

**Est. 1992**



License #47525

# **PARENT HANDBOOK**

OUR PROGRAM PROVIDES A CHILD CENTERED LEARNING PROGRAM IN WHICH CHILDREN FEEL ACCEPTED, RESPECTED, SAFE, AND HAPPY AND IN WHICH PARENTS ARE CONFIDENT AND TRUSTING OF THE CARE THEIR CHILDREN RECEIVE.

Mt. Airy Daycare and Learning Center, Inc.  
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Mt. Airy, MD 21771  
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## *Welcome*

Dear Parent(s):

Welcome to Mt. Airy Daycare and Learning Center. It is our pleasure to have your child enrolled in our program. We welcome you and your family into our community and look forward to the opportunity to work with you and get to know your child.

This handbook will provide new and returning families with information about our center, our programs, and our policies and procedures. Please use this as a resource, as it will surely answer many of your questions. If you have further questions, we are available to assist you in person, by telephone, or through e-mail.

We are invested in you and your child, and we are eager to be part of your child's growth.

Sincerely,

Karen Keenan  
Director  
[director@mtairydaycare.com](mailto:director@mtairydaycare.com)

# *Mt. Airy Daycare and Learning Center, Inc.*

## *Parent Handbook*

*(Revised November, 2016)*

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# *Introduction*

## *Our Philosophy*



Mt. Airy Daycare and Learning Center will create and promote an environment that is safe, healthy and inviting: one that fosters respect, fairness, caring, trust and the process of learning in a positive manner.

We will create a setting that welcomes and embraces the differences and individuality of children and their families, providing opportunities to learn about a variety of holidays and celebrations. We understand that families are first and foremost in a child's life and value the different gifts that families bring to our community. We encourage families to share holiday customs and traditions, speak and share about a special talent or hobby, visit and spend time in the classrooms, join us on Family Fun Nights, volunteer during holiday celebrations, and become members of our Parent Advisory Board.

We have a dedicated and qualified teaching staff at Mt. Airy Daycare and Learning Center. Continued professional development is important for our staff to stay current with new information and teaching trends. Within our annual calendar of closings, we are closed for two professional development days to facilitate this continuing education. Additionally, our staff members strive for excellence as they participate in the Maryland Department of Education Credential Program.

At Mt. Airy Daycare and Learning Center, we try to take a low-key and relaxed approach to almost everything. We feel it is far more important for children to have fun and enjoy what is happening, to gain knowledge at their own pace, and to make discoveries in their own way.

Our program includes age appropriate activities that offer a variety and balance of child selected and teacher directed activities. The learning environment and lesson plans support social-emotional development, physical development, language and literacy, cognitive and mathematical thinking, scientific thinking, social studies, and the arts. Our curriculum allows us the flexibility to meet the needs and address the unique interests of the children in our care. As we focus on changes in the world around us throughout the year, we also encourage and promote healthy lifestyles, nutritious eating, and safety awareness.

We strive to help every child develop social-emotional competence in the learning environment. Research shows that children with social-emotional competence have greater success in early school years and become lifelong learners. Children are supported in a number of ways to build social-emotional competence with daily schedules and routines, problem solving strategies, and teacher support and encouragement.



## *Our Goals and Objectives*

- To provide a loving and nurturing environment where children can feel safe and secure.
- To provide a setting in which children can grow – emotionally, socially, physically, and intellectually – by encouraging children to be curious, ask questions, and discover their own thoughts and responses to their world.
- To allow children the opportunity to expand their knowledge of the world through the introduction, exploration, and manipulation of ideas and a variety of objects.
  
- To provide a well-rounded schedule which will include:
  - child-directed free play – indoors and outdoors
  - organized activities such as songs, stories, fingerplays, and games
  - many opportunities to explore, create, and be successful
  - attention to physical needs, including eating, toileting, and rigorous gross motor play
  - time to learn and practice good table manners
  - rest and relaxation
- To promote an environment in which children can acquire the skills and habits for a life that is healthful, and safe.
- To provide positive role models for the children through the selection and continuing training of dedicated teachers and staff.
- To promote independence and self-confidence by teaching and encouraging self-help skills.
- To create a partnership with the children and their families and encourage parents to be the best advocates for their children by participating in the program and communicating openly with the Center teachers and staff.
- To create a positive and respectful environment in which the individuality of each child will be enhanced and embraced. This includes monitoring the environment and program to ensure children have as many successes as possible.

## *Child Care Center License*

Mt. Airy Daycare and Learning Center, Inc. is licensed by the Office of Child Care of Maryland State Department of Education (OCC) to service 86 children ages 18 months to 14 years.

Carroll County Office of Child Care: To obtain information that is supplied by the office concerning consumer education on child care or how to file a complaint with the office against a childcare provider, you may call the main office: 410-549-6489, fax 410-549-6490, or by mail. 1643 Liberty Road Suite 205 Eldersburg, MD 21784

A copy of the current license is displayed on the front bulletin board behind the front desk. A copy of the Child Care Center Licensing Regulations is available through the Director or through the MSDE website:

[www.marylandpublicschools.org](http://www.marylandpublicschools.org)

**[Child Care Regulations Subtitle 16, Chapters 01-19, Child Care Centers \(COMAR 13A.16.01-.19\)](#)**

## *Children Served*

Mt. Airy Daycare and Learning Center, Inc. offers services for the following ages of children:

- Toddlers (18 – 24 months)
  - Toddlers will be enrolled in the 2-year-old classroom.
  - Pre-approval must be given prior to enrolling for staffing purposes.
- Preschool (2 – 5 years)
  - Children do not need to be toilet trained.
- School Age (5 – 14 years; 5 years old before September 1<sup>st</sup>)

We accept registration on a first-come, first-serve basis. The Registration Fee must be paid to reserve your child's space.

Spaces are limited to availability. When parents are interested in enrolling a child and the classes are at capacity, the child will be added to the waiting list. Once a space has been offered to the next child on the waiting list, the Registration Fee must be paid within 24 hours of notification and a start date must be established. Should the child not begin on the established date, the space will be forfeited to the next child on the waiting list.

### *Non-Discrimination*

Mt. Airy Daycare and Learning Center does not discriminate on the basis of race, color, gender, national origin, disability, or religion. Mt. Airy Daycare and Learning Center subscribes to the guidelines set forth by the Americans Disabilities Act of 1990, and as amended. Children with special needs will be offered enrollment when space is available, individually assessed needs can be met, and reasonable accommodations can be made.



### *Federal Identification Number*

The Mt. Airy Daycare and Learning Center, Inc. Federal Identification Number is **52-1890699**. This is the number needed for tax reporting purposes or to claim reimbursement for dependent care flexible spending accounts.

## *Days and Hours of Operation*

Our Center is open Monday through Friday from 6:30 a.m. to 6:00 p.m. from January to December with the exception of the following holidays:

- ✧ *New Year's Day\**
- ✧ *Good Friday*
- ✧ *Memorial Day*
- ✧ *4<sup>th</sup> of July\**
- ✧ *Labor Day*
- ✧ *Thanksgiving Day*
- ✧ *Thanksgiving Friday*
- ✧ *Christmas Eve – close at 2:00 p.m.*
- ✧ *Christmas Day\**
- ✧ *Day After Christmas*
- ✧ *New Year's Eve – close at 2:00 p.m.*

\*If the holiday falls on Saturday, the Center will be closed on Friday prior to the holiday. If the holiday falls on Sunday, the Center will be closed on Monday following the holiday.

