

# ACTIVE CHILDREN LEARNING CENTER

*"where learning is active and fun"*



# PARENT HANDBOOK

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**WELCOME:**

ACLC welcomes you, your family, children and friends. We are pleased that you have selected our center to provide you with your child care needs.

We believe that each child has his/her own unique potential and worth that enhances the society and should be treated with dignity and respect. We understand that each child has personal rights that must be respected and we believe that each child is entitled to quality, comprehensive and caring child care needs.

We are a free standing center that is committed to ensuring that your rights and your child care needs are met. We employ and collaborate with a number of caring, dedicated, knowledgeable and professional teachers and aides in providing quality care for your child/children. We have prepared this introduction and packet to assist you in becoming better acquainted with us and explain your rights as a parent. If you have additional questions, please feel free to ask us.

\_\_\_\_\_  
OWNER/OPERATOR

\_\_\_\_\_  
DIRECTOR

## **MISSION STATEMENT:**

A childcare center that is a fun, educational and safe place for parents to leave their children.

## **VISION:**

To be the most sought-after early learning center by parents and best loved by children.

## **PHILOSOPHY:**

We provide safe and appropriate environment for your children to grow, play, explore, be creative and learn regardless of skill, ability or special health care need.

We provide appropriate educational curriculum suited to each children's unique ability to learn.

We are sensitive to each children's race, religion, and cultural background.

We promote diversity and tolerance. Diversity is our strength!.

We partner with parents in providing the love and environment for your children to grow.

Children thrive when they are loved, and learn when they explore.

Teachers explain to children what the lesson's objective were so they could be partners in achieving those goals.

## **HOURS OF OPERATION:**

ACLCL is open 6:30 AM to 6:30 PM, Monday thru Friday.

The Center will be closed on the following holidays:

New Year's Eve

New Year's Day

Martin Luther King Jr. Day

President's Day

Special Day: ACLCL close Good Friday

Memorial Day

Independence Day (July 4<sup>th</sup>)

Labor Day

Thanksgiving Day and the day after Thanksgiving

Christmas Eve

Christmas Day

If any of the above Holiday's fall on Saturday, the Center will close on Friday. If any of the above Holiday's fall on Sunday, the Center will close on Monday.  
ACLCLC is Open on Columbus Day and Veteran's Day.

### **AGES OF CHILDREN SERVED:**

Pre-School: 2, 3, 4 and early 5 years old

### **ENROLLMENT:**

Enrollment at ACLCLC shall be granted without regard to a child's race, color, creed, religion, national origin, gender, disability, special health care need; and without regard to a parent or guardian's race, creed, religion, age, national origin, gender or disability.

ACLCLC works with families to support your child's growth and development. If your child has an IFSP or IEP please share these documents with the center director. We work with Infants & Toddlers and Child Find specialists and welcome them into our center to support your child.

### **ADMISSION:**

A. Initial Enrollment is contingent upon receipt of completed required forms:

- Registration Form
- Health Inventory
- Immunization
- Emergency Form , Developmental Progress Overview
- Medication Authorization Form
- Maryland Blood Lead Testing Certificate
- Signed Parent Handbook Receipt

B. Parents can apply for enrollment of their child/children in ACLCLC by submitting the completed forms and paying the *registration fee* of \$75.00. Registration fee is non-refundable.

C. In addition upon registration an Enrollment *fee* equivalent to your child/children weekly fee is required. This enrollment fee will cover your child's last week of care at ACLCLC with two weeks notice of withdrawal. Enrollment fee is non-refundable.

*Annual Registration Fee* – to secure your child's enrollment, an Annual Registration Fee of \$75.00 payable every last week of August.

*Annual Updated Forms:*

A current Immunization Records should be submitted with your Annual Registration Fee.

Emergency Forms must be updated as changes occur, i.e. address, telephone numbers, contact persons.

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

**DROP-IN POLICY:**

When space allows, ACLC provides drop-in care services.

ACLC has two (2) types of drop-in options:

- Early childhood child (2, 3, 4 and early 5 years of age) who is enrolled as drop-in only; and
- Early childhood child (2, 3, 4 and early 5 years of age) who regularly attends a program on a part-time basis and needs on occasional extra day of care.

Drop-ins for children who are currently enrolled will be assessed a daily fee, to be added to the family's monthly invoice. Families whose children are enrolled as drop-ins only, must participate in the Electronic Funds Transfer (EFT) for fee payment. All drop-ins must be scheduled in advance with the Director. If the child/children will not show up, drop-in payment is non-refundable.

