

# CHILD'S GARDEN LEARNING CENTER, INC.

10210 DONLEIGH DRIVE, COLUMBIA, MD 21046  
(410) 884-5477

## § CENTER POLICY §

- I. **Health Policy** - as set forth by the State of Maryland.
- A. Do not bring your child to the Center if he/she has a fever or contagious illness (i.e. virus, pink eye). If illness occurs during the time of care, the parent or legal guardian will be notified to come pick up the child.
  - B. Children may not return until all symptoms of illness are gone for 24 hours and/or a doctor's note has been received. If your child is out **more than three (3) days**, bring a doctor's note.
  - C. Each child must have on file with the Center a Health Inventory form signed by the child's physician, completed within not more than three months prior to admission.
  - D. **Emergency Cards**
    - 1. Each child must have on file an Emergency Card completed by the parent or legal guardian.
    - 2. This card must contain the names and phone numbers of **three** emergency contact persons other than the parents or legal guardian.
    - 3. The card must be updated annually.
    - 4. Changes and updates of emergency information can be made in writing or on the Emergency Card.
  - E. **Medications**
    - 1. Prescription medicine will be administered to a child only when authorized by the child's physician, in writing.
    - 2. All medicines must be in their original containers.
    - 3. Parent or legal guardian must complete a Medication Administration Authorization Form to authorize the Center to administer prescription medications.
    - 4. One dose of over-the-counter medication can be administered to a child with a signed Medication Administration Authorization Form from parent or legal guardian.
    - 5. Multiple doses of over-the-counter medication may be administered to a child with a signed Medication Administration Authorization Form from the child's physician.

6. Medication Administration Authorization Forms may be obtained from the office or on our website.
7. All medicines are administered by staff State certified in Medicine Administration.

## **II. Fees and Payment**

- A. Tuition
  1. All tuition fees are due on Monday each week for those billed weekly (or the first day of the period of service), and the beginning of each month for those billed monthly.
  2. Write dates of service in the memo section of your checks. This will alleviate any confusion regarding payments.
  3. Payments will be considered LATE if not received by:
    - a. Friday, if billed weekly.
    - b. The 10th of the month, if billed monthly.
- B. Tuition and extra hour payments may be paid by check or cash only. Make checks payable to, "Child's Garden Learning Center."
- C. All tuition fees are to be paid at the full rate at all times. No deductions may be made for non-attendance for any reason since our budget is predicated on full tuition for the year.
- D. There will be a \$20.00 fee on all late payments. Continuous late payments may lead to discontinuation of services.
- E. There will be a \$20.00 fee for any returned checks. You will reimburse any penalty charges to our bank account due to a returned check upon notification.
- F. The Center is open from 7:00 am to 6:00 pm. Any parent picking up a child past 6:00 pm will be charged \$25.00 for each 15-minute increment after 6:00 pm.
- G. "Extra Hours" are the times children are at the Center other than during their contracted hours.
  1. Sign your child in and out each day. Note if your child will be at the Center for Extra Hours.
  2. Extra hours are charged by the quarter hour.
  3. Extra hours are calculated and billed monthly.
  4. Pay all extra hours upon receipt of the bill.
  5. Note "Extra Hours" in the memo section of check.
  6. Attach the bill and check and return the payment to the Center.

- H. Termination
  - 1. Contracts automatically terminate at the end of the term.
  - 2. Parents may terminate the contract before the end of the term by giving the Center at least 30 days written notice.
  - 3. Child's Garden may terminate any contract if it is not in the best interest of the child or the Center to continue attendance.

### **III. Child's Needs**

- A. Food
  - 1. Each child must bring their own lunch. We recommend that lunch contain appropriately sized servings of fruit, protein, whole grains, and vegetables. Lunch should be low in sugar, saturated fat, and sodium. Low-fat milk is served to each student unless a doctor's note is provided.
  - 2. The Center cannot heat food for the children. Children must bring their own utensils needed for lunches.
  - 3. Teachers eat lunch with the children, modeling positive mealtime behavior.
  - 4. No candy, gum or soda should be brought by your child to the Center.
  - 5. The Center provides healthy morning and afternoon snacks daily. These snacks include seasonal fruits, vegetables, low fat crackers and pretzels. In the summer, we serve vegetables from our garden.
  - 6. Snacks provided by the center are high fructose corn syrup free.
  - 7. Fresh drinking water is available at all times.
  - 8. Hands are washed before all snacks and meals.
- B. Naptime
  - 1. Cot sheets are required by the Health Department for each child during naptime. We recommend that you have two sheets so they may be interchanged for washing. Cot sheets may be purchased from us for \$15.00 each.
  - 2. Children may bring a blanket, pillow, stuffed animal, and/or doll that stay in their cubby until naptime.
  - 3. Cot sheets are sent home at the end of the week to be washed.
  - 4. A child, while potty-training, will wear a pull-up or diaper at nap time until they are able to stay dry for the duration of nap.

- C. Daily Physical Activity
1. All children have approximately 60 minutes of supervised structured physical activity and approximately 60 minutes of supervised unstructured physical activity daily (inside and outside).
  2. All children are provided outdoor time at least twice daily, weather and air quality permitting. We go outside when temperature is above 32 degrees.
  3. Computer time is limited to 15 minutes per week in the upstairs preschool classroom. On special occasions, videos are shown to all preschool students.

- D. Spare Clothing
1. Each child is to have extra pants, underwear, socks, shirt and shoes (shorts and bathing suit during warm weather) to be stored in their cubby.
  2. Check your child's cubby frequently to see if any articles need to be replenished.
  3. **Label all of your child's articles.**
  4. Provide a supply of disposable diapers and diaper wipes, labeled for your child, if applicable.