***Mt. Airy Daycare and Learning Center, Inc. will close for two additional days. These days will be devoted to Professional Development for the staff. These days are subject to change based on the availability of the professional development.***

Our Preschool Programs operate from September through May and close periodically to compliment the schedules of Carroll County Public Schools and/or Frederick County Public Schools.

A listing of the days the Center and Preschool Programs are scheduled to close will be printed annually. The days the Center closes may change or differ from year to year at the discretion of the owner.

**Tuition Notice:**

***Please note when the center is closed there is no reduction in the weekly tuition: this includes holiday, inclement weather and state/national emergency closings.***

## *Our Staff*

- I. All child care providers in the State of Maryland are required to have a recent medical exam (including a TB test), complete a personnel information form listing all education and experience related to working with young children, and have state/federal fingerprint/criminal background checks. Our staff meets or exceeds all state requirements for their respective positions as outlined in the child care regulations from MSDE, OCC.
  - A. Director (COMAR 12A.14.02.22)
  - B. Child Care Teachers for Preschool Children (COMAR 12A.14.02.25)
  - C. Child Care Teachers for School Age Children (COMAR 12A.14.02.26)
  - D. Assistant Child Care Teacher (COMAR 12A.14.02.26-1)
  - E. Aide (COMAR 12A.14.02.27)
- II. We are committed to providing a quality program, and this requires that our staff stays current with trends in Early Childhood Education. Although staff is required by the State of Maryland to complete at least 12 hours of continuing education each year, many of our staff exceed this requirement. The center encourages our staff to grow and develop professionally by providing onsite training opportunities, making quality training available that is relevant to the needs of the staff and center.
- III. An additional piece of training that has been incorporated into our program is Maryland Model for School Readiness (MMSR). MMSR is a 54 hour training course that extends over a nine month period, guiding and education staff on how to use Work Sampling System, an observation based assessment tool.
- IV. As required by OCC, all staff members have completed the Basic First Aid training and Pediatric Cardio-Pulmonary Resuscitation (CPR) during the first year with our center. The staff follows the guidelines and stays current with the regulations.
- V. All Mt. Airy Daycare and Learning Center Staff have filed for, or are in the process of filing for, Maryland State Credentialing. All new employees are required to apply for Credentialing at the time of employment.
- VI. Each employee of Mt. Airy Daycare and Learning Center, Inc. is a member of the Maryland State Child Care Association *and* the National Child Care Association, state and nationally sponsored organizations that advocate for children and early childhood education.



## *Open Door Policy*

We invite parents of enrolled children to drop into our center at any time. We want you to look into our busy, creative, and happy classroom to observe your child at work and at play. Feel free to join us for lunch or simply to observe.

## *Enrollment Information*

### *Required Forms*

- Enrollment Form
- Child Information Form
- Emergency Form \*
- Health Inventory \*
  - w/ Updated Immunization Record\*\*
  - w/ Lead Screening
- "Parent's Guide to Regulated Child Care" Acknowledgement \*
- Sunscreen Authorization
- KPETS Keystone Pet Enhanced Therapy Services
- Photo and Publicity Consent
- Service Contract

\* These forms are available on line to download:

[http://www.marylandpublicschools.org/MSDE/divisions/child\\_care/licensing\\_branch/forms](http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms)

\*\*For additional information about vaccines and childhood immunizations visit:

<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>

*Confidentiality of records: children's records are open **only** to the child's teacher, the director, authorized employees of our licensing agency, and the child's parent/legal guardian.*

### *What to Bring/Wear*

1. Washable Play Clothing - we provide many experiences with messy things such as easel paints, finger paints, glue, paste, and dirt. We want your child to feel free to experience these materials without worry.
2. Appropriate Clothing for the Weather and Ground Conditions. If it has rained or there is snow on the ground, bring your child's boots. Remember to send in a pair of shoes if your child wears boots to the center. On cold days be sure your child has a hat and mittens.
3. Rubber-Soled Play Shoes – the children have many opportunities for climbing, riding and running and we want them to be able to do everything safely. Crocks, sandals, flip-flops, smooth bottom shoes, and jellies are not safe on our play equipment and children may get hurt. We recommend sneakers to keep your child safe. (Save the water shoes for Water Play Days.)
4. Extra Clothing - Please check your child's cubby box daily and remember to replace any items that have been worn or sent home. Your child's cubby box should always contain a complete change of clothing appropriate for the season. Remember to provide underpants, shirt, socks, shoes, and pants/dress.



5. Cot Bedding – A fitted crib sheet and a child size blanket should be brought on the first day of the week. The bedding goes home at the end of the week to be laundered. A small child sized pillow is acceptable if your child desires one; however, we discourage children from bringing large pillows and full blankets due to the lack of storage in our classroom.
6. A Small Soft Toy – Your child is welcome to bring a soft stuffed animal to cuddle with during Rest Time.
7. Lunch – Pack a healthy lunch for your child to eat at lunchtime. Include some of your child's favorites and foods that will give your child a chance to reenergize for the afternoon activities. Each classroom is equipped with a small refrigerator and microwave if your child prefers warm food. Please note all food must be pre-made and easy to heat quickly.

*Label all items your child brings to the center, including coats, hats, mittens, boots, lunch boxes, backpacks, sheets, blankets and pillows.*

### *What to Leave at Home*

Valuables – valuable clothing, jewelry, money, electronic toys, computer games, i-pads, game cartridges, cell phones etc. Please understand that you take a risk that something may end up lost, stolen, or damaged when you allow your child to bring valuables to the center, and Mt. Airy Daycare Center, Inc. will not be responsible for these items. Please refer to our screen time policy which includes electronics.

### *Schedule Changes*

If your child's schedule will be changing (the days your child attends), please let us know at the front desk. A new Service Contract will need to be completed and signed for any changes that are made to your child's schedule on a permanent basis.

Additionally, if you would like to add/subtract days, or you will be withdrawing your child, put it in writing to eliminate any confusion.

### *Updating Emergency Contact Information*

Parents are responsible for keeping the center informed at all times of any change in primary address, phone number, work schedules, authorized release persons, emergency contacts, and any other pertinent information.

***Mt. Airy Daycare and Learning Center, Inc. is not responsible for anything that may happen as a result of false, incorrect, or incomplete information provided by a parent or guardian on the Emergency Form or any other documentation given to the center.***

## *An Overview*

It is our philosophy and belief that children require a warm, loving, and caring environment for their care and for their healthy development. Because of this and the nature of caring for young children, there may be times that your child experiences routine contact with our staff while at Mt. Airy Daycare and Learning Center, Inc.

This contact can be described in following three ways:

**NURTURING** – this includes hugs, handholding, carrying, and head and back rubbing. We do everything to help children be more comfortable with us and feel secure away from home.