Note: Enrolled children (Full-Time, Part-Time and Drop-In).

ACLC has 12:00 noon cut-off time in dropping off children and Pick Up concludes at 6:00 p.m.

**TUITION POLICY:**

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to their child's enrollment at ACLC. Parents/legal guardians are required to indicate to whom all billing information and correspondence are to be addressed.

Registration Fee: \$75.00 Non-refundable

Enrollment Fee: Equivalent to child/children weekly tuition fee. This enrollment will cover your child's last week of care at ACLC with two weeks notice of withdrawal. Enrollment fee is non-refundable.

Siblings: 10% discount (applied to full time enrollee only)

Tuition fee increase by 10 % annually (every last monday of August)  
Tuition rate will be discussed with the Center's Director.

Tuition is payable every Monday of each week. Payments made after Monday is considered late and a late fee charge of \$40.00 will incur. Children will not be admitted at ACLC if payment is not made by Friday of that week.

Drop-in Fee: ACLC offers for part-time enrollee. This fee should also be discussed with the Center's Director.

Tuition fee must be paid by cash, credit cards, check or money order.

Payable to: Active Children Learning Center (ACLC)  
and/or  
Active Learning Enterprise, LLC  
1413 B Annapolis Road Suite 105  
Odenton, MD 21113

Receipt will be issued per parents request. There will be a \$35.00 fee charge for every tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents/legal guardians will be responsible for re-issuing a second tuition check payment.

Recurring returned tuition check must be paid by certified check and/or money order.

Tuition does not include fees for field trips.

There is no credit given for vacation, scheduled school holidays, child's illness, or for closings due to emergency situations or inclement weather.

Non-payment of tuition is ground for immediate dismissal from the Center. Timely payments are essential for continued enrollment at ACLC, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

**CONFIDENTIALITY:**



Within ACLC, confidential and sensitive information will only be shared with employees of ACLC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as ACLC strives to protect everyone’s right of privacy.

Outside of ACLC, 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.

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

You may observe children at ACLC who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be concerned about the other child’s safety. ACLC employees are strictly prohibited from discussing anything about another child with you.

### **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT:**

Required to report any suspicion of abuse or neglect to the appropriate authorities. Employees of ACLC are considered mandated reporters under the State law. We at ACLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

### **PARENTS CODE OF CONDUCT:**

ACLC requires the parents of enrolled children at all time, to be behave in a manner consistent with decency, courtesy, and respect. One of the goals ACLC 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 ACLC employees 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 ACLC premises.

Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on ACLC premises at any time. At NO time shall inappropriate language be directed toward ACLC employees.

#### Threatening of Staff, Parents and Children:

Threats of any kind will not be tolerated. PARENTS/GUARDIANS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

Physical/Verbal Punishment of your child or other children at ACLC:

While ACLC does not necessarily support nor condone corporate punishment of children, such acts are not permitted in the child care facility.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. 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.

#### Smoking:

Smoking is prohibited anywhere on ACLC premises.

#### Not Abiding by Safety Policy:

Parents/guardians are required to follow all safety procedures at all times.

#### Confrontational Interactions with Employees, other parents, and associates of ACLC:

It is expected that all disagreements be handled in a calm and respectful manner.

#### Violating the Confidentiality Policy:

ACLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with ACLC.

### **PARENTS RIGHT TO IMMEDIATE ACCESS:**

Parents/guardians of a child in our care are entitled to immediate access to their child whenever they are in care at ACLC, 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) ACLC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of other 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 ACLC, both parents shall be afforded equal access to their child as stipulated by law. ACLC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If the situation presents itself where one parent does not want the other parent to have access to their child, ACLC suggests that the parent kept 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. ACLC 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 ACLC will accompany visitors at all times, throughout the center.

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

### **DISMISSAL:**

ACLC reserves the right to dismiss any child at anytime with or without cause based on refusal to comply with the Center's policies and procedures.

Parents will be refunded any unused tuition within two (2) weeks of the dismissal. 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 forward to the address indicated in the child's file within one (1) week of the dismissal. Any balances remaining after the 30 day period will be referred to ACLC legal counsel for collection.

A dismissed child and his/her parents/guardians are required to call and request an appointment with the Center Director if they wish to return to ACLC premises following a dismissal.

ACLC will request assistance from local police should any parent/guardian become disruptive and/or uncooperative actions upon a child's dismissal.

### **WITHDRAWAL:**

Two-weeks written notice is required when withdrawing a child for any reason.

