10% is discounted from the least expensive tuition. AUMC members will receive a 10% discount.

6.2 Subsidized Care

All About Children Learning Center does accept child care subsidies. All vouchers are due on enrollment. Even if you do have a letter of guarantee, parents must pay normal tuition prices until the vouchers are received. At this point the vouchers will be evaluated for co payment from parent and any monies paid for first weeks up until voucher arrival will be credited towards parents co-pay. No money will be reimbursed.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at All About Children Learning Center. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

6.3 Late Pick Up Fees

Children are to be picked up no later than 6:00 pm. The late fee is:

- pick up between 6:05 – 6:15pm = \$20
- pick up between 6:16 –6:30 pm = \$40
- pick up between 6:31 – 6:45pm = \$50
- pick up between 6:46 – 7:00pm = \$60

*anytime after 7:00pm, which includes \$60, an additional \$2.00 per minute will added until arrival. This late fee is due and payable on the next business day. NO EXCEPTIONS!
All measurements of time are to be according to the All About Children Learning Center clock located in entrance. Verified by our local time by phone 410-844-1212 if need be.

6.4 Return Check Fee

Effective 09/01/13, a fee of \$35.00 will be charged for all NSF checks and stop payment on checks. Upon a second occurrence of a NSF check or stop payment on checks, all subsequent payments must be made in cash or money order. NO EXCEPTIONS.

6.5 Vacation/ Withdrawal

The director should be given at least two-week notice for vacation. For those who have been at All About Children Learning Center for at least one year, a 50% credit will be given for up to one week per calendar year. There will be no adjustment in your fee for absence or holidays. The only exception will be for approved vacation credit. The center must be notified in writing two weeks prior to removal of a child from the program in order to terminate contracted responsibility for payment in tuition.

6.6 Termination

All About Children Learning Center's provider reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, other financial obligations, misbehavior or unruliness of the child, etc. All About Children Learning Center's staff will make every effort to give a reasonable notice to allow parents time to obtain alternate childcare arrangements. You also have the right to withdraw you child from All About Children Learning Center at any time, for any reason. However, you must give All About Children Learning Center a two-week written notice when canceling service. If All About Children Learning Center is not given a two-week notice, you lose your week deposit. Also if your child(ren) is absent for three (3) consecutive days, and we do not hear from you within those three days, your child(ren) will automatically be terminated from our program. I hope that these policies will help make child care an easier, happier time for all of us. By signing this agreement, you are stating that you have read and agree to all policies contained herein. Thank you for allowing all of us at All About Children Learning Center care and educate your child.

A 30-day trial period will be in effect starting 1st day of enrollment.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: CONFIDENTIALITY

POLICY NO.: 7

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

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Within All About Children Learning Center, confidential and sensitive information will only be shared with employees of All About Children Learning Center who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as All About Children Learning Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with All About Children Learning Center.

Outside of All About Children Learning Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of All About Children Learning Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of All About Children Learning Center are strictly prohibited from discussing anything about another child with you.

ALL ABOUT CHILDREN LEARNING CENTER

**POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT**

POLICY NO.: 8

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

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Under the Child Protective Services Act, mandated reporters are required to report a any suspicion of abuse or neglect to the appropriate authorities. The employees of All About Children Learning Center are considered mandated reporters, under this law. The employees of All About Children Learning Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at All About Children Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of All About Children Learning Center cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc...)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

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All About Children Learning Center requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of All About Children Learning Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of All About Children Learning Center but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 Threatening of employees, children other parents or adults associated with All About Children Learning Center:

Threats of any kind will not be tolerated. In today's society All About Children Learning Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

9.3 Physical/Verbal Punishment of your child or other children at All About Children Learning Center:

While All About Children Learning Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 Smoking:

For the health of all All About Children Learning Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of All About Children Learning Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of All About Children Learning Center. Please be particularly mindful of All About Children Learning Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 Confrontational interactions with employees, other parents or associates of All About Children Learning Center:

While it is understood that parents will not always agree with the employees of All About Children Learning Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 Violations of the Confidentiality Policy:

All About Children Learning Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with All About Children Learning Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at All About Children Learning Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) All About Children Learning Center must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with All About Children Learning Center, both parents shall be afforded equal access to their child as stipulated by law. All About Children Learning Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, All About Children Learning Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. All About Children Learning Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of All About Children Learning Center will accompany visitors at all times, throughout the center.

All About Children Learning Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, All About Children Learning Center cannot have a child at the agency when the child's parent is prohibited access. All About Children Learning Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: DISMISSAL

POLICY NO.: 11

ALL ABOUT CHILDREN LEARNING CENTER OWNER

DATE:



All About Children Learning Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within Two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. All About Children Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by All About Children Learning Center.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: WITHDRAW

POLICY NO.: 12

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

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Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at All About Children Learning Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents, who wish to change their child's days or times of enrollment at All About Children Learning Center, must submit a request to do so two weeks in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the Center Director receives the schedule change request will be the date used to calculate the two week notice required for withdrawing the child.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN

POLICY NO.: 13

ALL ABOUT CHILDREN LEARNING CENTER OWNER: JAIMIE ECKERT

DATE:



In cases where an enrolled child is the subject of a court order, for example, a Custody Order, Restraining Order, or Protection from Abuse Order, All About Children Learning Center must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with All About Children Learning Center administration, both parents shall be afforded equal access to their child as stipulated by law. All About Children Learning Center not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, All About Children Learning Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, All About Children Learning Center is obligated to follow the order for the entire period it is in effect. Employees of All About Children Learning Center not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. All About Children Learning Center will report any violations of these orders to the court.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

ALL ABOUT CHILDREN LEARNING CENTER OWNER

DATE:



Upon arrival at All About Children Learning Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located at front door. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

All About Children Learning Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. All About Children Learning Center believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of All About Children Learning Center are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

We provide breakfast for the pre-school children from 8:00-8:30A Monday-Friday. Lunch time is 12N. All About Children Learning Center does not provide lunch. Parent(s) should pack their child's lunch, label items, and place a freezer pack in the lunchbox to keep items chilled. Afternoon snack is provided by AACLC at 3:30P.

14.1 Notification of Absence

Parents are required to inform the center by 9am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Cut-off arrival time is 10:00am daily with no exceptions (only doctor's appointments will be accepted approval after 10am). Parents who fail on five occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. All About Children Learning Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9am so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

Children that have doctor appointments will be accepted into the center up to 11:45am.

14.2 Agency's Right to Refuse Admission

All About Children Learning Center reserves the right to refuse admission to any child at any time with or without cause.

All About Children Learning Center strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- Domestic Situations that present a safety risk to the child, staff or other children enrolled at All About Children Learning Center if the child were to be present at the center.
- Parents' failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion.