**SAFETY AND GUIDANCE** – this includes keeping children from harmful situations, separating children during conflicts, guiding children by gently leading them, and administering first aid to injuries.

**HYGIENE** – this includes face and hand washing, assisting and cleaning children when toileting accidents occur, changing diapers, examining unusual marks or blemishes, blowing noses, and helping with necessary clothing changes.

## *Our Programs*

### *Child Care (with Preschool)*

A child can be registered for two (2) to five (5) days per week, scheduled on the same days of each week. A child can attend between the hours of 6:30 a.m. to 6:00 p.m.

### *Preschool*

A child can be registered in one of our Preschool programs based on the age of the child. We offer preschool programs for children ages two through five years. There is a variety of classes available ranging from two mornings to five afternoons per week. The Preschool programs operate from September through May.

### *Extended Care*

This service is available for children enrolled in the Preschool program, provided there is space available, for periods of time before/after Preschool is in session.

### *Before and After School (BAS)*

A school-age child (Kindergarten – 14 yr old) can be registered for before and/or after school care. Transportation is only offered to students attending C.C.P.S. Parr's Ridge Elementary School, Mt. Airy Elementary School, or Mt. Airy Middle School AND F.C.P.S. Twin Ridge Elementary School.

- ❖ C.C.P.S. students will be transported to and from school on the C.C.P.S school bus.
- ❖ F.C.P.S. students will be transported to and from Twin Ridge Elementary School by one of the Mt. Airy Daycare and Learning Center's vehicles. Booster seats are provided for those children required by Maryland State Law to ride in a car seat or booster seat. There is an additional transportation fee added to tuition.

### *Drop-In Service*

Mt. Airy and Daycare Center, Inc. offers drop in service for children ages 2 to 14 years who are enrolled, as well as for those who are not enrolled. This service is used for periodic childcare. The child must have all the proper enrollment information (including registration fee) on file before the child is allowed to attend. We require 24 hours notice in order to determine space availability. If spaces are not available, we will call you to cancel so you can make other arrangements. Please remember our spaces are not guaranteed. Please see fee schedule for drop in rates.

### *Summer Camp*

A child (2 Years through 14 Years) can be registered for the summer months (June – August). Additional activities and trips are planned during the summer months to enhance the learning and provide meaningful, engaging activities for the children. School Age children are registered on a week by week basis.

### *Special Enrollment*

On an individual basis, arrangements can be made for needs or extra services that are not already offered, provided there is space available.



### *Let Me Be a Child*

*So few the years  
That I've been here...  
Really just a weesome while  
So - please,  
Don't rush me into being  
More than just a child.*

*Provide me space to run and climb  
Freedom within limits sure  
To reach with body and with mind  
Independent - yet secure!*

*June Rice*

## *Children in Our Program*

### *Toddlers (18 to 24 Months) and Young Preschoolers (2 to 3 Years)*

Young preschoolers are given encouragement as they adjust to being part of a larger group.

Much of their day is devoted to developing social skills, particularly those of cooperative play and problem solving. In addition to the development of social skills and the enhancement of basic skills, they are encouraged to develop listening skills, learn how to follow simple directions, and practice self-help skills.

The introduction of various concepts and ideas through discovery and exploration encourages the development of new skills, including expanding vocabulary and curiosity. The children are invited to experiment with manipulatives, gross motor play, singing, storytelling, water play, creative play, and many other fun opportunities.

These children are learning trust and independence. They are learning to trust individuals other than their primary care givers (parents and guardians) and are building the confidence that adults are looking out for their best interests. These children are also getting a voice and learning that they can manipulate the world in

which they live through their behaviors, actions, and interactions. Often these children test the limits because this is a new skill for them, and the practice of this skill is essential to progress in life. Additionally, these children are learning how to do things on their own, and this craving for independence becomes a big part of their disposition.

The Young Preschooler's work is building TRUST and AUTONOMY.

Young Preschoolers:

- Are "into everything"
- Get easily excited with their new movement and the independence it brings
- Want to do things for and by themselves
- Learn through hands-on experiences – play to figure out what can be done with play objects
- Love to build, knock down, put in, take out, and so on
- Need to cuddle and be affectionate
- Imitate others, especially adults and older children
- Are learning to use language to express feelings and ideas
- Love to BE PHYSICAL... they love to Climb, Jump, and Run EVERYWHERE!



### Toddler Property Laws

- If I like it, it's mine.
- If it's in my hand, it's mine.
- If I can take it from you, it's mine.
- If I had it a little while ago, it's mine.
- If it's mine, it must never appear to be yours in any way.
- If I'm doing or building something, all of the pieces are mine.
- If it looks like mine, it is mine.
- If I saw it first, it's mine.
- If you are playing with something and you put it down, it automatically becomes mine.
- If it's broken, it's yours.

### *Older Preschoolers/Pre-Kindergarten (4 to 5 years)*

Older preschoolers have become much more independent and require less assistance during structured portions of the day. Social and problem solving skills, including bargaining and compromising, become more advanced as these children work more cooperatively with one another and are introduced to more complex ideas and social interactions. Continual practice and refinement of social skills is a critical component in the development of positive self-esteem and self-confidence.

Much of a preschool/pre-K child's time is spent in developing friendships. Time is given for children to work on social skills (imagination, planning, creating, problem solving, being courteous, and cooperation). Teachers will model appropriate social behavior and will address concerns as needed (either individually or in a group). Teasing and making fun of other children will not be tolerated regardless of the situation. Alternate ways of positive interactions will be explored in these situations.

These children have large blocks of time throughout the day to work on social skills and social interactions as well as to develop creative thinking processes. Creativity in the classroom is encouraged through the use of themes designed to develop curiosity about learning. New concepts and opportunities allow these children to experience a variety of ways to learn new things and to use their continually expanding base of knowledge. They use songs, storytelling, literature, language, games, blocks, manipulatives, and other creative materials in more sophisticated ways and are given time devoted to developing their own unique themes of play. Teachers encourage cooperation and teamwork to help develop a spirit of respect and caring.

The work of preschoolers is developing INITIATIVE

Older Preschoolers:

- Integrate all the growth of earlier years
- Initiate a lot by talking, creating, exploring
- Ask "WHY" a lot!
- Are aware of a wide range of feelings and ways to express feelings
- Enjoy dramatic and make-believe play....
- Love to play with words and language:  
    "A cactus is like a fork with horns on it."
- Are curious and inventive
- Repeat new skills until they are mastered
- Learn through ACTIVE play.... Masters of running, jumping, climbing
- Develop increasing control over small and large motor skills
- Are focused on the process of play and creating...not the product
- Can be bossy and critical
- Love to read, play, sing, dance, explore.
- We are a curious bunch!!



### *School Age Children*

School age children want their opinion heard and respected. School age children are balancing between what their friends and peers think and still pleasing the authorities in their lives, parents and teachers. These children have mastered working independently but are easily guided into new, inventive ideas.

Interested in cooperative group activities and games, the school age children can develop their own games with a twist on the well-known rules. With new games and rules to follow, most of the children jump right in without much resistance, or they negotiate with the group to make the rules acceptable to everyone. With such varied ages, abilities, and interests, the teachers provide activities that capture the interest of everyone on one level or another.