## **PROGRAM CHANGE:**

Parents/guardians who wish to change their child's days or times of enrollment at ACLC must submit a written request to do so two (2) weeks in advance of the proposed change. The Center Director will notify the parents/guardians if the new schedule is available. If the requested schedule is not available parents/guardians may choose to continue with the current schedule until such time as the requested schedule becomes available. A schedule change will not be considered to be final until a new fee agreement is signed.

## **COURT ORDERS EFFECTING ENROLLED CHILDREN:**

In cases where an enrolled child is the subject of a court order, ACLC 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.

If a situation presents itself, where one parent does not want the other parent to have access to their child, ACLC 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.

## **ARRIVAL PROCEDURES:**

Upon arrival at ACLC, the parents/guardians or the adult dropping the child off must sign the child into care on the Sign-In Sheet located in the child's designated classroom. Children are required to be escorted by their parents/guardians 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.

ACLC discourages parents from sneaking out of the center. The staff present in the classroom will comfort and assist the child once their parents/guardians leave after saying good bye. The staff at ACLC assists and settles the child into the arrival routine.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day.

ACLCL does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at ACLCL.

### **Notification of Absence:**

Parents/guardians are required to inform the center 8AM 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.

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 staff to keep track of any illnesses, which may occur at our center. 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/guardians of the children in the school maybe notified that a communicable disease is present.

Parent who know in advance that a child will be late, are required to notify the center by 8AM so as to maintain the appropriate number of staff to ensure ratios are met when the child arrives to the center.

### **AGENCY'S RIGHT TO REFUSE ADMISSION:**

ACLCL reserves the right to refuse admission to any child at any time with or without cause.

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

- Lack of staff to maintain appropriate Staff to Child Ratio 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 ACLCL if the child were to be present at the center.
- Parents/guardians failure to maintain accurate, up to date records.
- Parents/guardians failure to complete and return required documentations in a timely manner.

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

## **PICK-UP PROCEDURES:**

It is the parents' responsibility to ensure that an alternate pick-up is available. Late Pick-up – parents who arrive after the Center's closing time, 6PM, will be charged \$40.00 for the first 15 minutes and \$2.00 per minute per child after the first 15 minutes. There will be a Late Pick-Up Form to sign and a Late Pick-Up fee which is payable before leaving the center.

All late fees must be paid by caash, check or money order separate from tuition fee.

Payable to: Active Children Learning Center  
and/or  
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1413B Annapolis Road  
Odenton, MD 21113

All measurements of time should be according to the ACLC clock located in the front door wall between the two (2) exit signs.

*Person(s) appearing to be impaired by drugs/alcohol.*

The staff at ACLC will contact local police and/or the other custodial parent should a parent appear to the staff of ACLC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit ACLC from denying a custodial parent access to their child even if the parent is or appears to be impaired.

*Emergency/Alternate Pick-Up Forms*

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encourage 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 ACLC. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

The persons on the Emergency/alternate pick-up form will be required to provide a government issued photo ID (Driver's and Non-Drivers valid license) and/or passport prior to ACLC 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/guardians have the right to make changes or additions to this form.

ACLC 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.

### **TRANSPORTATION:**

ACLCLC and its staff are not allowed under no circumstances to transport any child/children during break time and work days.

Transportation services are provided by ACLCLC during FIELD TRIPS thru a contracted county school bus. Any changes regarding transportation parents will be informed by the director.

### **SCHOOL CALENDAR:**

**NOTE:** *For updated School Calendar please visit our website at [www.activechildrenlearningcenter.com](http://www.activechildrenlearningcenter.com) click Calendar tab.*

### **EMERGENCY AND INCLEMENT WEATHER CLOSING INFORMATION:**

ACLCLC will make every effort to remain open during inclement weather, our goal is the safety of families and staff, while still meeting families' needs for child care.

ACLCLC will follow Anne Arundel County School's inclement weather closing decisions.  
ACLCLC two hours delays (9:00am)  
ACLCLC early dismissal at the discretion of the center Director.

ACLCLC will make every effort to communicate parents/guardians thru phone calls, however, messages can be seen on our website page [www.activechildrenlearningcenter.com](http://www.activechildrenlearningcenter.com).

It is important that you arrange to have your child picked-up as soon as possible in the event of an early closing.

Licensing regulations require ACLCLC to close for the following reasons:

- Power outage
- No water

If ACLCLC needs to close due to any of the above reasons, a decision will be made as soon as possible. Parents/guardians will be contacted immediately by phone to arrange pick-up for their child/children.