Parents will NOT be reimbursed tuition for days when their child is refused admission to the program.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: PICK UP PROCEDURES

POLICY NO.: 15

ALL ABOUT CHILDREN LEARNING CENTER OWNER

DATE:

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located at the front door. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child’s cubby or school bag each day.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 Late Pick-Up:

Children are to be picked up no later than 6:00 pm. Late pick-up will result in the imposition of a late fee, which is:

- pick up between 6:05 – 6:15pm = \$20
- pick up between 6:16 –6:30 pm = \$40
- pick up between 6:31 – 6:45pm = \$50
- pick up between 6:46 – 7:00pm = \$60

*anytime after 7:00pm, which includes \$60, an additional \$2.00 per minute will added until arrival. This late fee is due and payable on the next business day. NO EXCEPTIONS!

All measurements of time are to be according to the All About Children Learning Center clock located at the entrance. Verified by our local time by phone 410-844-1212 if need be.

A child’s services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent’s responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 Persons appearing to be impaired by drugs/alcohol at pick-up

The staff of All About Children Learning Center will contact local police and/or the other custodial parent should a parent appear to the staff of All About Children Learning Center to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, All About Children Learning Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of All About Children Learning Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of All About Children Learning Center will contact the child’s parents, local police and Child Protective Services to notify them of the situation.

15.3 Emergency/Alternate Pick-Up Forms

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from All About Children Learning Center. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons, (if any) on the Emergency/Alternate Pick-up form, have the right to act "In Loco Parentis." In Loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide State issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

All About Children Learning Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: TRANSPORTATION

POLICY NO.: 16

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

16.1 Supervision during Transportation

When child transportation is conducted to or from:

- A. The center by the center operator, there shall be at least one adult other than the driver present in the vehicle if:
 - (1) More than eight preschoolers are being transported as a group; or
 - (2) At least one child is being transported and the driver of the vehicle is not:
 - (a) A center employee; or
 - (b) The parent of a child in care who is authorized by the operator to assist in transporting children in care
- B. An off-site activity by an independent contractor or a local school district and at least one child in care is being transported, the center operator shall ensure that there is at least one adult other than the driver present in the vehicle

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

The center is open Monday through Friday, 7:00am-6:00pm. Cut-off time is 10:00am daily with no exceptions (only doctor's appointments will be accepted with a note from the doctor's office after 10am). There is no credit given for center holidays. All About Children Learning Center will be closed in observance of the following holidays: (also please follow All About Children Learning Center's 2013-2014 Calendar) for reference.

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

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

POLICY NO.: 18

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

We will make every attempt to remain open on inclement weather days. . However, if the Center is going to be closed, due to a snowstorm that may occur, please feel free to 📞 the Center and listen to the recorded message as early as 5:30 am.

If the weather conditions worsen during the day and it is absolutely necessary to close due to extremely dangerous driving conditions, parents will be notified first to pick-up their child(ren). Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted. Please call during bad weather days to get information about early closing. Our staff is committed to having the center open if at all possible. Please call when in doubt and a recording will advise if center has to be closed.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduced a set amount per family based on your weekly cost.

The following information clarifies AACLC's inclement weather/school closure policy.

Snow, ice, sleet, heavy rain, thunder, lightening, and fog can cause hazardous driving conditions. We closely monitor multiple county responses during inclement weather. We feel that Howard County more accurately predicts conditions in our center's geographic area. AACLC considers the needs of our parents and staff and will institute the following measures:

- Listen to WJZ Channel 13 and WJZ.com for information on school closure or delayed opening for Howard County Schools. AACLC will follow those guidelines for morning openings. Therefore, a one or two hour delay would mean that AACLC will open our doors at 8AM (1 hour delay) or 9AM (2hour delay). If Howard County Schools are closed AACLC will close. Unfortunately, weather is something we cannot control (no matter how hard we try). The best plan for closures is to have a plan!
- AACLC will now post information on WJZ Channel 13 and website WJZ.com. We will use this primarily to notify you when we decide to provide care on county school "closure" days. We will also be able to inform you of delayed openings on those days.
- WJZ Eyewitness News and First warning weather assure us of their commitment to keep viewers informed of closures.
- Refer to AACLC's annual list of Holiday & School Closures.
- AACLC is open on President's Day (February). Howard County Schools are closed that day. Follow these instructions in the event of inclement weather on President's Day: Listen to WBAL AM RADIO station located @ 1090 on your AM radio dial for any AACLC late opening/closure information.
- If you hear that Howard County Schools are closing early due to inclement weather when we are in session, AACLC will remain open as long as we do not experience any unexpected emergencies (power or water outages). During such an event, PLEASE make arrangements to pick up your child(ren) early and to give yourselves time to avoid worsening weather & traffic conditions. Arrive BEFORE 6 PM.

IMPORTANT REMINDER: NEVER LEAVE YOUR VEHICLE'S ENGINE RUNNING IN THE PARKING LOT!

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: CURRICULUM INFORMATION

POLICY NO.: 19

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

Curriculum Information

All About Children Learning Center educational program is a discovery-based learning experience that gives a child the opportunity to develop at his or her own level of interest and ability. Our curriculum is based on Monthly Themes, as shown on our monthly curriculum calendar.

19.1 Learning Areas

Each classroom has specific learning centers set up. As the children rotate through the centers they have the opportunity to learn and grow through a diversity of ideas, concepts and skills. Some are designed to develop large and small motor skills, while others are more academically oriented. Activities alternate between those that are teacher and child directed.

Our unique and varied learning centers include areas of discovery and participation in:

- Computers – children ages three and up will spend time on the computers and will include opportunities to use logic and make choices. (Infants and Toddlers will be introduced as well; check w/teacher for class & time schedule).
- Dramatic Play – an area for playing “make-believe” in which children develop independence, self-confidence, cooperation and eye-hand coordination while learning about themselves and others.
- Science – an area for hands-on learning and curious minds.
- Sensory – an area where perceptions gained through sensory stimulation become the foundation for intellectual development and formalized education. Sand and water play allow children to encounter principles of science and math firsthand.
- Library – where children are introduced to the wonders of reading with age-appropriate books.
- Music and dance – for creative expression and gross motor skill development
- Outdoor playground – an exciting recreational area with safe and developmentally appropriate play equipment for development of gross motor skills and social interaction
- Math – a center where the concepts of quantity, color, size and shape are introduced through concrete hands-on manipulative exercises. Children learn classifying, sequencing and matching skills.
- Blocks – an area where spatial relationships and relatively are experienced through creative structuring.
- Small manipulative – a center where concentration, fine motor skill development and eye-hand coordination develop through manipulative play
- Art – a center where, through a variety of mediums, the child enjoys the process of art through creative expression of individual thoughts, feelings and perceptions
- Language – a center that introduces pre-reading and pre-writing skills through a whole language approach that encourages development of verbal communication skills and excites the children about the ability to communicate in other ways.
- Social studies – a child’s introduction to the world through multicultural activities