The work of a school age child is achieving  
BALANCE...

In School and Play  
With Friends and Family  
Among Self and Group



### *Pre-School Curriculum*

Our teachers incorporate a wide range of activities and lessons to best meet the needs of the individuals and class as a whole. We use “Creative Curriculum” as a foundation and “Handwriting Without Tears” to complement our curriculum.

### *Daily Routines*

The daily schedule below is an outline of what happens during the day:

#### *Full Day Preschool*

Arrival/Limited Choices  
Morning Snack  
Group Time  
Small Group Work/Learning Centers  
Outdoor Play  
Lunch  
Rest Time  
Afternoon Snack  
Story Time  
Center Time  
Outdoor Play  
Choice Time/Departure

#### *Half Day Preschool*

Arrival/Limited Choices  
Small Group Work/Learning Centers  
Group Time  
Snack  
Outdoor Play  
Closing Circle Time/Departure

Lunch is served between 11:30 and 12:15, depending on the day’s activities. If you wish to join your child for lunch on any day, just give us a call to check on the day’s schedule.

## *Outdoor Play*

- Outdoor activities are important and just as necessary as our indoor program. Both are essential to the health, education, and development of your child. Outdoor play is also a lot of fun!
- The weather will be taken into consideration before the children head outdoors. As a reference, each classroom follows the Child Care Weather Watch to assure the weather is not too extreme for the children. On days that the weather conditions are too severe or unhealthy for the children, outdoor play will be limited and the children may remain indoors. As required by state regulations, children will go outside on all other days.
- All children in our care will go outdoors with their class. A child cannot stay indoors alone. If a child is not well enough to go outdoors, he/she is not well enough to come to the center.



## *Meal Time*

### *Lunch*

- Your child needs to have a nutritious lunch that includes foods important for a healthy, balanced diet.
- If part of your child's lunch needs to be refrigerated, please label the item and place it in the refrigerator in your child's classroom.
- According to state regulations, Mt. Airy Daycare and Learning Center, Inc. will provide 1% milk for lunch. The children who are age 2 and under will be served whole milk. Therefore, it is not necessary for you to provide a drink with your child's lunch.
- Our center will provide eating utensils for the children at lunch. Please only send disposable utensils; we do not guarantee utensils will be returned home.
- Mealtime can be a learning experience. Pack foods that encourage your child to be self-sufficient and independent.
- Heat-ups are acceptable, as each classroom is equipped with a microwave. Keep in mind that the teachers have many children in the classroom, and it is not possible to prepare full meals from start to finish.



### *Snacks*

- Mt. Airy Daycare and Learning Center, Inc. serves nutritious morning and afternoon snacks. The costs of these snacks are included in your tuition.
- The snack menu is posted on the Parent Bulletin Board. Snack changes will be noted.

## *Neighborhood Walks*

Throughout the year, the children may take walks to/around Wildwood Park, the Mt. Airy Senior Center, Lorien Nursing Home, and the Mt. Airy Carroll County Public Library. These walking trips may be planned or spontaneous; teachers will post announcements on the Parent Board to inform parents. An ongoing permission slip is included in the Service Contract.

## *Rest Time*

Per Office of Child Care regulations, all children 2 to 5 years old present in our care for more than 4 hours are required to have a Rest Time (COMAR13A.14.02.43). After lunch, each class takes time to wind down and prepare for Rest Time. While all children are not required to sleep, all children are expected to rest quietly and allow time for their friends to rest and sleep, if desired. Children are permitted to read books



quietly on their cots if they are not tired during Rest Time. Rest Time may vary in length based on the needs of the children and what is age appropriate.

## *Family Involvement – Be Involved*

You are a critical piece of your child's growth and development. We truly appreciate that we need you to help make this the best possible experience for your child. Below you will find various ways that you can become part of this stepping stone of life.

### *Advisory Board*

Mt. Airy Daycare & Learning Center, Inc. has developed an Advisory Board that will comprise parents, center staff/teachers, and early childhood professionals. The purpose of the Advisory Board will include:

- ❖ Advice in the development/revision of policies/procedures as needed
- ❖ Advice in periodic revision of Parent Handbook and Teacher Guide
- ❖ Advice in development of budgetary priorities (fundraising, includes spending proposals)
- ❖ Insight into collaboration efforts with community agencies and resources (Mt. Airy NET, etc.)

Contact the Director if you are interested in serving on the Advisory Board.

### *Self-Appraisal Teams*

For the purpose of Maryland State Accreditation, Self-Appraisal Teams will be organized for each age group we serve. Each team will consist of at least the Director, a teacher, and a parent from the classroom. The purpose of the Self-Appraisal Teams is to:

- ❖ Evaluate our program, looking for indicators Met, Not Met, and Partially Met
- ❖ Determine a Program Improvement Plan to meet all indicators in the accreditation document
- ❖ Re-evaluate and revisit the Program Improvement Plan to see that our center remains in compliance with the MSDE standards

Contact the Director if you are interested in serving on the Self-Appraisal Team that corresponds with your child's age group.

### *Volunteers*

We welcome volunteers who wish to share their time and talents with the children. If you have a profession, cultural background, or skill of interest to children of any age, we invite you to volunteer and share time with us. Please arrange a convenient time in advance with your teacher or director.



## *Family Involvement – Stay Informed*

We all have the best interests of your child in mind.

To provide the best possible care for your child,

it is important that we keep the lines of communication open.

Here are some ways to make the connections between home and school:

### *Parent/Teacher Conferences*

Parent/Teacher Conferences are scheduled two times per year for all Toddlers and Preschool children. Additional conferences may be scheduled as requested by parents or teachers.

### *Messages to Share*

#### *1. Non-Center Incidents*

It is important that we are made aware of any accidents or injuries that occur at home or away from the center, for which we need to watch for additional reactions or symptoms (for instance, a fall at home or a bee sting).

Please also inform us if your child has had an actual or possible exposure to any communicable disease, so we can take every measure to prevent the spread and inform parents when necessary.

It is also important to make us aware of any medical conditions affecting your child. When necessary, please provide us written details about the condition and steps we need to take to prevent or handle an incident.

#### *2. Medication Given at Home*

It is your responsibility to inform us when your child has taken medication prior to arriving at the center. Please let your child's teacher know if you have given your child any medication, including over the counter medicine, the amount given, and the time given.

#### *3. Family Changes*

It is important that you communicate to us any special or out of the ordinary happenings that occur in your child's life outside the center. Examples are: death/illness in the family, parent separation/divorce, sleepless night, death of a pet, new baby on the way, out of town guest, substitute care givers, etc. This helps us to better handle any special needs your child may have because of these changes.

#### *4. Daily Contact Information*

If you are going to be at a different address/phone number for the day, write it down and give it to a staff member at the front desk when you arrive, so we can contact you should an emergency occur. Also, let us know if anyone different will be picking up your child for the day.

### 5. *Compliments/Feedback/Suggestions*

Our staff welcomes comments and suggestions which may improve the quality of the care given to your child and other children at the center. Over the years, we have received many valuable suggestions and ideas from parents, and we encourage and respect your thoughts. There is a comment box located in the front hallway near the tuition box.