Should the center need to close for any reason, tuition will not be refunded or reduced for continued two (2) weeks school closure.

## **CURRICULUM:**

Daily Schedule of Activities: Please refer to ACLC website.

### *Nap/Rest Time:*

Naptime is after lunch. All children are expected to respect this quiet time. Parents/guardians are discouraged from visiting during nap time unless the child is being picked-up for the day. It is very disruptive to the other resting children.

Parent/guardians need to provide materials such as mat, pillow and blanket in small sizes.

Every first day of school week, parents/guardians are expected to bring their child/children's clean sleeping materials.

Every Friday, parents/guardians are expected to bring home all of their child/children's used sleeping materials for washing.

### *Educational/Personal Care Supplies Needed:*

Parents/guardians with a two (2) year old child/children must provide training diapers, wipes in case of accidents.

Children should wear sneakers or rubber soled shoes to prevent injury during school days. Please do not dress your child in personalized clothing or other identifying accessories, to prevent identification by strangers. Please dress your child in a weather-appropriate clothing at all times.

All ACLC enrollees must have extra clothing in the center on a weekly basis.

***PLEASE BE SURE TO LABEL EACH ITEM WITH YOUR CHILD'S NAME.***

## **Birthdays and Holiday Celebrations:**

ACLC asks that you coordinate this with the Center Director so that special attention with regards to child/children food allergies will be addressed and adjustments can be made to our snack schedule and school activities.

ACLC welcomes the opportunity to celebrate your child's birthday with you. The simple celebration is observed with a low key special snack. Families should provide enough of a healthy snack for all children in the class. Food that come from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.



### **Parents/Teachers Conference:**

Please refer to the Center's Monthly and Yearly Calendar for specific dates. ACLC conducts parent teacher conferences twice a year in November and March. The purpose of these conferences is to review and discuss your child's developmental progress. A sign up sheet is posted on the parents bulletin board in each classroom. Parents choose a time that they are available, however if needed, additional times can be scheduled. Additional information will be sent out by the Center Director, if there are any changes to this schedule.

### **Graduation:**

Please refer to the Center's Monthly and Yearly Calendar. Additional information will be sent out by the Center Director.

### **DISCIPLINE:**

Discipline and guidance revolved around respect and responsibility in the center. Each child/student is expected to be a respectful, responsible member of the center. Respectful towards himself/herself, the other children/student, staff, visitors and his/her own belongings, other children's belongings, staff's belonging, and all the properties of the center.

The discipline policy is required to maintain a safe and respectful environment for all the children/students in the center. UNDER NO CIRCUMSTANCES will any form of physical punishment or any form of abuse EVER be used and/or implemented.

Consistent and simple limits will be established in a positive manner to help prevent problems. Positive reinforcements and encouragement will be used for appropriate behaviours.

The environment at ACLS is set up to provide children with choices. As you walk through our classrooms you will see various materials and manipulatives available for children that allow them to develop their physical, cognitive, language, and social emotional skills. Children also have materials that enrich their love of the arts. These materials are set out on open shelves for children to choose from.

Redirection is a strategy used by staff to support children when they may be using materials inappropriately, appear to not be interested or are having a difficult time getting along with peers.

The center encourages each child/student to express his/her own feelings and ideas for solving a problem. The staff at the center will ensure to be down at the child's level and have his/her attention when intervening in a situation.

Only in extreme cases will time out be used as a discipline method. The center will sit down and discuss with each parent/guardian and to reinforce any method they used at home such as reward system.

A child/student will only ever be physically restrained if he/she pose a threat to himself/herself and to the other children/student and the staff as written in the childs behaviour plan.

### **TOYS FROM HOME:**

ACLC allows toys from home specifically requested by the classroom teacher for use during the circle time as part of the curriculum and should be put away immediately after presentation and should be brought home with the child.

### **DRESS CODE:**

All clothing items must be clearly labeled with child's first and last name. ACLC is not responsible for lost or damaged items of 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.

**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.

The Center Director will post reminders for parents to update changes of clothing as the weather begins to change.

### **FIELD TRIPS:**

ACLC frequently supplements the in class curriculum with off premises 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. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. 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.

Parents will not be permitted to transport any child, other than their own, on ACLC sponsored trip.

ACLC provides all required supervision for all field trips, but always encourages parents/guardians to attend.

FIELD TRIPS ARE FOR THREE (3) AND FOUR (4) YEAR OLDS ONLY.