19.2 Staff to Child Ratios

We shall ensure that:

- A. Each child receives:
 - (1) Attention to the child's individual needs; and
 - (2) Adequate supervision and care at all times which is:
 - (a) Provided only by individuals who are designated by the operator to provide supervision and care; and
 - (b) Appropriate to the individual age, needs, and capabilities of the child
- B. Each staff member providing care to a child is:
 - (1) Oriented to the child's individual care needs; and
 - (2) Prepared to provide the appropriate individual care
- C. Written information about the child's individual needs that was supplied by the parent by the time of the child's admission to care is used by the operator to meet the child's individual care needs
- D. A child is under close and continuous supervision whenever using potentially dangerous activity materials or equipment such as scissors, sharp tools, or knives
- E. A child is allowed to travel to or from school or a school transportation site without adult supervision only if:
 - (1) The child is in the first or a higher grade; and
 - (2) The child's parent and the operator agree in writing that the child can travel safely without adult supervision

Supervision by Qualified Staff

- A. At all times while in care, each child shall be assigned to a group of children that is supervised by a child care teacher who meets the requirements of COMAR 13A.16.06.09 or .10, depending on the age composition of the group.
- B. The operator shall assign qualified child care teachers to each group of children as needed to meet the requirements for group size and staffing set forth at Regulation .03 of this chapter.
- C. An infant or toddler may be handled or fed only by an individual designated to do so by the center operator.
- D. Staff Availability.
 - (1) An operator shall designate a child care teacher to be present and in charge of the center in case of the director's temporary absence from the center
 - (2) If a preschool child care teacher or a school age child care teacher, as applicable, is not available for assignment to a group of children, the center director may supervise the group until a child care teacher becomes available for assignment.
 - (3) If the only children in attendance at the center are:
 - (a) Younger than 2 years old and only one staff member is needed to meet staff/child ratio requirements, the operator shall ensure that an additional staff member or another adult, who has successfully passed Federal and State criminal background check and a review of child and adult abuse and neglect records, is available in the center
 - (b) 2 years old or older and only one staff member is needed to meet staff/child ratio requirements, the operator shall have a written, signed, and dated agreement from an adult who has successfully passed a Federal and State criminal background check and a review of child and adult abuse and neglect records and is willing and able to be at the center within 15 minutes of notification.

Group Size and Staffing

- A. Assignment of Staff. One or more child care teachers shall be assigned to each group of children as needed to meet the requirements for group size and staffing set forth of this regulation.
- B. Age of a Child. For purposes of determining group size and staff required under this chapter, the age of a child is determined solely according to the date of the child's most recent birthday.
- C. Same-Age Groups. In a group of children of the same age, the following staff/child ratio and maximum group size requirements apply:

<u>Child Ages</u>	<u>Staff/Child Ratio</u>	<u>Maximum Group Size</u>
2 years old	1 to 6	12
3 or 4 years old	1 to 10	20
5 years old and older	1 to 15	30

D. Mixed-Age Groups.

- (1) A mixed age group with preschool children may not exceed 20 children.
- (2) In a mixed age group with preschool children 3 years old or older, the staff to child ratio is 1 to 10.
- (3) A maximum of six 2-year-olds may be in a mixed age group of 13 to 20 children.
- (4) In mixed-age groups of varying sizes that include children who are 2 years old the following minimum staffing levels apply:

<u>Group Composition</u>	<u>Group Size Minimum</u>	<u>Staffing Level</u>
Group includes one to three 2 year old children	7 to 10	1 staff member
Group includes four or more 2 year old children	7 to 10	2 staff members
Group includes one to three 2 year old children	13 to 20	2 staff members
Group includes four to six 2 year old children	13 to 20	3 staff members

E. Infant/Toddler Groups. In a group of children where each child is an infant or a toddler, the following staff/child ratio and maximum group size requirements apply:

<u>Child Ages</u>	<u>Staff/Child Ratio</u>	<u>Maximum Group Size</u>
Infants (6 weeks old to 18 months old)	1 to 3	6
Toddlers (18 months old to 2 years old)	1 to 3	9
Infants and toddlers, with 1 to 2 infants in the group	1 to 3	9
Infants and toddlers, with 3 or more infants in the group	1 to 3	6

F. Mixed-Age Infant/Toddler Groups. In a group where infants and toddlers are mixed with preschoolers, the following minimum staffing levels and maximum group size requirements apply:

<u>Group Composition Minimum</u>	<u>Staffing Level Maximum</u>	<u>Group Size</u>
Group includes 1 or 2 infants	2 staff members	9
Group includes 3 or more infants	2 staff members	6
Group includes 1 or 2 toddlers	2 staff members	12
Group includes 3 toddlers	2 staff members	9
Group includes 4 or more toddlers	3 staff members	9
Group includes no infants, 1 or 2 toddlers and 6 or more 2 year olds	3 staff members	12

Variations in Group Size

- A. Group sizes for all ages may vary during outdoor play and special activities such as field trips and assemblies, only if the operator maintains the staff/child ratios required by this chapter.
- B. Groups containing only school age children may be of any size, pursuant to a plan approved by the office, if the staff/child ratios required by this chapter are maintained.

Supervision during Water Activities

- A. An operator shall have prior written approval from a child's parent for the child's participation in a water activity.
- B. If a wading or swimming area is 4 feet or less in depth, each child engaged in a water activity shall receive continuous supervision by a staff member
- C. If the water exceeds 4 feet in depth, there shall be a lifeguard present who:
 - (1) Holds a current certificate of approval for life guarding from the American Red Cross, YMCA, or other organization acceptable to the office or the local health department;
 - (2) Is present at waterside during the swimming activity; and
 - (3) Is not included in the required staff/child ratio.
- D. Except during a swimming lesson conducted by a certified water safety organization, such as the American

Red Cross, that is acceptable to the office or the local health department, whenever water is over the chest of a child who cannot swim, the child shall receive one-to-one supervision by a staff member who is in the water with the child.

Supervision during Transportation

When child transportation is conducted to or from:

- A. The center by the center operator, there shall be at least one adult other than the driver present in the vehicle if:
 - (1) More than eight preschoolers are being transported as a group; or
 - (2) At least one child is being transported and the driver of the vehicle is not:
 - (a) A center employee; or
 - (b) The parent of a child in care who is authorized by the operator to assist in transporting children in care; or
- B. An off-site activity by an independent contractor or a local school district and at least one child in care is being transported, the center operator shall ensure that there is at least one adult other than the driver present in the vehicle.