If you have a concern or a complaint, please contact your child's teacher or the director immediately in order to resolve the problem efficiently.

### *Parent Information Boards*

There is a parent bulletin board for each classroom. This has notices for future field trips, lesson plans, and other pertinent information concerning your child's class. The main parent board is located in the front hallway.



### *Newsletters*

The newsletter is packed with information regarding upcoming events, field trips, and other programs. It also will include a variety of ideas to try at home and helpful tips on developmental stages of your child.

Newsletters will be distributed via the internet near the beginning of the month. If you do not have a current e-mail address on file with us, please update your information so we can keep you informed.

Printed copies are available at the front desk at your request.

### *Your Child's Cubby/Communication Folder*

This is a key place to find critical information. Please take a few minutes each day to check your child's cubby for any notices and updates.

Periodically the Director will post notes in your child's cubby concerning the following:

- Notice of Account Balances/Fees Due
- Memos or Other Center Communications
- Confidential Messages (placed in a sealed envelope)



## *Payment Information*

### *Registration Fee (non-refundable)*

A non-refundable registration fee is due when you register your child or when a space becomes available, and you are ready to enroll your child. If your child does not start on the agreed starting date, your space will be forfeited to another child.

### *Tuition Rates*

All fees are listed on our Tuition Rates Chart. Please ask someone at the front desk if you need a copy.

### *Payments*

1. We accept: cash, check, money order, or credit card\* (VISA, MASTER CARD, and DISCOVER).
  - a. Tuition Express (an automatic debit from your checking account or credit card) is available for repeated charges. Inquire at the front desk for the application form. Please note there will be a 2% convenience fee charged to your account if you choose to participate in this service.
  - b. Cash payments should be handed directly to one of the staff members at the front desk.
  - c. Checks should be made payable to:  
***Mt. Airy Daycare and Learning Center or  
MADLC***  
and your child's name should be included on the MEMO line of the check, so we can credit your account properly.
2.
  - a. Childcare is contracted tuition is based on a full day. Tuition will not be reduced for partial attendance.
  - b. Pre-School Program is based on a whole year fee (September- May) Tuition will not be reduced for partial attendance.
3. Weekly tuition payment may be made as follows:
  - a. Weekly payments - are due by on the first day of attendance each week
  - b. Bi-weekly - you may pay for more than one week at a time. Bi-weekly amount is due on or before the first day of the period for which you are paying. Please see the director if you wish to establish a bi-weekly account.
  - c. Monthly – if you wish to pay for the entire month, the amount is due on or before the first day for which you are paying. Please see the director if you wish to establish a monthly account.
4. For security reasons, we ask that all tuition checks be placed in the tuition box located on the wall in the main reception area. Please do not leave your payment in your child's lunchbox or cubby, as this is not a guarantee that we will receive the payment.
5. Please note that all tuition is due regardless of holidays, vacation, absence for whatever reason for any length of time, illness, inclement weather, and national/state emergency.
6. Our tuition will increase annually at the start of each school year (August or September).

## *Additional Fees*

### *Field Trips/Program Billing*

Field trips/program money can be included in your tuition check or paid separately. All field trips fees will be billed on your account after the field trip is taken. If your child does not attend the trip, the money will be credited to your account.

### *Returned Check Fee*

A \$30 fee will be assessed to your account for all returned checks.

### *Late Pick Up*

According to our license, your child must be picked up by 6:00 p.m. every day. If your child is picked up after 6:05 p.m. a flat fee of \$15 will be charged to your account. If your child is in our care after 6:15 p.m., an additional \$2 will be charged per minute to your account.

***Please be considerate of our teachers and staff,  
as they too have family waiting for them at home.***

### *Late Payment Fees*

- Childcare Payment must be received by Wednesday. If payment is not received by Wednesday, a late fee of \$30 will be assessed to your account.
- Preschool Payments are due a month ahead of class on the 1<sup>st</sup> of the month. If payment is not received by the 15<sup>th</sup> of the month, a late fee of \$30 will be assessed to your account.
- Interest Charge - if an account carries a balance more than 30 days, a 1.5% interest charge will be added to the unpaid balance monthly.

### *Inactive Fee*

If you are withdrawing your child for four or more weeks, an inactive fee is required to hold a spot for your child. A security deposit of your child's two weeks tuition will also be due. The two-week tuition deposit will be applied to your child's account when your child returns to the center. This is non-refundable; if you decide not to return to Mt. Airy Daycare and Learning Center, Inc. on your start date, then you will forfeit your two-week security deposit.

### *Non-Payment/Collections*

If your account is past due for 30 days or more, the unpaid balance shall accrue interest at a rate of 1.5 % per month. If your account is referred to our collection agency, Glenn Associate Mid-Atlantic, Inc. or to an attorney, you will be responsible for all collection agency fees, attorney fees, court costs, and any other fees incurred throughout the collection process.

### *Convenience Fee*

If you have opted to participate in the automatic debit program, *Tuition Express®*, 2% of tuition will be charged to your account each time a transaction is completed.

### *Drop-In Service*

Please see the Tuition Rates.

# Policies

## *Authorization of Child Pick Up*

- Parents must provide the center with legal documentation in the event that a child is **not** to be released to a parent/guardian (e.g., divorce/custody disputes, restraining orders, etc.) A copy of a legal parenting plan must be on file in the center if a child is to be released to a parent/guardian at a certain time but not at others.
- Children will be released only to adults authorized on the Emergency Form. The center must receive written permission or a phone call from the parent or guardian who is authorized to pick up the child in order to release the child to another adult. Staff members will ask to see identification of anyone unfamiliar picking up children.
- Those who will be regularly bringing or picking up a child will be registered into our computer system with a fingerprint and a self-selected code.

## *Arrival*

- The center opens at 6:30 a.m. For the safety and protection of our staff and children, and in compliance with our state license, the doors will remain locked until 6:30 a.m. at which time you may use your private family security code in the door to enter the center at that time.



- An adult must accompany your child to the classroom or opening room. Please make sure a teacher is present in the room before leaving your child.
- It is the responsibility of the accompanying adult to sign in at the computer or on the signature sheet posted near the computer. If the computer is not operating properly, please let one of the staff members know.
- If your child has a lunch item that needs to be refrigerated, please place it in the refrigerator located in your child's classroom. Make sure your child's name is on the item. Otherwise, place the lunch box in your child's cubby.
- Any coat or sweater should be hung under your child's cubby. Please label all coats, sweaters, and sweatshirts with your child's name. Naptime items need to be given to your child's teacher or placed beside the cots.
- Please make sure the teacher knows your child has arrived. **THE TEACHER MUST BE AWARE OF YOUR CHILD'S PRESENCE BEFORE YOU LEAVE.** Do not leave your child in a classroom unattended!