- E. Dress and Items from Home
1. Dress your child appropriately for weather and play (i.e. boots, snow pants -- not fancy dresses).
  2. Sneakers or rubber-soled shoes are preferable to sandals or flip-flops for outside play and nature walks. Children are not allowed on climbing structures unless they are wearing sneakers or rubber soled shoes. This is a county regulation.
  3. Do not allow children to wear jewelry or to bring money or small items to the Center. These items are easy to swallow.

F. Do not send items to school in plastic bags.

G. Do not bring toys from home.

#### IV. Drop-off / Pick-up / Attendance

- A. Be courteous and cautious when pulling into or out of the driveway and obey the speed limit.
- B. Do not park in neighboring driveways.
- C. Do not leave any children in cars unattended.

- D. Escort your child in and out of the building.
- E. Children are not permitted in the carport, front entrance area or parking area without an adult.
- F. Sign your child in and out daily. Sign-In books are on the counter by the front door.
- G. Check for any handouts or information by the Sign-In books and on the Parent Board.
- H. If your child will be absent, call and notify the Center.
- I. Any person other than a parent or legal guardian, as designated on the Emergency Card, may not pick up a child without advance notice, written consent, and a valid photo ID.

**V. Emergency Closing Policy**

- A. We will close early, have delayed opening, or not open at all if staff members are unable to use the roads or if we feel parents will have difficulty picking up their children by the regular closing time.
- B. We do not follow the Howard County Public School emergency snow closing policy; we may close if the Federal Government closes.
- C. If it begins to snow after you have brought your child to the Center or snow has continued to accumulate, please call us to see if we are closing early. In the event that the elementary schools close earlier than we do, we will pick up the children from Atholton as we always do.
- D. There will be a message on our answering machine (410) 884-5477) after 6:00 am if the Center is closing or opening late and emails will be sent out.

**VI. Staff**

- A. All staff are CPR and First Aid certified.
- B. All staff have undergone state and federal background checks.

- C. All staff meet and/or exceed Maryland state requirements for preschool teachers and aides.

## **VII. Inclusionary Practices**

- A. We support the right of every young child and his or her family, regardless of ability, to have the opportunity to participate in our program.
- B. We will work with the family and specialists to devise a plan to best meet the individual child's needs.
- C. If we feel that we cannot fully support the needs of the child we will do our best to direct the families to someone who can.
- D. Ask the office if you have any questions, or would like referrals for specialists.

## **VIII. Preschool Classes**

- A. Preschool children may not bring toys, books, etc. If your child wishes to share a book that fits into the curriculum on the calendar, ask the teacher.
- B. Birthday celebrations are welcomed. Please let the Center know in advance.
- C. We welcome volunteers to share in our program at any time.
- D. Daily write-up boards are located in each classroom to provide an overview of that day's activities.
- E. Parent Boards are located on the back of each classroom door.
- F. Always check backpacks and lunch boxes for notes from teachers.

## **IX. Preschool Academic Practices**

- A. Each classroom follows a curriculum that has been tailored to the age group within that class.
- B. Children are observed and assessed daily. Any concerns will

be confidentially and appropriately addressed with parents and/or legal guardians.

- C. Any concerns of the parents and/or legal guardian regarding the child may be directed to the teachers at any time.
- D. Parents may set up conferences with the teachers at any time throughout the school year.
- E. The basic guidelines for academics are as follows:
  - 1. Each week focuses on a different letter, number, shape, color, and theme that serve as the basis for all activities.
  - 2. All activities are age appropriate.
  - 3. Activities vary daily and include but are not limited to:
    - a. Gross motor activities
    - b. Fine motor activities
    - c. Crafts/projects
    - d. Dramatic play
    - e. Cooking
    - f. Computers
    - g. Music time
    - h. Gym time
    - i. Outdoor play
- F. If you have any questions and/or comments please contact the Director.

## **Discipline Policy**

Children grow best in an atmosphere where limits are clearly defined. It is within these limits that a child can feel secure enough to explore, experiment, discover and learn. On the subject of discipline, it is our belief that the purpose of discipline should extend beyond dealing with the matter at hand and should guide the child toward self discipline.

Our first method of discipline is, “an ounce of prevention.” We have prepared an environment rich in age-appropriate activities, structured so each child can move freely, selecting activities that interest him/her. We establish basic rules, such as each child must put away his/her work in designated spaces before proceeding to another activity and before another child can use a particular activity.

Each teacher acts in a respectful manner with each child, believing that respect begets respect. When we as teacher respect the right of each child to engage in their “work,” this attitude will be more easily learned by all the children. In addition, teachers are also affectionate with the children, giving attention to positive behavior.

We ask the children to use inside voices and to walk, rather than run, while indoors. We believe that children prefer a peaceful atmosphere. We spend a good deal of time outdoors, weather permitting, for large motor activity and more active play.

We have found that these preventative methods make discipline problems less frequent and less necessary. However, there are situations that do require further disciplinary measures. In the administration of discipline, we always wish to convey that it is the behavior that is inappropriate, not the child him/herself. The following are the methods that we employ:

1. Use redirection – We redirect the child to a new activity.
2. Provide the child with a choice – Example: “You may stop throwing the toys or you cannot play with them.” If the child continues, the teacher places the child in a time out.
3. Speak firmly – We make direct eye contact and speak to him/her firmly, but not loudly.
4. 1 -2 -3 Magic – A classroom discipline method used throughout Howard County schools.