Playground Supervision

When a group of children is engaged in a playground or outdoor activity, staff members assigned to the group shall:

- A. Station themselves among the children so that immediate intervention can occur if necessary; and
- B. If a child expresses or shows signs of discomfort due to over-activity, temperature or weather conditions, or other physical or environmental factors, take immediate and appropriate steps to alleviate the discomfort.

Rest Time Supervision

- A. During a rest period for a group of children who are younger than 2 years old:
 - (1) The required staff/child ratio applicable to that group shall be maintained; and
 - (2) Each staff member assigned to the group shall remain with the children.
- B. During a rest period for a group of children who are 2 years old or older:
 - (1) The required staff/child ratio applicable to that group shall be maintained until all the children are resting quietly; and
 - (2) Once all the children in the group are resting quietly:
 - (a) At least one child care teacher or aide assigned to the group shall continue to remain in the room with the children; and
 - (b) Other staff members, if any, assigned to the group may leave the room but shall remain on the premises and within hearing range.

19.3 Toilet Training

All About Children Learning Center accepts children who are not yet toilet-trained. When the child shows interest in using the toilet, our staff will meet with you to discuss your potty training wishes to maintain a consistency between home and school behavior. The following guidelines are useful in determining if your child is ready for toilet training (24 months and older):

The child expresses an interest in toilet times (our staff accompanies the children to the toilet approximately every 60 minutes).

The child can express the need to go to the bathroom to parent and teacher.

The child is staying dry during naptime and/or overnight.

19.4 Nap/Rest Time

There is a rest period during the day for all children. Each child is assigned his or her own cot to sleep on. It is required that each child has either a sheet or blanket. The children are welcome to bring a small pillow, their favorite blanket, for naptime. Infant requirements, as outlined by the Childcare Administration, are discussed in our "Infant Requirement Guidelines", given to infant parents.

19.5 Educational/Personal Care Supplies Needed

Diapers
Wipes
Powder/ Ointment
2 pairs of underwear
Socks
2 changes of clothing-seasonal please
Pair of closed toe shoes
Cot covers (one fitted, one flat, pillow optional)
Laundry bag for cot covers

After parents are notified for the need to replenish diapers and/or wipes and the child runs out the charge to parents for the items. Diaper 10 pack is \$10. Wipes per pack are \$5.

19.6 Birthday/Holiday Celebrations

Birthdays are special and important occasions. We have month-day parties for children birthdays each month. At All About Children Learning Center we want to make your child's birthday fun and exciting. You are welcome to bring in a treat for everyone in your child's class, preferably something nutritious. Please make arrangements with your child's teacher for any special plans, which can include songs, stories, or something to make your child's birthday unique.

19.7 Parent/Teacher Conferences/Communication

In our efforts to keep communication flowing between parents, administration staff, our Parent Newsletters go out every month. We change our Parent Communication Boards Monthly as well as have Parent/Teacher Conferences 2 times a year.

19.8 Non-Discrimination Policy

Our full and part-time program is designed for children from six-weeks to five-years of age. We offer programs for Pre-K, Kindergarten, before and after school (up to twelve-years of age), and summer program (up to twelve-years). All About Children Learning Center accepts applicants on a first-come, first-served basis and does not discriminate on basis of race, color, religion, sex, marital or veteran status, national origin, handicaps or political beliefs.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: DISCIPLINE

POLICY NO.: 20

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

For many people, discipline has only negative connotations. Some may regard it as punishment. If we look at the source of the word "discipline" we find it has a very positive meaning. To discipline means "to teach". It is a learning experience – something we do with children, not to children.

Children have to learn how to take care of themselves and live in a world with other people. Through discipline we teach self-control and responsibility. Teaching discipline is one of our most important jobs.

Through our continued workshops, seminars every year, qualified, trained staff are provided who are knowledgeable about the traits and needs of preschool children, and who are effective in diminishing disruptive behaviors in the following way:

DISCIPLINE POLICY

The goals of the discipline policy at All About Children Learning Center are:

- To prevent behavior problems
- To teach appropriate conduct, manners and actions
- To help children make good decisions
- To help children develop a sense of empathy

We accomplish this by:

- Modeling appropriate behavior
- Respecting each child as an individual
- Maintaining a firm but friendly relationship with children
- Assuring that children do not become overly hungry, thirsty or tired
- Following a routine in a classroom
- Minimizing wait time by having children sit when we are ready to begin an activity
- Engaging children in enjoyable, meaningful and age-appropriate activities
- Using transitions throughout the day to create smooth flow between activities
- Creating age-appropriate expectations
- Developing and post a list of simple rules
- Reminding children of the rules
- Praising children for using appropriate behavior
- Disciplining with love and understanding
- Establishing developmentally appropriate consequences
- Creating an open relationship with families and communicating with families about the child's day in an honest, compassionate and helpful fashion

We do not:

- Use time-out unless a child is having a temper tantrum or is out of control (we call it the "thinking seat")
- Humiliate or belittle children
- Withhold food, water, sleep or use of the bathroom
- Raise our voice or speak in an unkind tone
- Talk about negative behavior in an area where a child can overhear
- Strike children or harm them in any way
- Ignore crying children

Reminders:

When a child needs to calm down and time-out (thinking seat) must be used, a child may be separated from the regular group activities for a maximum of one minute for each year of the child's age. A teacher must be with or within close proximity to the child during the time-out and must talk to the child about why the time-out occurred before helping the child to re-join the group. Discipline is viewed as a way to educate children about what is appropriate in our society. Discipline is carried out as a learning experience and is designed to develop the child's self-esteem and build good value. Teachers always document situations when they are having difficulty with a child. This information is shared with administrative staff in a timely manner.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: TOYS FROM HOME

POLICY NO.: 21

ALL ABOUT CHILDREN LEARNING CENTER

DATE:



Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by All About Children Learning Center staff for safety, appropriateness, name clearly labeled on item and may be prohibited at the sole discretion of All About Children Learning Center.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: DRESS CODE

POLICY NO.: 22

ALL ABOUT CHILDREN LEARNING CENTER

Dress Code

22.1 Children

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Please have shorts/tights underneath dresses for comfort and to avoid exposure during activities.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. All About Children Learning Center is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, All About Children Learning Center will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, earrings, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending All About Children Learning Center.

All About Children Learning Center is not responsible for damage to or loss of and articles of clothing.