## *Departure*

- The center closes at 6:00 p.m. in compliance with our child care license. An authorized adult must pick your child up no later than 6:00 p.m. Your private family security code will not work after hours; you must knock on the door to enter. It is the responsibility of the adult picking up your child to sign your child out on the computer. **PLEASE BE SURE THE TEACHER KNOWS THAT YOUR CHILD IS LEAVING WITH YOU!**
- The childcare license issued by the State of Maryland states that the closing time for the center is 6:00 p.m. It is the responsibility of each parent to make sure his or her child is picked up on time. The center will be staffed until every child is picked up.
- In the event that a parent/guardian arrives to pick up a child and is obviously under the influence of drugs or alcohol, the police will be immediately notified.
- In case of emergencies when you cannot pick up your child (e.g. bad road conditions from your workplace), you must make every effort to contact the Center and make arrangements for another authorized person to pick up your child. Staff members will

not be allowed to transport children from the Center to the child's home under any circumstances.

- Remember – it is your responsibility to see that your child is picked up on time. The late fee is not meant to be a convenience to you, but rather a penalty to discourage late pick-ups. Our staff has families and other obligations after work hours; so please respect their rights and be on time.
- If parents/guardians or the authorized pick up person decide to stay after hours and socialize in the parking lot, Mt. Airy Daycare and Learning Center, inc. will not be responsible for accidents or injuries that may occur while on the premises. *Once you pick up your child from the **classroom**, it is your responsibility to watch and supervise your child at all times.*

### *Allergies*

If your child is allergic to any foods, or follows a special diet (vegetarian, non-gluten, non-peanut, etc.), we are required by Office of Child Care to have a written explanation in your child's file.

### *Toys from Home*

Mt. Airy Daycare and Learning Center, Inc. provides many toys and activities for the children to allow them to practice sharing and cooperation skills. It is easier for the children to learn to share when the toys belong to the center instead of one child. Therefore, **please leave toys at home**, except a snuggly toy. This toy will be kept in your child's cubby as needed – for comfort or rest time.

Additionally, toys brought from home may get lost or damaged, and the center staff is not responsible for these toys.

Show-N-Tell is part of our curriculum on teacher selected days. We encourage children to bring items of educational interest on Show-N-Tell days. Check with your child's teacher to find out when your child should bring something to share. Please remember to label all children's belongings.

Just a reminder – Mt. Airy Daycare and Learning Center, Inc. discourages all weapon-like toys such as pretend knives, guns, or swords. Children use them in ways that represent harm to themselves or others.

### *TV/Screen Time in the Classrooms*

The staff at Mt. Airy Daycare & Learning Center, Inc. care about the health and well-being of the children in our care. Therefore, we will continue to follow the AMERICAN Academy of Pediatrics Recommendations on Screen Time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 30 minutes per week at child care.

Mt Airy Daycare and Learning Center, Inc. understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

- Allowing a maximum of 30 minutes total a week of educational and age appropriate screen time (television, video, and DVD).
- Allowing no more than 15 minutes of educational computer time per day.
- Not allowing any screen time during meals and snacks.

- Having zero screen time (TV, video, and computer) for children under the age 2.

### *Vacations*

Please let your child's teacher or the staff member at the front desk know when your family will be on vacation. Also, please remember that full tuition is expected for all days missed due to vacation. Tuition must be paid before you leave for vacation. You may post date your check for that week(s).



### *Sunscreen*

Mt. Airy Daycare & Learning Center understands the importance of protecting your child's skin, especially during these early years. We ask the parents to apply Sunscreen each morning before dropping their child off for the day. Sunscreen will be applied to your child before outdoor play. We ask our parents to provide their own personal sunscreen; please label with your child's name, and place it in your child's cubby.

### *Safety*

For the safety of all children, please make sure your child does not bring toiletry items (perfumes, lotions, cosmetics), money, rubber bands, paper clips, strings of beads, safety pins, etc. that could be ingested or cause injury.

Security - For security reasons, all outside doors of the building are locked at all times. You must ring the door bell, or use your personal family code located at the front of the building to enter the center.

Fire Safety - In accordance with state fire laws, we conduct a monthly fire drill in which all children and staff participate. We are required to conduct these drills at different times of the day. We also have smoke detectors throughout the building, as well as fire extinguishers placed in strategic locations. Emergency lights are connected to the building's wiring so in the event of an electrical power outage; we will be able to move about safely.

Emergency Preparedness Plan – Staff has undergone training to develop a plan of action in case of emergencies such as weather evacuations, terrorist threats, and other natural disasters.

### *Reporting Child Abuse/Neglect*

All childcare workers in the State of Maryland are required by state law to report any suspected child abuse to Child Protective Services, Department of Social Services. The phone number for this agency is posted next to each of the telephones in the center. We will not be permitted to notify parents when the police or child protective services have been notified regarding suspected child abuse, neglect, or exploitation.

### *Medical Emergencies*

*In spite of our watchfulness, your child may have an accident while at the center.*

- If we feel your child needs immediate medical attention, we will call the paramedics first and then notify you.
- If we feel your child needs medical attention, but it is not an emergency, we will call you so you can determine appropriate treatment.
- If a parent / guardian, emergency contact person, or your child's physician cannot be contacted, Mt. Airy Daycare and Learning Center, Inc. will do any or all of the following:
  - Call paramedics.
  - Transport your child to the nearest hospital by ambulance. If a parent or guardian is unable to be present, **a staff member will accompany the child to the hospital.**
- For minor emergencies, first aid will be administered as necessary. Parents will be notified by phone if our staff feels it is advisable.
- Any expenses incurred by the hospital, doctor, or the paramedic will be the responsibility of the child's family
- For all injuries, major and minor, we will complete an accident report for you to read and sign. You keep the original for you records, and a copy will be placed in your child's file.

### *Illnesses/Communicable Disease*

- Mt. Airy Daycare and Learning Center has set the following standards for the health and safety of children and staff:
  - Your child may not come to the center and will be sent home if we notice any of the following symptoms:
    - Temperature 100°F or higher  
Your child cannot return to the center until he/she is fever free for 24 hours without medication.
    - Vomiting and/or Diarrhea
    - Unidentified Rash
    - Conjunctivitis (Pink Eye)
    - Head Lice – a child must be nit free before returning to the center.  
The Director or designee will check the child's head before he/she is permitted back into the classroom.
    - Any communicable disease

***We reserve the right to refuse admittance to any child with any of these symptoms.***

- MADLC needs to be notified by phone, at the beginning of the day, if your child will be absent due to an illness.
- If your child is sent home because of an illness, his/her bedding must be taken home and laundered before it is brought back to MADLC.
- If your child is absent or sent home for three (3) consecutive days because of an illness, state regulations requires you to bring a doctors note to the center stating that he/she can return.
- If a child is absent for five (5) consecutive days without communications between the parent and MADLC, the center reserves the right to assume that your child has been withdrawn thus losing his/her place on the class roster.