### **PARENT PARTICIPATION/VOLUNTEERING:**

Parents/guardians are invited and encouraged to be involved in their child's school activities. Parents/guardians may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Volunteer opportunities are posted in the parent bulletin board.

Any parent/guardian who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by licensing regulations.

ACLC reserves the right to make Volunteer assignments. ACLC does not guarantee the volunteering parents/guardians will be assigned to locations where their child/children is present.

### **SICK POLICY:**

ACLC will contact/notify parents/guardians immediately to pick-up the child/student in the event the child/student becomes sick during the course of the day. Alternate emergency contact person will be called should the parents/guardians cannot be reached. The child will be in a safe area of his/her classroom and closely monitored by a staff while waiting to be picked-up. This will also allow the child to be separated from the other children to prevent spreading the illness. If the child requires immediate medical attention, an ambulance will be called, then the parents/guardians to notify them of the incident and which hospital to meet the child at.

If a child/student arrives at the center in the morning and appears to be too sick to participate in the day, the center will ask the parents/guardians to find alternate care for the child.

Allergy and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

A child/student may return to the center when he/she is free of symptoms or have a Physician's/Medical Health Officer written approval.

It should be noted that any child with an undiagnosed skin condition is not allowed to attend the Center. Parents should notify the Center in the event that your child is diagnosed as having any communicable disease/infection (e.g. strep throat, head lice, chicken pox, and measles). A notice will be posted in the classroom to notify other parents of any communicable diseases to which their children may have been exposed.

If any of the above symptoms are present or if a child appears cranky or less active than usual, cries more than usual, or just seems generally unwell at home, the parents are asked to look for any of the above symptoms.

When a child has developed symptoms of illness at the center, the staff will make repeated efforts to contact the parents/guardians or the child's designated alternative emergency contact, in order to assure that notice of the need for pick-up is received. The parents/guardians can facilitate this effort by taking steps to assure that you can be reached in the event of an emergency. Please be prepared to follow the Director's decision regarding early pick-up. The Director and the staff realize that keeping your child at home may be inconvenient; however,, when every parent cooperates, the spread of illness is kept to a minimum. By bringing your child to the center when he/she is ill, you are putting every family at risk.

In order to attend ACLC, the child must be well enough to eat meals and snacks provided by the center and to go outdoor.

ACLC staff will call the parents when it seems that the child is developing a health problem. ACLC hopes that such early communication can facilitate to resolve the health problems as they occur, thus preventing the spread of illness.

### *Symptoms:*

Fever-100 degree Fahrenheit orally; One degree Fahrenheit will be added to the armpit reading.

Unusual dark, tea colored urine and possible fever

Unusual green thick nasal discharge

Croupy loud cough a high-pitched or squeaking noise when a child inhales.

Difficult or rapid breathing

Sore throat or may not want to eat or drink and pain when swallowing

Vomiting

Headache and stiff neck

Diarrhea (loose stool)

Severe itching of body/scalp or scratching  
Scalp  
Unusual rashes or spots on skin  
Infected skin patches  
Crusty, bright yellow, dry or gummy areas of the skin  
- possible accompanied by fever  
Pink eye- swelling, redness of eyelid lining,  
and discharge sometimes greenish.  
Earache  
Child gets red or blue in the face  
Stomach ache that causes the child to scream

**Lice.** If the child/student is found to have lice, he/she may receive a treatment and be lice free before returning to the Center. When the child/student who has had lice returns to the Center, he/she will be checked by a staff person to confirm there are no longer any lice or nits (eggs). If eggs or lice are found, the child/student will not be allowed to stay. A DOCTOR'S LETTER IS NOT PERMITTED. THE CHILD/STUDENT MUST BE NIT FREE BEFORE RETURNING TO THE CENTER.

## **HEALTH AND SAFETY:**

All children are required to wash their hands upon entering the center each day. Liquid hand soap and individual towels will be used for hand washing. Children and staff will wash their hands before and after food preparation/eating, before and after diapering, and after toileting, nose wiping/sneezing and outside play. Hand washing and toileting will be supervised and children will be asked to flush the toilet after each use and then to wash their hands.

Single use tissues will be available at all times to use for wiping noses, etc. These tissues will be disposed of after each use. Children will be encouraged to cough/sneeze into the "inside corner of their elbow" instead of their hands to prevent spread of illness by hand.

*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 on file at ACLC. 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/guardians 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 ACLC.