22.2 Parents

Clothing:

Parents are required to be dressed in appropriate clothing while at All About Children Learning Center, or involved in any All About Children Learning Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any All About Children Learning Center sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children's/staff's dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: FIELD TRIPS

POLICY NO.: 23

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

All About Children Learning Center frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. All About Children Learning Center provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on All About Children Learning Center sponsored trips.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional daily fee of tuition and the cost of trip.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

All About Children Learning Center believes strongly that parent involvement is a key ingredient in a quality childcare program. We encourage you to visit our center whenever possible during the year, and to discuss any problems or ideas with the staff, including situations in the home and scheduled events. This will give you a chance to see how your child spends his/her time with other children and staff, and will assist us in more fully meeting the needs of you and your child in our program.

Proudly display your child's artwork and projects at home (children love to see their creations decorate the refrigerator or walls), and on the way to and from the center encourage your child to share his or her experiences.

In order to better understand each child, the staff welcomes any opportunity to talk with parents about their child(ren). It is critical that the communication channels between home and center stay open. Please feel free to chat with the staff, especially the teacher, to share happenings and discuss anything that may affect your child(ren)'s behavior.

In our efforts to keep communication flowing between parents, administration staff, our Parent Advisory Board has evolved into an essential ingredient. All parents are invited to take part in at least two (2) mandatory PTA meetings (one in the fall & one in the spring). This is a forum for you to ask questions, make suggestions and voice any concerns you may have. From time to time, guest speakers may be scheduled periodically on topics such as learning styles, discipline, sibling rivalry and many other topics of interest to parents in general.

If there are any questions, problems or situations that need to be addressed, do not hesitate to contact the Asst. Director or Director. Our goal is to communicate with you on an ongoing basis and satisfactorily resolve any concerns you may have. If communication is frequent, together we can provide security and continuity for your children.

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

All About Children Learning Center reserves the right to make Volunteer assignments. All About Children Learning Center does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

Health and Safety

25.1 Pre-Enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at All About Children Learning Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend All About Children Learning Center. The Physical Examination Form, indicating the child's fitness to attend All About Children Learning Center, must be completed by a licensed healthcare professional and returned to the Center Director within the first 5 days of enrollment.

25.2 Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from Director. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases All About Children Learning Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided All About Children Learning Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 Communicable Diseases/ Illness

All About Children Learning Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. All About Children Learning Center reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to

the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. All About Children Learning Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

PARENTS AGREE TO KEEP THEIR CHILD/CHILDREN AT HOME OR SEEK ALTERNATE CARE ARRANGEMENTS FOR THE FOLLOWING CONDITIONS:

Pain - any complaints of unexplained or undiagnosed pain
Fever (101°F or higher)
Sore throat or trouble swallowing
Headache or stiff neck
Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
Nausea or vomiting
Severe itching of body and scalp, rash (especially with a fever); ringworm
Known or suspected communicable diseases; discharge from eyes or ears (eye infection – "pink eye").
Has a constant cough

IT IS REQUIRED TO KEEP (OR TAKE) A CHILD HOME WHEN THE CHILD:

Is suffering from one or more of the above symptoms
Is not well enough to take part in the activities at the daycare

ULTIMATELY THE CARE OF THE CHILD IS THE PARENT'S RESPONSIBILITY

Parents will inform ALL ABOUT CHILDREN LEARNING CENTER within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. This is to protect the other families who have children attend ALL ABOUT CHILDREN LEARNING CENTER. Failure to do so is grounds for immediate termination of care. Parents agree that a child will be symptom free, without the aid of symptom reducing medications such as Tylenol, for a full 24 hours prior to returning to ALL ABOUT CHILDREN LEARNING CENTER. We reserve the right to ask for a note from your family doctor, depending on the illness/disease.

CARE OF A SICK CHILD AND NOTIFICATION OF PARENTS

When a child becomes ill, the staff will make the child comfortable in a quiet place where he/she can rest and will be closely supervised. Parents will be notified immediately and agree to begin to making alternate work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the Registration Form/Emergency Card.

BALTIMORE CITY/COUNTY HEALTH DEPARTMENT REGULATIONS

By law we are required to meet the Baltimore City/County Health Department regulations for Center child care:

- Before your child can be admitted to our program, a Health Inventory, Immunization Record, Lead Screening Addendum and Emergency Cards (2) must be on file in our office. Medications will be administered only upon written instruction from the child's physician and the written permission of the parent/guardian.
- A child appearing at the center with evidence of any communicable disease will be refused care services.
- No child may return to the center after five days of absence caused by a communicable disease (i.e., chicken pox) without doctor's written authorization, and must be fever-free for at least 24 hours (without fever-reducing medication).
- If your child becomes sick during the day, we will contact you, or subsequently, those persons indicated on the Emergency Card.
- Parents must provide proper clothing for their children (i.e., underwear and garments suitable for climate and season). A change of clothing should be left at the center for "emergency" purposes.

25.4 Biting

All About Children Learning Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of All About Children Learning Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of All About Children Learning Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 Dispensing Medication

A. Medication may not be administered to a child in care unless:

(1) Parental permission to administer the medication is documented on a completed, signed, and dated Medication authorization form, provided by the office, that is received at the center before the medication is Administered;

(2) If the medication is by prescription, it is labeled by the pharmacy or physician with:

- (a) The child's name;
- (b) The date of the prescription;
- (c) The name of the medication;
- (d) The medication dosage;
- (e) The administration schedule;
- (f) The administration route;
- (g) If applicable, special instructions, such as "take with food";
- (h) The duration of the prescription; and
- (i) An expiration date that states when the medication is no longer useable; and

(3) If the medication is by prescription, at least one dose of the medication has been given to the child at home.

B. Except for acetaminophen and topical medications, an operator may administer only one dose of a Non-prescription medication to a child per illness unless a licensed health practitioner approves the administration of the nonprescription medication and the dosage.

C. Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated.

D. Except for application of a nonprescription diaper rash treatment, sunscreen, or insect repellent supplied by a child's parent, each administration of a medication to a child shall be noted in the child's record.

E. Medication Storage.

(1) Each medication shall be:

- (a) Labeled with the child's name, the dosage, and the expiration date;
- (b) Stored as directed by the manufacturer, the dispensing pharmacy, or the prescribing physician; and
- (c) Discarded according to guidelines of the Office of National Drug Control Policy or the U.S. Environmental Protection Agency, or returned to the child's parent upon expiration or discontinuation.

(2) All medications shall be stored to make them inaccessible to children in care but readily accessible to each employee designated by the operator to administer medication.

F. Effective July 1, 2011:

(1) Whenever children in care are present, there shall be at least one center employee present who has completed medication administration training approved by the office.

(2) Medication may be administered to a child in care only by an employee who has completed approved medication training.