### *Administering Medication*

- There is a Medication Authorization Form that must be completed and signed by the parent/guardian before medication is administered. A new Medication Authorization Form must be completed for each medicine, including prescription and over the counter medications. No medication will be administered unless proper authorization is completed.
- The medication must be in its original container with the child's name, dosage, and expiration date clearly marked.
- Please provide a measuring cup with your child's name on it for administering liquid medication.
- Because children react differently to different medications, you must administer one dose of medication to your child before your child arrives at the center. You must allow time to observe any adverse effects of the medication.
- Be sure to give medication, Medication Form, and a medicine dispenser directly to your child's teacher or a staff member at the front desk. **DO NOT, FOR ANY REASON, PUT ANY MEDICATION IN YOUR CHILD'S CUBBY OR LUNCH BOX!**
- Prescription and nonprescription medication may only 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.
- Except for acetaminophen and topical medication, only one dose of a nonprescription medication may be administered to a child per illness unless a licensed health practitioner approves the administration of the nonprescription medication and the dosage.
- Mt. Airy Daycare and Learning Center, Inc. keeps all medications in a lock box that is accessible only to staff.



## *Behavior Management and Discipline*

**NO child enrolled in our center will be permitted to behave in a manner that may hurt himself / herself, another person (child or adult), or damage property.**

Every effort will be made to monitor children's activities and behaviors at all times...however, disruptive behaviors can happen no matter how closely supervised the children are. Positive guidance techniques will be used to establish discipline and behavior management. These techniques include, but are not limited to: clarification of expectations, positive phrasing of instructions, giving realistic choices, praising for positive behaviors, ignoring non-violent or non-threatening behaviors whenever possible, helping children identify and talk about feelings, redirecting into an appropriate activity, and modeling appropriate behaviors.

We will strive to guide children in such a way that helps them develop self-control of their behaviors without damaging their self-esteem. This will include first discussing the problem with the child and giving reasons (age appropriate) why a certain behavior is not acceptable. At the same time, alternatives will be offered to help the child know what is expected instead of criticizing or shaming the child. The behavior will be labeled inappropriate instead of labeling the child. For example: "It is not okay to hit. Hitting hurts. Please use gentle touches." Instead of: "You're a bad boy. Hitting isn't nice. Why would you want to hit your friend?" If necessary, a child may be temporarily removed from the other children or activities but will always remain under the supervision of a staff member.

Mt. Airy Daycare and Learning Center, Inc. does not recommend the use of "time out." Time out is a form of "punishment by loss" and does not teach the child appropriate behavior to replace the misbehavior. Removing a child from a situation to allow the child time to get back in control is an appropriate guidance technique – however, the child should be given every opportunity to try again with appropriate guidance for success. Children need to be given encouragement and respect rather than punishment and exclusion. Instead of just "managing" children's behavior, we strive to help children learn while providing opportunities to try again and succeed.

At no time will staff or parents be allowed to use any form of corporal punishment or engage in any form of injurious treatment to children in the center or on the grounds of Mt. Airy Daycare and Learning Center, Inc. This includes, but is not limited to: hitting, shaking, spanking, slapping, jerking, biting, pinching, pulling hair, kicking, or any other means of inflicting physical pain. These forms of punishment are child abuse and punishable by law.

At no time will a child be belittled, frightened, shamed, or threatened as a means of controlling behavior. Examples of such behavior include: "If you don't come now, I will leave you." "All the other children are being good, what's wrong with you." "Get over it, you shouldn't be angry." "If you're not good, you won't get to play outside." "If you don't share, I'll take your toys away." "Take a nap or you won't get any snack." We often hear parents using such tactics with their children and encourage parents to explore different parenting techniques that build children's morale and self esteem.



Our center staff are required to document evidence of recurring socially unacceptable, disruptive, threatening, and or violent behaviors. The staff will attempt to encourage a change of behavior by

using acceptable methods of discipline. Should such behavior continue on a regular basis or to an extreme, the teacher and Director will discuss this behavior with the parent(s). As part of the discussion, the parent will be asked to cooperate in the development of a program designed to extinguish such inappropriate behavior(s) within a reasonable period of time. Once the program is developed, the teacher will provide daily information to parents concerning the child's progress (either written or verbally).

If a child's behavior is consistently disruptive in such a manner that is harmful to the well being of the child, other children, the staff, or the center, despite efforts, Mt. Airy Daycare and Learning Center, Inc. reserves the right to give the family notice of immediate termination of enrollment for the child.

Mt. Airy Daycare and Learning Center, Inc. also reserves the right to give notice of termination of services in the event of parental conduct of a harassing or threatening nature toward staff, parents, or children.

### *Transportation for School Age Children*



Children that attend Carroll County Public Schools (Parrs Ridge Elementary School, Mt. Airy Elementary School, and Mt. Airy Middle Schools) will be transported by CCPS school buses. For Elementary School students, the bus picks up and drops off at the end of our sidewalk on Wildwood Ave. This is subject to change.

All children who attend Twin Ridge Elementary School (FCPS) will be transported to/from school by Mt. Airy Daycare and Learning Center, Inc. vehicles. There is an additional transportation fee to and from school which will be charged to your child's account.

### *Inclement Weather*

- Because we are here to serve working parents, and we know you are depending on us, we seldom close due to inclement weather (snow or ice).
- Even though we do not follow the public school's weather policies, we may be forced to close if the weather is severe and if our staff is unable to make it to the center.
- If we are closed or are opening late, an announcement will be made on WFRE (FM 99.9) and will also be posted on our web site. Please listen to the station during inclement weather or you may call the center.
- If inclement weather begins after we are open and it becomes necessary to close early, every effort will be made to contact each parent by phone. An announcement will also be made on the station listed above. During those times, please listen to the radio station and feel free to call the center if you are unable to be near a radio. You are expected to come or make arrangements for an authorized adult to pick up your child within a reasonable amount of time of being called.
- Please note when Mt. Airy Daycare and Learning Center, Inc. is closed due to inclement weather, there is no reduction in tuition.
- **Preschool:** Changes are made to the operating schedule of Preschool when either CCPS or FCPS have a delayed opening, early dismissal, or closing. Please see your child's teacher for a copy of the Inclement Weather Policy as it pertains to Preschool.

### *Natural Disasters/State and National Emergencies*

- In the event of a local or national emergency, the staff and children will remain in the center until advised by the county police, local sheriff, state police, or civil defense.
- We will do our best to keep parents and families informed during an emergency, but it is our first and foremost priority that we keep the children in our care safe and calm, taking care of the children's needs first. As the emergency passes and we are able to communicate, we will do so.
- If we are in the midst of severe weather or any other emergency, please listen to the radio for our announcement just as you would for inclement weather.
- If the Center is closed because of inclement weather, a natural disaster, or other State or local emergencies, tuition is still applicable.

### *Special Events and Field Trips*

- All Participation: It is our policy to allow all enrolled children to attend any special events that we offer, provided staff child ratio is maintained. If your child does not regularly attend on a day for which a special event is planned, you or another adult may bring your child and be responsible for him/her during the time at the center. Please inform us if you will be attending.
- If you need care for your child on days that field trips or special events are planned, please make arrangements with the Director. Please note if space is available and your child attends, you will be charged for the extra day and any activity.
- Please refer to the Payment Information for more information.