### *Children with severe allergies:*

For the safety of your child, parents/guardians 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 parents/guardians, and must be updated every six (6) months, or more frequently, as needed. In addition to this form, parents/guardians must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Parents/guardians must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases ACLC 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 ACLC exercises reasonable care in taking such actions.

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

### *Communicable Diseases:*

ACLC 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/guardians are required to pick up their ill child/children as soon as possible upon notification by phone. If the parents/guardians cannot 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. ACLC reserves the right to refuse a child to return if the Center Director believes the child is still 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 with loose bowels or diarrhea which occur 3 or more times in a 24 hours period are required to be excluded from the program. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, ACLC requests that you notify the Center Director. This enables our faculty to keep track of any illnesses, which may occur at our center. 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. ACLC will take all measures necessary to protect your child's confidentiality.

### *Biting:*

ACLC recognizes that biting is an inappropriate behavior for children in child care setting. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. Parents/guardians are expected to work with staff to identify methods and strategies to curb this behavior.

Parents/guardians will be notified by incident/accident report that a biting incident occurred during the course of the day. ACLC staff cannot discuss the medical history of any child involved in a biting incident with the other party.

### *Dispensing Medication:*

ACLC will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit

dosage and administration instructions. ACLC will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. Parents/guardians should inform the center when their child received her/his last dosage of the medication to ensure medication is given at appropriate times consistently.

Per Anne Arundel County Office of Child Care Regulations permit child care providers to give prescription and non-prescription medications to children in care under certain conditions with prior written permission from the child's parent. A separate form is needed for each prescription or non-prescription medication to be administered to the child.

### *PRESCRIPTION MEDICATIONS AND NON-PRESCRIPTION MEDICATIONS:*

Prescription medications must be in a container labeled by the pharmacist or physician with the child's name, dosage, and expiration date. At least one dose of prescription medication must be given at home prior to the child's arrival at ACLC.

Non-prescription medication must be in the original manufacturer's container labeled with instructions for dosage and expiration date. Except for OCC approved topical medications, a provider may administer only one dose of non-prescription medication to a child per illness unless a licensed health practitioner provides written approval of the administration of the non-prescription medication and the dosage. All medication shall be administered according to the instructions on the label of the medication container. If Section B is not signed by the health practitioner, the health practitioner may give oral permission and instructions to the parent directly. If oral permission and instruction is given, the parent must complete Sections B and C. (Please refer to Medication Authorization Form).

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

### *FIRE/EMERGENCY DRILLS:*

ACLC conducts monthly fire drills and twice per year for emergency preparedness evaluation drill. Parents/guardians, 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 preparedness evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents/guardians may not sign children into 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/guardians 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 Center Director will inform each classroom teacher that the school will be closing. At this time, any parents/guardians waiting to sign their child in will have to leave the premises with their child. All other parents/guardians 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 as soon as possible after parents/guardians have been notified by phone.

If the center is having a real fire/emergency situation, parents will be asked to wait until the Center Director 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.

*ALTERNATE SAFE LOCATION:*

Should the ACLC administration or any emergency services personnel determine the building which houses the child care to be dangerous to be occupied, the staff and children will be taken to Odenton Fire Station and West County Public Library. Once the children are assembled here, the staff will begin contacting parents/guardians or emergency contact persons for pick-up.

*INCIDENT/ACCIDENT REPORT:*

Should your child/children be involved in an incident/accident during the course of the school day, a staff member will complete and Incident/Accident Report. The Center Director will call and notify the parents/guardians immediately.

A copy of the Incident/Accident Report will be given to the parents/guardians upon pick-up.

*FOOD:*

Below is a list of food that ACLC requests parents/guardians to not include in their child/children's lunches because of choking possibilities:

- hard, gummy candies
- fruity flavored snacks
- popcorn
- all kinds of nuts
- bubble gum

The following can be included in your child's lunch:

\* no cookies and cupcakes

- grapes (thinly sliced)
- bananas
- oranges (peeled)
- strawberry (thinly sliced)
- apples (peeled and thinly cut length-wise)
- hot dogs (quartered)

ACLCL will provide the following drinks:

- drinking water
- milk

ACLCL DOES NOT ALLOW SODA AT ALL TIMES.

\*\*\* ACLCL School Uniform = Forest Green Polo Shirt with Khaki, Navy blue  
or Black pants/shorts for boys.

= Forest Green Polo Shirt with Khaki, Navy blue  
or Black pants, shorts/skirt for girls.

### **AGENCY CONTACT INFORMATION:**

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