G. Section F of this regulation shall not apply if:

(1) The center employs a registered nurse, licensed practical nurse, or medication technician certified by the Maryland Board of Nursing to administer medication to children in care; or

(2) Responsibility for administering medication to children in care is delegated to a center employee by a delegating nurse in accordance with COMAR 10.27.11.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

25.6 Fire/Emergency Drills

All About Children Learning Center conducts a monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a often hectic and dangerous

situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.7 Alternate/Safe Location

Should the administration of All About Children Learning Center or any emergency services personnel determine the building which houses the child care agency to be dangerous to be occupied, the staff and children will be taken to UMBC across the street. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

25.8 Incident/Accident Reports

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby

In case of event not requiring emergency care, the staff will:

- Administer appropriate first aid, if needed
- Observe and monitor the child's activity
- Document event and consequences
- Notify parent by phone and request parental direction, if any, or
- Notify parent at pick-up with written Accident/Incident report

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

The center staff will inform you if your child is injured at the center. A judgment will be made as to when you are notified – either at time of injury if deemed serious enough, or at pick-up time. An accident/incident report "OUCH REPORT" – will be written documenting circumstances of the event, and you will be asked to sign this form upon arrival at the center. This form will be kept in your child's file.

A parent needs to be available by phone in case of emergency. Doctors and hospitals will not treat a child (except in life-threatening cases) without the parent's presence or permission. Please be sure that we have up-to-date physician's information in our file. In case of an emergency requiring immediate medical attention, program staff will be required to:

- Make the child comfortable
- Call an ambulance
- Notify parent
- Notify Director
- Accompany child to hospital

25.9 Foods Policy

A nutritious breakfast and afternoon snack that meets the Department of Health requirements is provided every day. Good eating habits and positive attitudes toward food should be established at an early age. For young children it is essential to have a nutritionally balanced diet for healthy growth and development. All About Children Learning Center have been designed to include items from each of the four basic food-groups with an emphasis on fruits and vegetables. Milk and/or juice are provided with lunch. A variety of snacks and drinks are given. Children that have special dietary needs; parents should accommodate. Menus are sent home to parents at the beginning of enrollment and before the summer begin (also posted in the center). Please advise your child's teacher and administrative staff in writing of any food allergies or intolerance, or any restrictions based on ethnic or cultural reasons.

All age groups:

NO GLASS BOTTLES OR CONTAINERS PLEASE

All food items must be labeled with your child's name. All About Children Learning Center does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

All About Children Learning Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Infant through 2 year old age groups:

Children enrolled in the infant through 2 year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be micro waved. All bottles must be taken home by the parents each night to be washed.

NO GLASS BOTTLES OR CONTAINERS PLEASE

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

2 year and older classrooms:

All About Children Learning Center offers children breakfast 8:00 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and junk food will be reserved for a "dessert" when an adequate amount of their lunch has been eaten.

All About Children Learning Center curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. All About Children Learning Center will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. When preparing your child's lunch please refer to the Peanut Free Policy that follows. All uneaten food will be placed back in the child's

lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

All About Children Learning Center does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature sized candies are permitted in a child's lunch as a treat. However, All About Children Learning Center staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.

All About Children Learning any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should contain a freezer pack. Therefore, it is our policy that all lunches should contain a freezer pack to ensure freshness.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

All About Children Learning Center will provide a healthy breakfast and afternoon snack for all children in 2 years of age and older age groups, including water, fruit juice and/or milk. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

25.10 Peanut Free Center Information

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, All About Children Learning Center is cognizant that peanuts and/or foods containing peanut products can cause peanut allergies so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are safe for their child's lunch and/or snack. Although AACLC is not an entirely peanut free environment we have included for your reference a list of acceptable food items that are peanut and peanut- product free. However, this is only a partial listing of foods. There are many acceptable food items that are peanut and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Foods we do not think of as containing peanuts, or peanut products have in fact been made in the same factories as peanut containing foods and are therefore considered to be contaminated. When you are reading the label, look at not only the ingredients listed, but for statements such as, "may contain traces of peanuts." For example, Plain Chocolate M & M's have this statement on the label.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), All About Children Learning Center does not allow homemade snacks at the center. While All About Children Learning Center understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at All About Children Learning Center.

Parents can purchase items to make homemade snacks that are essentially less likely to cause an allergic reaction in someone known or unknown to be allergic to peanuts.

25.11 Firearms/ Weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cheerios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad
Pretzels	Potato Chips (Not Fried in Peanut Oil)
Goldfish Crackers	Graham Crackers
Popcorn	Jell-O
Pizza	Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: STAFF AND STAFF EMPLOYMENT BY CLIENT'S POLICY POLICY NO.: 26

ALL ABOUT CHILDREN LEARNING CENTER DATE:

Every staff member on the All About Children Learning Center team has unique talents, skills and characteristics that they bring to the All About Children Learning Center team, making it the special place that it is. Backgrounds include formal training and degrees in Early Childhood Education, previous teaching experience and the knowledge gained from being caring, concerned parents themselves.

Each staff member completes a thorough application, screening and training process, complying with All About Children Learning Center standards and local government regulations, before being placed in the classroom. This includes a criminal background check (state and federal), a minimum of three employment references verified, and undergoing a pre-employment physical. In addition, staff members are certified in infant/child CPR and First Aid.

Applicants are observed interacting with children and questioned about their ability to carry out the All About Children Learning Center mission and philosophy. Only the most qualified and capable applicants are selected and then placed in a 90-day probationary-period status where they are closely monitored, mentored and evaluated. Every two weeks it is mandatory for all staff members to attend staff meetings with the Director.

All About Children Learning Center members participate in continuing professional education and training and ongoing evaluations.

At All About Children Learning Center we recognize the importance of maintaining a partnership between parents, children and their teachers in building the foundation for school success.

The staff of All About Children Learning Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ All About Children Learning Center staff will have their services terminated and any deposits will be forfeited. Staff, who are employed by current or former clients of All About Children Learning Center, will have their employment with All About Children Learning Center terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of All About Children Learning Center to interact with a current or former client's of All About Children Learning Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

ALL ABOUT CHILDREN LEARNING CENTER

DATE:



**All About Children Learning Center
1201 Maple Ave
Arbutus, MD 21227
410-242-6009**

Jaimie Eckert, Owner

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: TIPS FOR THE FIRST DAY OF SCHOOL

POLICY NO.: 27

ALL ABOUT CHILDREN LEARNING CENTER

DATE:

Tips for the First Day of School

The first day of school can be both exciting and unsettling. There are several ways you can assist your child with what might be his/her first experience away from you and the security of your home:

- Determine whether past experiences indicate that your child might have a problem leaving you.
- Determine whether you might have a problem leaving your child.
- Take your child to the center to visit prior to the first day. Have your child meet his/her teacher; walk around the building; peek in through the windows; look at the playground equipment, the driveway, side lawns, trees and other surroundings. The more familiar your child is with the center and the consistency of your daily routine in arriving, the more comfortable he/she will be.
- Learn the teachers' names and talk with your child about their new teachers and friends.
- Bring in family pictures in a small album for your child to look through.
- A "comfort toy" is welcome. Once your child feels comfortable at the center, we will send the toy home (usually after the first week) or keep it in the cubby for naptime.
- With some parents and children, a transition period into the new experience of childcare may ease the separation. Perhaps the first day or few days that your child attends could be less than the full schedule to allow time for adjustment. Soon your child will look forward to coming to All About Children Learning the assurance that Mommy or Daddy will return.