### *Field Trips*

- An important part of Mt. Airy Daycare and Learning Center's curriculum is exposing the children to many varied experiences within the community; therefore, the center will take a few trips throughout the school year and more in the summer months.
- Many of our trips are within our community, which include local businesses, restaurants, and offices. We do occasionally take trips out of the area to compliment the classroom instruction.
- Parents will be informed of field trips in advance through newsletters, your teachers, or by a notice on the classrooms bulletin boards. Be sure to read the monthly newsletter for detailed information on each field trip. The information is also included on the permission form.
- You will need to sign a permission slip for each trip. The permission slip you receive will tell you where we are going, the mode of transportation, the cost, what time your child needs to be at the center, our destination, and an estimate time we plan to be back at the center. You need to sign and return the bottom portion, keeping the top for your information.
- There is a fee for most field trips, and you will be informed of the amount either through the monthly newsletter or the permission slip. This fee must be paid ahead and payments can be billed to your account or included on your tuition check. (Please write on the check that you're including field trip money) If your child is unable to attend and you have paid for the field trip, the fee will be refundable.
- Transportation by bus will be provided for some field trips. To offset the expense for the bus, the cost for transportation will be charged to all children and parents/guardians who participate. The cost for transportation is included in the price of the field trips. We strongly encourage parents to ride the bus rather than driving their own vehicles. However, if the bus is full, parents may provide their own transportation. The center's

vehicle will be used for most local field trips with a minimum charge to the families. Sometimes it's necessary to make two trips depending on the classroom size. Children that are required by the state law must have a car seat/booster seat, in order to be transported on our Mt. Airy Daycare vehicle. Mt. Airy Daycare Center and Learning Center, Inc. will make available the use of car seats/booster seats for children. If you desire to use your personal seat, please, make sure your seat is labeled with your child's name.

- On each field trip teachers will take emergency information with them. The list includes the parent's daytime phone numbers in case of an emergency.

### *On-Site Programs*

- Throughout the year we are able to bring special programs to the center. These programs will be announced in our regular newsletter or parent boards.
- Special programs we plan are meant to enhance our daily program either for entertainment or for instructional purposes.
- A small fee may be charged to help defray the cost of these special programs. It will be charged to the account of each participating child.
- As is our policy with other special events, your child may attend a program even if he/she does not normally come on the day it is presented. An adult must accompany any child not scheduled for the day.

### *Preschool Picnic*

We host our annual Preschool Picnic for all Preschool families in May. All preschool children, siblings, and their parents are invited to attend. Information will be forthcoming as the school year comes to an end.



### *Family Fun Nights*

We like to take time to celebrate families and provide opportunities for your family to enjoy time together in a relaxed and supportive atmosphere. Periodically through the year, we will open our doors to all of our families to join us for an evening of activity and time together. The activities will vary based on the season, the interests of the children, and the opportunities that are offered by the community. These activities are free of charge and all families are invited to join us.

### *Holiday Parties or Birthday Celebrations*

- We take a low-key, relaxed approach to parties at Mt. Airy Daycare and Learning Center, Inc. We enjoy parties without excessive excitement. Parties are included in our daily schedule. Party favors, hats, and noisemakers are not necessary for a good time, and we ask you to leave those at home.
- Acceptable treats for parties include fresh fruit, fruit muffins, *miniature* cupcakes, Popsicles, ice cream, pudding, or anything approved by your child's teacher.
- Whole nuts, whole grapes, and popcorn are on the list of most choked food items and are not acceptable for snacks or treats. Please do not bring highly salted foods, or whole items which we would need to cut and serve.
- If you wish to bring a treat for any occasion, you must first clear it with your child's teacher. The teacher will help you determine the amount needed for your child's group and what food to avoid for any children with allergies.

- Teachers usually invite parents to bring donations for upcoming parties. Check the Parent Information Board in your child's classroom for sign-up lists.
- Birthday Celebrations
  - We would love to celebrate your child's special day at the center. Please feel free to bring in a snack to share with friends during Snack Time following these guidelines.
  - In regards to invitations for children's private birthday parties – the teachers will be happy to distribute invitations **if every child** in the classroom is invited. If only a selected group of children will be invited from the classroom, please mail the invitations to their homes.



### *Photographer's Visit*

A professional photographer comes to the center in the fall and the spring seasons. In the fall, children are photographed individually (sibling sittings are available upon request) and families are given the option to purchase photograph packages after viewing the photo packages. In the spring, class pictures will be taken and individual pictures are optional. Further information is available at the time pictures are scheduled.

### *Off-Site Care for Your Child (Babysitting)*

We do not recommend that our staff members babysit for center families; however, we recognize that parents may want and need individual staff members to provide in-home babysitting for their children on occasion. Please realize that the center assumes no responsibility for our employees when they are off duty. All contracts for babysitting are between the parents and the individual providing the service.

## *Withdrawing Your Child*

- New Enrollee's ONLY
  - Mt. Airy Daycare and Learning Center, Inc. will allow (30 days) for the children and parents to become acquainted with the atmosphere of the center. If for any reason you decide that Mt. Airy Daycare and Learning Center is not right for your child, you may withdraw your child from the center. After (30 days) you are required to give the center a written two week notice before withdrawing your child. Our center also reserves the right to give notice of termination of services if deemed necessary.
- By the Parent
  - When the family decides to withdraw their child from our care, a two-week written notice is required. We are proud of our program; however, sometimes we cannot meet the needs of every family. If for any reason, our program does not satisfy your requirements, we will make every effort to discuss this with you. Sometimes we can make adjustments. If this is not possible, we may mutually agree to terminate the arrangement on a timeline that is in the child's best interest.
  - Upon giving a two week notice, your account must be paid in full. If your account is not paid in full then your child will not be permitted back into care for your remaining two weeks. This policy is in no way intended to be punitive, but rather necessary in order to meet our expenses.
- By the Center
  - Mt. Airy Daycare and Learning Center, Inc. has the right to dismiss a child from the program if deemed necessary.
  - Reasons which may result in the termination of care are as follows:
    - Lack of adherence to our tuition policy
    - When conditions exist which present a substantial risk, immediate or serious physical harm to a child, or is such that conditions contribute to an emergency, the provider is not required to give a two week notice.

## *Lack of Attendance*

If a child does not attend the center for five (5) consecutive days without communication between the parent and MADLC, the Center reserves the right to assume that your child has been withdrawn thus losing his/her place on the class roster.

**MT. AIRY DAYCARE AND LEARNING CENTER, INC. reserves the right to make policy changes at any time in the best interest of the center and will not compromise the quality of the children's care.**

**MT. AIRY DAYCARE AND LEARNING CENTER, INC. reserves the right to dismiss a child and/or parent(s) if we feel we cannot meet his or her needs.**

**MT. AIRY DAYCARE AND LEARNING CENTER, INC. reserves the right to make exceptions to any rule or policy listed herein when we feel it is in the best interest of the children, the staff, and the center.**

*Children Learn What They Live*

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility,  
He learns to fight.

If a child lives with ridicule,  
He learns to be shy.

If a child lives with shame,  
He learns to feel guilty.

If a child lives with tolerance,  
He learns confidence.

If a child lives with praise,  
He learns to appreciate.

If a child lives with fairness,  
He learns justice,

If a child live with security,  
He learns to have faith.

If a child lives with approval,  
He learns to like himself.

If a child lives with acceptance and friendship,  
He learns to find love in the world.