- For some children, going to school is a happy, uneventful break from the family or caregivers. For other children the experience is both difficult and frightening. Until that first morning (or the first few days) there is no way to be absolutely sure of how a child will react. Sometimes, days later, there is a delayed reaction accompanied by tears and non-verbalized fears. The way parents react can play an important role in a child's enthusiasm and acceptance. The language of support, before the event, can help to dispel some of these fears:
 - ❖ "I will go to work, and then I will pick you up."
 - ❖ "You will have so much fun."
 - ❖ "There will be toys and games to play with."
 - ❖ "Your teacher will help you in the bathroom."
 - ❖ "You can paint and color."
 - ❖ "Your teacher will be my friend, too."

- On the first morning or afternoon it is wise to arrive a little earlier so that you are not in a rush. Walk or carry your child in the center and take your child to his/her teacher. Introduce your child if your child is old enough to understand. If your child is too young to understand introductions, simply introduce your child to the caregiver and the staff will take over with the welcome. Since every child will have a cubby with his/her name it would be a good idea to help your child locate the cubby and place the things you have brought from home in the cubby. Then it is time to think about leaving:
 - ❖ Be honest with your child. "I'm leaving for work now. I will be back at 4:00. Give me a big hug and a kiss."
 - ❖ It is not wise to say, especially if your youngster begins to cry or tantrum, "I'll be back in just a minute." Honesty and reality are always best.

- At this time the staff will go to work to interest your child in something around the center. Should your youngster continue to be upset, then we would contact you by telephone. This generally doesn't happen. Tears may flow for just a few minutes.
- Please help your child adjust by saying "good-bye" every day. Even though your child may cry, he or she is learning about trust.

- If you have any concerns do not hesitate to call the center. Together we will plan to overcome problems should they arise. On the first day of school, please understand that it is perfectly natural for you to walk out of the center and feel sad and/or apprehensive. A good cry has helped many a parent between the center and the work place. Rest assured that your child is in safe, caring hands.

ALL ABOUT CHILDREN LEARNING CENTER

POLICY: DAILY REMINDERS

POLICY NO.: 29

ALL ABOUT CHILDREN LEARNING CENTER DATE:

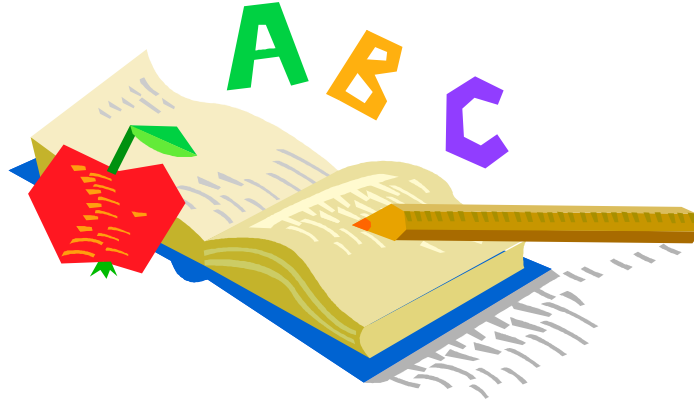


Daily Reminders and Helpful Hints

- Children are to be fully dressed when they arrive..
- If child has a wet/"BM" diaper upon entering ALL at All About Children Learning Center, parent should change child.
- Children who walk must wear closed shoes at all times, preferably sneakers. Footwear such as sandals, flip-flops and boots do not offer the necessary safety and protection and, therefore, are not recommended.
- Make sure extra clothing, including socks and underwear are available at the center. Be sure to check this clothing periodically for size and weather-appropriateness. If your child has changed clothing during the day, please take home the soiled items and replace them the next day.
- Please LABEL EVERYTHING your child brings to the center. We can not be responsible for returning any item that does not have your child's name on it.
- Accompany your child into the classroom upon arrival.
- Check in at the front desk upon arrival and departure.
- A child will not be permitted to leave with any person other than those designated in writing by the parent. A photo-identification will be checked for any designated person picking up a child.
- Notify staff of any important change or any situation that may affect your child's behavior and/or sense of well-being during the day.
- Send in blanket for your child at naptime. You might also want to send in a small pillow.
- Please send your child in comfortable (easy to get on and off) clothing. We will do "messy" activities, so don't send him/her in "special" clothing. Be sure to send your child in clothing appropriate for weather conditions as we spend a good deal of outdoors (when weather permits).
- Check your child's cubby or folder daily for projects and communications. Children's artwork should be treated with value and respect, to reinforce positive self-esteem in the children.
- When children have a specific "show and tell" time in class (Fridays only), they are encouraged to share items of interest, such as toys, games, books or tapes. Items of dangerous or violent nature, such as toy guns or sharp objects, or anything deemed to be unsafe by All About Children Learning Center staff will not be permitted. In other instances, it is in the best interest of all children not to bring in personal items, as they may be lost or broken or create problems in an otherwise shared environment. A good alternative is to have a favorite toy waiting in the car when your child is picked up. Under no circumstances should money, jewelry or valuables be brought in by your child.

FORMS

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian)	A
Authorization for Emergency Care of Children with Severe Allergies	B
Release and Waiver of Liability for Administering Emergency Care to Children with Severe Allergies	C
Field Trip Permission Slip	D
Video/Photography Release Form	E



FORM A Signature

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of All About Children Learning Center's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between All About Children Learning Center and the parents. All About Children Learning Center reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of All About Children Learning Center, and must be returned to All About Children Learning Center within 5 Days of the first day of school. I/We acknowledge that our failure to return the Parent Handbook to All About Children Learning Center, within 5 business days following the first day of enrollment, will result in \$10.00 being deducted from the deposit taken at the time of enrollment. If you would like to buy one for \$10.00 you may, just inform the Director

Signature:

Date:

Print Name:

Signature:

Date:

Print Name:

FORM B
AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES

Date:

Dear Health Care Provider,

Your patient, _____ is enrolled in All About Children Learning Center and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child's file at All About Children Learning Center so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child's file at All About Children Learning Center.

PART I (to be completed by a Licensed Health Care Provider)

Child's Name:

Child's Birth Date:

Known Allergens: (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

Bee Sting

Other Insect Bite(s): (identify):

Animal(s): (identify):

Food Allergy: (identify all foods or groups of foods that must be avoided):

Other: (identify):

SYMPTOMS: (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

Shortness of Breath

Swelling of the Face or Lips
Hives

Vomiting

Diarrhea

Other: (explain):

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

Administer the following Medication: (provide name, dosage, and method of administration):

Administer EPI-PEN: (provide instructions for administration)

Call Emergency Medical Services (911)

Call the child's parent or guardian

Other (explain):

DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

The child may participate in recreational activities. yes no

Recreational Activity Restrictions: none some restrictions
(Explain recreational activity restrictions):

HEALTH CARE PROVIDER INFORMATION:

Office:

Name:

Address:

Phone #:

Fax #:

Signature:

Date:

PART II: (to be completed by the child's Parent(s) and/or Legal Guardian)

By signing this form, I/We authorize All About Children Learning Center to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner, if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name:

Relationship:

Address:

Phone #:

Cell Phone #:

Emergency Contact #:

Signature:

Date:

Name:

Relationship:

Address:

Phone #:

Cell Phone #:

Emergency Contact #:

Signature:

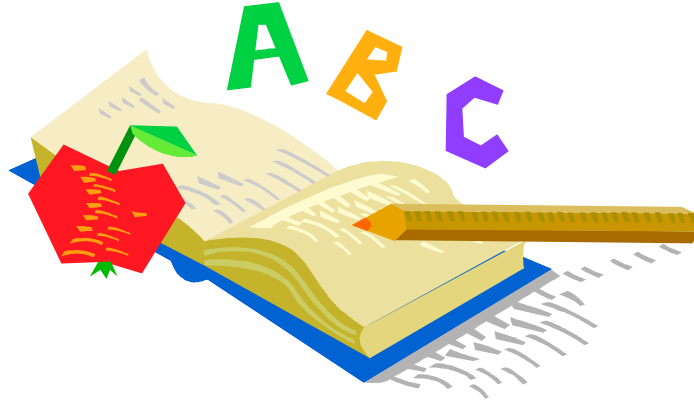
Date:

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by All About Children Learning Center on (date) . This Form must be updated by (date)

Received By: (Print Name)

Signature:

Title:



FORM C

RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

[THIS IS A SAMPLE FORM AND DOES NOT NEED TO BE BOUND INTO THE PARENT HANDBOOK]

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this _____ day of _____, 201____, by and between All About Children Learning Center and _____ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____ (child's name).

WHEREAS, All About Children Learning Center provides child care services and the Parent(s)/Legal Guardian(s) have engaged All About Children Learning Center to provide child care services for _____ (child's name);

WHEREAS, All About Children Learning Center has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to All About Children Learning Center's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

Parent(s)/Legal Guardian(s) hereby release and forever discharge All About Children Learning Center and its employees or agents from any liability arising in law or equity as a result of All About Children Learning Center's employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies Form" (hereinafter referred to as the "Authorization"), provided that All About Children Learning Center has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

This Release shall be governed by the laws of the State of Maryland which is the location of the All About Children Learning Center facility in which the child is enrolled, excluding its choice of law Provisions.

This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization, (including any additional health care provider's instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

The reference in this Release to the term All About Children Learning Center shall include All About Children Learning Center its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.

If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

All About Children Learning Center:
Center Address:

Name: (print)
Signature:
Title:
Date:

PARENT(S)/LEGAL GUARDIAN(S):
Name: (print)
Signature:
Relationship:
Date:

Name: (print)
Signature:
Relationship:
Date:



**All About Children Learning Center
1201 Maple Ave
Arbutus, MD 21227**

Field Trip Permission Slip

Name: _____
Address: _____
Age: _____ Social Security Number: _____
Parent's Name _____
Address (If Different): _____
Telephone Numbers: _____
Home _____ Mother's Work/Mobile _____ Father's Work/Mobile: _____

Insurance: _____
Name of Company: _____
Policy Number: _____
Type of Insurance: _____

My son/daughter _____ has permission to go on field trips with the All About Children Learning Center. I understand that my child will be walking or traveling by a licensed school bus or van. I realize that every effort will be made to protect my son/daughter. I will not hold the All About Children Learning Center responsible for any accident and/or injury sustained. I further give the employees of All About Children Learning Center my permission to seek or administer qualified medical assistance in the event of injury or illness.

Any medical information which could be helpful in case of emergency (allergies, medications etc...)

Signature of Parent/Guardian _____ Date _____

Signature of Director _____ Date _____

Release and Consent Form

**For the use of recorded materials, image, sound, videotape, film, photograph, CD, or
audiotape.**

I hereby authorize All About Children Learning Center and its affiliates, employees and assigns to use the subject's name, voice, likeness and/or picture (still or motion) for use in advertising, promotion, reproduction, or broadcast of said project. Furthermore, I hereby release All About Children Learning Center and its affiliates, employees and assigns from all liabilities in connection with the use of the aforementioned project materials.

I agree that, All About Children Learning Center, and any designates shall have the right to use the Film/Video/Print/Audio/Media produced hereunder at any time, as frequently as desired and in any place.

I acknowledge that I am over the age of eighteen and authorize All About Children Learning Center and its designates to use in any manner whatsoever and without restriction any recorded Film/Video/Print/Audio/Media of the subject or property belonging to the subject, any statements or recordings of the subject's voice made by the subject, or any use of the subject's name during the process for any purpose and without restriction.

Project Title: All About Children Learning Center Web Site

Name of Subject /Minor _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

I, _____ as the Subject, or Father, Mother, or Guardian of the Minor named

_____ as "subject," do consent to the release of the material described above.

Signature _____

Print Name _____ Relationship to Subject _____

Tuition Cost for Enrollment

I, _____, Enroll my child, _____
Parent Child

For Full Time Monday Tuesday Wednesday Thursday Friday (Circle Days)

For Part Time Monday Tuesday Wednesday Thursday Friday (Circle Days)

For the Hours of _____ to _____

The fee for this time slot is \$ _____

***I agree that I must give 2 weeks notice when I decide to leave the center or I will be charged for the 2 weeks.**

***I also agree that all holidays, sick days, closing and any other days must still be paid. After one year of enrollment you will receive a half a week tuition credit for a full week of vacation (All 5 days in one week). Before a year you must pay total amount if you take off a whole week vacation.**